

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

1.0 Attendance	
Cr Phil Van Der Merwe	Shire of Merredin – Chair / Merredin VFRS
Chloe Townsend	Shire of Merredin – A/Deputy CEO
L Mellor	Shire of Merredin – A/CEO
Daniel Hay-Hendry	Shire of Merredin – A/Executive Manager Engineering Services
Meg Wyatt	Shire of Merredin – Executive Assistant/Executive Support
Olivia Mellor	Shire of Merredin – Governance Officer
Laurie Barron	WAPOL
Ros Cleverley	DFES – District Officer, Natural Hazards
Sally Trunfio	Department of Communities
Scott Rastall	St John Ambulance
2.0 Apologies	
Lisa Clack	Shire of Merredin – CEO
Peter Zenni	Shire of Merredin – Executive Manager of Development Services
Jeremy Willis	DFES – Area Officer, Central Wheatbelt
Yvette Grigg	DFES – District Emergency Management Adviser
Alan Matthews	Acting Station Manager – St John Ambulance
Adriana Coniglio	St Mary's School
Scott Campbell	Merredin SES
Gary Anderson	CBH
Michael Caughey	Merredin Bush Fire Services
Gren Putland	Main Roads WA

3.0 Welcome

3.1 Opening of Meeting

The Chair opened the meeting at 4.05pm 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 5 May 2022 be confirmed as a true and accurate record of proceedings.*

Moved: *S Trunfio*

Seconded: *P Van Der Merwe*

5.0 Business Arising from Previous Minutes

5.1 Nil

Outcomes:

6.0 Correspondence

6.1 Incoming Correspondence

Nil

6.2 Outgoing Correspondence

Nil

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

Moved: *S Rastall*

Seconded: *S Trunfio*

7.0 HMA and other Agency Updates

7.1 Agency Briefings pre-circulated (attached)

Nil

7.2 Other Agency Briefings

a. Department of Communities - Sally Trunfio

Business as usual. There is currently a longer waiting list for housing, we are unable to give an exact number however the applications the Department are currently looking at date back to 2020. The private market is horrendous and COVID has affected it a lot. There are very few private rentals in Merredin meaning the Department are unfortunately getting a lot of desperate cases, however, the Department is trying to help people the best they can.

b. WAPOL Merredin - Laurie Barron

- Laurie has been in Merredin about 7 weeks now, there hasn't been anything to report that has occurred except that Heath has moved on to Australind, Chris Thompson has moved on to Collie and Andrew Galbraith is now on transfer and will be going to York. There will be about 3-4 staff coming in, 1 new staff member will be starting tomorrow and then another next week. There is another Sergeant coming in from Gosnells, Laurie has worked with him before and believes he will fit in well in Merredin. WAPOL Merredin have a good core staff and have more staff to come.

c. St John Ambulance - Scott Rastall

Locally there are three new volunteers, two have been trained as drivers. For the Merredin region we are in the Business Continuity Plan 3 meaning if we were in a situation where we have outbreak of COVID and we can't man the station, St John will bring volunteers in to help. There have been 16 new volunteers recruited in the area. There is currently a good stock of PPE and training continues. The station manager is currently working on an emergency management plan for Merredin.

d. Merredin VFRS – Phil Van Der Merwe

From the fire brigade they have been extremely quiet, there have only been a few direct brigade alarms. The Merredin VFRS had their AGM on the weekend just gone, there have been a few changes in office bearers, Phil remains as Captain. Members wise the VFRS are okay but could always do with more.

e. Shire of Merredin – Lindon Mellor

The Shire is running business as usual, however, they have been struck with COVID cases lately. The Shire should be back to normal in the next few weeks.

f. Shire of Merredin – Daniel Hay-Hendry

From the works crew everything is going okay. The Shire have been in discussions around the standpipe and water tank that has been leaking for awhile. The tank can't be fixed however the Shire have budgeted to replace it. The Shire are looking to pre-empt the slashing program and develop a map in terms of problem properties and areas assistance can be provided with private works and slashing rates.

