

# Shire of Denmark Minutes



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

HELD VIA TELECONFERENCE  
MONDAY 18<sup>th</sup> MAY 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	4
<b>6. IMPACT ASSESSMENT</b>	<b>4</b>
6.1 Local / Regional Impacts	4
6.2 What is the response to someone fulfilling the case definition	4
<b>7. RECOVERY</b>	<b>4</b>
7.1 Potential for significant, prolonged business disruptions	4
7.2 Implications for psychosocial impacts	4
<b>8. AGENCY REPORTS</b>	<b>4</b>
8.1 Denmark Health Service	4
8.2 WA Police	4
8.3 Department of Communities	4
8.4 De Department of Fire and Emergency Services (DFES)	4
8.5 St John Ambulance (Denmark & Walpole)	4
8.6 Shire of Denmark	4
<b>9. OTHER BUSINESS</b>	<b>5</b>
<b>10. NEXT MEETING</b>	<b>5</b>
<b>11. CLOSURE OF MEETING</b>	<b>5</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 1603 hrs

*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 acknowledged all emergency service workers and first responders and 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
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 Neville Blackburn	Department of Communities
Mr David Rae	St John Ambulance Community Paramedic

STAFF:

Mr David Schober	(non voting) Chief Executive Officer, Acting
Mr Scott Medhurst	Community Emergency Services Manager
Mr Lee Shelley	Pandemic Response Team
Mrs Angela Simpson	Executive Manager Community Services
Mrs Renee Wiggins	Communication & Engagement Officer
Mr David Lonie	Ranger

APOLOGIES:

Cr Mark Allen	Council Representative
Mrs Charmaine Shelley	Senior Ranger
Mr Adam Smith	District Officer Emergency Management
Mrs Renee Wiggins	Communication & Engagement Officer
Ms Kylie Spencer	Denmark Health Service

ABSENT:

Mr Wes Bailye	Department of Fire and Emergency Services
Ms Marnita Sletten	Silverchain Walpole

VISITORS:

Mr Robert Ohle	Environmental Health Officer
----------------	------------------------------

**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:** Matt Hartfield

That the minutes of the Local Emergency Management Committee held on the 4<sup>th</sup> May 2020, be confirmed as a true and correct record of the proceedings.

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

Nil Change since last meeting

**6. IMPACT ASSESSMENT**

Nil Change since last meeting

**7. RECOVERY**

Nil Change since last meeting

**8. AGENCY REPORTS RELATING TO:**

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

**8.1 DENMARK HEALTH SERVICE**

Nil Change since last meeting

**8.2 WA POLICE**

Sgt Hartfield reported on the following

The need to help businesses understand phase 2 of the restrictions and supporting them through the transition as tourists start to come back into the region.

Still a requirement for a common messaging approach with the new restrictions as there is a large amount of apathy within the community. Ensure correct messaging and information is given to the public.

Policing is still busy from a crime perspective and it continues to evolve daily with new expectations placed upon them with the new phase of restrictions.

**8.3 DEPARTMENT OF COMMUNITIES**

Mr Neville Blackburn reported on the following

The changes since last meeting have been slow, waiting on the State Recovery plan to be released to see where that leads us.

**8.4 DEPARTMENT OF FIRE AND EMERGENCY SERVICES**

Nil

**8.5 ST JOHN AMBULANCE**

Nil

**8.6 SHIRE OF DENMARK**

Ms Angela Simpson reported on the following

Shire has submitted grant applications for food and accommodation assistance within the community, Parry's Beach campground remains closed at this stage.

Mr Rob Ohle provided an update on Denmark Businesses that are planning to reopen with the first stages of COVID 19 restrictions easing. Provided information to the committee around the businesses training efforts and safety plans.

Denmark Health Service raised the question about a visual message board to be placed out the front of the Shire again enforcing the importance of Social Distancing and hygiene which could be complimented by renewed signage within the business district. Shire of Denmark will investigate various messaging opportunities and report back to the committee.

**9. OTHER BUSINESS****9.1 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**

**9.2 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, The extension is being reviewed on a weekly basis to ensure a sensible application of permits to enable private landholders to reduce the risk on their property by the application of fire. As such the Restricted Burning Period will come to an end on the 18<sup>th</sup> May 2020 and move into the Open Burning Period. All landowners have been reminded of the requirement to be in attendance and able to contain control and extinguish their fires if requested.

Reinstatement of camp and cooking fires at approved places within the Shire of Denmark. With moving to the open burning season this leads us to look at the approved places. The risk from fire and smoke from these places is minimal due to controls put in place these controls include suitable equipment to suppress the spread of fire, increased supervision, recognised fire pits and the burning of seasoned/dry timber limits the production of smoke. I am of the opinion that increased benefits of patronage in these places will limit the risk of illegal camp fires and as such would like to propose the following motion.

**Motion** – That the committee reinstates the Camp and Cooking fire authorisation for approved places within the Shire of Denmark.

**Moved:** Scott Medhurst

**Seconded:** Lee Shelley

**Carried:** Unanimous

**10. NEXT MEETING**

Scheduled for Monday 8<sup>th</sup> June 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 1645 hrs.

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

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

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