



## Local Emergency Management Committee

Minutes | 18<sup>th</sup> September 2024



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# SHIRE OF QUAIRADING

## Local Emergency Management Committee

### ITEM 1 OPENING & ANNOUNCEMENTS

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In the absence the Shire President, the Deputy Shire President, Cr Trevor Stacey, took the chair.

The Chairperson welcomed everyone to the meeting and declared the meeting open at 4.05 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

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#### 2.1 Attendance

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	
Tess Robinson	HSM Quairading Hospital	
Paula Brushe	Quairading Co-op General Manager	
Jo Spadaccini	Regional Officer - Department of Communities	via TEAMS
Ian Dawson	St John Ambulance	via TEAMS
Trevor Sandercock	St John Ambulance – Quairading	

#### 2.2 Observers

Nil

#### 2.3 Apologies

Cr Jo Haythornthwaite	Shire President/Chairperson
Shelby Robinson	District Emergency Management Advisor – DFES
Sgt David Lewis	OIC Quairading Police
Michael Phillips	Regional Coordinator - Department of Communities
Dean Mastin	Quairading Central BFB and Quairading VFRS
Saskia Korzonek	Volunteer Fire & Rescue Services
Justin Corrigan	Department of Fire & Emergency Services
Michael Oliver	Quairading District High School Principal
Yvonne Emmanuel	St John Ambulance – Quairading

With three new members present, the chairperson asked for introductions around the room.

## ITEM 3 DEPUTATIONS / PRESENTATIONS / SUBMISSIONS

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Nil.

## ITEM 4 CONFIRMATION OF MINUTES AND BUSINESS ARISING

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### 4.1 Confirmation of Minutes – 17<sup>th</sup> July 2024

#### Recommendation

**MOVED N Gelmi      SECONDED B Davies**

That the minutes of the Local Emergency Management Committee meeting held on 17 July 2024 be confirmed as a true and correct record of that meeting.

**CARRIED**

### 4.2 Business Arising

Nil

## ITEM 5 CORRESPONDENCE

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### 5.1 Inward

Nil

### 5.2 Outward

#### Outward Correspondence from CESM to DFES

LEMC Annual Report Submission

## ITEM 6 STANDING ITEMS

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### 6.1 Setting of 2025 LEMC Meeting Dates

Suggested meeting Dates being the 3<sup>rd</sup> Wednesday of the Month as in 2024:

- Wednesday 16<sup>th</sup> April 2025 (Post-Season)
- Wednesday 16<sup>th</sup> July 2025 (Yearly Exercise)
- Wednesday 17<sup>th</sup> September 2025 (Pre-Season)

No objections to the suggested dates.

### 6.2 Update to LEMA Contacts

Confidential 'Contacts' section of the Shire of Quairading LEMA provided under separate cover for Committee information and comment.

Cr Stacey provided some updates via email.

Updates will again be made after the appointment of FCO's etc. at the upcoming BFAC Meeting. Contact updates do not need to be ratified by Council. Contacts should be updated at least quarterly as well as physically checked.

## ITEM 7 AGENCY UPDATES

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### 7.1 WA Police

Sgt Dave Lewis – Not present

### 7.2 St John Ambulance

Nigel Sandercock for Ian Dawson:

Training has been conducted with Ian. It has been suggested using specific training equipment instead of using items out of the vehicles to make sure vehicles are ready to go at all times, even during training sessions.

Incident with RFD not being able to land on the airstrip because of insufficient lighting. Lights had been overgrown with grass. They are now being checked monthly in line with generator checks. Ian suggested that spraying the area would be beneficial.

### 7.3 District Emergency Management Advisor

Shelby Robinson – not present

### 7.4 Department of Fire and Emergency Services

AO Justin Corrigan – not present

### 7.5 Quairading Volunteer Fire & Rescue

Saskia Korzonek – not present

The CESM updated that pre-season training was scheduled for the end of the month. Numbers are good.

