



Shire of  
Serpentine  
Jarrahdale

## Local Recovery Coordination Group

### COVID-19 Minutes, 9 April 2020

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##### In Person

Shire of Serpentine Jarrahdale

6 Paterson Street, Mundijong WA 6123

Open Monday to Friday 8.30am-5pm (closed public holidays)



[www.sjshire.wa.gov.au](http://www.sjshire.wa.gov.au)

Ordinary Council Meeting - 18 May 2020



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Dear Member

Thank you for attending the Local Recovery Coordination Group (LRCG) meeting for the Shire of Serpentine Jarrahdale on Thursday, 9 April 2020 via Microsoft Teams commencing at 1500hrs.

Helen Sarcich  
**Local Recovery Coordinator**  
**Deputy CEO / Director Community Services**  
14 April 2020

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## Minutes

### 1. Attendances and Apologies:

Attendees:

Cr Michelle Rich	Chair /Shire President
Helen Sarcich	Local Recovery Coordinator / Deputy CEO/ Director Community Services
Gailene Hamilton	Local Emergency Coordinator/Mundijong Police
Paul Martin	Chief Executive Officer
Andrew Trosic	Deputy Local Recovery Coordinator / Director Development Services
Steven Harding	Director Infrastructure Services
Frazer Sullivan	Director Corporate Services
Tracey Johnson	Chair, Community Wellbeing Sub Committee / Manager Community Development
Deon van der Linde	Chair, Economic Recovery Sub Committee / Manager Strategic Planning
John O'Neill	Manager Economic Development, Tourism and Marketing
Darren Kane	Manager Health and Building
Brian Oliver	Manager Communications and Customer Engagement
Gillian French	Coordinator Emergency Services
Kylie Shailer	LRCG Administration Support

Apologies:

Ryan Hamblion	Department of Communities
Ellena Murdock	Department of Communities
Karen Edmeades	State Coordinator, Emergency Services – Resilience and Recovery - Australian Red Cross
Brian Owston	Coordinator Community Safety

### 2. Purpose of the Meeting

The purpose of the meeting is to;



- Discuss the outcomes of the Special Council Meeting held 6 April 2020,
- Discuss action item advice and recommendations from the OASG (Operational Area Support Group) and provide any matters to the OASG for consideration, and
- Receive minutes and updates from the Community Wellbeing Sub Committee and Economic Recovery Group.

### 3. Special Council Meeting – 6 April 2020

Council considered three items at its Special Council Meeting on 6 April 2020. They were:

- Financial impacts as a result of COVID19
- Community Recovery
- Economic Recovery and Stimulus

Resolutions made by Council are below.

#### *SCM081/04/20 COUNCIL RESOLUTION / Officer Recommendation*

*That Council requests the Chief Executive Officer to:*

1. *REQUEST WALGA to immediately begin lobbying the Federal Government to provide immediate support for the collective communities of Australia by funding the entire Local Government Rate and Waste Collection revenue for the 2020/21 budget year.*
2. *REQUEST the State Treasury to immediately suspend the Western Australian Treasury Corporation's borrowing guarantee fee.*
3. *REQUEST the State Treasury relax Local Government borrowing limits.*
4. *PREPARE a Shire budget for 2020/21 with consideration to providing a penalty interest rate concession on rates.*
5. *PREPARE a Shire budget for 2020/21 with consideration to providing instalment arrangements free of interest and fees.*
6. *PREPARE a Shire budget for 2020/21 with no increase in the rate burden on the community.*
7. *SUSPEND the debt collection provisions of Council Policy 3.2.11 – Rates Collection and General Debtors until 30 June 2020.*
8. *BRING a future report to Council detailing savings the 3<sup>rd</sup> quarter budget review process.*

*CARRIED UNANIMOUSLY 9/0*

#### *SCM082/04/20 COUNCIL RESOLUTION / Officer Recommendation*

*That Council:*

1. *NOTES the minutes of the Local Emergency Management Committee, Local Recovery Coordination Group and Community Wellbeing Sub-Committee and Economic Sub-Committee.*

2. *APPROVES a budget variation as follows:*

<i>Account Number</i>	<i>Type</i>	<i>Description</i>	<i>Debit</i>	<i>Credit</i>
4000-15003-6910	<i>Increase Expenditure</i>	<i>Donations</i>	30,000	
4000-15003-6386	<i>Increase Income</i>	<i>Advertising &amp; Promotion</i>	15,000	
4000-15003-6125	<i>Increase Expenditure</i>	<i>Materials/Consumables</i>	15,000	
4000-15003-5012	<i>Reserve Transfer</i>	<i>Transfer from Emergency Management Reserve</i>		60,000

*Reason: To enable Recovery Activities in response to the COVID-19 Emergency*

3. *AUTHORISES the Chief Executive Officer, in consultation with the Shire President, to provide donations up to \$5000 to community groups and/or not-for-profit organisations who demonstrate they are responding directly to community need in Serpentine Jarrahdale as a result of the COVID-19 emergency.*
4. *NOTES that future reports will be presented to Council regarding how Council may use its resources to support community recovery.*
5. *APPROVES the exclusion of COVID-19 related donations from the provisions of Council Policy - Community Grants and Council Policy- Community Contributions.*

*CARRIED BY ABSOLUTE MAJORITY 9/0*

*SCM083/04/20 COUNCIL RESOLUTION Officer Recommendation*

*That Council ENDORSES the following as the basis for economic priorities and stimulus for the Shire of Serpentine Jarrahdale:*

1. *Continues to provide information and advice for small businesses*
2. *Proposes the following projects as Shire Stimulus Projects to attract Federal and/or State Government funding:*
  - a. *Hyper-growth Road Upgrades*
  - b. *Nature Play and Splash Park Byford*
3. *Requests the Chief Executive Officer to play a facilitation role with potential developers, Peel Development Commission and RDA Peel to identify and access State or Federal funding and support programs which may become available in response to COVID19.*
4. *Requests the Federal and State Governments:*



- a. Reaffirm support for existing committed infrastructure projects including:
- i. Extension of Tonkin Highway from Thomas Road to South West Highway.
  - ii. Extension of the train line to Byford as part of the MetroNet Project.
- b. Consider new additional government infrastructure projects including:
- i. Realignment of the Freight Rail as part of the Tonkin Highway extension.
  - ii. Dual Carriage Way of Thomas Road from South West Highway to Kwinana Freeway.
- c. Provide funding to commence planning for new medium to long term government facilities including undertaking development of Business Cases for:
- i. Byford TAFE; and
  - ii. Byford Health Hub.

CARRIED 6/3

#### 4. Metropolitan Operational Area Support Group (OASG)

Advice and status of action items raised at the OASG on Friday 3 April 2020.

##### Management and Disposal of Medical Waste

**Risk:** Extreme

**Context:** Contingency planning required for loss of existing waste management and disposal facilities.

**Action:** Referred to Chair of AOSG for escalation to Health IMT.

##### Bulk Rubbish Verge Collections (LGA's)

**Risk:** Medium

**Risks:** Possible spread of virus

Encouragement of cross suburb non critical travel by persons scavenging

**Desired Outcome:** LGA looking for advice to ensure standardised approach.

**Context:** The greatest risk of bulk rubbish collections appears to be that it encourages unnecessary, cross suburban travel by multiple persons scavenging through items left on the verge. This is likely to result in complaints and concerns by local residents affected by the presence of these persons. The potential for the spread of the virus by increased numbers of persons handling items is therefore increased by volume and frequency.

**Advice:** All government entities, be they local or State should examine each and every one of their services, be they essential or routine to determine if a suspension or modification should occur in order to support the intent of any Direction.



This matter does not need to be addressed by issuing a change to any Directive as it is in the remit and authority of each LGA to suspend the own practices for the period of the emergency. No further powers are required for this to occur.

Additionally, those who choose to maintain the practice of bulk rubbish verge collections will need to ensure those authorised to collect and manage the disposal of the items are provided with enhanced PPE and procedures to prevent exposure.

This issue does not apply to bulk green waste as the activity appears not to have the same risk profile.

