



LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING

MINUTES

**Emergency Management Act 2005
SECTION 38 (1)**

A Local Government is to establish one or more local emergency management committees for the local government district.

Special Meeting of the Local Emergency Management Committee
held at the Shire of Plantagenet Committee Room and via Microsoft
Teams at 10.00am Monday 4 May 2020

**Rob Stewart
CHIEF EXECUTIVE OFFICER**

Committee Members

Cr M O'Dea (Chairman), Sgt D Johnson (Deputy), Cr Chris Pavlovich (Deputy Shire Representative), Mr M Barnes (Executive Officer), Mr A Smith, Ms A Tucker, Mr D Lynch, Ms E Drage, Mr J Stasev, Ms J Hollingworth, Ms K Beidatsch, Ms K Hill, Mr N Blackburn, Ms N Rouse, Mr N Handasyde, Mr S Player, Mr W Hood, (Resolution No. 217/19 & 107/20)

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DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

10.01 am The Chairman declared the meeting open.

Special Business

Incident – **HUMAN EPIDEMIC**
Incident Name – **COVID 19**
Incident Level – **CHO (State Human Epidemic Controller)
Declared Level 3**

RECORD OF ATTENDANCE / APOLOGIES

Members Attended

Cr Marie O’Dea (MOD)	Council Representative
Ms Alex Tucker (AT)	Environmental Health Officer
Cr Chris Pavlovich (CP)	Deputy Council Representative
Mr David Lynch (DL)	Executive Manager Works and Services
Snr Con Kevin Loveland (KL)	Western Australian Police Force (proxy)
Mr Mike Barnes (MB)	Community Emergency Services Manager

Members by Microsoft Teams Video Conference

Ms Julie Hollingworth (JH)	Department of Health
Mr Neville Blackburn (NB)	District Emergency Services Officer

Visitors

Mr Andrew Fraser (AF)	Mount Barker Community College
Supt Jodi Miller (JM)	Pardelup Prison Farm
Mr Jono Wesley (JW)	Community Resource Centre (CRC)
Cr Sue Etherington (SE)	Shire of Plantagenet

Visitors by Microsoft Teams Video Conference

Mr David Rae (DR)	St John Ambulance Paramedic
Mr Wes Bailye (WB)	Department of Fire and Emergency Services

Apologies

Sgt David Johnson	Western Australian Police Force
Mr Gary Tempany	Mount Barker Coop
Ms Kylie Spencer	Department of Health Mount Barker and Denmark COVID-19 Coordinator
Mr Rob Stewart	Chief Executive Officer

1 CONFIRMATION OF MINUTES

Moved Ms A Tucker, Seconded Cr S Etherington;

That the Minutes of the Special Business Meeting of the Local Emergency Management Committee held on 28 April 2020, as circulated, be taken as read and adopted as a correct record.

CARRIED

2 BUSINESS ARISING FROM PREVIOUS MEETINGS

Refer to action sheet

3 STANDING ITEMS

3.1 REPORTED CASES

No reported cases of COVID 19 within the Shire of Plantagenet.

4 OPERATIONAL AREA SUPPORT GROUP UPDATE

Information received - LGs in response to COVID 19 (Attachment One)

5 AGENCY REPORTS

5.1 DEPARTMENT OF COMMUNITIES (DOC)

The DOC remains ready to assist persons affected by the COVID 19 Virus.

5.2 ST JOHN PARAMEDIC (SJA)

First aid training will recommence with groups of up to 10 persons.

SJA volunteers have been operationally busy while maintaining COVID 19 safe practices.

5.3 PARDELUP PRISON

Pardelup Prison is assisting the community through in-house projects.

Primary focus for the prison is visitations for the prisoners once restrictions are lifted.

5.4 MOUNT BARKER COMMUNITY COLLEGE

Students returned in strength with 70% of high school age and 42% of primary school aged pupils at the start of the week. This improved by the end of the week to 72% of high school and 52% of primary school students.

Congratulations to all parents who have been abiding by the ruling not being allowed on to college grounds. Police and teachers are assisting with this ruling.

Any employee that is feeling unwell is immediately tested for COVID 19 and will remain away from the college in isolation.

Donated desks have been distributed to students who do not have this facility at home. Some desks have been given to Cranbrook students.

100 desk top computers have also been received for students who do not have a computer at home. We are in need of monitors to accompany the desk tops. If anyone knows of monitors that can be donated contact Mr Andrew Fraser.

