



## **LOCAL EMERGENCY MANAGEMENT COMMITTEE MINUTES**

For the **Special Meeting COVID-19**  
Held on Wednesday, 6 May 2020 at 9.00 am via teleconference.

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**MINUTES OF THE  
LOCAL EMERGENCY MANAGEMENT COMMITTEE**  
Held on Wednesday 6 May 2020 at 9.00 am via  
videoconference.

**1. DECLARATION OF OPENING**

The Chairperson, Peter Northover, declared the meeting open at 9.02 am.

**2. RECORD OF ATTENDANCE**

Peter Northover	Shire of Cranbrook – Chief Executive Officer
Kevin Bransby	Shire of Cranbrook – Emergency Services Officer
Trish Standish	Shire of Cranbrook – Manager of Finance and Administration
Jeff Alderton	Shire of Cranbrook – Manager of Works
Joe Duina	Shire of Cranbrook - Ranger
Teresa Lawson	Frankland River CRC - Manager
Kurt Wienert	Western Power- Field Supervisor
Wes Bailye	Department of Fire and Emergency Services-Area Officer- Rural
Laurie Seton	WA Police – Cranbrook OIC
Bernie Climie	Red Cross – Cranbrook
David Rae	St John Ambulance-Community Paramedic
Kylie Spencer	Mount Barker Hospital

**APOLOGIES**

John Barden	Department of Primary Industries & Regional Development
Julie Hollingworth	Director of Nursing - Mount Barker Hospital
Neville Blackburn	Department of Communities- District Emergency Services Officer Great Southern
Anne Parsons	St John Ambulance- Cranbrook

**3. CONFIRMATION OF MINUTES**

That the Minutes of the meeting held on Wednesday 29 April 2020 be confirmed as a true and accurate record.

Moved: Bernie Climie                      Seconded: Laurie Seton

#### **4. REPORTS / UPDATES SPECIFICALLY RELATING TO COVID-19**

##### **4.1 Shire of Cranbrook CEO – P Northover**

- No further developments regarding COVID-19
- There is the potential for restrictions to be relaxed however that will be decided as information is gathered and the situation changes.
- In consultation with L Seton, further LEMC meetings will now be fortnightly.

##### **4.2 Cranbrook Police – Laurie Seton OIC**

- Cranbrook station has a new telephone system. The system uses the internet and has an electronic greeting.
- Cranbrook police are continuing to patrol borders and schools to ensure everyone is complying with social distancing requirements.
- There has been no significant increase in crime statistics during the COVID-19 pandemic.

##### **4.3 St John Ambulance – D Rae**

- There has been no decision on the recommencement of training- updates to come on Friday.
- St John has seen an increase in community work in Albany and larger districts. This is in response to the lifting of the social gathering restrictions. There are more people out and about taking advantage of this.

##### **4.4 Mt Barker Hospital / Plantagenet Cranbrook Health Service- K Spencer**

- Hospital continuing screening for possible COVID-19 cases. Anyone with flu like symptoms are being screened.

##### **4.5 Western Power – K Weinert**

- COVID-19 business as usual.
- Some faults over the region due to the heavy winds and rain overnight (5/5/20).

##### **4.6 Frankland River Community Resource Center- T Lawson**

- There have been a few residents seen out and about town.
- The local Op Shop and hair salon will be opening one day per week.

#### **4.7 Cranbrook Red Cross – B Climie**

- No change from last report.
- Some residents are still utilising the grocery delivery service however that number has reduced and may drop off completely if restrictions continue to be relaxed.
- The hospitality industry will need all staff and volunteers to complete a hygiene course prior to re-opening to the public.
- P Northover stated that there has been an injection of \$1.8m by the State to assist with these requirements.

#### **4.8 Department of Communities – N Blackburn**

- Nothing new to report.

#### **4.9 Department of Fire and Emergency Services- W Bailye**

- DFES Albany will be operating from the main office in Hercules Crescent. There are still some staff in the Collie St. office.

#### **4.10 Cranbrook Primary School- A Whiting**

- See attached.

## 5. GENERAL BUSINESS

K Wienert- Western Power left meeting.

- Scenario:

*A local shire worker unknowingly comes into contact with a COVID carrier while supervising a contractor repairing equipment at a shire owned facility. 10 days later he starts to display COVID like symptoms and returns a positive test. He goes into immediate home quarantine with his family but symptoms develop rapidly. Two days later his partner calls an ambulance as he is having trouble breathing. As it has been school holidays his two children have not been at school but have been identified as mixing with two other families during the last fortnight. Tracking confirms that he has not entered the main shire offices during the past fortnight but has been to the depot regularly. During that period he has only used one shire vehicle and has only worked alone, however that vehicle is now parked at the depot. How do we respond both to the health crisis and to support families / people impacted by this incident?*

- Discussion as follows:

- **J Alderton:** The Eastern States had a similar case not long ago. In response to the scenario, the Shire would close the depot and have all works staff tested. Start tracing staff movement. Ensure depot is thoroughly cleaned and detail the vehicle in question.
- **P Northover:** The Shire would go into full lock down. Commence a full comprehensive clean of all Shire facilities and track staff movements.
- **B Climie:** From a Red Cross perspective, a welfare check on all affected residence in the Shire and start to distribute food and goods as needed.
- **D Rae:** St John procedure regarding call out to respiratory distress- at this point in time any call out with respiratory distress is flagged as a potential COVID case. Attending officers are required to don full PPE (masks, gloves, surgical gown and face shield). The officers will call ahead to Plantagenet. The officers will remove PPE and dispose at the hospital and don new PPE prior to cleaning any equipment or vehicle. It is the most likely chances of contraction at this point. All staff are considered to be safe from contracting COVID as long as the PPE protocols are adhered to.
- **Impact to the town:**
- **L Seton:** Serious consideration to close town and restrict access only to essential persons.
- **T Standish:** As the Shire employs a large number of staff that live in Mt. Barker, the situation would heavily impact Mt. Barker as well. Any procedure undertaken by Cranbrook would potentially need to be done in Mt. Barker.
- **P Northover:** Investigation into the contact of family members of the original person would be difficult due to school holidays and the social contact of any child of the family.
- **T Lawson:** asked about the requirements of residence to use the COVID app (COVID Safe). P Northover said that it was not a requirement from a Shire perspective, however it would be a good tool to promote if this scenario was real.
- **K Spencer:** it would fall under the Department of Health responsibilities to track any person's movement in regards to COVID-19. In the early stages Population Health would be the first point of contact. L Seton stated that in the event of a

breakout in town then we would all take direction from the experts. D Rae asked if the Dept. Health would send testing crews to Cranbrook. K Spencer said that currently testing is only done at the hospitals and that there would be a possibility of an off-site facility given the situation.

- The mobile app would be a very handy tool in this situation and the Shire would promote the app if impacted.
- Discussion ended.
- P Northover and L Seton were happy with the outcome of the scenario and would be confident that the Shire would cope if a COVID-19 case was located in the Shire.

#### **6. DATE OF NEXT MEETING**

The next Special meeting of the Local Emergency Management Committee will be held on Wednesday, 20 May 2020 at 9.00am via videoconference.

#### **7. CLOSURE OF MEETING**

There being no further business to discuss, the Chairperson declared the meeting closed at 9.36 am.