



## **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  
10.00am Monday 14 April 2020

**Rob Stewart  
CHIEF EXECUTIVE OFFICER**

Committee Members

*Cr M O'Dea (Chairman ), Cr S Etherington (Deputy), Mr M Barnes (Executive Officer), Mr A Smith, Ms A Tucker, Sgt D Johnson, 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)*

## TABLE OF CONTENTS

ITEM	SUBJECT	PAGE NO
	DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS .....	1
	RECORD OF ATTENDANCE / APOLOGIES .....	1
1	CONFIRMATION OF MINUTES .....	2
2	BUSINESS ARISING FROM PREVIOUS MEETINGS .....	2
3	STANDING ITEMS .....	2
3.1	REPORTED CASES .....	2
4	OPERATIONAL AREA SUPPORT GROUP UPDATE.....	2
5	AGENCY REPORTS.....	2
5.1	MOUNT BARKER COMMUNITY COLLEGE .....	2
5.2	WA POLICE FORCE (WAPF) .....	2
5.3	PLANTAGENET/CRANBROOK HEALTH SERVICE .....	3
5.4	DEPARTMENT OF COMMUNITIES.....	3
5.5	INDEPENDENT GROCERY ALLIANCE (IGA) .....	3
5.6	OTHER BUSINESS.....	3
6	DATE OF NEXT MEETING.....	4
7	CLOSURE .....	4
	ACTION LIST.....	5
	ATTACHMENT LIST.....	6

## DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

10:02 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 Sue Etherington	Shire of Plantagenet
Sgt David Johnson	Western Australian Police Force
Ms Alex Tucker	Environmental Health Officer
Mr David Lynch	Executive Manager Works and Services
Mr Mike Barnes	Community Emergency Services Manager

### Attended by phone

Ms Julie Hollingworth	Department of Health
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### Attended by Zoom Video Conference

Mr Wes Bailye	Department of Fire and Emergency Services
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### Visitors

Andrew Fraser	Mount Barker Community College
Chris Pavlovich	Shire President Acting Chairman (non-voting)
Gary Tempany	Mount Barker Coop
Rob Stewart	Chief Executive Officer

### Apologies

Cr Marie O'Dea	Council Representative
Kylie Spencer	Department of Health Mount Barker and Denmark COVID-19 Coordinator
Mr Neville Blackburn	District Emergency Services Officer

## **1 CONFIRMATION OF MINUTES**

**Moved: Ms A Tucker; Seconded: Sgt D Johnson**

**That the Minutes of the Special Business Meeting of the Local Emergency Management Committee held on 6 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.

Six cases of COVID 19 have been reported within the Great Southern.  
Refer to COVID 19 Situation report – Regional Duty Coordinator (RDC) Great Southern – attachment two

## **4 OPERATIONAL AREA SUPPORT GROUP UPDATE**

Refer to Attachment Three

## **5 AGENCY REPORTS**

### **5.1 MOUNT BARKER COMMUNITY COLLEGE**

The college will be open in term two for supervision of children studying online.  
Online learning packages are being compiled.  
Pardelup prisons are making 100 study desks for students to use at home.

### **5.2 WA POLICE FORCE (WAPF)**

Monitoring three persons in self-isolation; one of these has breached the stay at home ruling and will be infringed.

Domestic violence is on the rise: this is being managed with current resource levels.  
Media messages to be disseminated to stop domestic violence. Information is given to all parties of domestic violence on how to get assistance.

Regional boundaries are being challenged: People are changing their address online, using the paper documentation to pass the road blocks. Air fields are being monitored for private plane landings. One vehicle has been turned around on Muir Highway.

Constant updates on WAPF Twitter feed; other organisations are forwarding these through their own networks

10:25am – Mr W Bailye left the meeting (zoom)

### 5.3 PLANTAGENET/CRANBROOK HEALTH SERVICE

No major updates. Preparation stage is well under way.

Separation of residential and acute patients is complete.

### 5.4 DEPARTMENT OF COMMUNITIES

Although Mr N Blackburn was unable to attend the meeting, an update has been received.

The Commissioner of Police has activated the State Emergency Welfare Plan and the Department of Communities, Director General Michelle Andrews, has taken on the role of State Welfare Coordinator. How the Department's State and Regional response will now look will evolve over the coming weeks and months and regular updates will be provided.

The Department's initial response remains the same, providing welfare support to those people in home isolation who are not self-sufficient and have no other forms of support. The majority of these are in the Metro area with significant numbers completing their 14 days in isolation in city Hotels.

With the activation of the State Welfare Plan it is anticipated the Department's response will increase considerably over the coming weeks/months.

### 5.5 INDEPENDENT GROCERY ALLIANCE (IGA)

Sales are up and more people are buying local.

### 5.6 OTHER BUSINESS

Received – State Recovery Coordination Unit (SRCU)  
State Recovery Response COVID-19 Update 1 (Attachment Four)

Received – DBCA Regional Travel Ban and Camping in National Parks and Reserves  
COVID 19 Fact Sheet (Attachment Five)

10:47am – Ms J Hollingworth left the meeting

#### Food Deliveries

- Volunteers have delivered 280 consignments of groceries.
- Grocery payment issues are being worked through.
- Pardelup prison has donated chutneys and jams: Donations are being received at the Coop.
- Mr Derek and Mrs Dot Gorman are coordinating delivery and pick up of DVDs and books for those in self-isolation. Picked up items are quarantined for five days.
- Cr S Etherington is the point of contact for food deliveries; backup processes are in place if Cr S Etherington becomes unavailable.

Information Line –

The Shire has in place the COVID 19 communication line, and will be able to direct staff and the community to the correct department/agencies for information and services.

Increase attendance at LEMC (for COVID 19)

Invite other agencies as we move into recovery i.e. Pardelup Prison for their section 95 work force. Work can commence once their restrictions are lifted/removed.

**6 DATE OF NEXT MEETING**

The next meeting date for the LEMC Special meeting COVID 19 is 10:00am start with Zoom availability on Tuesday 28 April 2020 at the Shire of Plantagenet Chambers, Lowood Road Mount Barker:

**7 CLOSURE**

10:55am The Chairman declared the meeting closed.

CONFIRMED \_\_\_\_\_  
Chairman

\_\_\_\_\_  
Date

## **ACTION LIST**

### 3.7 CRC Services: Centre Link and Food Bank

#### Action

Mr R Stewart (CEO) (6 April 2020) – Contact CRC Perth office and lobby for the continuation of services within the Shire of Plantagenet.

#### Update

Memorandum received from Mr R Stewart (Attachment One). Complete

### 5.4 Extended Opening Times

#### Action

Mr R Stewart (CEO) (6 April 2020) – investigate longer opening times in the Central Business District (CBD). Complete

#### Update

Memorandum received from Mr Rob Stewart (attachment one)

#### Further Action

Mr G Tempany (IGA) (14 April 2020) formally apply to council, requesting extended trading hours.

#### Further Action

Mr R Stewart (14 April 2020) – investigate the process of extending trading hours.

## **ATTACHMENT LIST**

Attachment One:

Memorandum received from Mr Rob Stewart

Attachment Two:

COVID 19 Situation report – Regional Duty Coordinator (RDC) Great Southern

Attachment Three:

OPERATIONAL AREA SUPPORT GROUP UPDATE

Attachment Four:

State Recovery Response COVID-19 Update 1

Attachment Five:

DBCA Regional Travel Ban and Camping in National Parks and Reserves COVID 19 Fact Sheet