



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 Zoom
2pm Tuesday 28 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	3
	RECORD OF ATTENDANCE / APOLOGIES	3
1	CONFIRMATION OF MINUTES	4
2	BUSINESS ARISING FROM PREVIOUS MEETINGS	4
3	STANDING ITEMS	4
3.1	REPORTED CASES	4
4	OPERATIONAL AREA SUPPORT GROUP UPDATE.....	4
5	AGENCY REPORTS.....	4
5.1	WA POLICE FORCE (WAPF)	4
5.2	MOUNT BARKER COMMUNITY COLLEGE	4
5.3	INDEPENDENT GROCERY ALLIANCE (IGA)	5
5.4	PLANTAGENET/CRANBROOK HEALTH SERVICE	5
5.5	DEPARTMENT OF COMMUNITIES.....	5
5.6	Cr SUE ETHERINGTON	6
5.7	COMMUNITY RESOURCE CENTRE.....	6
5.8	PARDELUP PRISON	6
5.9	DEPARTMENT OF FIRE AND EMERGENCY SERVICES	6
6	OTHER BUSINESS	6
7	ISSUES TO OPERATIONAL AREA SUPPORT GROUP (OASG).....	7
8	DATE OF NEXT MEETING.....	7
9	CLOSURE	7
	ACTION LIST.....	8
	ATTACHMENT LIST.....	9

DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

2:03 pm 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	Council Representative
Cr Sue Etherington	Shire of Plantagenet
Snr Con Kevin Loveland	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

Visitors

Mr Andrew Fraser	Mount Barker Community College
Cr Chris Pavlovich	Shire President
Mr Gary Tempany	Mount Barker Coop
Mr Jono Wesley	Baptist Minister/Community Resource Centre (CRC)

Attended by phone

Supt Jodi Miller	Pardelup Prison Farm
------------------	----------------------

Attended by Zoom Video Conference

Mr Wes Bailye	Department of Fire and Emergency Services
---------------	---

Apologies

Ms Kylie Spencer	Department of Health Mount Barker and Denmark COVID-19 Coordinator
Ms Julie Hollingworth	Department of Health
Mr Neville Blackburn	District Emergency Services Officer
Mr Rob Stewart	Chief Executive Officer

1 CONFIRMATION OF MINUTES

Moved: Ms A Tucker; Seconded: Mr Andrew Fraser

That the Minutes of the Special Business Meeting of the Local Emergency Management Committee held on 14 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.

Questions to the Department of Health

How many people have been tested for COVID 19 to date?

On average how many people are tested for COVID 19 daily?

Action

Department of Health to present answers at the next meeting.

4 OPERATIONAL AREA SUPPORT GROUP UPDATE

Update Number Four - Refer to Attachment One

5 AGENCY REPORTS

5.1 WA POLICE FORCE (WAPF)

Gatherings of up to 10 persons with the 4m² per person spacing now approved.

All contact sports are still banned. Non-contact sports can go ahead observing the 10 persons gathering restrictions.

Weddings and funerals may now have 10 persons gathered.

Restrictions are still being policed.

5.2 MOUNT BARKER COMMUNITY COLLEGE

Higher number of students is expected to return in the next term.

Personal distancing does not apply in schools amongst the children. The parents will not be allowed out of their vehicles when delivering children. Staff will enforce this each morning.

Normal timetable for year eleven and twelve will continue: home school packages available for those children staying at home.

100 Study desks have been gratefully received from Pardelup Prison. These will be given to students who do not have these facilities at home.

5.3 INDEPENDENT GROCERY ALLIANCE (IGA)

Morning rush has subsided with only two to three persons waiting for the doors to open.

Crowd control witches hats are still in use to keep personal distancing.

Supply line is catching up slowly.

More screens have been ordered for the middle checkout. This will allow all checkouts to open up and serve more people.

5.4 PLANTAGENET/CRANBROOK HEALTH SERVICE

Although Ms J Hollingworth was unable to attend the meeting, an update has been received.

No cases in the Great Southern

5.5 DEPARTMENT OF COMMUNITIES

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

COVID-19 Update from the Department of Communities:

- 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.

As a result of the activation of the Plan, the State Welfare Emergency Committee (SWEC) has been established and the State Welfare Incident Control Centre (SWICC) set up. It can't be confirmed what that will look like at this time but all LEMCs will be informed as we are given further information.

- 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 this support is occurring in the Metro area coordinated through the COVIC 19 call centre (13 COVID).

If any questions are raised at the Special LEMC meeting for the Department of Communities, please forward and they will be addressed as soon as possible.