**Recommendation:** The LGA's review this practice with a view to suspending the service in this format for the duration of the State of Emergency.

Permits issued by Government Authorities (Local and State) to undertake certain activities (All)

**Risk:** Medium

**Risks:** Increases the volume of unnecessary travel, increasing the demand on Vehicle Check Points and causing conflict with Directions for travel restrictions.

**Context:** Persons mistakenly believe a permit issued from a government authority (State or Local) for the purpose of a prescribed activity will be sufficient to exempt them from the Direction restricting cross District travel. In this meeting, the issuing of hundreds of permits to collect firewood in State Reserves was raised as an example and risk. Already, this has brought permit holders into conflict with Vehicle Control Points.

**Advice:** This will be escalated for consideration of a whole of government instruction for agencies to review such matters and determine whether the continued issuing of permits/licenses may be contrary to the intent to reduce the amount of non-essential travel both across and within Districts. De-confliction strategies may then be considered and advice provided.

Furthermore, it is requested that each Agency / organisation undertakes a risk assessment of the activity to be undertaken pursuant to such authorities for the purpose of determining the impact on individuals by not undertaking the activity. For example, completely stopping permits for the collection of firewood may cause some persons solely dependent on wood fired heating to become unwell. This is within the remit and authority of agencies to suspend / modify such approvals and no amendment to any Direction is required for this to occur. The risk assessment will enable command teams to make informed decisions if such activities should continue, or alternatively how this would be managed at an operational level.

**Recommendation:** Review such matters, provide advice to your management and the OASG. Where appropriate, independently suspend the issue of further permits / licenses / authorities that might work contrary to the command intent.

Limited Reopening of Libraries to support specific classes of persons (LGA's)

**Risk:** Low





**Risks:** Classes of vulnerable persons no longer have access to internet services for the purpose of accessing essential on line services .

**Context:** LGA's have proposed a modification to the Directive for Mass gatherings and this will need to be escalated for any changes to occur.

**Advice:** Awaiting business case from proposer articulating need, potential volumes and action plan for implementation. This will then be discussed with WALGA to ensure general consensus and escalated with a recommendation. This will not require full consensus or be binding on all LGA's but if approved, will enable those who have a need and demonstrated preparedness to manage it, to do so.

**Recommendation:** There are no recommendations at this time.

<b>Action</b> All	Every member of the OASG needs to consider their daily and emergency business activities in the context of how they impact on or contribute to the intent of reducing the spread of this virus and protecting all of our workers and community generally.
<b>Action</b> Local Recovery Coordinator	<p>Additional items to be forwarded to the OASG for discussion / clarity or escalation.</p> <ul style="list-style-type: none"><li>• Why has the Red Cross Telecross service not yet been activated by the State Government in WA? All other States have activated. This service is needed to assist all members of the community with heightened anxiety at this time. The service is well trained and equipped to assist in this space. Request that it be activated.</li><li>• Online Shopping – not all community members are online present. The major retailers need to offer a contact phone number for people to order and pay for their necessities over the phone. Advocate for options for vulnerable communities who are not online present.</li><li>• Volunteer Screening &amp; Checks – concern at the extended wait time (6-8 weeks) to process new volunteers.</li><li>• Customers are experiencing difficulty accessing people to witness the signing of Statutory Declarations, will there be a relaxing of this requirement in the current environment?</li></ul>

Although discussed at the OASG, no directions have been given around closing public toilets and water fountains. Local Governments are keen to keep these facilities opens to assist homeless or transient persons.

Firewood permits – The Jarrahdale General Store are aware of the movement restrictions and are providing advice and issuing permits accordingly.



## 5. Community Wellbeing Sub Committee

Minutes of the meeting held 3 April 2020 were circulated by email.

- Thinking more broadly around the key components of the Helping Hands SJ project
- Teams have been created to work on individual projects
- Need to ensure that the volunteer process is rigorous and used appropriately
- Developing training for staff and volunteers for when they are talking to people, listening to their anxiety and stress.
- Working on the messaging for a flyer to go out by mail – how to engage with each other, channelling the desire to help/volunteer, encourage community led connection and support.
- Investigating key community contacts to support local action and initiatives.
- Byford Baptist Church Free Food Market has seen an increase in attendance – 90 people today, up from 60 the previous week. Currently people are not screened for need however there are concerns people might take advantage. The Church works on the ethos that if you are here, you need it. The Sub Committee is already talking with Don Warner about what support will might need if the numbers increase. These are ongoing discussions are being had and looking at what other frameworks are available to assist.
- Alyssa Hayden's office is focusing on the over 70's within the electorate with some 2000 persons contacted.
- Concern there are a number of people not being reached. We will be undertaking a mail out to pensioners/seniors on our rate book.
- Manage the need of people just wanting someone to talk to. This is where Telecross would greatly benefit. Activation of Telecross listed for escalation to OASG.
- Green card / red card for vulnerable people idea that other LG's are using – concerns expressed around this idea. Needs a really good risk assessment if it is to be considered.

## 6. Economic Recovery Group

Minutes of the meeting held 6 April 2020 were circulated by email.

- Focus has been on the outcomes of SCM and action items.
- Medium / long term – many businesses have something in reserve that is tiding them over for the moment however may deplete quickly.
- More targeted contact with local businesses to find out what their needs are. Some businesses are seeing an increase in business.
- Supermarket traffic has returned to normal and the supply chain gaps are closing.
- Sharing information on what jobs are out there and needed now.
- Meetings with potential investors/PDC/RDA next week.
- Destination Perth offering free membership to Tourism businesses.
- Reaching out to reskill and remodel tourism businesses mid/long term.
- Short term – looking to bring together local retailers with local suppliers – build up local supply chains.



- 10 businesses have accessed the Business Foundations support.
- Webinar Minister Dawson this afternoon – government support for recycling business to get up and operational. Alluded to Federal Funding.

<b>Action</b> Chair, Economic Recovery Group Chief Executive Officer	Follow up about potential funding details as expressed in the Webinar with Minister Dawson.
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## 7. Status Updates

		<b>Update</b>
<b>Action</b> Local Recovery Coordinator	Operational Recovery Plan - To be tabled at Special Council Meeting 6 April 2020 for Council to note.	Complete.
<b>Action</b> Local Recovery Coordinator	Recovery Communications Plan - To be tabled at Special Council Meeting 6 April 2020 for Council to note.	Complete.
<b>Action</b> Local Recovery Coordinator	The following issues are to be taken to the OASG. <ul style="list-style-type: none"> <li>• Long term sustainability of local efforts – money &amp; effort/burnout.</li> <li>• Clarification on funding support for Local Government for Response and Recovery.</li> </ul>	Emailed template to OASG. Additional items identified at the Community Wellbeing Sub Committee meeting were also included.  The items will be tabled at the next OASG.
<b>Action</b> Manager Communications and Customer Engagement	Update communications and website with new hotline number.	All communications have been updated.
<b>Action</b> Director Infrastructure Services	To ensure adequate hand washing supplies including paper towels are maintained in the Shire's public toilets.	



## 8. General Business

### Local Recovery Coordinator

- Attended the Metropolitan OASG meeting.
- Attended the State Welfare Plan Activation Webinar hosted by WALGA. Other than the plan needing updating, there is no clarity for what this means for LGA's.

### Local Emergency Coordinator/Mundijong Police

- Business as usual for Police with a general decrease in crime levels overall. Possible escalation of family crime over the Easter break.
- Officers working on roadblocks at Albany Hwy and Brookton Hwy and patrols to ensure social distancing is being adhered to.

### Chief Executive Officer

- Holding weekly catch up with state and federal representatives (Hayden and Hastie) and Upper House member (Swinbourn).

### Director Development Services

- Planning Minister's media statement – assessing the practical suppression/easing of planning framework – adjusting processes, need to communicate what it means and what it doesn't mean to ensure businesses needing to access these measures can.

### Director Corporate Services

- Reviewing our procurement policy relating to local businesses.

### Manager Economic Development, Tourism & Marketing

- Assisted a local business (Long Valley Orchard) in conjunction with Byford & Districts Community Bank who were having issues with EFT set up.

