

# Shire of Denmark Minutes



## LOCAL EMERGENCY MANAGEMENT COMMITTEE SPECIAL MEETING: COVID-19

HELD VIA TELECONFERENCE  
TUESDAY 31<sup>ST</sup> MARCH 2020, COMMENCING AT 4.00PM

### Table of Contents

|  |          |
|--|----------|
| <b>1. DECLARATION OF OPENING/WELCOME TO COUNTRY</b>                | <b>3</b> |
| <b>2. RECORD OF ATTENDANCE/APOLOGIES/APPROVED LEAVE OF ABSENCE</b> | <b>3</b> |
| <b>3. ANNOUNCEMENTS BY THE PERSON PRESIDING</b>                    | <b>3</b> |
| <b>4. CONFIRMATION OF MINUTES</b>                                  | <b>4</b> |
| 4.1 Minutes of the Local Emergency Management Committee            | 4        |
| <b>5. PREPAREDNESS</b>   |          |
| 5.1 Communication / Public Information                             | 4        |
| 5.2 Business Continuity Plans                                      | 4        |
| 5.3 Identification of Vulnerable People                            | 4        |
| 5.4 Community Actions to Promote Resilience                        | 5        |
| <b>6. IMPACT ASSESSMENT</b>  | <b>5</b> |
| 6.1 Local / Regional Impacts (currently none)                      | 5        |
| 6.2 What is the response to someone fulfilling the case definition | 5        |
| <b>7. RECOVERY</b>   | <b>5</b> |
| 7.1 Potential for significant, prolonged business disruptions      | 5        |
| 7.2 Implications for psychosocial impacts                          | 5        |
| <b>8. AGENCY REPORTS</b>   | <b>5</b> |
| 8.1 WA Police  | 5        |
| 8.2 Department of Communities                                      | 6        |
| 8.3 Department of Fire and Emergency Services (DFES)               | 6        |
| 8.4 Denmark Health Service   | 6        |
| 8.5 St John Ambulance (Denmark & Walpole)                          | 6        |
| 8.6 Silverchain Walpole  | 6        |
| <b>9. OTHER BUSINESS</b>   | <b>6</b> |
| <b>10. NEXT MEETING</b>  | <b>6</b> |
| <b>11. CLOSURE OF MEETING</b>                                      | <b>6</b> |

**VISION**

For the Shire of Denmark's residents, ratepayers and businesses to be adequately protected, risks are minimised and recovery operations coordinated swiftly and efficiently.

**TERMS OF REFERENCE**

To implement the objectives of the Western Australian Emergency Management Arrangements Public Statement number 7, that is;

1. To advise and assist the local government in ensuring that local emergency management arrangements are established for its district;
2. To liaise with public authorities and other persons in the development, review and testing of local emergency management arrangements; and
3. To carry out other emergency management activities as directed by the State Emergency Management Committee (SEMC) or prescribed by the Emergency Management Act or Regulations.
4. Prepare an annual report on Committee activities for submission to the District Emergency Management Committee.
5. The local emergency management arrangements are to set out —
  - a. the local government's policies for emergency management;
  - b. the roles and responsibilities of public authorities and other persons involved in emergency management in the local government district;
  - c. provisions about the coordination of emergency operations and activities relating to emergency management performed by the persons mentioned in paragraph (b);
  - d. a description of emergencies that are likely to occur in the local government district;
  - e. strategies and priorities for emergency management in the local government district;
  - f. other matters about emergency management in the local government district prescribed by the regulations; and
  - g. other matters about emergency management in the local government district the local government considers appropriate.
  - h. Local emergency management arrangements are to be consistent with the State emergency management policies and State emergency management plans.
  - i. Local emergency management arrangements are to include a recovery plan and the nomination of a local recovery coordinator.