### 7.6 Quairading CO-OP

Paula Brushe:

First LEMC meeting. Ben and Jo explained that from a preparedness point of view, the Co-op can provide information on supply chain issues and have an understanding with the DoC for potential supply to evac centres.

### 7.7 Department of Communities

Jo Spadaccini:

Coordinate with Coop for supply of evac center

Setting up cache of bedding at town hall. New training for internal staff then external local governments.

Michael will be in touch to set dates.

Sarah added that she had been working with Michael on the installation of cages to hold the bedding cache in the Town Hall.

### 7.8 Department of Education

Michael Oliver – not present

## 7.9 Department of Health

Tess Robinson:

WACHS have rolled out emergency management training for staff. A new registered nurse and a new cook have been employed. Difficulties to keep long term staff, not just in health but overall. A local casual has been employed and Tess is looking for a new admin staff member. Accommodation for staff is tight and the lack thereof has been the reason for turning away suitable applicants with families.

## 7.10 Community Emergency Services Manager

CESM Ben Davies

### Prevention:

- Mitigation works are being conducted around the Airport, Mclennon Street, the Tip, Loudon Street, Toapin Weir and Water Corp Site, this will be conducted from the 24<sup>th</sup> of September till the 11<sup>th</sup> of October.
- Community Meeting involving Bushfire Prevention and Preparedness will be held 16<sup>th</sup> of October.
- Looking at developing a very brief update to send out to the Community about the changes in the Australian Warning System, this will be sent out in the local paper, WhatsApp and Facebook.

### Preparedness:

- LEMC Training has been run for a Ammonium Nitrate Incident to test the Evacuation Centres and Communication Strategy.

### Bushfire Training:

Courses and Training has been conducted throughout the year to build capacity. Bushfire Training is being conducted throughout September and Early October. Courses such as;

- Ground Controller Course have been run, this enables the use of Water Bombers in Quairading. We now have qualified Ground Controllers.
- Bushfire Safety Awareness courses are also being conducted as this is the minimum standard course for BFB members who crew an appliance. More courses to be run in September and October.
- Rural Fire Awareness Courses is now online, this is the minimum standard for Farm Response members and Seasonal Workers.
- Fire Control Officer Course will be held on the 3<sup>rd</sup> of October 2024 in Cunderdin. 3 Members from Quairading Identified.
- Water Bomber Reloading – Will be conducted at Quairading Airfield at 1130 on 10<sup>th</sup> of November
- Further training will be pushed out and posted on the WhatsApp group and Facebook shortly.
- Please note the changes to Australian Warning System as per Presentation.

- Looking at running an AIIMS Awareness Training session for the Shire that will be involved in an incident management team or ICC, in October, Open to all Staff and LEMC members. AIIMS stands for Australasian Inter-Service Incident Management System and goes over key positions in an incident management team across key agencies.

**Response:**

- Grain Harvest Movement (Water Bomber) is going to continue this year due to all the positive feedback. Meaning Waterbombers will be positioned in Cunderdin, meaning a quick response. This will start on the 7th of November.

**Recovery:**

- Currently developing some role cards for the LEMC

**Additional:**

- Would the LEMC benefit from a WhatsApp Group? Following the Storm event this year it was identified that a common information stream would have assisted and prevent additional work from multiple agencies.

**7.11 Bush Fire Brigade**

Nigel Gelmi:

Fire breaks awareness, high fuel loads suspected over summer. Brigade meetings are coming up.

**7.12 Local Government**

CEO Natilie Ness

LEMA is under review. The Shire are working on hard copy kits for the executive team. An internal Communications plan is being developed, which was not previously covered in the LEMA. Fire extinguisher training is planned for Shire employees. Fire trucks are currently being serviced in preparation for fire season.

