

Shire of Merredin
Local Emergency Management Committee Minutes



Local Emergency Management Committee Meeting held in Merredin District Hospital,
 Kitchener Road, Merredin
 27th August 2019 commencing 5:30pm

Attendance

Cr Romolo Patroni	Chairman – Shire of Merredin
Snr Sgt Mark Tobiassen	WAPOL
Jo Spadaccini	Dept of Communities
Stephen Crook	CBFCO
Phil Van Der Merwe	Merredin VFRS
Dale Pugh	WA Health Services
Kellie Bartley	DCEO - Shire of Merredin
Kim Friis	Senior Ranger – Shire of Merredin
Jeremy Willis	DFES
Elizabeth Moody	Merredin Residential College

Apologies

A/Snr Sgt M Patterson	WAPOL
Mark Briggs	SES – Merredin Branch/VFRS
Judy Briggs	SES – Merredin Branch/VFRS
Gerry Duke	CBH Merredin
Sheree Lowe	Merredin VFRS
Darrell Krammer	DFES
Phil Hardy	DFES
John Flockart	D/CBFCO
Colin Brown	DFES - SES – Wheatbelt Area Manager
Sally Trunfio	
Gren Putland	MRD - Northam
Jacinta Herbert	MRD
Karen Horsley	Merredin Hospital

Welcome

The Chairperson, Cr Romolo Patroni, declared the meeting open at 5.33pm and welcomed all present to the committee members.

Elizabeth Moody from Merredin Residential College was welcomed for the first time.

Cr Patroni invited host Dale Pugh (Merredin District Hospital) to brief the group about the recent upgrade to the hospital.

Dale Pugh

There is a display in the main hall of the community efforts of keeping the District Hospital, Primary Health and Allied Health along with community base clinics and specialists Drs within the region. The original ward has been refurbished and there is a 10 bed nursing home, emergency department, 10 bed low care facility, path west, radiology, sonographer, 24/7 doctor coverage, doctors available via screen coverage. The ward can take up to 20 patients on the ward with an average of 4-7 patients in at any one time.

The operating theatre will be temporary shutdown whilst it is being rebuilt, new central sterilisation room. The Government has declared in Parliament that theatres will be reopening, funding and necessary works for the theatre will be required to get up to the current standards. Lack of these details are the present moment on any confirmation.

Confirmation of Minutes

That the Minutes of the Shire of Merredin Local Emergency Management Committee held on 28th May 2019 be confirmed as a true and accurate record of proceedings.

Moved: Phil Van der Merwe

Seconded: Mark Tobiassen

CARRIED: Unanimously

Business Arising from Previous Minutes

- Emergency Control Centre (Generator) - Shire of Merredin will complete a feasibility study for the MRCLC (Rec Centre) for the appropriate decision to make concerning a generator for this centre. Approved in 2019/20 budget by Shire of Merredin.

Correspondence

Incoming Correspondence

- DFES – Advice of New State Recovery Coordinator
- Injury Matters – The Road Trauma Support Services flyer
- DFES – DRFAWA Practical Guidance
- Dpt of Communities – Jo Spadaccini – Welfare Centre Management (Welfare Support) Merredin 27th August 2019

Outgoing Correspondence

- Email to LEMC recipients for Welfare Centre Management Training (Welfare Support)

Moved: Phil Van der Merwe

Seconded: Mark Tobiassen

CARRIED: Unanimously

Standing Items to be considered at each meeting

Update of Contacts and Resources Register

- Contact list for the meeting to be circulated and updated after each meeting.
- Standpipe changes will be noted due to new changes enforced by Water Corporation.
- Request for copies to be emailed out or hard copy delivered asap.

Change of Positions/Leave and Acting arrangements notification

- Merredin VFR AGM held new details for appointment of officers (Phil to email through)
- Merredin Residential College – Elizabeth Moody present tonight and request for college to be added permanently to the committee
- St John's – AGM to be held on the 9th Sept 19 new officers may be appointed. Advice to follow of these appointments.

Incident Support Group Activations

Nil

Risk Profile Change

Solar Farm – Query as to the risk management and for entry should it be required to access in an emergency. DCEO to find out and advise at next meeting with regards to access and entry should emergency access is required and the plan for any emergency response. Copies to Merredin Police & MVFRS.

Local Emergency Management Arrangements

The LEMA to be reviewed in 2021 or after a major incident

Request on Yvette G return from LSL to discuss organizing ie chemical spill to activate the hospital staff.

Local Recovery Plan

The Recovery Plan to be reviewed in 2019 (overdue for review) or after a major incident.

SoM requires to review and revise the relevant plans associated with Dept of Communities, WAPOL, DFES and other state government agencies.

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Jo – Dpt of Communities – will work with the recovery officers as like Yarloop fires – this is still ongoing and has a recovery coordinator 24/7. Lessons learnt from this needs to be activated within this working group and a more defined understanding of our roles from these experiences. Having a Recovery Coordinator who will work through the sub-committee groups.

