

Local Emergency Management Committee Minutes
5 May 2022 at 4.00 pm
Shire of Merredin Council Chambers
Cnr Barrack Street and King Street, Merredin

1.0 Attendance	
Cr Donna Crook	Shire of Merredin – Meeting Chair
Andrina Prnich	Shire of Merredin – Deputy CEO
Daniel Hay-Hendry	Shire of Merredin – A/Executive Manager Engineering Services
Sheree Lowe	Shire of Merredin – Emergency Services Officer
Meg Wyatt	Shire of Merredin – Executive Support Officer
Chris Thompson	WAPOL
Jason King	WAPOL
Ros Cleverley	DFES – A/District Officer, Natural Hazards
Jeremy Willis	DFES – Area Officer, Central Wheatbelt
Yvette Grigg	DFES – District Emergency Management Adviser
Joanne Spadaccini	Department of Communities – District Emergency Service Officer
Sally Trunfio	Department of Communities – Area Manager
Di Dixon	Merredin Hospital – A/HSM Merredin
Alan Mathews	St John Ambulance – A/Station Manager
Greg Shea	Department of Primary Industries and Regional Development
Lyndon Clark	Water Corporation
2.0 Apologies	
Cr Phil Van Der Merwe	Shire of Merredin – Chair / Merredin VFRS
Cr Mark McKenzie	Shire of Merredin – President
Cr Renee Manning	Shire of Merredin
Lisa Clack	Shire of Merredin – CEO
Lindon Mellor	Shire of Merredin – Executive Manager Engineering Services
Peter Zenni	Shire of Merredin – Executive Manager of Development Services
Heath Soutar	WAPOL
Michael Caughey	Merredin Bush Fire Services
Mark Briggs	Merredin SES
Philippa Davey	Department of Communities
Karen Horsley	Merredin Hospital
Subin Daniel	Merredin Hospital
Tracy Pickering	Merredin College
Adriana Coniglio	St Mary's School
Caine Denyer	Merredin Residential College
Gren Putland	Main Roads WA
Gary Anderson	CBH

3.0 Welcome

3.1 Opening of Meeting

The Chair opened the meeting at 4.03pm and welcomed all in attendance. The Chair acknowledged the Traditional Owners of the land on which we meet today, the Njaki Njaki people of the Nyoongar Nation and paid her respects to Elders past, present and emerging.

4.0 Confirmation of Previous Minutes

Motion: *That the Minutes of the previous Meeting of the Local Emergency Management Committee held on 3 February 2022 be confirmed as a true and accurate record of proceedings.*

Moved: C Thompson

Seconded: G Shea

CARRIED

5.0 Business Arising from Previous Minutes

5.1 Nil

Outcomes:

6.0 Correspondence

6.1 Incoming Correspondence

Wheatbelt District Advisor Report Feb March 2022 (Yvette Grigg) *(Forwarded on to LEMC members by email on 21/2/22)*

Wheatbelt District Advisor Report May/June 2022 (Yvette Grigg)

6.2 Outgoing Correspondence

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

Moved: G Shea

Seconded: J Spadaccini

CARRIED

7.0 HMA and other Agency Updates

7.1 Agency Briefings pre-circulated (attached)

Nil

7.2 Other Agency Briefings

- a. Department of Communities – Jo Spadaccini

The Department of Communities COVID-19 response has reduced State-wide. Jo recently spent a week in the Kimberly distributing food boxes. The Department is starting to settle back into business as usual and Jo will be in contact with the Shire with a program of trainings including possible future exercises. If Communities were to offer exercises it is likely that they will be done in conjunction with other regions.

b. Department of Fire and Emergency Services – Yvette Grigg

There has been a trial for district level recovery, rather than relying solely on Local Governments. A recovery group was set up to aid with the Shackleton Complex, where 4 local governments were affected. The idea is not to take the roles and responsibilities away from the local government but to provide additional connections and resources the Local Government might not normally be able to access. This group will continue to the end of the Shackleton recovery however it has been very effective and Yvette will push for the program to continue beyond the trial.

c. Department of Fire and Emergency Services – Ros Cleverley

The Merredin SES is currently in the process of changing local managers. Mark Briggs has stepped down and Scott Campbell has been appointed as the incoming acting Local Manager. It is hoped he will be appointed as the Local Manager.

d. Department of Fire and Emergency Services – Jeremy Willis

Currently in the process of putting together the post incident report for the Shackleton fire. There may be some interest in this report from a Merredin point of view.

e. WAPOL Merredin – Chris Thompson

WAPOL Merredin are currently dealing with impending staff changeovers. Heath Soutar is leaving on the 13th May and will be replaced by Laurie Barron. Chris Thompson will also be leaving in the next 6 weeks.

f. St John Ambulance – Alan Mathews

Job call outs have been low. PPE supplies are good, there are procedures in place and all staff are aware and trained (for example, with the donning and doffing of PPE). All patients that are taken to the emergency department are required to do a Rapid Antigen Test before they are taken in. Alan is new to the role; he is here for the next 8 weeks and is negotiating a permanent extension. A couple of new volunteers have signed up and are being trained. They are currently looking at revising their Emergency Management Plan.

g. Merredin Hospital – Di Dixon

Chris Cox has left Merredin Hospital. Di will be acting in the role for 6 months and has applied for the permanent position. Staffing is currently an issue for the hospital and they are running on agency, though the situation is the same across the region. Staff will be brushing up on swabbing procedures. The hospital has been pretty lucky with staff furloughing with COVID compared to other hospitals.

