



LOCAL EMERGENCY MANAGEMENT COMMITTEE MINUTES

For the Special Meeting COVID-19
Held on Wednesday 25 March 2020 at the Cranbrook
Regional Community Hub and via Teleconference

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**MINUTES OF THE
LOCAL EMERGENCY MANAGEMENT COMMITTEE
Special Meeting COVID-19
Held on
Wednesday 25 March 2020 at 3.00 pm at the Cranbrook
Regional Community Hub and via Teleconference**

1. DECLARATION OF OPENING

The Chairperson, Peter Northover, declared the meeting open at 3.00pm.

2. RECORD OF ATTENDANCE

In Person

Peter Northover	Shire of Cranbrook - CEO
Jeff Alderton	Shire of Cranbrook - Manager of Works
Trish Standish	Shire of Cranbrook - Manager of Finance and Administration
Kevin Bransby	Shire of Cranbrook - Emergency Services Officer
Joe Duina	Shire of Cranbrook - Ranger
Sgt Laurie Seton	OIC - Cranbrook Police Station
Anne Parsons	St John Ambulance - Cranbrook
Bernie Climie	Red Cross - Cranbrook

On Phone

Kurt Weinert	Western Power
Teresa Lawson	Frankland River CRC
David Rae	St John Ambulance Community Paramedic
Julie Hollingsworth	DON / Healthcare Manager - Mount Barker Hospital

Apologies

Nil

Guests

Samantha O'Neill Shire of Cranbrook - Community Development Officer

3. ITEMS OF BUSINESS

3.1 Shire of Cranbrook CEO – P Northover

- PN welcomed all and apologised for the meeting's short notice.
- COVID-19 is an unprecedented event and the Shire, like various other agencies has taken measures to slow the spread of the virus.
- The Shire has cancelled all non-essential meetings, training, and forums until further notice.
- The Hub is no longer available for regional gatherings or community activities.
- Social distancing regimes have been implemented in line with government policy and advice.

- The main Shire office has a limit of 3 persons in the reception area at any onetime.
- Shire residents have been requested to phone the Shire to determine whether their enquiry can be settled without personal attendance.
- Shire office staff will begin working from home next week and the depot staff have introduced travel measures to limit movement between work sites and enforce social distancing requirements.
- The WA Government has declared a State of Emergency and a Public Health Emergency for Western Australia.
- Non-essential work places are closed where there are large numbers of persons in attendance.
- Essential services will remain open (shopping centers, hospitals, doctors).
- The State Government, under the authority of the State Emergency Coordinator, the Commissioner of Police, has prepared a Commissioner's order under the Emergency Management Act, which relates to closures of cultural institutions (libraries), pubs, registered and licensed clubs, gyms, indoor sporting venues, casinos, nightclubs, restaurants and cafes (other than take away food), and religious gatherings.
- The Department of Communities is the responsible agency for providing and coordinating welfare services in emergency events. It was noted that the Department's *Emergency Services – Human Biosecurity Plan (COVID-19)* outlines the Department's planned response to the COVID-19 pandemic. The focus of the plan is to assist people in home isolation who are not self-sufficient and have no other means of support.
- The Shire will be reviewing its Incident Management and Business Continuity Response Plan as a result of the COVID-19 pandemic.

3.2 OIC Cranbrook Police - L Seaton

- WA Police are the lead combat agency for response for the COVID-19 pandemic.
- The Department of Health is the HMA for this incident.
- There is a state management team in place to deal with the ever changing situation.
- At this point in time, Cranbrook Police are to deal with any person(s) that are non-compliant with the current social distancing / isolation requirements put in place by the State and Federal governments.
- LS is unsure of what role the Cranbrook Police will have if the regional travel restrictions are put in place. As the situation is evolving on a daily basis, all we can do is take direction from the government.

3.3 St John Ambulance – A Parsons

- The Cranbrook Sub-Centre is working within the guidelines and is receiving daily updates.
- DR mentioned that SJA is in the process of shutting down non-essential work (public events etc.)
- The Operations Centre will be “screening calls” and triaging these into a priority basis.
- Any callers showing symptoms of COVID-19 are being referred to their GP.
- SJA across the region is experiencing a short supply of PPE and is in the process of obtaining more. SJA members are under direction to use PPE only in operational situations.
- LS asked about the impact and effect on locals? DR responded by stating that the possibility of cross public infection is low providing the standard hygiene precautions and social distancing protocols are maintained. The most likely risk of infection may occur through patient transfers.

3.4 Mount Barker Hospital – J Hollingsworth

- JH stated that Mount Barker Hospital has been preparing for the pandemic for over two weeks.
- The hospital is open for normal business however visitor restrictions have been put in place.
- One visitor is allowed at any one time and visits are restricted two visits per day.
- Mount Barker Hospital is looking at alternative solutions to patient care (telehealth).
- A local Emergency Operation Committee has been formed involving GP’s and the hospital. One senior staff member from Denmark and Mount Barker has been designated the COVID-19 point of contact. Any matters relating to COVID-19 will be directed to those people.
- JH reminded the LEMC to maintain “one point of truth” for all matters regarding COVID-19. Direct any COVID-19 inquiries to the Department of Health.

3.5 Western Power – K Weinert

- KW advised that Western Power is taking the same precautions as everyone else, which includes the cancellation of meetings and training.
- The organisation is practicing social distancing.
- The work crews are also taking precautions by travelling separately to jobs and maintaining separation in the yard.
- KW advised that Western Power will continue to keep the power on.

3.6 Frankland River CRC – T Lawson

- TL advised that all CRC's have been directed to close with the exception of those with Centrelink facilities.
- Frankland River CRC has this facility and will only open to appointments only.
- The café is still open with "take-a-ways" only.
- TL stated that Frankland River is a reasonably isolated community and should do well in the current situation.

3.7 Red Cross-Cranbrook – B Climie

- BC advised that the Red Cross Head office has asked if members can work from home.
- Red Cross will assist those vulnerable people in the community that require assistance.
- The police will contact Red Cross with any concerns regarding those people they deem to require assistance.
- BC advised that the local volunteer Seniors' Lunch Group in Cranbrook has started a grocery pick up service for vulnerable people in the community that can't get to the shops. As this is in the infant stages, it is only available in Cranbrook at this stage.
- TL will look into the Frankland River area to see if this is something that could happen there.
- PN commended Bernie for this initiative and expressed the LEMC's thanks to Sue Etherington from Mount Barker who started the programme and extended the opportunity to Cranbrook.
- PN asked BC to contact him directly if the Shire could be of further assistance.

4. OTHER BUSINESS

- A concern for the Shire currently is the lack of suitable PPE and personal hygiene products available. The Shire is looking into the purchase of these products.
- It was noted that for the foreseeable future, Special LEMC meetings to discuss COVID-19 would be conducted weekly.
- A revised agenda format would be implemented to streamline meetings and allow for any issues / updates from the relevant agencies to be discussed.
- Teleconferencing opportunities would be further explored.

5. DATE OF NEXT MEETING

The next Special meeting of the Local Emergency Management Committee will be held on Wednesday, 1 April 2020 at 10.00am via teleconference.

6. CLOSURE OF MEETING

There being no further business to discuss, the Chairperson declared the meeting closed at 3.38pm.