**ITEM 8 TRAINING**

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What is a LEMC (Local Emergency Management Committee)

- Purpose of a LEMC
- Function of an LEMC
- Roles and Responsibilities

See slides attached.

Also attached are slides on the new Australian Warning System as presented at the last LEMC meeting.

**ITEM 9 URGENT BUSINESS**

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Nil

## ITEM 10      NEXT MEETING DATE

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Next Meeting – 16<sup>th</sup> April 2025, 4.00pm, Quairading Council Chambers

## ITEM 11      CLOSURE

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There being no further business, the Chairperson closed the meeting at 4.52 pm.



# Local Emergency Management Committee (LEMC)

## Overview

- Purpose of LEMC
- Function of LEMC
- Roles and Responsibilities

# Purpose of LEMC

- Improve community awareness of emergency risks and potential impacts
- Work with local government to ensure high-quality Local Emergency Management Arrangements (LEMA)
- Develop comprehensive strategies and plans for all stages of emergency management
- Foster coordinated, interagency approach during preparedness
- Enhance community resilience through planning and practices

**Prevention – Preparedness – Response – Recovery**

# Function of LEMC

## Core Functions:

- Develop, review, and test Local Emergency Management Arrangements (LEMA)
- Advise and assist local government in establishing LEMA
- Liaise with public authorities and others in LEMA development, review, and testing
- Carry out emergency management activities as directed by SEMC or prescribed by regulations

## Additional Responsibilities:

- Submit annual reports to District Emergency Management Committee (DEMC)
- Coordinate with local government on exercising
- Meet regularly
- Update contacts and resources
- Review membership, subcommittees, and working groups

# Roles and Responsibilities

## Key LEMC Positions:

- LEMC Chair
- LEMC Deputy Chair
- Executive Officer
- Local Emergency Coordinator
- Local Recovery Coordinator
- LEMC Members
- District Emergency Management Advisors

# LEMC Role Holders

## **LEMC Chair:**

Typically a representative from the local government. Often, this is the Shire President.

## **LEMC Deputy Chair:**

The Deputy Chair is usually the **Local Emergency Coordinator**.

## **Executive Officer:**

This role is typically filled by a local government employee, often from the emergency management, compliance or community safety department.

## **Local Emergency Coordinator:**

This position is held by the Officer in Charge of the local police sub-district, as prescribed under section 37(1) of the Emergency Management Act 2005.

## **Local Recovery Coordinator:**

This role is typically appointed by the local government and is often a senior local government officer with experience in community development or emergency management.

# LEMC Chair

## Responsibilities:

- Provide leadership and support to the LEMC
- Ensure appointment of an Executive Officer
- Chair LEMC meetings
- Ensure adherence to Terms of Reference and meeting procedures
- Keep local councils informed of EM within the district
- Ensure LEMA is prepared and up to date
- Provide leadership in emergency management within the local government district

# LEMC Deputy Chair

## Responsibilities:

- Usually the Local Emergency Coordinator
- Support the Chair in their duties
- Act as Chair in the absence of the appointed Chair
- Assist in ensuring LEMC functions are carried out effectively
- Contribute to the development and review of LEMA
- Promote coordination between agencies in emergency management

# Executive Officer

## Responsibilities:

- Coordinate the development and submission of LEMC documents
- Provide executive support to the LEMC
- Provide secretariat support including meeting agenda, minutes, and action items
- Coordinate LEMC business between meetings
- Manage LEMC correspondence
- Facilitate the provision of relevant emergency management advice to the Chair and committee
- Participate in the development of LEMA and other plans
- Maintain a current contact list of LEMC members



# Local Emergency Coordinator

- Provide advice and support to the LEMC in the development and maintenance of LEMA
- Assist hazard management agencies in the provision of a coordinated response during an emergency
- Carry out other emergency management activities in accordance with the directions of the State Emergency Coordinator
- Usually appointed as the LEMC Deputy Chair
- Provide reports to DEMC on LEMC activities and preparedness issues
- Participate in post-incident reviews and exercises