Mark – Merredin Police – documents needs to be available and all committee members need to be across the outputs for the region and the respective agency and their roles.

Jo – the agencies need to be able to identify who is able to be contactable when an emergency occurs and the Evacuation Centre is activated.

Actions - Shire of Merredin will require to:

- bring the contacts register to each meeting to be reviewed and to be distributed,
- contacts list for local businesses, stakeholders to be compiled,
- how do we deal with the retirement/aged care facilities within the townsite – who is the contacts and their evacuation protocol.

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

Nil

Documentation

Nil

Agency Updates

St Johns Ambulance – Merredin Branch

Romolo – its been reasonably busy, volunteer numbers are still relative low. Westonia Ambulance is back and the assistance of Ramelius Resources has given assistance to emergency resources within that area.

Shire of Merredin

Kim – Shire Plans require review. ESL and funding has been revised to incorporate and financial support for BFB & SES. Contracts register has been updated and will be distributed. Awaiting for Yvette to return from LSL to activate further details for these meetings and more defined outcomes.

Water Corporation

Lyndon – no issues at present, our last water exercise has been completed in 2017 and are done on a 3 yearly basis. It have been rotated between 3 districts.

Department of Fire and Emergency – Merredin VRS

Nil

Merredin Hospital

Nil

CBH

Nil (not in attendance at meeting)

Merredin Police

Mark – concerns with the evacuation procedures and contact details for the Aged Care facilities within the shire, Merritville, new CEACA site and regards to evacuation for these sites. Who is involved since they are independent sites or overseen by a management committee. Who has keys to entry, contact details, who is the points of contact for these sites for the Police to make contact when required in certain emergencies? **(NOTE: added to actions to be organised and given details to Mark)**

State Emergency Services

Nil (not in attendance at meeting)

Department of Fire and Emergency – District Officer

Jeremy – Jeremy is currently been appointed the District Officer and at present nothing to report.

Department of Communities

Jo – 15 people attended today with regards to Welfare training. Review the Recreation Centre location and opportunities of site location should the centre become a declared Welfare Centre. Identifying what other agencies and stakeholders would be required to support this region. How the shire is involved, housing, child protection, CWA, Men’s Shed – acknowledging what other agencies would be required to assist at short notice. Response teams would be deployed from Perth. Further training will be also done in other councils in the Wheatbelt Region.

Volunteer Chief Bush Fire Control Officer

Stephen – Kellie has done a great job in getting new budget allocations for the PPE for the brigades and the new appliance for Hines Hill. Summer program will be in full swing and BFAC meeting to be held in the next month.

Merredin College

Elizabeth Moody was present for the first time for the Merredin Residential College. The College is a 72 place centre, with 36 in attendance plus staff. It is a stand alone from the Merredin College and has a bush fire plan in place.

The Residential College has worked with Phil (MVFRS) on the evacuation with the college and has been invaluable in support.

BAL assessment is being completed at the present moment for the Education Dpt. The area is a high risk area due to the nature of the occupancy and the bush location near to the site. Permission will be need to access the Recreation Centre (Confirmed by Marilyn Sayers) however conversations need to be had with the Shire of Merredin as the owner of this site. Merredin Residential College is required to be added to this register and to be incorporated into future meetings.

Presentations or Proposed Exercises

Nil – for meeting

Actions going forward

- Review a portion of the LEMA and select a section to review.
- Lack of communication and action from LG identified.
- Contacts list requires to be updated each meeting and distributed.
- LEMC meeting has lacked depth and involvement from LG to state government agencies.
- Coordination of an exercise to be arranged.
- Note the importance of testing these documents so that if the process is activated, that each agency understands their role and responsibility.

General Business

1.) Review of Local Emergency Management Arrangements 2015

Requirement to review the LEMA 2015 for consideration by the committee.

Comments:

Merredin Police – has not seen the plan and want to review and understand their responsibility.

2.) Contacts Directory and Resources Register – Updated

Kim F – has now been updated with each agencies. Please make sure the correct officers are registered for each agency. To be distributed at each meeting and reviewed.

Please check all email addresses to make sure that it is the correct person and responses to the LEMC contacts and correspondence out is received.
Final mail out and attachment is provided for confirmation prior to final document to be distributed to relevant officers.

Note: Register to be sent as an attachment for review.

3.) Power Supply Discussions

Rec Centre – Feasibility study to be done on the re-wiring for gen-set adaptation.
Council budget consideration required.

Next meeting

Schedule for LEMC Meetings to be held at 1730hrs

Future meetings will be arranged and forwarded to members

Shire of Merredin Offices	28th February 2019
St John's Merredin Branch	28th May 2019
Merredin Hospital (turn up at main entrance)	27th August 2019
Residential College – 39 Kau Street, Merredin	26th November 2019
North Merredin Primary School	26th February 2020
TBA	27th May 2020

Note: Please accept or decline future invitations to the meeting to assist officers.

Closure

There being no further business to discuss the Romolo Patroni thanked everyone in attendance and declared the meeting closed at 6.40pm.