The hospital was notified yesterday that they will be providing community RATs – anyone will be able to go into the hospital and receive a pack of 5 RATs for free. Early in the pandemic pulse oximeters were sent to the Shire to distribute to eligible community members. Di queried if the Shire had distributed theirs. Andrina responded and stated that the first box was distributed but still have some left from the second box.

Cr Donna Crook stated that the Community Resource Centre has also received RATs and are giving them, along with masks to the community.

h. Water Corporation – Lyndon Clark

The Water Corporation is currently operating business as usual. Lyndon is leaving and will email through his temporary replacement details once it is announced.

i. Merredin VFRS – Sheree Lowe

It's been business as usual for the VFRS since the last meeting. The brigade availability numbers has been largely unaffected by COVID positive cases, with members reporting and isolating well when they are a close contact.

j. Shire of Merredin – Sheree Lowe

Since the last meeting, the Shire formed a COVID planning committee, putting plans and policies to manage COVID in place. The Shire temporarily went to a split shift system, but everyone is back on deck now.

The AWARE grant that funded Sheree's position is coming to an end. As part of the deliverables for the grant funding, a local risk assessment was completed last year with Todd Hutchison; the LEMA Review was completed and submitted to and accepted by SEMC; desktop discussion exercises have been introduced at LEMC meetings; a *Shire of Merredin Bushfire Operating Procedures* document has been created, and endorsed by BFAC and adopted by Council; and all Shire Executive Managers have undertaken emergency management training, and have a better understanding of how their role contributes to emergency management in the Shire.

Council have also agreed to continue funding the Emergency Services Officer role.

8.0 Standing Items (Submitted at each Meeting)

8.1 Update of Contacts and Resources Register

Remove Matt Reimer (District Officer (Natural Hazards), DFES) and replace with Ros Cleverley.

Remove Heath Soutar (Merredin Police) and replace with Laurie Barron.

Remove Chris Cox (Merredin Hospital) and replace with Di Dixon.

Remove Mark Briggs (Merredin SES) and replace with Scott Campbell.

8.2 Change of Positions/Leave and Acting Arrangements Notification

Secondment of Lindon Mellor (A/Executive Manager, Corporate Services, Shire of Merredin) and Daniel Day-Hendry (A/Executive Manager, Engineering Services, Shire of Merredin).

Transfer of Matt Reimer and appointment of Ros Cleverley (A/District Officer (Natural Hazards), DFES).

Karen Horsley (Merredin Hospital) is still on secondment, with Subin Daniel covering.

Transfer of Chris Cox and appointment of Di Dixon (Merredin Hospital).

Alan Matthews is currently Acting Station Manager for St John Ambulance, Merredin.

Transfer of Heath Soutar (Senior Sergeant, WA Police, Merredin), soon to be replaced by Laurie Barron.

Resignation of Mark Briggs (Merredin SES), soon to be replaced by Scott Campbell.

Sheree Lowe (Emergency Services Officer, Shire of Merredin) will be on maternity leave for the August and October meetings.

8.3 Incident Support Group Activations

Nil

8.4 Risk Profile Change

Nil

8.5 Local Emergency Management Arrangements

Since the last meeting, the LEMA was submitted to DEMC and SEMC through Yvette Grigg, who has advised that it has been accepted and the Shire of Merredin LEMC is compliant with regard to the LEMA review.

8.6 Local Recovery Plan

Nil

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

The Chair invited feedback on the tabletop discussion exercise from the February meeting.

Greg Shea reported that the scenario being related to a real life situation was more engaging and made you think about it in a different way, and stated that he was looking forward to today's scenario.

9.0 Documentation

Nil

10.0 Presentations or Proposed Exercises

10.1 Emergency management discussion exercise

The Chair suggested that this item be postponed until the end of the meeting.

Discussion took place regarding a scenario related to bushfire. Three further scenarios were intended to be included as part of the discussion, but will be carried over to a future meeting.

11.0 General Business

11.1 LEMC Terms of Reference

A draft Terms of Reference was circulated prior to, and introduced at, the February meeting with a request for members to review and a view to endorsing at the May meeting.

The draft has undergone some minor amendments, and was circulated again with the agenda for today's meeting.

Yvette Grigg confirmed her approval of the document and that she didn't see any issues with it. No further comment was received from members present, or by email.

Motion: *That the LEMC adopt the draft Shire of Merredin LEMC Terms of Reference.*

Moved: C Thompson
CARRIED

Seconded: G Shea

11.2 LEMC appointment of voting delegates and proxies

Following the adoption of the Terms of Reference, the Shire will be emailing agencies seeking nominations of their primary voting delegates. This may be assigned to a position rather than an individual, and they may nominate a proxy to vote in their place if they can't attend a meeting.

11.3 Around the table

Nil

12.0 Next Meeting

Motion: *That the next LEMC Meetings be held on the following dates:*

Date and Time	Venue
Thursday, 4 August 2022 at 4.00pm	TBC
Thursday, 6 October 2022 at 4.00pm	TBC
Thursday, 2 February 2023 at 4.00 pm	TBC
Thursday, 4 May 2023 at 4.00pm	TBC

Moved: G Shea
CARRIED

Seconded: C Thompson

13.0 Close

There being no further business, the Chair closed the meeting at 5.38pm, thanking all in attendance.