

**Minutes of the Local Emergency Management Committee
meeting to be held at 4.00pm on Tuesday 24 March 2020
Merredin Regional Community & Leisure Centre**

1.0 Attendance

Cr Julie Flockart	Shire of Merredin – Chairperson / Shire President
Cr Mal Willis	Shire of Merredin – Deputy President
Cr Romolo Patroni	Shire of Merredin - Councillor
Mark Dacombe	Shire of Merredin – Acting Chief Executive Officer (CEO)
Andrina Prnich	Shire of Merredin – Deputy Chief Executive Officer (DCEO)
Peter Zenni	Shire of Merredin - EMDS
Stacey Jaskiewicz	Shire of Merredin - Ranger
Brooke Crowd	Shire of Merredin – Environmental Health Officer
Melissa Ivanetz	Shire of Merredin – Executive Assistant to CEO
Mark Tobiasen	Western Australian Police Force (WAPOL)
Michael Paterson	Western Australian Police Force (WAPOL)
Karen Horsley	Merredin Hospital
Christopher Cox	Merredin Hospital
Joanna Spadaccini	Department of Communities
John Flockart	Merredin Bush Fire Services
Phil Van Der Merwe	Merredin Volunteer Fire and Rescue Service
Sheree Lowe	Merredin Volunteer Fire and Rescue Service
Matthew Reimer	Department of Fire and Emergency Services (DFES)
Jeremy Willis	Department of Fire and Emergency Services (DFES)
Lyndon Clark	Water Corporation
Renee Manning	Department of Primary Industries and Regional Development
Kim Cooper	Western Power
Simon Menz	St John Ambulance
Yvette Grigg	Office of Emergency Management
Elizabeth Moody	Merredin Residential College
Lauren Franklin	Merredin Residential College
Caine Denyer	Merredin Residential College
David Prnich	Belgravia Leisure (MRCLC)
Nicholas Hopkin	Central East Aged Care Alliance (CEACA)
Debbie Morris	Community Resource Centre (CRC) Manager
Rose Crane	Office of Melissa Price – Federal Member for Durack
Mia Davies	Leader of The Nationals WA - Member for Central Wheatbelt
Shaun Whisson	Merredin IGA – Store Manager
Gareth Davies	Merredin Energy
Ross Billing	Collgar Windfarms
Donna Crook	Merritville
Sally Trunfio	Department of Communities
Kath Brown	Office of Mia Davies
Ron King	Merredin Farms
Adriana Coniglio	St Mary's School Principal

2.0 Apologies

Gerry Duke	CBH Group
Gren Putland	Main Roads WA
Adrian Chesson	Department of Parks and Wildlife
Elizabeth Davies	Main Roads WA
Mark Briggs	Merredin SES
Maurice Embley	Disability Services Commission
Troy Scaddan	Department of Communities
Stephen Crook	Merredin Bush Fire Services

3.0 Welcome

3.1 Shire President - Cr Julie Flockart – Welcome

3.2 District Emergency Management Advisor – Yvette Grigg – LEMC roles and responsibilities

4.0 Confirmation of Previous Minutes

Motion: That the minutes of the previous meeting of the Local Emergency Management Committee held 27th August 2019 be confirmed as a true and accurate record of proceedings.

Moved: Romolo Patroni

Seconded: Mark Tobiassen

Carried

5.0 Business Arising from Previous Minutes

Deferred unless pressing

6.0 Correspondence

6.1 Incoming Correspondence

6.1.1 DFES COVID-19 Information – Risk Information Bulletin

6.1.2 District EM Advisor LEMC Report – February 2020

6.1.3 LEMC Advice – 19 March 2020

6.2 Outgoing Correspondence

Nil

Motion: That correspondence in / out be received as presented.

Moved: Mal Willis

Seconded: Phil Van Der Merwe

Carried

7.0 HMA and other Agency Updates

Merredin Hospital – Karen Horsley

- Business as usual
- Currently 175 confirmed cases in Western Australia

- Present to the ED if unwell

Merredin Police - Michael Patterson

- Business as usual
- Currently working on breaches within the Community
- Offering guidance and support to the business community

Department of Communities – Joanna Spadaccini

- Open and Business as usual

IGA Merredin – Shaun Whisson

- Reduced trading hours
- Sourcing availability of stock for Metcash
- Currently conducting a head count of people entering the store
- Supplying large amounts of stock to out of town residents

St Johns Ambulance – Simon Menz

- Business as usual
- Drastic changes to take place
- All first aid courses and training cancelled

St Mary's College – Adriana Coniglio

- 50% attendance rate (most families choosing self-isolation and home learning)

Merredin Residential College – Elizabeth Moody

- The College closed last night
- Currently no children left in the Centre
- Staff are still currently onsite working

Merredin Volunteer Fire and Rescue Service – Phil Van Der Merwe

- Business as usual
- Shortage of COVID PPE if required

Bush Fire Brigades – John Flockart

- BAU with the exception of single cruising

Water Corporation – Lyndon Clark

- No visitors permitted to Depot
- No foreseen issues maintaining supply of water or wastewater

Department of Primary Industries and Regional Development – Renee Manning

- Business as usual
- Providing support to State Response Centre
- Possibility of staff helping at the borders

Western Power – Kim Cooper

- Separating critical skill sets to ensure power is maintained (business continuity)
- Focusing on staff hygiene
- Working on faults only

Belgravia Leisure (MRCLC) – David Prnich

- The Centre is currently closed for business.
- Centre Manager is in caretaker mode
- Ready and open to providing emergency support as required

CEACA – Nicholas Hopkins

- Business as usual with additional education/awareness
- Force Rentals not currently conducting any site visits
- Working closely with all the Shire's in the region.

