

**Shire of Merredin  
Local Emergency Management Committee Minutes**



**Minutes of the Local Emergency Management Committee Meeting  
Thursday 25 June 2020 at 4.00 pm  
Function Room, Merredin Regional Community and Leisure Centre**

**1.0 Attendance**

Cr Romolo Patroni	Shire of Merredin – Chairperson
Cr Julie Flockart	Shire of Merredin – President
Cr Mal Willis	Shire of Merredin – Deputy President
Mark Dacombe	Shire of Merredin – Temporary CEO
Gabriella Rechichi	Shire of Merredin – Administration Support Officer
Mark Tobiassen	Snr Sergeant WAPOL
Chris Thompson	WAPOL
Sally Trunfio	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
Philippa Davey	Department of Communities
Jeremy Willis	DFES
Ron King	Merredin Farms
Leigh Nelson	Merredin College
Yvette Grigg	Office of Emergency Management
David Prnich	Belgravia/Merredin Regional Community and Leisure Centre (MRCLC)
Adriana Coniglio	St Mary's School Principal

**2.0 Apologies**

Andrina Prnich	Shire of Merredin Deputy CEO
Shaun Whisson	Merredin IGA – Store Manager
Gareth Davies	Merredin Energy
Donna Crook	Department of Finance
Gerry Duke	CBH
Joanne Spadaccini	Department of Communities
Karen Horsley	Merredin Hospital
Stephen Crook	Merredin Bush Fire Services
Matthew Reimer	DFES
Mark Briggs	DFES
Debbie Morris	CRC
Elizabeth Moody	Merredin Residential College
Nicholas Hopkin	CEACA

### 3.0 Welcome

#### 3.1 Chairperson - Cr Romolo Patroni – Opening of meeting

The Chair opened the meeting at 4.07 pm and welcomed all those in attendance. The Chair gave special thanks to Yvette Grigg for travelling from Northam to attend the meeting.

### 4.0 Confirmation of Previous Minutes

**Motion:** That the minutes of the previous meeting of the Local Emergency Management Committee held 23 April 2020 were confirmed as a true and accurate record of proceedings.

**Moved:** Snr Sergeant Mark Tobiasen

**Seconded:** Cr Julie Flockart

**Carried**

### 5.0 Business Arising from Previous Minutes

#### 5.1 Risk Profile Change - Solar Farm – deferred until next meeting

Risk management\Entry availability for emergency access.

### 6.0 Correspondence

#### 6.1 Incoming Correspondence

Letter received from Dr Ron Edwards, Chairperson, State Emergency Management Committee  
15 June 2020

#### 6.2 Outgoing Correspondence

Nil

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

**Noted**

### 7.0 HMA and other Agency Updates

#### 7.1 Agency Briefings pre-circulated (attached)

**Joanne Spadaccini, Department of Communities**  
Social Impact of COVID-19 on Communities

#### 7.2 Other Agency Briefings

The Meeting received brief updates from Other Agencies

#### **Yvette Grigg, LEMC district report**

A requirement from the State Emergency Management Committee is that each LEMC complete Emergency Management Training, including recovery and exercises in the case of an emergency. The Shire will liaise with the LEMC committee and provide information early to ensure high

participation of the exercise which will be facilitated by Yvette Grigg. An invitation to attend will be extended to neighbouring Shires including Bruce Rock, Yilgarn and Westonia.

In July 2019, the Shire Council identified major risks/hazards that would have the most serious impact on the community, which were identified as:

- A pandemic;
- Train crash in Merredin including derailment near high pressure system;
- Hazmat/chlorine gas;
- Storm and floods;
- Fire; and
- Animal/plant biodiversity.

All local areas are implementing COVID responses into business as usual and are exercising and practicing this while still working in the COVID Emergency. Also discussed with the meeting was the five-year review of the Local EM Arrangements due in August 2021 beginning with the local level risk project.

**Mark Dacombe, Temporary CEO, Shire of Merredin**

During COVID the Council met weekly for briefings via Zoom. The President took an active lead in providing effective communication and strong leadership to the Community via social media with Councillors also providing support. The Shire established an Emergency Support Team early on which enabled them to respond promptly to what was needed to support the community, especially vulnerable members and issues relating to the IGA supermarket. The Shire worked well with the local police, businesses, and other agencies. If the impact of COVID had been more direct, the Shire was placed in a strong position to respond. The Shire has now turned its attention to the recovery phase including projects to assist the economic process and community feedback on issues of importance.

In the event of a major emergency in the Shire, the Merredin Regional and Community and Leisure Centre (MRCLC) will be used as an Emergency Evacuation Centre. Council will be ensuring that some of the necessary funding is allocated within the 2020-21 budget, to ensure this building is prepared for an emergency.

**Mark Tobiassen, WAPOL**

The Shire's response to COVID was quick, especially with putting together LEMC Sub-Committees. The Merredin train station was particularly difficult to monitor as there were many passengers trying to get off the train when it stopped in town without a legitimate purpose. There was no on train monitoring of passengers and the G2G Pass. The police responded to more than a dozen home visits to ensure residents were complying with social distancing rules and issued two dozen cautions and 1 fine, though the public were quick to respond to the cautions. The police tried to educate people to do the right thing by compliance with compassion.

