



# SPECIAL COVID-19 Local Emergency Management Committee Meeting

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## Minutes

Monday 30 March 2020

1.00pm

## **1.0 NAME**

The Committee shall be known as the Corrigin Local Emergency Management Committee ('Committee').

## **2.0 ROLE OF THE COMMITTEE**

To assist the Local Emergency Coordinators (Officers in Charge of the Corrigin Police District) to develop and maintain effective emergency management arrangements for the Shire of Corrigin.

## **3.0 OBJECTIVES OF THE COMMITTEE**

- To advise and assist the Shire of Corrigin in ensuring that local emergency management arrangements are established for its district.
- To liaise with public authorities and other persons in the development, review and testing of local emergency management arrangements.
- To assist with the preparation and approval of the Corrigin Local Emergency Management Plan and submit such plans to the Office of Emergency Management (OEM) for approval.
- To review at least annually the Corrigin Local Emergency Management Plan.
- To assist in the preparation of emergency management operating procedures for application in the Shire of Corrigin.
- To ensure appropriate testing and exercising of the local emergency management plan.
- To prepare an annual report of the activities of the Committee for submission to the OEM.
- To provide assistance to the Local Emergency Coordinators and Lead Combat Authorities during emergency management operations.
- To carry out such other emergency management functions as directed by OEM.

## **4.0 MEMBERSHIP**

The Council appoints to the Committee those ex-officio representatives whose titles appear below. Membership of the Committee shall, unless otherwise specified, be for a term ceasing at the date of the Local Government election in the year the Shire's local government elections are held, after which time the Council may appoint members for a further term.

Membership of the Committee shall be:

- The President of the Shire of Corrigin
- Deputy Shire President
- The Officer in Charge of the Corrigin Police District or delegate(s)
- The Officer in Charge of the Fire and Rescue Service in Corrigin or their delegates
- The Shire's Chief Bush Fire Control Officer
- The SES Area Manager or delegate
- The Officers in Charge of the St John Ambulance District of Corrigin or delegate
- A health representative from the Corrigin Hospital
- An officer from the Department for Communities, Child Protection and Family Support
- Representatives from other agencies as required

## 1. DECLARATION OF OPENING

Chairperson, Cr Des Hickey opened the meeting at 1.01pm

## 2. ATTENDANCE AND APOLOGIES

Shire President	Cr. D Hickey
Deputy Shire President	Cr. M Weguelin
Chief Executive Officer	N A Manton
Executive Support Officer	K Biglin
Corrigin Volunteer Fire and Rescue	D Di Fulvio
Chair St John Ambulance	G Dawson
Health Services Manager, Corrigin District Hospital	L Reed
Principal, Corrigin District High School	H Prance
Deputy Recovery Officer	L Baker
Sergeant, Corrigin Police	C Morgan
DFES Area Officer, Narrogin East	G Hansen
Corrigin Pharmacy	M Hooper

### Apologies

Corrigin Medical Surgery Doctor	T Ramakrishna
St John Ambulance, Community paramedic	L Evans
Department of Communities	J Spadaccini
Road Safety Advisor, Wheatbelt South – WALGA	R Thornton
Chief Bush Fire Control Officer	G Evans
Dept of Primary Industries and Regional Development	A Lacey
DFES, District Emergency Management Advisor	A Smith

## 3. Hazard Management Agency Report

WA Borders closed on 24 March 2020. Interstate arrivals are now required to self-isolate for 14 days, and the border controls apply to all road, air, rail and sea access points.

As at 25 March 2020 there were 205 confirmed cases of COVID-19 in WA with one confirmed case in the Wheatbelt.

### 3.1 Local Response to COVID-19 Case

Health Authority to advise of what to happens if local case identified.

## 4. Communication/Public Information (Shire CEO overview)

- Community communications
- Key messages- hygiene, social distance, stay home
- Build community confidence.

## 5. Agency Reports and Updates - Business Continuity Plans

Hospital and general practitioner

- Dr Raj is in Perth but available for telephone and video appointments. The hospital is able to deal with general matters in his absence.
- Preparing to deal with local cases if they arise.
- Installing infection control carpets as soon as possible.