Merritville – Donna Crook

- Business as usual

Merredin CRC – Debbie Morris

- Business as usual, with restriction on Centrelink numbers (two at a time)
- Large numbers of non-local residents attending Centrelink (financial and job seek)
- Looking for more volunteers to help support the community
- Preparing front page of Phoenix on meeting outcomes

Merredin Energy

- Working solo
- Contractors are checked with standard questions

Collgar Windfarm – Ross Billing

- Business as usual
- Contractors self-isolating as required
- Maintenance staff in pairs on site to comply with social distancing requirements
- Non-essential workers operating remotely

Merredin Farms - Rong King

- Staff influx approximately 30 workers
- Self isolating when they arrive
- Other COVID-19 protocols in line with

Shire of Merredin – Mark Dacombe

- Halting large gatherings
- Business continuity planning with focus on how to maintain essential services (particularly waste and sanitation)
- Worked through systematically on essential services and offering online and other options to continue operation
- Awareness and preventative education for staff and public
- Key action to ensure all community members are referring to key government channels of communication for 'source of truth'
- Working on the expectation that this will continue for months, including staff working from home to continue operations in the case of complete lock down
- Emergency Support Team established (establishing community, business and wellbeing initiatives)

Leader of The Nationals WA – Member for Central Wheatbelt – Mia Davies

- Business as usual
- Both Offices are open for business
- Distributing accurate information as required
- Seeking feedback on any local and regional issues to take that back to parliament in order to find best outcomes for community

Office of Melissa Price - Federal Member for Durack) – Rose Crane

- Planning to meet with local community leaders in next week
- Keen to establish local issues and social distancing / isolation as required

Merredin College – Leigh Nelson

- Open for business
- 50% attendances

8.0 COVID-19 Preparation, Action and Recovery Planning

8.1 Business Continuity – prevention, awareness and action plans

8.2 Community Communication

8.3 Assisting our Community – refer community wellbeing attachments

8.4 Recovery Planning

Yvette Grigg (DFES)

- State Recovery Coordination Group have met
- State Recovery Plan being developed
- To be disseminated at district and local level

8.5 Other

9.0 Standing Items to be considered at each meeting

9.1 Update of Contacts and Resources Register

Cr Flockart

- Please contact dceo@merredin.wa.gov.au with any updates

9.2 Change of Positions/Leave and Acting Arrangements Notification

9.3 Incident Support Group Activations

9.4 Risk Profile Change

9.5 Local Emergency Management Arrangements

9.6 Local Recovery Plan

9.7 Report and/or debrief of any LEMC exercise(s)

10.0 Documentation

11.0 Presentations or Proposed Exercises

11.1 LEMC Roles and Responsibilities

Yvette Grigg - DFES

(POSTPONED to next meeting)

12.0 General Business

Questions and Clarifications

Debbie Morris - CRC

Question to Police – registry of volunteers – possibility to fast track police clearance

Mark Tobiasen - WAPOL

Response Unaware of any mechanisms to fast track. Will follow up and contact CRC direct.

Renee Manning - DPIRD

Question -Wheatbelt case of COVID announced – will there be tracing contact?

Karen Horsley – Merredin Hospital

Response Public Health Unit will conduct contact tracing. Respect privacy and continue to ensure that those being isolated are being looked after.

Ross Billing – Collgar Windfarms

Question – for vulnerables and situations that may arise that make people vulnerable – eg smokers/vaping – can we take action to raise awareness

Mark Dacombe – Shire of Merredin

Response – this Shire is considering burn offs and hazards to reduce further risk to vulnerable members of community. This is still being addressed

Karen Horsley – Merredin Hospital

Response – advice sheets have been prepared for community, employees etc. (attached)

Phil Van der Merwe Merredin Volunteer Fire and Rescue Service

Question Isolation Register – how are we registering those in isolation?

Mark Dacombe – Shire of Merredin

Response – working with relevant community organisations to create a comprehensive list and also will publish a general invitation to community to register with the Shire if they have particular needs that we may assist with.

Mia Davies

Response – Mia’s office is also available to make phone calls and expedite the development of this list

Andrina Prnich – Shire of Merredin

Response – requested a show of hands of organisations to collaborate on this project. CRC and Mia Davies.

13.o Next meeting

Motion: *That the committee schedule future LEMC Meetings at the time of 1400hrs with the location and dates as outlined below, subject to severity and duration of the COVID-19 pandemic.*

Residential College – 39 Caw Street Merredin	9 June 2020
North Merredin Primary School	8 September 2020
TBA	8 December 2020
TBA	9 March 2020

It was discussed that a time for the next LEMC Meeting would be confirmed at a later date.

14.o Closure

There being no further business to discuss, the Shire of Merredin President thanked everyone in attendance and declared the meeting closed at 5:20pm