



LOCAL EMERGENCY MANAGEMENT COMMITTEE MINUTES

For the **Special Meeting COVID-19**
Held on Wednesday, 3 June 2020 at 9.00 am via teleconference.

Contents

1. DECLARATION OF OPENING.....	3
2. RECORD OF ATTENDANCE	3
APOLOGIES	3
3. CONFIRMATION OF MINUTES.....	3
4. REPORTS / UPDATES SPECIFICALLY RELATING TO COVID-19.....	4
4.1 Shire of Cranbrook CEO – P Northover.....	4
4.2 Cranbrook Police –J Osborne 2IC.....	4
4.3 St John Ambulance – D Rae and A Parsons	4
4.4 Western Power- K Wienert	4
4.4 Frankland River Community Resource Center- T Lawson	4
4.5 Cranbrook Red Cross – B Climie	5
4.6 Department of Communities – N Blackburn	5
4.7 Department of Fire and Emergency Services- W Bailye.....	5
4.8 Cranbrook Primary School- A Whiting.....	5
5. GENERALBUSINESS.....	6
6. DATE OF NEXT MEETING	6
7. CLOSURE OF MEETING.....	6

**MINUTES OF THE
LOCAL EMERGENCY MANAGEMENT COMMITTEE**
Held on Wednesday 3 June 2020 at 9.00 am via
videoconference.

1. DECLARATION OF OPENING

The Chairperson, Peter Northover, declared the meeting open at 9.00 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
Neville Blackburn	Department of Communities- District Emergency Services Officer Great Southern
Wes Bailye	Department of Fire and Emergency Services-Area Officer- Rural
Jeff Osborne	WA Police- Cranbrook 2IC
Anne Parsons	St John Ambulance-Cranbrook
Bernie Climie	Red Cross – Cranbrook
David Rae	St John Ambulance-Community Paramedic
Kurt Weinert	Western Power

APOLOGIES

Andrew Whiting	Principle-Cranbrook Primary School
John Barden	Department of Primary Industries & Regional Development
Laurie Seton	WA Police – Cranbrook OIC

3. CONFIRMATION OF MINUTES

That the Minutes of the meeting held on Wednesday 20 May 2020 be confirmed as a true and accurate record.

Moved: Jeff Osborne

Seconded: Neville Blackburn

4. REPORTS / UPDATES SPECIFICALLY RELATING TO COVID-19

4.1 Shire of Cranbrook CEO – P Northover

- Shire office open to the public with social distancing measures in place.
- All staff are back in the office and the Shire will allow staff to work from home if that is their wish.
- Most of the Shire facilities are now open with the remainder to open from midnight Friday 6 June to coincide with the States COVID-19 phase 3 plan.
- New screens and security measures to be installed. Trish Standish commented that the installation is waiting on contractors.
- Trish- Updating Shire COVID plans to align with State recommendations.
- Anne Parsons asked a question regarding a number of power boats that have been seen on Lake Nunijup. Some local residents have expressed safety concerns due to the low level of water in the lake. Peter Northover responded that it was a Department of Transport issue and asked Jeff Alderton to follow up.

4.2 Cranbrook Police –J Osborne 2IC

- Nothing to report.

4.3 St John Ambulance – D Rae and A Parsons

- David – SJA have been given the go ahead to resume training. The training is to keep up with social distancing requirements. Cranbrook should not be an issue given the new sub-center is quite large and can accommodate the requirements.
- Anne - SJA has been quiet in the Shire and is looking forward to returning to training.

4.4 Western Power- K Wienert

- Been busy from a result of the storms. All faults were repaired in two days.
- Continuing maintenance schedules through the Great Southern.

4.4 Frankland River Community Resource Center- T Lawson

- Café has reopened.
- Town site has seen more people out and about and more people passing through town.
- Doctor will resume the practice from today.

4.5 Cranbrook Red Cross – B Climie

- Still contacting a few vulnerable people that haven't been seen around town and will continue to do so for some time.
- The Shopping service has now ceased and Red Cross is encouraging people to use the local store rather than travelling to Mt Barker.
- The Sporting Club will reopen 11 June.
- The Seniors' Lunch will recommence on 19 June. The seniors are happy that this will be taking place again.
- Peter Northover stated that this was good news for the community.

4.6 Department of Communities – N Blackburn

- Albany office is not really active. Most work being done in Perth looking after the hotels and call centre.
- Still people in hotels under quarantine.

4.7 Department of Fire and Emergency Services- W Bailye

- Back to normal in office.
- Training has recommenced with attendance restrictions.
- No reported incidents over the long weekend.

4.8 Cranbrook Primary School- A Whiting

- Report via Email.
- From the Government update on Friday, there was mention that parents will be allowed on school grounds now for pick up and drop off of students from next week. The school is waiting on further clarification from the Department about this announcement and other updates and it will inform the community when they are published/released.
- There have been some recent changes to who can have access to the school site. It is now at the Principal's discretion to allow parents and other individuals to come onto school grounds for matters relating to students' welfare/wellbeing and engagement, school enrolments and other matters that the Principal deems necessary. School Psychologists, Speech and Occupational Therapists are examples of people who can now access schools. Parents can be invited to meet with essential workers at school. School maintenance workers continue to be allowed access to school grounds and buildings.
- School staff continue to complete extra cleaning throughout the day and the school continues with an emphasis on hand hygiene with staff and students. Families continue to ensure that children who are unwell, do not attend school. The school is continuing to work with families in these situations.

5. GENERAL BUSINESS

There has been some confusion regarding moving to monthly meetings and whether it is possible to hold face to face meetings now that restrictions are being eased. Neville Blackburn stated that with the restriction being eased, the distance requirement has been halved to 2m². Most of the LEMC's are now returning to the face to face meetings.

Peter Northover expressed his preference for face to face meetings however would continue holding the meeting via Zoom if needed and asked Jeff Osborne to confirm with his superiors.

It has been suggested by Adam Smith that in the event of moving to monthly meetings, that every third meeting be a 'normal' LEMC meeting.

6. DATE OF NEXT MEETING

The next Special meeting of the Local Emergency Management Committee will be held on Wednesday, 1 July 2020 at 9.00am via videoconference.

7. CLOSURE OF MEETING

There being no further business to discuss, the Chairperson declared the meeting closed at 9.20 am.