5.6 CR SUE ETHERINGTON

Food deliveries by volunteers average 150 per week.

Assistance is provided to all those that request help. Volunteers are in good supply.

Thank you to all those that donated items;

- Pardelup Prison for jams and spreads
- IGA for muffins
- Library for books
- Newsagent for magazines

5.7 COMMUNITY RESOURCE CENTRE

Centrelink re-opened Easter Tuesday; initially high numbers through the door.

Work outside the food bank has been completed by the Shire works crew.

Donations of food have been received to re-start the foodbank.

Investigating ways to reach out to our community.

There are enough volunteers for the food bank in the short to mid-term.

Food bank funding applied for;

- Emergency relief funding (unsuccessful)
- Lotteries West (pending), and
- Shire of Plantagenet (successful)

5.8 PARDELUP PRISON

Section 95 work parties have been cancelled during the restrictions, allowing for in-house projects to assist the community to be accomplished: 100 student desks.

Further assistance can be provided once a request has been received.

5.9 DEPARTMENT OF FIRE AND EMERGENCY SERVICES

The Department is working through some personnel issues with the passing of District Officer Rob Lake on Monday 28 April 2020.

The Department is maintaining availability for incidents.

6 OTHER BUSINESS

Information Received –

COVID 19 Situation Update – RDC Great Southern 16 April 2020 (Attachment Two)

Information Received –

State Recovery Coordination Unit (SRCU)

State Recovery Response COVID-19 Update 14 April 2020 (Attachment Three)

Information Received –

COVID 19 DFES Volunteers Leaders Resource Pack (Attachment Four)

Information Received –
COVID 19 Albany Community Recovery Program (Attachment Five)

Information Received –
State Recovery Coordination Unit (SRCU)
State Recovery Response COVID-19 Update 16 April 2020 (Attachment Six)

Information Received –
State Recovery Coordination Unit (SRCU)
State Recovery Response COVID-19 Update 21 April 2020 (Attachment Seven)

7 ISSUES TO OPERATIONAL AREA SUPPORT GROUP (OASG)

The Local Emergency Management Committee supports a request to open up our communities to promote economic recovery: while keeping current restrictions on region boundaries.

Action

Forward request to the OASG for comment/action.

8 DATE OF NEXT MEETING

The next meeting date for the LEMC special meeting COVID 19 is 10:00am start, with Microsoft Teams availability, on Monday 4 May 2020 at the Shire of Plantagenet Chambers, Lowood Road Mount Barker:

9 CLOSURE

2:44pm The Chairman declared the meeting closed.

CONFIRMED _____
Chairman

Date

**LOCAL EMERGENCY MANAGEMENT COMMITTEE SPECIAL BUSINESS MEETING
MINUTES 14 APRIL 2020**

ACTION LIST

**Local Emergency Management Committee Meeting
28 April 2020**

Item No	Date	Subject	Action Officer	Action	Date Completed	Initial
3.1	28 April 2020	COVID 19 Testing: How many people have been tested for COVID 19 to date?	JH	Report next meeting		
3.1	28 April 2020	COVID 19 Testing: On average how many people are tested for COVID 19 daily?	JH	Report next meeting		
7	28 April 2020	The Local Emergency Management Committee support a request to open up our communities to promote economic recovery: while keeping current restrictions on region boundaries.	MB	Forward to the OASG for comment/action		
Outstanding from Previous Action Sheets						
5.4	14 April 2020	CBD extended trading hours	RS	Investigate the process for extending trading hours.		
			RS	Application for extended trading hours for the CBD has been sent to the Department of Mines, Industry Regulation and Safety.	28 April 2020	MB
5.4	14 April 2020	CBD extended trading hours	GT	Formally apply to council, requesting extended trading hours.		
			GT	Formal application sent to the Shire	28 April 2020	MB

ATTACHMENT LIST

Attachment One:
Operational Area Support Group Update
Update Number Four -

Attachment Two:
COVID 19 Situation Update – RDC Great Southern 16 April 2020

Attachment Three:
State Recovery Coordination Unit (SRCU)
State Recovery Response COVID-19 Update 14 April 2020

Attachment Four:
COVID 19 DFES Volunteers Leaders Resource Pack

Attachment Five:
COVID 19 Albany Community Recovery Program

Attachment Six:
State Recovery Coordination Unit (SRCU)
State Recovery Response COVID-19 Update 16 April 2020

Attachment Seven:
State Recovery Coordination Unit (SRCU)
State Recovery Response COVID-19 Update 21 April 2020