**1. DECLARATION OF OPENING / WELCOME TO COUNTRY**

The Presiding Person opened the meeting at 1605hrs

*I acknowledge the land on which this meeting is being held on and the traditional custodians of the land, the Bibbulmun and Minang people and pay my respects to Elders past, present and emerging.*

*Ms Gearon noted that the agenda for todays meeting will be carried throughout the COVID-19 special meetings. A summary of past actions and new information is required to ensure efficient and beneficial meetings.*

**2. RECORD OF ATTENDANCE/APOLOGIES/APPROVED LEAVE OF ABSENCE****MEMBERS:**

|                       |   |
|-----------------------|---|
| Cr Ceinwen Gearon     | Shire President & Presiding Person        |
| Cr Mark Allen         | Council Representative                    |
| Mr Matt Hartfield     | Denmark Police, Officer in Charge         |
| Mr Paul Moore         | Walpole Police, Officer in Charge         |
| Mr David Rae          | St. John Ambulance Community Paramedic    |
| Ms Julie Hollingworth | Denmark Health Service                    |
| Ms Kylie Spencer      | Denmark Health Service                    |
| Mr Wes Bailye         | Department of Fire and Emergency Services |
| Mr Neville Blackburn  | Department of Communities                 |

**STAFF:**

|                       |   |
|-----------------------|---|
| Mr David Schober      | (non voting)<br>Chief Executive Officer, Acting |
| Mr Scott Medhurst     | Community Emergency Services Manager            |
| Mrs Charmaine Shelley | Senior Ranger                                   |
| Mr Lee Shelley        | Pandemic Response Team                          |
| Ms Melanie Haymont    | Bushfire Risk Planning Coordinator              |
| Mrs Angela Simpson    | Executive Manager Community Services            |
| Mrs Renee Wiggins     | Communication & Engagement Officer              |

**APOLOGIES:**

|               |   |
|---------------|---|
| Mr Adam Smith | Department of Fire and Emergency Services |
|---------------|---|

**ABSENT:**

|                    |                     |
|--------------------|---------------------|
| Ms Marnita Sletten | Silverchain Walpole |
|--------------------|---------------------|

**VISITORS:**

**3. ANNOUNCEMENTS BY THE PERSON PRESIDING**

Nil

**4. CONFIRMATION OF MINUTES****4.1 MINUTES OF THE LOCAL EMERGENCY MANAGEMENT COMMITTEE****OFFICER RECOMMENDATION**

ITEM 4.1

Moved: **Ceinwen Gearon**Seconded: **Mark Allen**

That the minutes of the Local Emergency Management Committee held on the 25<sup>th</sup> March 2020, be confirmed as a true and correct record of the proceedings.

Carried: Unanimous

**5. PREPAREDNESS****5.1 Communication / public information**

All agencies discussed their current communications and public information plans and actions taken since the last meeting. Department of Community Services are currently focusing their efforts on those in self isolation as they are the contact for those people as such they are also assisting Not For Profit agencies in supporting those people. WA Police requested that all committee members reminded their networks to remain vigilant and report suspicious community behaviour and where possible keep the messaging positive.

Shire of Denmark advised they have dedicated staff working on public information and communications currently its working on relaying the information from Department of Health and other programs relating to community support. This information is being distributed to the community through already in place networks such as social media, Australia Post as well as through new initiatives such as visual message boards, community notice boards and staff for isolated/vulnerable areas.

**5.2 Business continuity plans**

All agencies discussed current business activities and concerns currently full services are being provided where possible outside of government mandated closures. Agency wide plans remain scalable to support an escalating situation or surges in demand.

Workforces across agencies are being split up to build redundancies into business practices and eliminate potential exposure risks. Where appropriate and practical relevant PPE/PPC has been provided to staff that require it.

**5.3 Identification of vulnerable people**

Agencies discussed the identification of staff as vulnerable people and how they can support each other through that process to ensure that staff morale remains high and positive. Agencies will discuss out of session some ideas around a positive messaging campaign to support frontline staff.

Denmark Health Service advised that there had been a relaxing of the requirement for vulnerable people to undergo a means assessment prior to assistance being given. This means that people referred to them will get assistance in the first instance and then investigations completed if another provider is more appropriate to provide that assistance moving forward.