### Manager Health and Building

- Environmental Health Officers are having conversations with food businesses and passing on concerns raised to the Economic Recovery Group.
- Discuss freezing fees
- There has been an increase in noise complaints from the community with more people home. The Police have also has an increase in noise complaints.

<p><b>Action</b></p> <p>Chair, Community Wellbeing Sub Committee</p> <p>Manager Communications and Customer Engagement</p>	<p>Include neighbour relations, interaction and tolerance messaging into communications to the community.</p>
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### Manager Communications and Customer Engagement

- Recent communications have been on extending the prohibited burning period and



community education around closure of playgrounds.

- The Hypergrowth status media release has been drafted.

Chair, Economic Recovery Group

- Working on a brochure to promote Business Foundations support. Will be distributed via Shire staff during their interactions with businesses.

Coordinator Emergency Services

- For the safety of our bushfire volunteers the burning period has been extended until 28 April.
- Currently researching guidelines for safe burning to continue crucial mitigation works.

Shire President

Continued thanks to all for the work being undertaken during this emergency.

## 9. Next Meeting

Thursday, 23 April 2020 at 1500hrs

## 10. Close

4pm



Shire of  
Serpentine  
Jarrahdale

## Local Recovery Coordination Group

### COVID-19 Minutes, 23 April 2020

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#### Contact Us

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Ordinary Council Meeting - 18 May 2020



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Dear Member

Thank you for attending the Local Recovery Coordination Group (LRCG) meeting for the Shire of Serpentine Jarrahdale held on Thursday, 23 April 2020 via Microsoft Teams commencing at 1500hrs.

Helen Sarcich  
**Local Recovery Coordinator**  
**Deputy CEO / Director Community Services**  
28 April 2020

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## Minutes

### 1. Attendances and Apologies:

Attendees:

Cr Michelle Rich	Chair /Shire President
Helen Sarcich	Local Recovery Coordinator / Deputy CEO/ Director Community Services
John O'Neill	Manager Economic Development, Tourism and Marketing
Brian Oliver	Manager Communications and Customer Engagement
Steven Harding	Director Infrastructure Services
Gillian French	Coordinator Emergency Services
Kylie Shailer	LRCG Administration Support
Karen Edmeades	State Coordinator, Emergency Services – Resilience and Recovery - Australian Red Cross
Brian Owston	Coordinator Community Safety
Andrew Trosic	Director Development Services
Darren Kane	Manager Health and Building

Apologies:

Tracey Johnson	Chair, Community Wellbeing Sub Committee / Manager Community Development
Deon van der Linde	Chair, Economic Recovery Sub Committee / Manager Strategic Planning
Frazer Sullivan	Director Corporate Services
Paul Martin	Chief Executive Officer
Gailene Hamilton	Local Emergency Coordinator/Mundijong Police
Ryan Hamblion	Department of Communities
Ellena Murdock	Department of Communities



## 2. Purpose of the Meeting

The purpose of the meeting is to;

- Review the Health and Economic Vulnerability Analysis undertaken by WALGA specifically for the Shire,
- Receive the update from the State Recovery Coordination Unit,
- Update the Local Recovery Plan,
- Discuss action item advice and recommendations from the OASG (Operational Area Support Group) and provide any matters to the OASG for consideration, and
- Receive minutes and updates from the Community Wellbeing Sub Committee and Economic Recovery Group.

## 3. Health and Economic Vulnerability Analysis

The Shire requested the analysis that was offered by WALGA. The analysis has been received and is attached to these minutes.

The analysis shows a higher economic vulnerability than community health. Through current feedback, most businesses are travelling well and adapting to change quickly and successfully.

Generally we are an area where people leave the Shire to go to work elsewhere. From a Recovery point, look at what areas our people are employed in as well as the types of business operating in the Shire.

Need to key any eye on the trends and feedback especially over the next month.

144 responses were recently received to the Peel CCI survey. Impacts are higher in surrounding LGA's who have large hospitality and tourism businesses.

<b>Action</b> Manager Economic Development, Tourism and Marketing	Request revisions of the analysis as unemployment statistics change and when movement/gathering restrictions are altered.
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## 4. State Recovery Coordination Unit (SRCU)

Sharyn O'Neill has been appointed State Recovery Controller. SRCU update 2 and the Government Support update are attached to these minutes.

They are working to meet and gather data. Could be approximately 6 weeks until something concrete is sent out.



## 5. Operational Recovery Plan – COVID-19 – Version 2

Version 2 of the Operational Recovery Plan now incorporates the vulnerability analysis and Council's budget amendment. The LRCG had no further comment on the update.

<b>Action</b> LRCG Administration Support	Finalise the updated Operational Recovery Plan – COVID-19 v2 and include with the minutes.
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## 6. Metropolitan Operational Area Support Group (OASG)

The following matters were raised at the OASG on Friday 17 April 2020 and the advice is provided below.

### Telecross

Why has the Red Cross Telecross service not yet been activated by the State Government in WA? All other States have activated. This service is needed to assist all members of the community with heightened anxiety at this time. The service is well trained and equipped to assist in this space. Request that it be activated.

Alternately if the State doesn't want to activate Redcross because they have their own hotline, can the State arrange free, online training that volunteers can undertake to help them when they are making phone calls.

Awaiting response.

Karen Edmeades provided clarification. Telecross is a BAU Red Cross service for elderly/vulnerable clients living alone to check on their wellbeing. There are specific eligibility criteria for these calls. There is the possibility that this service may be increased as a result of COVID impacts.

Phone Outreach is the service activated post emergencies. In WA we usually partner with local government in the recovery context to deliver this service. We offered this service to Dept of Communities as part of the COVID welfare plan, but as yet this offer has not been taken up. This has been activated in all states except WA, with 37,000 calls made to people in quarantine and increasingly to vulnerable community members.

<b>Action</b> Local Recovery Coordinator	To update concern through OASG.
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### Online Shopping

Not all community members are online present. The major retailers need to offer a contact phone number for people to order and pay for their necessities over the phone. Advocate for options for vulnerable communities who are not online present.

Refer concerns to the Healthy WA 13 COVID hotline 13 26843.



Cahoots initiative launched this week and has been promoted via Shire Facebook page.

Volunteer Screening & Checks

Concern at the extended wait time (6-8 weeks) to process new volunteers.

Awaiting response. Volunteering WA have advised that they have 1500 registered volunteers and have the capacity to provide support to Local Governments.

No LGA has requested this resource to date. The Community Wellbeing Sub Committee is exploring a partnership.

Statutory Declarations

Customers are experiencing difficulty accessing people to witness the signing of Statutory Declarations, will there be a relaxing of this requirement in the current environment?

OASG suggest making arrangements with the local chemist/s who are Justice of Peace to make appointments for community members who need this service.

## 7. Community Wellbeing Sub Committee

Minutes of the meeting held 9 April 2020 are included with these minutes.

- Registered pensioners on Shire rates database will be sent a letter from the Shire President including information on Helping Hands SJ and wellbeing support. The printer has experienced a delay with stock and we hope to post next week.
- The Byford Free Food Market assisted 150 people today.
- People have complex needs and we are trying to cover across all.
- Investigating a partnership with Volunteering WA partnership and working on internal volunteer management processes.
- Currently preparing two reports to Council around grants and events which will be written from a recovery point of view.

<p><b>Action</b></p> <p>Chair, Community Wellbeing Sub Committee</p> <p>Chair, Economic Recovery Group</p>	<p>Start scenario planning for recovery (short, medium and long term) needs and opportunities.</p>
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Local Recovery Coordinator	
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## 8. Economic Recovery Group

Next meeting is scheduled for 28 April 2020.

- Met with 8 private sector investor projects recently.
- Peel Development Commission and Regional Development Australia Peel have been very supportive working with the Shire and private sector.
- Business Foundations uptake has been low in the Shire compared to surrounding LGA's where the impact seems to be bigger.

