



## Shire of Cranbrook's Public COVID-19 Management Plan – 2022

Created	22 February 2022
Reviewed	8 March 2022
Reviewed	17 March 2022
Update	29 April 2022

### The Pandemic:

The World Health Organisation declared COVID-19 a pandemic on 11 March 2020. Pandemics are epidemics on a global scale. For a communicable disease to have pandemic potential, it must meet three criteria:

- Humans have little or no pre-existing immunity to the communicable disease;
- The communicable disease leads to illness in humans; and
- The communicable disease has the capacity to spread efficiently from person to person.

### Background:

On 15 March 2020, Hon Francis Logan, Minister for Emergency Services, declared a State of Emergency in Western Australia with effect from 12am, 16 March 2020, due to the pandemic caused by COVID-19. The declaration was enabled through section 56 of the Emergency Management Act 2005 (WA).

On 16 March 2020, Hon Roger Cook, Minister for Health, declared a Public Health State of Emergency, effective 12am 17 March 2020. The declaration was made under section 167 of the Public Health Act 2016. The State of Emergency for Western Australia has continued to be extended as the State Government continues to implement a policy of keeping COVID-19 out of the state by closing its borders. On 18 February 2022 the State Government announced that Western Australia would re-open its borders to interstate and international travellers providing they meet the State and Commonwealth requirements effective of 3 March 2022.

Local governments are required to implement public health and emergency directives from the State Government and to support the response and recovery of the State Government in accordance with the Emergency Management Act 2005.

Local governments were also told that they had a critical role to play in responding to COVID-19, and eventually how their communities recover from the ongoing crisis.

“I strongly encourage local governments to look at their capacity, be innovative And consider what measures and workplace arrangements can be put in place to provide security to your staff as the State Government has done.”

Hon David Templeman MLA Minister for Local Government: Heritage: Culture & the Arts, 31 March 2020.

Whilst the Shire of Cranbrook’s Strategic Community Plan (SCP) does not give any structured objectives and outcomes against a pandemic or against functions that are normally driven by State Government departments, it does list the following Community Outcome and Deliverable:

<i>3. Health A well-defined primary and emergency health positioning, focussed attention on mental health and proactive leadership on next-frontier health provisions</i>	<i>Deliverable 3.3 A proactive community supporting community welfare</i>
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The Public COVID-19 Management Plan sits under the umbrella of the SCP but at all times it must follow the State Government’s Directions under both the Emergency Management Act 2005 and the Public Health Act 2016 (WA) now at Level 2 Public Health and Social Measures (PHSMs).

The intention of this planning document is to mitigate the effects of the pandemic as much as possible by identifying the triggers that will alert staff to changing conditions.

**Approach:**

Whilst recognising the desire to return to total normality the Shire is focussing on four objectives:

- Minimise the spread of the virus within the Shire workforce and the community by adherence and support of hygiene practices
- Provide up to date information regarding the usage of Shire infrastructure
- Minimise economic consequences and assist business continuity,
- Maintain essential services, and support other agencies/local governments/community groups where possible to maintain their services

There are three areas identified:

- Business
- Community
- Workplace

**Business**

The Shire will continue to support local businesses and pay accounts promptly, unless staff numbers are reduced due to COVID (Trigger 3).

In anticipation of increased travellers with the open borders it would be a priority to keep the caravan parks in both Cranbrook and Frankland River open. If the Shire is to

increase engagement in the tourism industry, keeping the caravan parks open must be a priority.

### **Community**

It is important to ensure support for the community through up to date information sharing, and to maintain essential services and to assist community groups who are providing services to the vulnerable members of the community. The shire will not close unless staff numbers are reduced due to COVID (Trigger 2/3). Hire of Shire facilities will continue but under Level 2 restrictions, with the exception of the gymnasium.

There will also be increased cleaning at public facilities which include public toilets and the Heavy Vehicle Rest Bay.

Any events organised by the community will be governed by the State Government's COVID Event Guidelines and Stage 2 PHSMs and assistance provided by the Shire of Cranbrook to meet those objectives.

### **Workplace**

At present each workplace is responsible for managing an outbreak in accordance with public health advice, State Government directives, existing plans and guidance from relevant overarching organisations or regulators such as the Western Australian Local Government Association.

It is important now that we as a workplace are responsible for implementing, directing, monitoring and overseeing our own outbreak response, with decisions made at local levels.

For this reason, it is intended that funding is sought at the March 2022 Ordinary Council Meeting through the Budget Review to support the Shire in its efforts to enact and support the current four objectives listed above.

### **Mandatory Vaccination**

At present there are only three definitions of Shire employees or volunteers that must be vaccinated\*

- the Caravan Caretaker,
- the Ranger and
- any Bushfire Brigade volunteers.

\*The definition of vaccinated is considered to be the three vaccines including the booster dose.

### **Administrative Staff**

Despite the need to work from home previously, the Shire needs to take into account the lack of equipment i.e. laptops and poor internet coverage. To work from home, there is an obvious requirement for:

- good internet coverage

- availability of a laptop and second screen if required
- ergonomically suitable chair and office set up

### **Works Staff**

A roster has been drawn up to identify where possible the work duties in various situations. It is important if staffing is reduced that the essential work functions are still met, and staff understand the need to rotate between road construction, road maintenance and town and parks maintenance despite not normally working in some of these areas.

### **Actions**

Actions have been put in place within all the workplace areas to comply with Level 2 Public Health and Social Measures, with additional measures such as daily temperature testing.

We are constantly seeking information on additional measures that will protect our staff as well as vulnerable members of our community. These also include access to pulse oximeters.