Local Police were unable to work from home though they ensured their staff remained as safe as possible, including their Customer Service Officer who is a recent cancer survivor. Part of Police policy states that gifts from the public cannot be accepted, though in the early days of the pandemic local businesses donated to the Police, hand sanitisers which were in limited supply.

**Cr Julie Flockart, President, Shire of Merredin**

An overview of the Councillors meetings via Zoom and What's App was very productive.

**Sally Trunfio, Department of Communities**

Requested that any queries and feedback be forwarded on to Jo Spadaccini on the report she provided prior to the meeting.

**Philippa Davey, Department of Communities**

Department relied on Zoom and Microsoft Teams to meet and turned to media platforms to communicate with their clients and wider community.

**Leigh Nelson, Merredin College**

Merredin College was selected as 1 of 40 schools in WA for the DETECT School Study which is a research study to track the impact of COVID-19 in schools. The study will run for three to six months and 150 students and staff have already been tested. Leadership was reactive to essential services for essential workers. During this time Staff were feeling vulnerable in their own lives. Students were able to keep up with their studies via online and using hard copy packages. Student attendance at campus is increasing and parents have been supportive of not sending children to school if unwell as requested by the State Minister. Currently the school is in a reflective phase and will resume to business as usual next semester.

**Adriana Coniglio, St Mary's School**

Students were able to keep up with their studies in person, online and hard copy packages. School is waiting to return to normal with school activities and events. Student and parent attendance at the recent cross training carnival was high.

**Phil Van Der Merwe, DFES**

All training and recruiting of new members were suspended but have now resumed.

**Matthew Reimer, DFES (received via email)**

The new Merredin SES Shed should be completed by the end of June. This will allow them to store their vehicles, trailers, and other equipment securely instead of being left out in the weather and will hopefully assist with recruiting some new volunteer members.

The SES have attended a couple of storm related call-outs so far this winter, assisting with flooding and roof damage to some businesses in town.

Otherwise – starting to get back to ‘business as usual with training courses etc.

**David Prnich, Merredin Regional and community Leisure Centre (MRCLC)**

MRCLC staff were stood down on 23 March. Belgravia managed the facility and held weekly meetings. The Centre managed well during this time and is almost at regular operation at stage four.

There is still work to be completed to ensure that the MRCLC is ready for use as an emergency centre for the community in the instance of an emergency and a generator is still required.

**John Flockart, Bush Fire Brigade (BFB)**

Prohibited burning session was extended and had it been summertime this would have harder to contain. BFB training was put on hold.

**Ron King, Merredin Farms**

New staff were put into isolation before commencing work and employment contracts were cancelled if staff did not arrive before their lockdown period. Only essential services were allowed onto properties during this time.

**Cr Romolo Patroni, St John's Ambulance**

Business as usual. The ambulance in Westonia was initially taken away as there was only one active volunteer in the area. As there are now two new volunteers the ambulance has been returned. The two ambulances in Merredin were replaced as the previous ones were over 10 years old. There is still difficulty in recruiting ambulance volunteers and Northam's St John's covers the work in the area when volunteers are unavailable. There had been some confusion around St John's using the hospitals PPE when patients were being transferred, which has since been resolved.

On a regular week, the Flying Doctor service can fly out up to 5 times per week. Doctors had to prepare for a flight of a suspected COVID case which had to return to Perth so that protocols could be put in place. This system has now been streamlined.

**8.0 Outcomes from Previous Meeting held on 23 April 2020**

**8.1 Outcomes of LEMC Sub-Committees**

**Community Support Sub-Committee Meetings** (5 May 2020 and 21 May 2020 Minutes)

The Sub-committee met twice, fortnightly via Zoom on 5 May and 21 May 2020. Due to there being no new or community transmissions of COVID it was decided that no future meetings of the Community Support Sub-committee meeting be held unless there was an urgent need to reconvene. This decision will be reviewed at the September LEMC Meeting.

**Economic Development and Business Support Meeting** (postponed)

There were no official meetings for the Economic Development and Business Support. This decision will be reviewed at the September LEMC Meeting.

**8.2 Other**

**9.0 Standing Items to be considered at each meeting**

**9.1 Update of Contacts and Resources Register**

Michael Paterson, WAPOL has been removed from the LEMC Contact and Resources Register

Philippa Davey, Department of Communities has been added to the LEMC Contact and Resources Register

"Department of Fire and Emergency Services" replaced from HMA "Fire and Emergency Services Authority of WA" on page 11 on the LEMC Contact and Resources Register.

**9.2 Change of Positions/Leave and Acting Arrangements Notification**

Nil

**9.3 Incident Support Group Activations**

Nil

**9.4 Risk Profile Change**

Nil

9.5 Local Emergency Management Arrangements

Nil

9.6 Local Recovery Plan

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

The issued was raised on how to ensure Other Agency reports are more streamlined for their inclusion in the Minutes.

10.0 Documentation

Nil

11.0 Presentations or Proposed Exercises

Nil

12.0 General Business

Nil

13.0 Next meeting

**Motion:** That the next LEMC Meetings be held on the following dates. The September meeting will coincide with the Emergency Management Training

Date and Time	Venue
Thursday, 3 September at 4.00 pm	Merredin Regional and Community Leisure Centre
Thursday, 26 November at 4.00 pm	TBC

Noted

14.0 Closure

There was no further business and the Chairperson closed the meeting at 5.14 pm thanking all those in attendance.