## 9. Status Updates

		Update
<b>Action</b> Director Infrastructure Services	To ensure adequate hand washing supplies including paper towels are maintained in the Shire's public toilets.	The stocks are being supplied as per the cleaning contract and appear to be meeting demand.  Keeping them open as they are – normal contract cleaning. No complaints or issues been raised.
<b>Action</b> Local Recovery Coordinator	Additional items to be forwarded to the OASG for discussion / clarity or escalation. <ul style="list-style-type: none"><li>• Why has the Red Cross Telecross service not yet been activated by the State Government in WA? All other States have activated. This service is needed to assist all members of the community with heightened anxiety at this time. The service is well trained and equipped to assist in this space. Request that it be activated.</li><li>• Online Shopping – not all community members are online present. The major retailers need to offer a contact phone number for people to</li></ul>	Refer to update under agenda item 3.



	<p>order and pay for their necessities over the phone. Advocate for options for vulnerable communities who are not online present.</p> <ul style="list-style-type: none"> <li>• Volunteer Screening &amp; Checks – concern at the extended wait time (6-8 weeks) to process new volunteers.</li> <li>• Customers are experiencing difficulty accessing people to witness the signing of Statutory Declarations, will there be a relaxing of this requirement in the current environment?</li> </ul>	
<p><b>Action</b> Chair, Economic Recovery Group Chief Executive Officer</p>	<p>Follow up about potential funding details as expressed in the WALGA Webinar with Minister Dawson.</p>	<p>John to follow up with Deon.</p>
<p><b>Action</b> Chair, Community Wellbeing Sub Committee Manager Communications and Customer Engagement</p>	<p>Include neighbour relations, interaction and tolerance messaging into communications to the community.</p>	<p>Reached out for specific details on complaints to guide and target communications. It was mostly anecdotal with no actual complaints however positive messaging has been included around supporting neighbours and community.</p>

## 10. General Business

### Local Recovery Coordinator

A Local Emergency Management Committee meeting will be called shortly and a recovery update will be provided.

Future agendas of the LRCG will include Recovery Communications Update as a standing item.

<p><b>Action</b> LRCG Administration Support</p>	<p>Include Recovery Communications Update as a standing item in the agenda.</p>
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Manager Communications and Customer Engagement	To provide Communications Register to LRCG Administration Support for inclusion in the agenda.
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#### Manager Communications and Customer Engagement

Communications has been providing support to sub committees. The Helping Hands SJ project has been completed. Currently working on a small business shout out campaign. The Shire Business Directory has been promoted again recently and will be included in this campaign.

<b>Action</b> Manager Economic Development, Tourism and Marketing	How many businesses have registered on the Shire Business Directory after promotion during this state of emergency?
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#### Coordinator Emergency Services

COVID 19 safe fire practises have been reviewed and accepted. Brigades will be able to undertake mitigation burning.

#### Coordinator Community Safety

No new itinerant or homeless identified on patrols. Referrals previously undertaken appear to be successful.

#### Manager Health & Building

Environmental Health Officers monitoring compliance and providing education for food businesses. Maintaining services to maintain health in the community. Received a letter from the Chief Health Officer in regard to the importance of maintaining Environmental Health services. We will continue to adapt our efforts toward the most pertinent risks in this dynamic situation.

A Medical consulting rooms BA was prioritised and turned around in less than 24 hours. Dealing with a significant issue around a pet meat abattoir.

#### Mundijong Police

Sgt Andy Allison sent an apology for the meeting as they were experiencing a technical outage and advised post meeting that they have nothing of note to report.

## **11. Next Meeting**

Thursday, 7 May 2020 at 1500hrs

## **12. Close**

3.55pm



# **COVID-19 Health and Economic Vulnerability Analysis**

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## **Serpentine-Jarrahdale (S)**





# Context

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To assist Local Governments as they look to provide the most appropriate response and recovery packages in light of the COVID-19 pandemic, WALGA have been assessing the extent to which each local community in WA will be impacted by COVID-19.

WALGA have analysed a range of demographic and social data that provide an indication of the COVID-19 health and economic vulnerability of each Local Government Area in WA. The indicators WALGA have looked at for each Local Government Area include:

## Health vulnerability

- Share of people in the Local Government who are aged 70+
- Share of households in the Local Government that are lone person households
- Share of households in the Local Government that have no motor vehicles
- Share of people in the Local Government who need assistance with core activities
- Share of people in the Local Government who are indigenous and aged 50+
- Population density of the Local Government (persons/sqkm)

## Economic Vulnerability

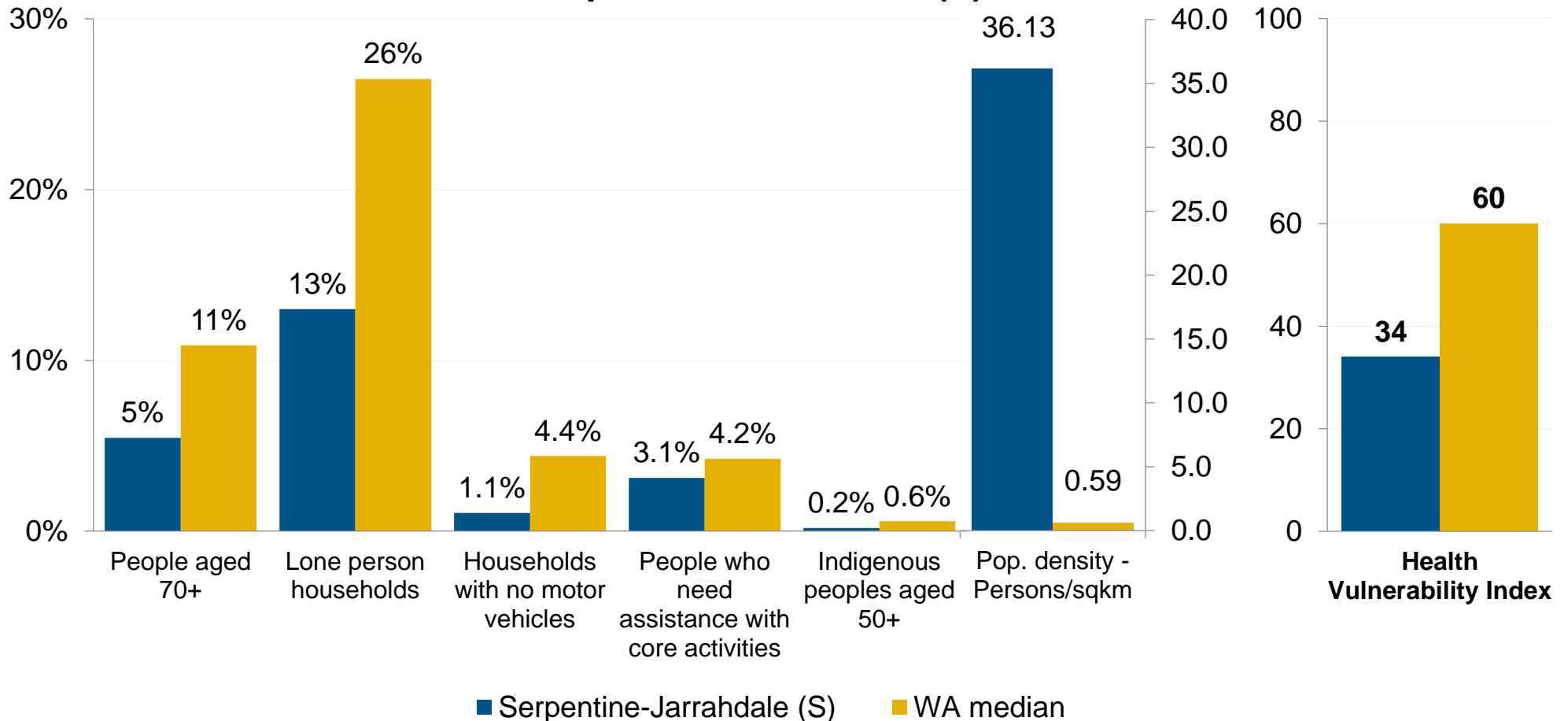
- Share of people in the Local Government who work in impacted industries (Accommodation and Food Services, Arts and Recreation Services, Retail, Transport, Other Services, Construction, Mining)
- Share of businesses in the Local Government that are in impacted industries (same as above)
- Share of businesses in the Local Government that are non-employing businesses
- Share of businesses in the Local Government that have less than \$2m in annual turnover
- Share of households in the Local Government that have no internet access