### **Triggers**

1. When there has been a COVID case in either of the three towns: Cranbrook, Tenterden and Frankland River -
2. When there has been a COVID case in the workplace, either in the outside area or in the administrative area – response to each area will be different. (See table below).
3. More than 3 administrative staff are sick/More than 4 works staff are sick -  
Or when there has been a COVID case in a close relation or awaiting the results to a staff member – exposure is limited to at least 15 minutes face to face contact where both mask and eyewear were not worn by exposed person, and the case was without a mask, or has had greater than 2 hours within the same room with a case during their infectious period, where masks have been removed for this period.

### **Hire of Shire Facilities:**

<b>Shire Asset</b>	<b>Termination of Usage by the Community</b>	<b>Or</b>
<i>Community Buses</i>	<i>Trigger 1</i>	<i>required for a COVID Relief reason &amp; CEO's discretion</i>
<i>Gymnasium</i>	<i>Trigger 1</i>	<i>Closed</i>
<i>The Hub</i>	<i>Trigger 1</i>	<i>required for a COVID Relief reason &amp; CEO's discretion</i>
<i>The Halls</i>	<i>Trigger 1</i>	<i>required for a COVID Relief reason &amp; CEO's discretion</i>
<i>The Libraries</i>	<i>Trigger 1</i>	<i>as decided by State Library or Gillamii</i>

<b>Shire Asset</b>	<b>Termination of Usage by the Community</b>	<b>Or</b>
<i>Frankland River Caravan Park</i>	<i>Trigger 3</i>	<i>CEO's discretion</i>
<i>Cranbrook Caravan Park</i>	<i>Trigger 3</i>	<i>CEO's discretion</i>
<i>Shire Office</i>	<i>Trigger 3</i>	<i>CEO's discretion</i>
<i>Shire Work Depot</i>	<i>Trigger 3</i>	<i>CEO's discretion</i>
<i>Rubbish Tips</i>	<i>N/A</i>	<i>CEO's discretion</i>

**Shire of Cranbrook's Actions in Response to Trigger 1 – 3 in regard to Shire Infrastructure & Staffing:**

<b>Trigger 1</b>	<ul style="list-style-type: none"> <li>Increased level of hygiene, check if any close contacts (follow Trigger 3).</li> <li>Maintain Shire infrastructure assets/facilities open to public usage but recommended use of Shire's thermometer for checking attendees and ensure that community usage strictly follows the Level 2 PHSMs. If not, close access to individual groups who are not meeting the directives.</li> <li>Request any vulnerable staff members to work from home.</li> <li>Supply RATs kits (when received) if the CEO deems it of benefit to the community.</li> </ul>
<b>Trigger 2 Office response</b>	<ul style="list-style-type: none"> <li>Office will close <i>for 3 days</i> but be available by telephone and email if an admin person tests positive either via RATs or PCR.</li> <li>Send office staff to work from home or to the Hub <i>for 3 days</i>.</li> <li>Can return to work at the end of the 3 days but must have had a negative RATs test.</li> <li>Utilise up to 3 days COVID leave for testing if unwell, supply with RATs kit and send home for up to 3 days.</li> <li>Close shire facilities except for the caravan parks.</li> </ul>
<b>Trigger 2 Works response</b>	<ul style="list-style-type: none"> <li>Send other team members home if in contact with positive staff member</li> <li>Co-ordinate duties to cover absent staff members</li> <li>3 days before returning to work after negative RATs test (unable to return if RATs test is positive)</li> </ul>
<b>Trigger 3</b>	<ul style="list-style-type: none"> <li>Advise community that numbers are reduced.</li> <li>Office will close but communications maintained by telephone and email and by social media through the Chief Executive Officer.</li> <li>All shire facilities to close – caravan parks at the CEO's discretion.</li> </ul>

As we all know the situation is changing rapidly and we need to remain flexible in implementing behavioural changes that have positive results. If the Shire of Cranbrook can assist any member of the community in any way, please do not hesitate to contact

the Front Office at the Shire of Cranbrook's offices or myself directly. Our contact details are on our website.

A handwritten signature in cursive script that reads "L. Gray". The signature is written in black ink and is positioned above a solid horizontal line.

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Linda Gray  
**CHIEF EXECUTIVE OFFICER**  
**SHIRE OF CRANBROOK**

## UPDATE:

**Public health and social measures changed as at 29 April, 2022, with the following amendments to the three triggers set out by the Shire of Cranbrook's Executive Management Team in February 2022.**

### **Previous Triggers**

1. When there has been a COVID case in either of the three towns: Cranbrook, Tenterden and Frankland River -
  2. When there has been a COVID case in the workplace, either in the outside area or in the administrative area – response to each area will be different.
  3. More than 3 administrative staff are sick/More than 4 works staff are sick -  
Or when there has been a COVID case in a close relation or awaiting the results to a staff member – exposure is limited to at least 15 minutes face to face contact where both mask and eyewear were not worn by exposed person, and the case was without a mask, or has had greater than 2 hours within the same room with a case during their infectious period, where masks have been removed for this period.
- **Trigger 1 is no longer applicable.**
  - **Trigger 2 is no longer applicable.**
  - **Trigger 3 is no longer applicable.**

**To be replaced by:**

### **Trigger 4**

When there are only 2 administrative staff available in the office due to Covid or to being a Close Contact and having symptoms, and neither have access to Trelis, the office will close.

When there are only 2 Depot staff, not including the Town Maintenance Team, available for work, then the Chief Executive Officer and/or the Manager of Works will designate work that can be undertaken safely in a limited environment.

Any Office or Depot closure will still only be at the Chief Executive Officer's discretion.



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Linda Gray  
**CHIEF EXECUTIVE OFFICER  
SHIRE OF CRANBROOK  
29 April 2022**