# Local Recovery Coordinator

- Prepare, maintain, and exercise the Local Recovery Plan as part of the LEMA
- Provide advice on recovery matters to the LEMC
- Generate awareness of recovery processes and best practices
- Advise the LEMC on Local Recovery Coordination Group (LRCG) activities
- Report on evaluation findings from recovery efforts
- Coordinate the recovery process following an emergency event
- Liaise with the State Recovery Coordinator and other relevant agencies
- Ensure the Local Recovery Plan aligns with the State EM Policy and Procedures
- Identify and advocate for resources needed for effective recovery
- Promote community engagement and participation in recovery planning
- Coordinate training and capacity building for local recovery personnel

# LEMC Members

- Attend LEMC meetings and participate actively
- Represent their agency or organisation and provide relevant information
- Contribute to the development and implementation of LEMA
- Contribute to agenda items and discussions
- Undertake tasks as assigned by the LEMC
- Share relevant information with their respective organisations
- Participate in emergency management exercises
- Promote emergency management awareness within their organisation and the community

# District Emergency Management Advisors

- Provide support and advice to the LEMC on emergency management matters
- Act as a liaison between the LEMC and the DEMC
- Provide guidance on State emergency management policies and procedures
- Assist in the development and review of LEMA
- Support the planning and execution of emergency management exercises
- Facilitate training and capacity building opportunities for LEMC members
- Provide updates on district and state-level emergency management initiatives

# Australian Warning System Overview and Update



DFES  
Department of Fire &  
Emergency Services

FOR A SAFER STATE



# The Australian Warning System (AWS)



**What is it?**

The **Australian Warning System** is a **national approach** to warnings for natural hazards including bushfire, flood, storm, cyclone and heatwave.

**Why are we doing it?**

To deliver a more **consistent approach** to warnings, **no matter where you are or what hazards you face.**

**When is it being implemented?**

The new framework will be introduced for cyclone, storm and flood **on 15 July 2024.** Action statements will also be added to the three hazards, as well as bushfire at this time.

# AWS Warning Levels

The three warning levels with consistent names, colours and triangle icons.

**Advice:** An incident is active but there is no immediate danger. Stay up to date in case the situation changes.

**Watch and Act:** There is a heightened level of threat. Conditions are changing and you need to take action now to protect you and your family.

**Emergency Warning:** An Emergency Warning is the highest level of warning. You may be in danger and need to take action immediately. Your life will be at risk if you do not act.

Fire



Storm



Flood



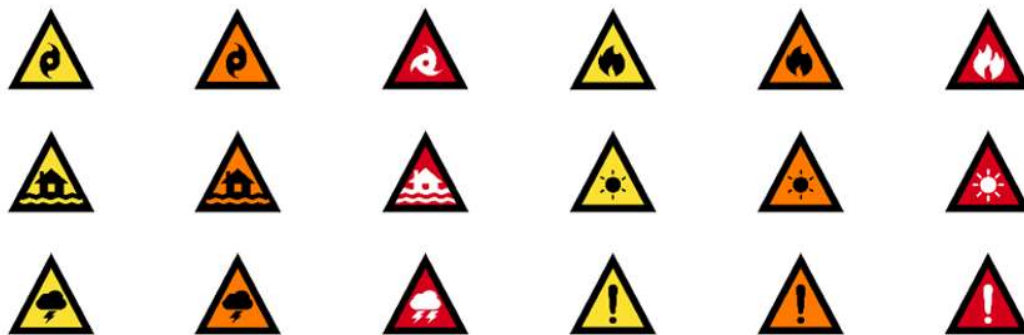
Cyclone



# Australian Warning System

How will AWS  
change the way  
warnings are  
issued?