**Analysis of the above indicators for your Local Government is presented in the following slides** - 18 May 2020

# COVID-19 Health vulnerability of your Local Government



## COVID-19 Health Vulnerability Indicators, Serpentine-Jarrahdale (S)

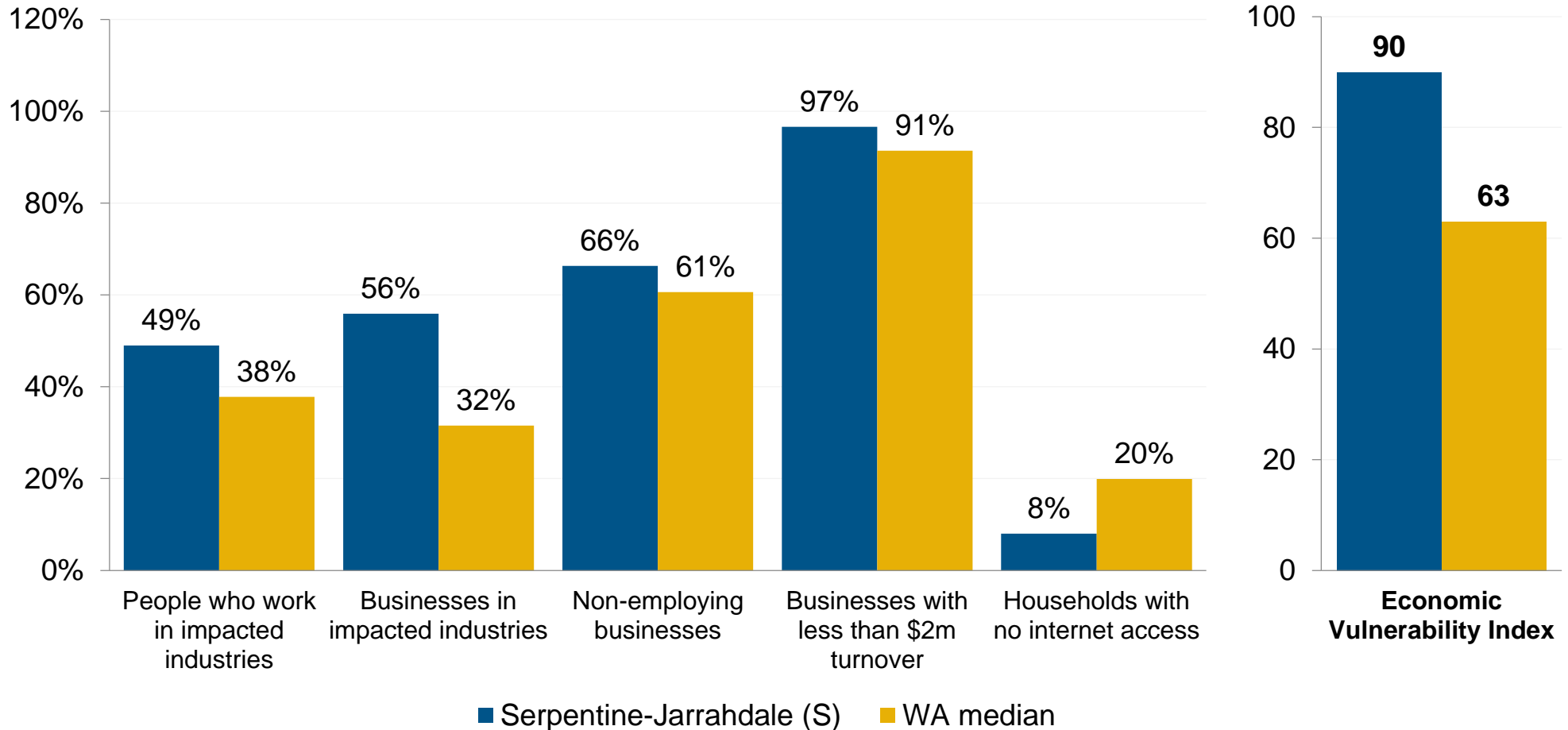


SOURCE: ANALYSIS BASED ON ABS 2016 CENSUS AND 2019 COUNTS OF BUSINESS DATA

# COVID-19 Economic vulnerability of your Local Government



## COVID-19 Economic Vulnerability Indicators, Serpentine-Jarrahdale (S)



SOURCE: ANALYSIS BASED ON ABS 2016 CENSUS AND 2019 COUNTS OF BUSINESS DATA

# Vulnerable COVID-19 cohorts in your Local Government (Actual Figures)

## Health Vulnerability Indicators – Actual Figures

	People aged 70+	Lone person households	Households with no motor vehicles	People who need assistance with core activities	Indigenous peoples aged 50+	Pop. density - Persons/sqkm	Health Vulnerability Index
<b>Serpentine-Jarrahdale (S)</b>	1,466	1,102	88	770	45	36.13	<b>34</b>

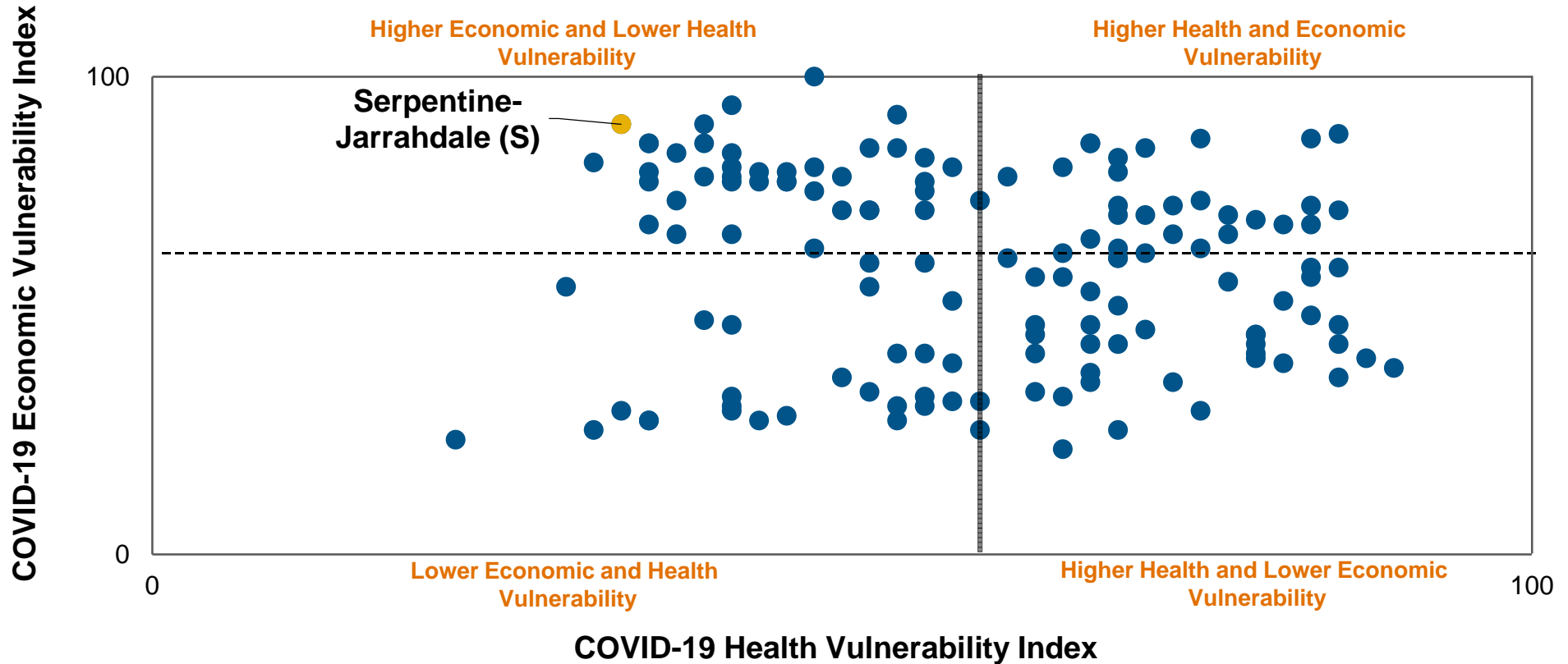
## Economic Vulnerability Indicators – Actual Figures

