



Local Emergency Management Committee Notice of Meeting | 17th April 2024

The next LEMC MEETING will be held in Council Chambers, 10 Jennaberring Road, Quairading, WA on Wednesday, 17 April 2024 commencing at 4.00 pm.

MEETING AGENDA ATTACHED



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SHIRE OF QUAIRADING

Local Emergency Management Committee

ITEM 1 OPENING & ANNOUNCEMENTS

The Chairperson welcomed everyone to the meeting and declared the meeting open at _____ pm.

“Before we start our meeting, I would like to acknowledge that we are meeting on Noongar/Ballardong land and we pay respect to the original custodians...past, present and future and welcome you all here today for this meeting”.

ITEM 2 ATTENDANCE AND APOLOGIES

2.1 Attendance

Cr Jo Haythornthwaite	Shire President/Chairperson
Cr Trevor Stacey	Deputy Shire President
Natalie Ness	Chief Executive Officer
Sarah Caporn	Executive Manager, Works & Services, Shire of Quairading
Marion Haeusler	Executive Officer, Shire of Quairading
Ben Davies	Community Emergency Services Manager
Nigel Gelmi	Chief Bush Fire Control Officer
Shelby Robinson	DFES – District Emergency Management Advisor
Diana Ellison	HSM Quairading Hospital
Sgt David Lewis	OIC Quairading Police
Sharon Cutts	Quairading CO-OP Manager
Michael Phillips	Regional Coordinator - Department of Communities
Jo Spadaccini	District Emergency Services Officer – Wheatbelt - Department of Communities
Dean Mastin	Quairading Central BFB and Quairading VFRS
Saskia Korzonek	Volunteer Fire & Rescue Services
Justin Corrigan	Department of Fire & Emergency Services
Blake O’Halloran	Quairading District High School Principal
Ian Dawson	St John Ambulance
Yvonne Emmanuel	St John Ambulance – Quairading
Trevor Sandercock	St John Ambulance – Quairading

2.2 Observers

2.3 Apologies

ITEM 3 DEPUTATIONS / PRESENTATIONS / SUBMISSIONS

Nil.

ITEM 4 CONFIRMATION OF MINUTES AND BUSINESS ARISING

4.1 Confirmation of Minutes – 4th December 2023

Recommendation

MOVED _____ SECONDED _____

That the minutes of the Local Emergency Management Committee meeting held on 4 December 2023 be confirmed as a true and correct record of that meeting.

4.2 Business Arising

ITEM 5 CORRESPONDENCE

5.1 Inward

5.2 Outward

ITEM 6 STANDING ITEMS

6.1 Setting of 2024 LEMC Meeting Dates

Meeting dates were set in December 2023 to be:

- Wednesday 17th April 2024 (Post-Season)
- Wednesday 17th July 2024 (Yearly Exercise)
- Wednesday 18th September 2024 (Pre-Season)

6.2 Community Emergency Services Manager

6.2.1 Incident Update

6.2.2 Training Update

6.2.3 Bushfire Brigade Registers Update

6.3 Review of LEMA

A review of the LEMA is currently underway regarding the following:

- updating details that are incorrect
- communications strategy including recovery information strategies and an internal comms plan
- Directional road signage for the Quairading Evacuation Centre
- Food and catering agreements

- Shire Executive Emergency Activation Kits
- Financial preparation – image library of Shire assets
- Community awareness/education campaign to be prepared prior to next season’s bushfire period.

Input from LEMC Members is appreciated.

Also under consideration are the roles and function of the Core Recovery Group. The following is listed in the LEMA, but members have never met as a group to discuss potential scenarios around the identified hazards/risks:

(Function – recovery planning, activation of plan, support LRC to manage the recovery process. The core group comprises LG elected members and administration staff)

Position	Primary	Alternate
Chair	Shire President	Deputy Shire President
LRC	Chief Executive Officer	Executive Manager, Corporate Services
Deputy Recovery	Executive Manager, Works & Services	Executive Manager, Corporate Services
Administrative support	Executive Officer	Accounts/Senior Finance Officer
Communications Officer	Information Management Officer	Grants & Projects Officer
LG Officers	Technical Services Officer	Works Team Leader

Some of these Positions no longer exist within the Shire and appropriateness of Primaries and Alternates, as they are currently staffed, needs to be reviewed for the Positions.

6.4 Update to Risk Register

Currently the LEMA has 4 identified risks in its Risk Register, which was adopted by the Committee at its last meeting in December – Bushfire; Earthquake; Severe Storm; Flood.

Potentially there are an additional 3 risks that should be identified – Power Outages; Chemical Spill; Terrorism (domestic and international) (given recent events in Kellerberrin and Merredin).

ITEM 7 AGENCY UPDATES

7.1 WA Police

Sgt Dave Lewis

7.2 St John Ambulance

?

7.3 Fire and Emergency Services

Shelby Robinson

7.4 Quairading Volunteer Fire & Rescue

Saskia Korzonek

7.5 Quairading CO-OP

Sharon Cutts

7.6 Department of Communities

Jo Spadaccini

7.7 Department of Education

Blake O'Halloran

7.8 Department of Health

Diana Ellison

7.9 Local Government (inc. Bush Fire Brigades)

Cr Jo Haythornthwaite

Nigel Gelmi

ITEM 9 URGENT BUSINESS

ITEM 10 NEXT MEETING DATES

Next Meeting – 17th July 2024, 4.00pm, Quairading Council Chambers

ITEM 11 CLOSURE

There being no further business, the Chairperson closed the meeting at _____ pm.