5.5 Cr S ETHERINGTON

Deliveries to persons in isolation are continuing in high numbers.

Pardelup Prison is making 100 mother's day gift packs.

Pet packs are being distributed with the next deliveries

Concerns have been raised for Meals on Wheels recipients receiving frozen meals at 9:30am. The Dementia patients forget how to use the microwave or normal oven or even to eat at the correct times. A hot meal delivered at 11:30am will allow them to eat correctly.

Action

Cr S Etherington: To raise the issue directly with Ms Julie Hollingworth.

5.6 PLANTAGENET/CRANBROOK HEALTH SERVICE

All directions received from the State Health Authority have been implemented.

All staff has received the flu vaccine.

5.7 DEPARTMENT OF FIRE AND EMERGENCY SERVICES (DFES)

DFES remains operationally ready

5.8 COMMUNITY RESOURCE CENTRE


Working on Mother's Day gifts

Centrelink - Steady numbers through the door, continuing to assist the community

5.9 WA POLICE FORCE (WAPF)

Meetings have moved from weekly to fortnightly.

Regional boundaries, group gatherings and the college is still being monitored.

When travelling ensure Good to Go pass (G2G)  is on your phone.

5.10 SHIRE OF PLANTAGENET

The front doors now open to the public.

Hospitality industry workers will need to complete 'Tier One' training; similar to the white card for the construction industry. Free 30 minute online training now available. Tier Two trained worker to be on site at all times of operation: messaging stickers to be included.

6 OTHER BUSINESS

Information Received –

WALGA offer 'Free Emergency Management eLearning' (Attachment Two)

Cr S Etherington has registered for one of the courses

Information Received –

Briefing for LEMC Great Southern COVID19 OASG #6 (Attachment Three)

Information Received –

DOC Albany and Mount Barker are Local communities Coordination areas! (Attachment Four)

Actions

- Mount Barker contact name and number to be advertised locally. – Mr Mike Barnes
- Average number of calls to the Mount Barker contact to date. – Mr Neville Blackburn

Information Received –

Letter from SEMC Chair advising changes to SEMC business due to COVID-19 (Attachment Five)

10.53am Supt Jodi Miller and Mr Andrew Fraser left the meeting.

7 ISSUES TO OPERATIONAL AREA SUPPORT GROUP (OASG)

Nil

8 DATE OF NEXT MEETING

The next meeting date for the LEMC special meeting COVID 19 will be incorporated into the next ordinary LEMC meeting is 10.00am, with Microsoft Teams availability, on Thursday 21 May 2020 at the Shire of Plantagenet Chambers, Lowood Road Mount Barker:

9 CLOSURE

10.57am The Chairman declared the meeting closed.

CONFIRMED _____

Chairman

Date

**LOCAL EMERGENCY MANAGEMENT COMMITTEE SPECIAL BUSINESS MEETING
MINUTES 4 MAY 2020**

ACTION LIST

**Local Emergency Management Committee Meeting
4 May 2020**

Item No	Date	Subject	Action Officer	Action	Date Completed	Initial
5.5 - 4	4 May 2020	Meals on Wheels - Delivery of hot meals to Dementia patients living at home	SE	Contact Ms Julie Hollingworth		
6.0 - 2	4 May 2020	DOC Albany and Mount Barker are Local communities Coordination areas	MB	Advertise the Mount Barker contact		
6.0 - 2	4 May 2020	DOC Albany and Mount Barker are Local communities Coordination areas	NB	Average number of calls to the Mount Barker contact to date.		
Outstanding from Previous Action Sheets						
3.1	28 April 2020	COVID 19 Testing: How many people have been tested for COVID 19 to date in the Great Southern?	MB	Carried over to the next meeting		
	4 May 2020			Report next meeting		
3.1	28 April 2020	COVID 19 Testing: On average how many people are tested for COVID 19 daily in the Great Southern?	MB	Carried over to the next meeting		
	4 May 2020			Report next meeting		

ATTACHMENT LIST

Attachment One:

LGs in response to COVID 19

Attachment Two:

WALGA offer 'Free Emergency Management eLearning'

Attachment Three:

Briefing for LEMC Great Southern COVID19 OASG #6

Attachment Four:

DOC Albany and Mount Barker are Local communities Coordination areas!

Attachment Five:

Letter from SEMC Chair advising changes to SEMC business due to COVID-19