	People who work in impacted industries	Businesses in impacted industries	Non-employing businesses	Businesses with less than \$2m turnover	Households with no internet access	Economic Vulnerability Index
<b>Serpentine-Jarrahdale (S)</b>	5,980	1,142	1,384	2,010	667	<b>90</b>



# COVID-19 comparative economic & health vulnerability of your Local Government

## Comparitive COVID-19 Health and Economic Vulnerability



SOURCE: ANALYSIS BASED ON ABS 2016 CENSUS AND 2019 COUNTS OF BUSINESS DATA

This slide shows the health and economic vulnerability of your Local Government Area, when compared to all other Local Government Areas in WA. **If we have illustrated that your Local Government Area’s health or economic vulnerability is “lower” or “higher”, it does not mean it is low or high. It just means it is lower or higher than other Local Governments on a comparative basis, based off WALGA’s analysis of the demographic and economic data referenced in this report.**



# Questions

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If you have any question on the contents of this report, please direct them to Nebojsa Franich, Policy – Manager Economics at WALGA on [nfranich@walga.asn.au](mailto:nfranich@walga.asn.au) or 0417 917 748.

## SRCU COVID-19 Update 2

Date: 16 April 2020



### Current Situation

As the COVID-19 pandemic continues, government agencies and emergency services continue to focus on the immediate response needs within Western Australia. In parallel, preliminary work has started in Western Australia on what recovery will look like for our state. Given the complexity and scale of the anticipated recovery across Western Australia, and across multiple environments, particularly economic, social and community, the Premier appointed Public Sector Commissioner, Sharyn O'Neill as the State Recovery Controller.



### State Level Activities

- Public Sector Commissioner, Sharyn O'Neill, as State Recovery Controller will lead the recovery effort for the COVID-19 pandemic to ensure a coordinated and considered approach to economic, social and community recovery.
- The State Recovery Coordination Unit (SRCU) met with the appointed State Recovery Controller on 15 April 2020. Ms O'Neill acknowledged the anticipated complexities of recovery, noting the scale of the COVID-19 pandemic meant it was much broader than a typical emergency management event.
- The SRCU continue to work to ensure Local Government needs are considered by:
  - Participating in weekly meetings with District Emergency Management Advisors and distributing weekly updates
  - reviewing and updating the attached Government Support document (version 2) as required
  - encouraging key stakeholders to raise recovery issues through their District Emergency Management arrangements.
- The State Pandemic Coordination Centre (SPCC), Pandemic Coordination Unit (PCU) and the State Health Incident Control Centre (SHICC) continue to deal with the enormity of the event with ongoing high-level multi agency coordination.
  - The State Welfare Plan has been activated and Ms Michelle Andrews undertaking the role of State Welfare Coordinator



### State Government Priorities

- Identify how the State Recovery Controller will work within the current pandemic emergency management structure, to provide for whole-of-government unity of effort and effective coordination of industry and community input.

## COVID-19 – Government Support

Date: 16 April 2020

### Support for individuals

<p><b>Mental Health</b></p> <p>Get help to cope with life's changes.</p>	<p>Visit <a href="http://headtohealth.gov.au/">headtohealth.gov.au/</a> for links to online counselling or call:</p> <ul style="list-style-type: none"> <li>• Lifeline 13 11 14 (24 hours)</li> <li>• Kids helpline 1800 55 1800</li> </ul> <p>Visit <a href="http://thinkmentalhealthwa.com.au">thinkmentalhealthwa.com.au</a></p>
<p><b>Superannuation</b></p> <p>Individuals can access up to \$10,000 of their super in 2019-20 and a further \$10,000 in 2020-21.</p>	<p>Apply to the ATO through MyGov (<a href="http://www.my.gov.au">www.my.gov.au</a>) from mid-April</p> <p>Find out more at <a href="http://Treasury.gov.au/coronavirus">Treasury.gov.au/coronavirus</a></p>
<p><b>Retirees</b></p> <p>Temporary reduction to minimum drawdown requirements for account-based pension.</p>	<p>Find out more at <a href="http://Treasury.gov.au/coronavirus">Treasury.gov.au/coronavirus</a></p>
<p><b>Financial Support</b></p> <p>Expanded eligibility for some payments and moves to make them easier to claim.</p>	<p>Claim online at <a href="http://servicesaustralia.gov.au">servicesaustralia.gov.au</a></p> <p>Or over the phone on 132 850</p>
<p><b>Economic Support Payment</b></p> <p>\$750 payments for people on certain government payments.</p>	<p>Will be paid automatically to people who are eligible.</p> <p>Find out more at <a href="http://Treasury.gov.au/coronavirus">Treasury.gov.au/coronavirus</a></p>
<p><b>Job Keeper</b></p> <p>A subsidy of \$1,500/fortnight per employee for up to six months. Available to businesses, not-for-profits and sole traders.</p>	<p>Your employer will notify you if they intend to claim the payment on your behalf.</p> <p>Find out more at <a href="http://Treasury.gov.au/coronavirus">Treasury.gov.au/coronavirus</a></p>
<p><b>Relief Services</b></p> <p>Expanding access to the No Interest Loans Scheme.</p>	<p>Find out more on at <a href="http://moneysmart.gov.au">moneysmart.gov.au</a> (search 'No Interest Loans Scheme')</p>
<p><b>Early Childhood Education and Care Relief</b></p> <p>Fee relief while supporting child care services to keep their doors open and employees in their job.</p>	<p>For more information visit <a href="http://australia.gov.au">australia.gov.au</a> and scroll down to 'Education &amp; child care information'</p>



## Support for individuals - continued

### Renting

Evictions will be put on hold over the next six months, for those in financial distress.

A prohibition on rent increases during the emergency period and flexibility to fixed term tenancy agreements\*

Reduced obligation to conduct ordinary repairs if the reason they cannot do so is COVID-19 related financial hardship or a lawful restriction on movement\*

Updated information relating to these changes is available on the Consumer Protection website.

For more information visit [commerce.wa.gov.au](https://commerce.wa.gov.au) (search 'COVID-19 Tenancy')

### WA government support - Household fees & charges

A freeze will be placed on household fees and charges, including electricity, water, motor vehicle charges, the emergency services levy and public transport fares.

No disconnection for power and water.

Visit [www.wa.gov.au](https://www.wa.gov.au) (search 'COVID-19 Western Australian Government Response')

### WA government support - Energy Assistance Package

Payment will increase from \$300 to \$600 for eligible concession card-holders

Visit [www.wa.gov.au](https://www.wa.gov.au) (search 'COVID-19 Western Australian Government Response')

### WA Shopping hours

Coles and Woolworths to be granted temporary extended trading hours.

Special arrangements for pensioners, the elderly and people with disabilities to shop from 7am to 8am Monday to Saturday and between 10am to 11am on Sunday

Visit [www.wa.gov.au](https://www.wa.gov.au) (search 'COVID-19 Western Australian Government Response')

### Shopping service for vulnerable community members\*

To support individuals isolated in their homes, including people with disability and mental health conditions, older Australians and Aboriginal and Torres Strait Islander people.

To be launched Monday April 20, 2020.

Call 1300 103 880 or visit [cahoots.org.au/cahootsconnects](https://cahoots.org.au/cahootsconnects) for more information including eligibility details.