## **5.4 Community actions to promote resilience**

All agencies are working together to build on the already strong community of Denmark and aiming to provide leadership and guidance to community groups in delivering a consistent message throughout the community.

Discussion centred around the need to ensure positive messaging distributed to the community through all available means as rumours were still circulating and driving fear within the community. Actions need to centre around education and support that agencies are providing during response to lead to a strong recovery. The most powerful tool to support this is the already strong networks in place.

## **6. IMPACT ASSESSMENT**

### **6.1 Local / Regional Impacts**

Currently all agencies are still investigating the impacts outside of the obvious identified impacts such as wellbeing and economical however all agencies will work together to monitor this and share information to provide an accurate impact assessment when practical.

### **6.2 What is the response to someone fulfilling the case definition?**

Response to all cases will be as per the response guidelines provided by the WA health department Denmark Health Service continues to monitor these guidelines and will keep all agencies aware of this process and protocol.

## **7. RECOVERY**

### **7.1 Potential for significant, prolonged business disruptions**

Prolonged response effort is likely which will result in significant delays of a return to normality. Shire of Denmark has dedicated staff to supporting business in their continuity and recovery from disruption. Currently this has been reactive but further resources are being dedicated to developing this into a strategic response/recovery effort.

### **7.2 Implications for psychosocial impacts**

The committee discussed the far reaching implications of psychosocial impacts that will be felt and continue to be felt throughout the region as a result of COVID19. The committee agreed that it is an ever evolving space. Consistent messaging from a single source of truth and engaging the community in the delivery of that message will be key to building community resilience towards psychosocial impacts now and in the future.

## **8. AGENCY REPORTS RELATING TO:**

- Agency Preparations
- Anticipated Impacts
- Issues of Concern
- Information Requirements

Ms Gearon acknowledged that meetings were occurring on a weekly basis and that a lot of information is being captured in the previous agenda items. As such reports are to be provided by exception only if content had not been covered previously within the meeting.

### **8.1 WA POLICE**

No report however advised that as of 0001hrs 1<sup>st</sup> April 2020 that the regional travel restrictions come into place and that it will be a combination of road closures and roving patrols that may influence response times and also require support from other agencies.

**8.2 DEPARTMENT OF COMMUNITIES**

Nil to report but highlighted the need to maintain business continuity with a view of early recovery.

**8.3 DEPARTMENT OF FIRE AND EMERGENCY SERVICES**

Nil

**8.4 DENMARK HEALTH SERVICE**

Nil

**8.5 ST JOHN AMBULANCE**

Nil

**8.6 SILVERCHAIN WALPOLE**

Nil

**9. OTHER BUSINESS**

**9.1 Motion for reduction of Committee for COVID-19 Special Meetings**

Status - Resolved/Completed

**9.2 Motion to contact Department of Biodiversity Conservations & Attractions requesting suspension of the Hazard Reduction Burning program within the Shire of Denmark for the duration of the COVID-19 Pandemic**

Status - Ongoing – Letter sent awaiting response.

**9.3 Motion to restrict the issuing of Permits under section 33 of the Bush Fires Act and revocation of “approved places” for camping and cooking fires within the Shire.**

Status - Resolved/Completed

**9.4 Advice for travellers of no fixed address to relocate to major centres more capable of supporting them during a greater community spread of COVID19**

Status – Request sent to DEMC to provide consistent messaging and advice on what we can do. Awaiting response.

**10. NEXT MEETING**

Scheduled for Tuesday 7<sup>th</sup> March 2020 by video link hosted by Shire of Denmark due to COVID-19 restrictions, commencing at 4.00pm

**11. CLOSURE OF MEETING**

There being no further business the Presiding Person closed the meeting at 1655hrs.

These minutes were confirmed at the meeting of the \_\_\_\_\_

Signed: \_\_\_\_\_

*(Presiding Person at the meeting at which the minutes were confirmed.)*