

# Shire of Denmark Minutes



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

HELD VIA TELECONFERENCE  
MONDAY 4<sup>th</sup> MAY 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 1602hrs

*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.*

*Cr Gearon passed on her respects to District Officer Robert Lake and acknowledged his contributions to LEMC and the Shire of Denmark. Cr Gearon thanked and acknowledged all emergency service workers and first responders for their efforts so far during this pandemic. Cr 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
Mr David Rae	St John Ambulance Community Paramedic

STAFF:

Mr Scott Medhurst	(non voting) Community Emergency Services Manager
Mr Lee Shelley	Pandemic Response Team
Mrs Angela Simpson	Executive Manager Community Services
Mrs Renee Wiggins	Communication & Engagement Officer

APOLOGIES:

Mr Adam Smith	District Emergency Management Advisor
Mrs Charmaine Shelley	Senior Ranger
Mr David Schober	Chief Executive Officer, Acting
Ms Julie Hollingworth	Denmark Health Service

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: **Neville Blackburn**Seconded: **Lee Shelley**

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

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

Nothing new to report since last meeting.

**6. IMPACT ASSESSMENT**

Nothing new to report since last meeting.

**7. RECOVERY**

Committee members discussed the impact the events and social media were having on the community in regards to confusion and mental health. Discussion centred on relevant agencies providing consistent and supportive messaging to the community.

**8. AGENCY REPORTS RELATING TO:**

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

**8.1 DENMARK HEALTH SERVICE**

Nil

**8.2 WA POLICE**

Sgt Hartfield and Sgt Moore reported on the following

Complacency towards restrictions, increase in people attempting to move across borders need to keep pushing the message about social distancing and restrictions in place. Busy week for Police and Thanked the Shire and Volunteer Emergency Services for their ongoing support with high visibility patrolling and responding to incidents as required.

**8.3 DEPARTMENT OF COMMUNITIES**

Mr Neville Blackburn reported on the following

Most support now in the metro as regional isolation has been completed by most people. Looking towards recovery and how that will look for the Department of Communities, sharing as much information as possible to relevant agencies surrounding not for profit agencies that are providing support.

**8.4 DEPARTMENT OF FIRE AND EMERGENCY SERVICES**

Nil

**8.5 ST JOHN AMBULANCE**

Mr David Rae reported on the following

Increase in demand for services over the last week compared to the month previous but Denmark sub centre is well staffed and stocked with PPE to respond as required.

**8.6 SHIRE OF DENMARK**

Ms Angela Simpson reported on the following

The Shires Pandemic Response Team are now meeting weekly, staff will still be working to the pandemic response plan and will monitor the situation with a view to scale up or down as required. The Shire will provide support to the Police in delivering regular and consistent messaging to the community in regard to current restriction and measures in place to protect the community.

**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 - Resolved** – Since last meeting supplies starting to flow now but will take some time to establish normality

- 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** - As identified a combined committee approach to consistent messaging in line with current advice and restrictions is to continue and be supported.

- 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 18<sup>th</sup> 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 1635hrs.

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

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

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