## Support for small business and not-for-profits

<p><b>Job Keeper</b></p> <p>A subsidy of \$1,500/fortnight per employee for up to six months. Available to businesses, not-for-profits and sole traders.</p> <p>WA businesses are exempt from any payroll tax on the wage subsidy.</p>	<p>Your employer will notify you if they intend to claim the payment on your behalf.</p> <p>Find out more at <a href="https://www.treasury.gov.au/coronavirus">Treasury.gov.au/coronavirus</a></p>
<p><b>Boosting cash flow for employers</b></p> <p>Up to \$100,000 to eligible small and medium-sized businesses and not for-profits that employ people, with a minimum payment of \$20,000.</p>	<p>Automatically applied to the accounts of eligible businesses when they lodge their activity statement for the relevant periods.</p> <p>Find out more at <a href="https://www.treasury.gov.au/coronavirus">Treasury.gov.au/coronavirus</a></p>
<p><b>Supporting apprentices and trainees</b></p> <p>Wage subsidy of up to \$21,000 per apprentice or trainee.</p>	<p>Talk to the Australian Apprenticeship Support Network (AASN) in your area. Search for your local AASN at <a href="https://www.australianapprenticeships.gov.au">australianapprenticeships.gov.au</a></p> <p>Find out more at <a href="https://www.treasury.gov.au/coronavirus">Treasury.gov.au/coronavirus</a></p>
<p><b>Loan Support</b></p> <p>Government will provide lenders with a guarantee for loans, to increase their willingness and ability to provide credit. Loans of up to \$250,000 up to three years, with an initial six-month repayment holiday.</p>	<p>For more information visit: <a href="https://www.business.gov.au">Business.gov.au</a> (select 'coronavirus information')</p> <p>Find out more at <a href="https://www.treasury.gov.au/coronavirus">Treasury.gov.au/coronavirus</a></p>
<p><b>Renting</b></p> <p>Evictions will be on hold for six months by the states and territories, for those in financial distress.</p> <p>The WA Government will waive rental payments for small businesses and not-for-profit groups in Government-owned buildings for six months.</p>	<p>See mandatory code of conduct for commercial tenancies</p> <p>For more information visit <a href="https://www.business.gov.au">business.gov.au</a> (select 'coronavirus information')</p>
<p><b>Temporary relief for financial distress</b></p> <p>Increase to threshold at which creditors can issue statutory demand, extra time to respond.</p> <p>Relief from personal liability for trading while insolvent.</p> <p>Temporary flexibility in Corporations Act 2001.</p>	<p>You don't need to apply. These relief measures will be in place for six months.</p> <p>For more information visit: <a href="https://www.business.gov.au">Business.gov.au</a> (select Coronavirus information')</p> <p>Find out more at <a href="https://www.treasury.gov.au/coronavirus">Treasury.gov.au/coronavirus</a></p>

## Support for small business and not-for-profits - continued

### Backing businesses to invest

Instant asset write-off threshold has been increased to \$150,000. Now includes larger businesses.

A time limited 15-month investment incentive to support business investment and economic growth over the short-term, by accelerating depreciation deduction.

Check your eligibility for the instant asset write-off with the [Australian Taxation Office](#)

For information visit:  
[Business.gov.au](#) (select 'Coronavirus information')

Find out more at [Treasury.gov.au/coronavirus](#)

### WA Government support for businesses

Payroll tax paying businesses with a payroll between \$1 million and \$4 million will receive a one-off grant of \$17,500.

\$1 million payroll tax threshold brought forward by six months to July 1, 2020.

Businesses can now apply to defer payment of their 2019-20 payroll tax until July 21, 2020.

Visit [wa.gov.au](#) (Search Payroll Tax Employer Guide)

### Small business support services

The Small Business Development Corporation has created a COVID-19 assistance center to provide dedicated guidance on available support options.

To access the service, contact 133 140 or email [info@smallbusiness.wa.gov.au](mailto:info@smallbusiness.wa.gov.au)

Find out more at  
[smallbusiness.wa.gov.au/coronavirus](#)

### COVID-19 relief fund

Grants are available for eligible not for-profit and community organisations that are experiencing financial hardship related directly to COVID-19.

Temporary powers to enable Lotterywest to provide additional grants and fund other worthy grant programs\*.

Apply for grant support by visiting [lotterywest.wa.gov.au](#) or by calling 131 777.

# Operational Recovery Plan COVID-19

**Emergency Event:** COVID-19

**Date of Emergency:** Declared State of Emergency effective 12am on 16 March 2020.

**Document Control:**

Issue	Revision	Date	Author	Reviewed
Draft for comment	1.0	29 March 2020	Local Recovery Coordinator	
Approved	1.0	2 April 2020	Local Recovery Coordination Group	
Addition of Health and Economic Vulnerability Index information as provided by WALGA	2.0	20 April 2020	Local Recovery Coordinator	
Approved	2.0	23 April 2020	Local Recovery Coordination Group	

## Section 1

**Introduction:**

Background on the nature of the emergency incident or	<p>The Government of Western Australia has declared a State of Emergency and a Public Health Emergency in response to COVID-19 coronavirus.</p> <p>COVID-19 worldwide is resulting in serious and widespread illness and leading to a large number of deaths and will lead to the disruption of the normal functioning of society for a prolonged period within Western Australia.</p>
Aim or purpose of the plan	<p>The purpose of this plan is to:</p> <ul style="list-style-type: none"> <li>• Capture the current situation in the Shire of Serpentine Jarrahdale</li> <li>• Determine the needs of the community</li> <li>• Determine the resources required to respond.</li> </ul>

**Recovery Plan COVID-19**

	<ul style="list-style-type: none"> <li>• Transition the community to a post recovery state.</li> </ul>
Authority for plan	As a local authority, the Shire of Serpentine Jarrahdale is charged with the responsibility of recovery for its community under the Emergency Management Act 2005.
Recovery Principles	<ul style="list-style-type: none"> <li>• Understanding the CONTEXT</li> <li>• Recognising COMPLEXITY</li> <li>• Using COMMUNITY LED approaches</li> <li>• COORDINATE all activities</li> <li>• COMMUNICATE effectively</li> <li>• Build CAPACITY</li> </ul>
Recovery Values	<ol style="list-style-type: none"> <li>1. Always consider consequences of actions ensuring NO HARM to affected communities.</li> <li>2. Always provide LEADERSHIP for our community.</li> <li>3. Recognise our key role is to foster COLLABORATION between partner agencies, community and Council.</li> <li>4. EMPOWERING individuals and groups to effectively carry out recovery activities.</li> <li>5. Avoid DUPLICATON of services and programs within the community.</li> <li>6. ACT as quickly as possible, however planning for the LONG TERM in consideration of value 1.</li> <li>7. Consideration for TRANSITION to normal services will be part of Recovery Long Term Strategy.</li> <li>8. CAPTURING lessons learnt for provision of capacity building and resilience.</li> </ol>

**Section 2****Assessment of Recovery Requirements:**

Details of loss and damage	<p>The Bankwest Curtin Economics Centre has anticipated 109,000 approx West Australian job losses in a 12-month period as a result of the COVID-19 crisis. The sectors hardest hit are anticipated to include construction, mining, hospitality, retail, transport, postal and warehousing and arts and recreation.</p> <p>In 2018/2019 the Shire's top 10 local employment sectors were as follows ( <a href="http://economy.id.com.au">economy.id.com.au</a>):</p> <ol style="list-style-type: none"> <li>1. Construction</li> <li>2. Education and Training</li> </ol>
----------------------------	---

**Recovery Plan COVID-19**

3. Agriculture, Forestry and Fishing
4. Retail Trade
5. Manufacturing
6. Transport, Postal and Warehouse
7. Public Administration and Safety
8. Health Care and Social Assistance
9. Accommodation and Food Services
10. Arts and Recreation Services.