g. Department of Fire and Emergency Services – Ros Cleverly

The current superintendent has been advised that he is a part of the rotating superintendents in the state meaning he will be moving to a different location and a new superintendent will be coming in. The Australian Fire Danger Rating System will be changing as per 1 September 2022. The reason it is changing is due to it being an out of date model that didn't suit the vegetation types that WA have, it was also nationally inconsistent which caused issues with tourists coming in and not understanding the current system. A new warning system is being developed nationally, and will be rolled out for all hazards, starting with fire this year. There is a presentation on it which is aimed at Bushfire Control Officers, however, this can be shared with the LEMC. The roadside signage will be changed, and correspondence was sent the Local Government CEO's regarding this. From an SES perspective, Scott Campbell has come on board as the Local Manager and the Goldfields-Midland area fortunately had no damage reported from the recent storm.

8.0 Standing Items (Submitted at each Meeting)

8.1 Update of Contacts and Resources Register

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

8.2 Change of Positions/Leave and Acting Arrangements Notification

Resignation of Mark Briggs (Local Manager, Merredin SES) and appointment of 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

Nil

8.6 Local Recovery Plan

Nil

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

Tabletop discussion exercise from May meeting.

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

Daniel Hay-Hendry reported that it was a great exercise, it was the first LEMC meeting that he had attended and believed it was a great exercise, it was well run, covered the process if there were to be a fire North of Merredin and the process for evacuation. It looked at how it would affect the hospital as well as the correspondence and communication that would occur.

Ros cleverly explain that it is hard for her to give feedback as she is so familiar with it, however, there was great discussion between everyone in the group. From a DFES perspective they want to make sure all other agencies understand what they will require from them.

9.0 Documentation

Nil

10.0 Presentations or Proposed Exercises

10.1 Emergency management discussion exercise

Bushfire scenario – part 2

The Chair suggested that this item be postponed until the end of the meeting, the Chair also suggested that instead of doing the scenario the group would pick some mobile numbers out of the contact list, ring them and make sure they answer.

The Chair requested Sally Trunfio speak to Philippa Davey about providing a phone number in the case of an emergency.

Sally Trunfio advised that the committee could remove Vanita Patel from the contact list.

The Chair advised that Sheree Lowe can be removed from Lieutenant and Stuart Low can added as lieutenant for the Merredin VFRS.

Laurie Barron advised that Andrew Galbraith will be the IC until September and then Paul Groswell will be coming on board. Laurie also advised that his number and email will need to be updated.

Ros Cleverly advised that she will replace Matthew Rimer on the list, the mobile phone number will stay the same, however, when Ros switches over the number will change.

The Chair advised that Lyndon Clark has left the Water Corporation and called Lyndon to ask who his replacement is. Lyndon Clark advised that his replacement is Troy Stanic.

Scott Rastall advised that Johnno Bowring has now left, and it would be best to put Duty Paramedic on the contact list.

The Chair advised that they do not have a number for Gary Anderson at CBH. Lindon Mellor stated that he had a mobile number to add for him.

The Chair advised that Elizabeth Moody is no longer at the Merredin Residential College.

Meg will send an updated version of the contact list to everyone and ask for updates.

11.0 General Business

11.1 LEMC Terms of Reference

The LEMC Terms of Reference was adopted by Council at the May Ordinary Council Meeting.

11.2 LEMC appointment of voting delegates and proxies

Letters are in the process of being drafted and will be sent to each agency requesting voting delegates.

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, 6 October 2022 at 4.00pm	Shire of Merredin Council Chambers
Thursday, 2 February 2023 at 4.00 pm	TBC
Thursday, 4 May 2023 at 4.00pm	TBC
Thursday, 3 August 2023 at 4.00pm	TBC

Moved: S Trunfio

Seconded: L Mellor

13.0 Close

There being no further business, the Chair closed the meeting at 4.40pm, thanking all in attendance.