St John Ambulance

- Receiving daily updates about the virus and being vigilant.

- Receiving support from the local paramedic.
- Clinical practices are up to date for if a local case arises.
- Taking precautions but focusing on positivity in the community.

#### Pharmacy

- Encouraging people to call ahead for prescription pickups.
- If you are unable to get a doctors appointment, the pharmacy can extend for prescriptions for a further month.
- Offering a free delivery service for people who are vulnerable or unwell in the community.
- The pharmacy will have a dedicated room for an emergency of someone showing signs of the virus.
- Promoting to keep people calm and assuring people that they will still be able to order their prescriptions.

#### Police

- New legal powers to enforce virus restrictions.
- Keeping people updated via twitter.
- Policing people who are not complying with social distancing and regulations regarding group gatherings.
- Will be keeping an eye out for anti-social behaviour and making sure the kids who are not at school are behaving.

#### Volunteer Fire and Rescue

- Increasing PPE for when attending accidents.
- On-call to assist with regional traffic control.

#### State Emergency Service – DFES

- Promoting social distancing and have cancelled all face-to-face meetings.
- Focusing on response capabilities.
- Commissioner has extended the restricted burning period state wide until end of April 2020 to reduce exposure of bushfire volunteers to the virus if there are fires.
- DFES has been asked to provide volunteers for traffic control in the region.

#### Corrigin District High School

- Attending weekly meetings via web-x for principals across the state to keep updated.
- Putting together a parent's information package for coping and the implications of the virus.
- There are teachers researching online programs to continue to provide education for the students.
- Teaching the students proper hand washing techniques as well as educating about social distancing.
- To date there are 5 students still attending the school. Parents are encouraged to keep their children at home.

## IGA Corrigin

- Issues with supply and demand over the past few weeks. Supply was reduced to 20%, it is now back up to 80%.
- Still short of cleaning products/hygiene but are working to get more supplies.
- Offering free home delivery to the community.
- The IGA head office is going to set up an online delivery service.
- Staff are in good spirits and will be wearing additional PPE as the virus gets more severe.
- There are distancing markers on the floors to encourage social distancing.
- Parents are encouraged to keep their children at home and away from the shop.
- The restricted sale of alcohol has been enforced.

## **6. Identification of Vulnerable People**

- Identify vulnerable people and support requirements.
- Reminders to stay at home
- Flu vaccine
- Assistance with shopping, meals, deliveries
- Medication
- Home care

## **7. Identification of Critical Services**

- Health and hospital services for business as usual
- Health and hospital services for pandemic
- Personal protective equipment- masks, sanitiser,
- Waste collection
- Food supplies
- Fuel supplies

## **8. Local Impact Assessment**

- Businesses in financial difficulty
- Community members in financial difficulty
- Job losses
- Mental health
- Crime and vandalism

## **9. Recovery**

### **9.1 Potential for significant, prolonged business disruptions**

### **9.2 Psychosocial and Mental Health Impacts**

Services available

Communicating contact details

### **9.3 Financial Impacts**

Support for local and regional businesses

### **9.4 Communicating in Recovery**

Communication about services as we get back to normal.

### **9.5 Other Information**

State Recovery Coordination Group (SRCG) will be meeting on a regular basis to develop a State Recovery Plan including:

- Social and economic impacts of COVID-19.
- Recovery activities are coordinated across the
- Transition communities to a post recovery state.

WALGA are providing regular advice and information to local governments on operational aspects of COVID-19 including:

- Incident Management Teams
- Review and update of Business Continuity Plans
- Identification of critical services
- Legislative responsibilities i.e. identification of Local Recovery Coordinators and responsibilities of EHOs

## **10. Other Items**

## **11. NEXT MEETING**

The next COVID-19 Local Emergency Management meeting will be Monday 6 April 2020 at 1.00pm.

The next LEMC meeting will be Monday 11 May 2020 at 1.00pm.

Meeting dates for 2020 are as follows.

- Monday 10 August 2020 at 1.00pm
- Monday 9 November 2020 at 1.00pm

## **12. MEETING CLOSURE**

The Chairperson, Cr Des Hickey closed the meeting at 2:45pm.