

Shire of Denmark Minutes



LOCAL EMERGENCY MANAGEMENT COMMITTEE SPECIAL MEETING: COVID-19

HELD VIA TELECONFERENCE

Monday 20th APRIL 2020, COMMENCING AT 4.00PM

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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 1604hrs

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 acknowledged all emergency service workers and first responders and their efforts so far during this pandemic. Ms Gearon requested that members of the committee only provided new information and responded to identified issues in order to keep the meetings relevant, focused and efficient.

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
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:

	(non voting)
Mr Scott Medhurst	Community Emergency Services Manager
Mr Lee Shelley	Pandemic Response Team
Mrs Angela Simpson	Executive Manager Community Services

APOLOGIES:

Mr Derek Jones	District Officer Emergency Management
Mr Adam Smith	District Emergency Management Advisor
Mr David Rae	St John Ambulance Community Paramedic
Mrs Renee Wiggins	Communication & Engagement Officer
Mrs Charmaine Shelley	Senior Ranger
Mr David Schober	Chief Executive Officer, Acting

ABSENT:

Ms Marnita Sletten	Silverchain Walpole
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VISITORS:

Nil

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: **Neville Blackburn**

That the minutes of the Local Emergency Management Committee held on the 14th April 2020, be confirmed as a true and correct record of the proceedings.

Carried: **Unanimous****5. PREPAREDNESS**

WA Police reported that a quantity of PPE which will assist Police with service delivery.

6. IMPACT ASSESSMENT

Denmark Health Service reported that there has been a significant change to the case definition however that has not had a significant change in operational capability.

7. RECOVERY

All agencies reported NIL Changes to all items since the last reporting period.

8. AGENCY REPORTS RELATING TO:

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

8.1 DENMARK HEALTH SERVICE

Ms Kylie Spencer reported on the following.

Small change in visitor processes at the aged care facility which they are currently working through to ensure best practice.

8.2 WA POLICE

Sgt Hartfield reported on the following.

Police have been busy with reactive policing and request continued support from Shire of Denmark with high visibility patrolling, post office remains to be an issue with people not social distancing. Shire of Denmark has supported the Police and Post Office by providing signage and bollards. Patrols will be increased in this area.

Sgt Moore reported on the following

Police very conscious of people becoming complacent due to COVID19 successes to date. Police increasing patrols to ensure compliance is still occurring.

8.3 DEPARTMENT OF COMMUNITIES

Mr Neville Blackburn reported on the following

Mainly still dealing with people in isolation, awaiting further advice from the state regarding the State Emergency Welfare Plan and if that will impact the services that DCS can provide. Starting to look to the recovery stages.

Shire of Denmark raised the question of how DCS can assist with people that are experiencing homelessness unrelated to COVID19, DCS advised currently their scope is still to assist those in isolation and any other cases will need to continue to proceed through the normal channels.

8.4 DEPARTMENT OF FIRE AND EMERGENCY SERVICES

Nil to report

8.5 ST JOHN AMBULANCE

Nil to report

8.6 SHIRE OF DENMARK

Nil to report

However will continue to focus on identified and emerging issues as they are brought to the Shire. There was a question for SJA in regard to patient transport capacity, to be addressed outside of meeting and reported back next meeting.

9. OTHER BUSINESS**9.1 Local Supply Chain issues – (Food, Water, Fuel, Gas, accommodation and as Identified)**

Committee to discuss identified supply chain issues and efforts to engage with providers.

Status - Ongoing – No updates during the current reporting period all suppliers currently trading as per normal with enhanced procedures.

9.2 Local communications – Committee identified communications gaps/successes

Committee to discuss any identified gaps in the current community communications plan/strategy/actions, what's working well and can we improve it?

Status – Ongoing Committee discussion took place about maintaining current lines of communication and not shopping for answers. Be mindful of using established lines of contact to ensure appropriate continuity.

9.3 Restricted Burning Period and Section 33 Permits

Community Emergency Services Manager to provide update on Restricted Burning Period and the issuing of permits within the Shire of Denmark.

Status - Ongoing - Restricted Burning Period, Under delegated authority the Chief Bush Fire Control Officer and Shire President have extended the restricted burning period for a period of 31 days this will encompass the month of May. This extension will be reviewed regularly during this period.

10. NEXT MEETING

Scheduled for Monday 3rd May by video link hosted by Shire of Denmark due to COVID-19 restrictions, commencing at 4.00pm, Members of the Committee have been advised that short notice meeting may be called if required.

11. CLOSURE OF MEETING

There being no further business the Presiding Person closed the meeting at 1642hrs.

These minutes were confirmed at the meeting of the _____

Signed: _____

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