- Consistent warning levels, colours, icons, terminology for bushfire, cyclone, storm and flood.
- Potential for multiple Advice/Watch and Act/Emergency Warnings areas for one incident.
- No More All Clear or Take Care levels.
- The need for an action statement for every warning level/area.
- More localised and personalised warnings.





# AWS Training

**Two online modules have been developed:**

## **AWS Awareness**

An overview of the Australian Warning System and how it applies in Western Australia. Delivered as a self-paced, e-learning awareness module.

## **Applying the AWS**

A scenario-based assessment module for decision makers and those who support the issuing of public information.

**The courses are also available to invited stakeholders via the Mobilise Me platform – [dfes.mobilise-me.com](https://dfes.mobilise-me.com)**

**New users need to create an account and choose “Australian Warning System” as the Learning Category.**



# Australian Warning System



## What does it mean for me?

- Policies, procedures, trigger documents, training materials etc need updating
- Signage in the community, worksites etc featuring Blue/Yellow/Red/All Clear needs updating/removing

# Action Statements

- Each warning level has a set of action statements to give the community clearer advice about what to do.
- Action statements allow us to issue tailored and personalised messages to the community.
- Action statements can be used flexibly across all three warning levels and are contextualised for each hazard within each state or territory.
- Action statements are reviewed annually based on feedback from jurisdictions.

## Advice

- Prepare now
- Stay informed
- Monitor conditions
- Stay informed/threat is reduced
- Avoid the area
- Return with caution
- Avoid smoke

## Watch and Act

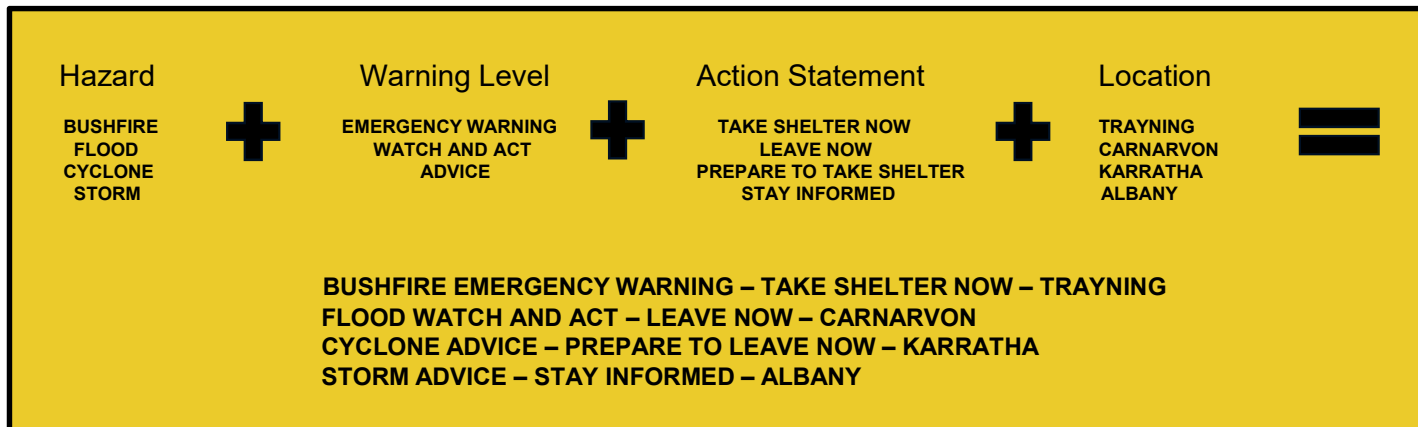
- Prepare to leave
- Leave now (if you are not prepared)
- Prepare to take shelter
- Move/stay indoors
- Stay near shelter
- Walk two or more streets back
- Monitor conditions as they are changing
- Be aware of ember attack
- Move to higher ground (away from creeks/rivers/coast)
- Limit time outside (cyclone, heat, asthma)
- Avoid the area/avoid the flooded area
- Stay away from damaged buildings and other hazards
- Prepare for isolation
- Protect yourself against the impacts of extreme heat
- Do not enter flood water
- Not safe to return
- Prepare your property (cyclone/storm)

## Emergency Warning






- Leave (immediately, by am/pm/hazard timing)
- Seek/take shelter now
- Shelter indoors now
- Too late/dangerous to leave

# AWS Nested Headline






- Under the Australian Warning System, action statements are included in the warning headline along with the warning level, hazard and location.








# AWS Cyclone Warning Levels

Action Statements	Warning Level	Icon
<ul style="list-style-type: none"> <li>• Prepare now</li> <li>• Stay informed</li> <li>• Monitor conditions</li> </ul>	Advice	
<ul style="list-style-type: none"> <li>• Prepare to take shelter</li> <li>• Prepare for isolation</li> <li>• Prepare your property</li> <li>• Prepare to leave</li> <li>• Leave now</li> </ul>	Watch and Act	
<ul style="list-style-type: none"> <li>• Shelter indoors now</li> </ul>	Emergency Warning	
<ul style="list-style-type: none"> <li>• Stay indoors</li> <li>• Stay away from damaged buildings and other hazards</li> <li>• Monitor conditions</li> <li>• Not safe to return</li> </ul>	Watch and Act (de-escalating)	
<ul style="list-style-type: none"> <li>• Stay informed</li> <li>• Return with caution</li> <li>• Threat is reduced</li> </ul>	Advice (de-escalating)	

# AWS Flood Warning Levels

Action Statements	Warning Level	Icon
<ul style="list-style-type: none"> <li>• Prepare now</li> <li>• Stay informed</li> <li>• Monitor conditions</li> <li>• Avoid the area</li> </ul>	<b>Advice</b>	
<ul style="list-style-type: none"> <li>• Leave now (if not prepared)</li> <li>• Prepare to take shelter</li> <li>• Prepare for isolation</li> <li>• Prepare to leave</li> <li>• Move/stay indoors</li> <li>• Move to higher ground</li> </ul>	<b>Watch and Act</b>	
<ul style="list-style-type: none"> <li>• Too late to leave</li> <li>• Leave now</li> <li>• Shelter indoors now</li> </ul>	<b>Emergency Warning</b>	
<ul style="list-style-type: none"> <li>• Avoid the flooded area</li> <li>• Do not enter flood water</li> <li>• Not safe to return</li> </ul>	<b>Watch and Act (de-escalating)</b>	
<ul style="list-style-type: none"> <li>• Stay informed/threat is reduced</li> <li>• Return with caution</li> </ul>	<b>Advice (de-escalating)</b>	

# AWS Bushfire Warning Levels

Action Statements	Warning Level	Icon
<ul style="list-style-type: none"> <li>• Prepare now</li> <li>• Stay informed</li> <li>• Monitor conditions</li> <li>• Avoid smoke</li> </ul>	Advice	
<ul style="list-style-type: none"> <li>• Leave now (if not prepared)</li> <li>• Prepare to leave</li> <li>• Be aware of ember attack</li> <li>• Monitor conditions</li> </ul>	Watch and Act	
<ul style="list-style-type: none"> <li>• Leave now (or by time)</li> <li>• Too late to leave</li> <li>• Take shelter now</li> </ul>	Emergency Warning	
<ul style="list-style-type: none"> <li>• Not safe to return</li> <li>• Avoid the area</li> <li>• Monitor conditions</li> </ul>	Watch and Act ( <i>de-escalation</i> )	
<ul style="list-style-type: none"> <li>• Stay informed</li> <li>• Avoid the area</li> <li>• Return with caution</li> <li>• Avoid smoke</li> <li>• Threat is reduced</li> </ul>	Advice ( <i>de-escalation</i> )	

# Questions



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Department of Fire &  
Emergency Services

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# Enquiries

For more information contact:

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