In 2016 the top 10 industry sector of employment for residents was (profile.id.com.au)


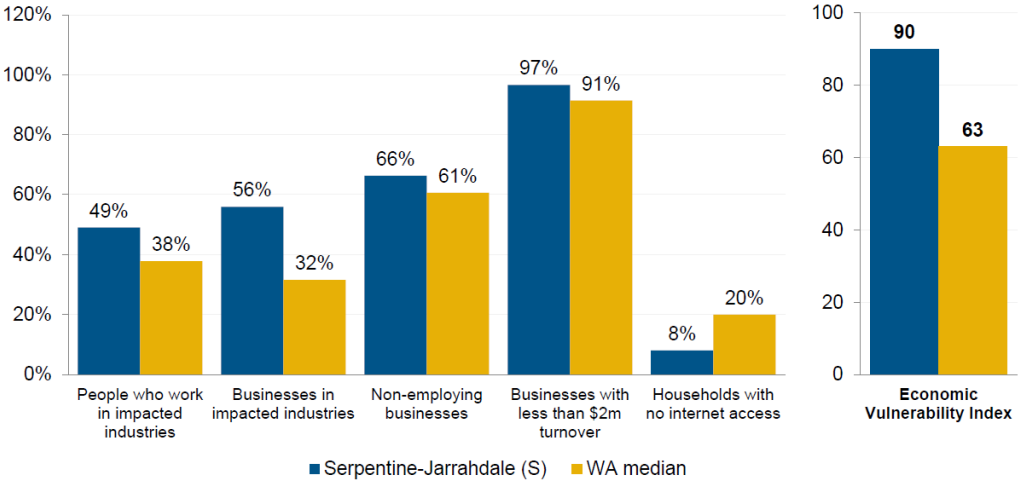
1. Construction
2. Manufacturing
3. Retail Trade
4. Health Care and Social Assistance
5. Education and Training
6. Transport, Postal and Warehouse
7. Public Administration and Safety
8. Mining
9. Other Services
10. Professional, Scientific, and Technical Services.

Within the Community it is expected that residents and businesses have been and will continue to be impacted by COVID-19 through:

- Job losses
- Down turn in business and Government enforced closures
- Social isolation
- COVID-19 Infection
- Difficulty accessing food and essential health and wellbeing items
- Homelessness
- Lack of access to welfare for those ineligible.



## Recovery Plan COVID-19

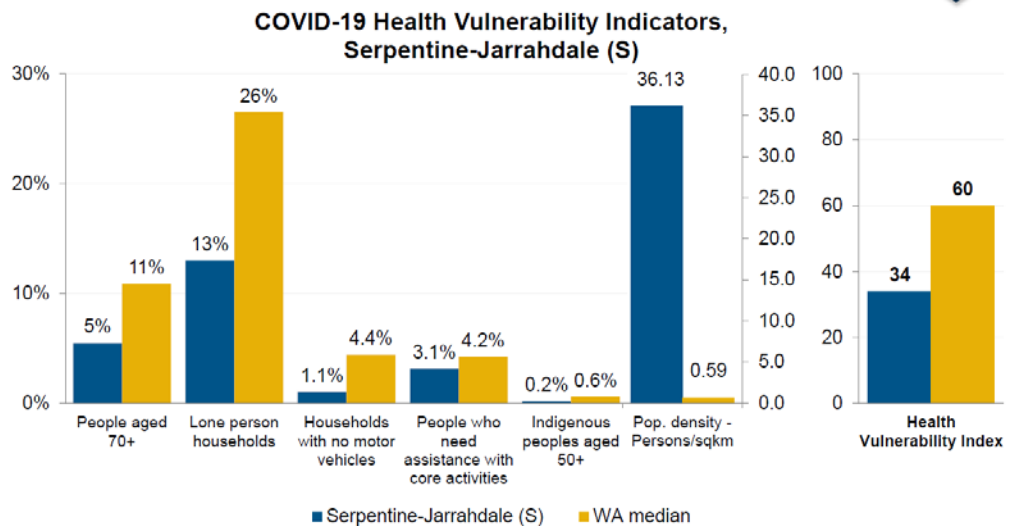
	<div style="text-align: right; margin-bottom: 10px;">  </div> <h3 style="text-align: center;">COVID-19 Economic vulnerability of your Local Government</h3> <p style="text-align: center;"><b>COVID-19 Economic Vulnerability Indicators, Serpentine-Jarrahdale (S)</b></p>  <p style="text-align: center; font-size: small;">SOURCE: ANALYSIS BASED ON ABS 2016 CENSUS AND 2019 COUNTS OF BUSINESS DATA</p> <p style="text-align: right; font-size: x-small;">4</p>
<p>Estimates of costs of damage</p>	<p>Unknown currently on a local level</p>
<p>Economic and Human services ( business, personal and psychological support) requirements</p>	<p><u>Economic</u></p> <ul style="list-style-type: none"> <li>• Peel Chamber of Commerce and Industry – Andrew McKerrell</li> <li>• Peel Chamber of Commerce and Industry-SJ Sub Group – John Hardy</li> <li>• Business SJ – Dave Crispin</li> <li>• Business Foundations – James Flaherty</li> <li>• Peel Jobs and Skills Centre – Melinda Blagaich</li> <li>• Peel Development Commission – Andrew Ward</li> <li>• Economic Development Australia-WA – Simon White</li> <li>• Business Advisory South West and Peel – Julie Broad</li> <li>• SJ Food and Farm Alliance – Merri Harris</li> <li>• CEDA WA – Paula Rogers</li> <li>• City of Perth ED Team – John Fish</li> <li>• Department of Primary Industry and Regional Development – Katie Bawden.</li> </ul> <p><u>Communities</u></p> <ul style="list-style-type: none"> <li>• Department of Communities- Ryan Hamblin</li> <li>• Byford Baptist Church- Don Warner</li> <li>• YMCA WA- Nicole Little</li> </ul>



### Recovery Plan COVID-19

	<ul style="list-style-type: none"> <li>• Department of Communities- Ryan Hamblion</li> <li>• Red Cross Australia- Karen Edmeades</li> <li>• Serpentine Jarrahdale Community Resource Centre- Merri Harris</li> <li>• Finucare- TBA</li> <li>• St Aidens Church- TBA</li> <li>•</li> </ul>
Health Issues	<ul style="list-style-type: none"> <li>• Exposure to COVID-19</li> <li>• Lack of access to food items</li> <li>• Lack of physical activity</li> <li>• Mental health issues.</li> </ul>

### COVID-19 Health vulnerability of your Local Government



### Section 3

#### Organisational Aspects:

#### Community Wellbeing sub-committee

##### Members

- Manager Community Development (Chair)
- Manager Library Services (Deputy Chair)
- Local Recovery Coordinator (Advisory, as and when required)





## Recovery Plan COVID-19

- Coordinator Community Development
- Coordinator Sport & Recreation
- Digital Communications Officer
- Shire Administration Support - PA to Director Corporate Services
- Coordinator Environmental Health
- Community Safety Officer
- Manager SJ Community Recreation Centre (YMCA)
- Serpentine Jarrahdale Community Resource Centre (President)
- Department of Communities
- Disability Services
- Officer from Member for Darling Range's Office
- Finucare
- Australian Red Cross
- Byford Baptist Church
- St Aidan's Church
- Other community group/organisations as required

### Objectives of the sub-committee

- Provide advice and guidance assisting in restoration and strengthening of community wellbeing during and post event.
- Facilitate understanding of needs of impacted community in relation to community wellbeing.
- Ensure the affected community is informed and involved in recovery processes so actions and programs match their needs.
- Assess and recommend short, medium and long-term priority areas to SoSJ for consideration to assist in restoration and strengthening of community wellbeing.
- Assess the requirement for personal support services in the short, medium and long term.
- Facilitates resources (financial and human) as required to complement/assist existing local services.
- Monitors progress of local personal service providers and receives regular progress reports from agencies involved.

### **Economic Recovery Group**

This group has been formed as a stand-alone group to oversee Economic Recovery for businesses in Serpentine Jarrahdale. The minutes of the meetings of this group will be provided to the Local Recovery Coordination Group.

### Members

- Manager Strategic Planning (Chair)
- Manager Economic Development, Tourism and Marketing (Deputy Chair)
- Local Recovery Coordinator (Advisory, as and when required)
- Chief Executive Officer
- Coordinator Community Facilities & Projects
- Peel CCI
- Business SJ



## Recovery Plan COVID-19

- SJ Resident’s & Ratepayers Association (President)
- Peel Development Commission
- Department of Primary Industries and Regional Development
- Shire Administration Support – PA to Director Development Services
- Manager Finance or Senior Accountant
- Communications Officer
- Other community group/organisations as required

### Objectives of the Group ( to be confirmed)

- Provide advice and guidance to assist in restoration and strengthening of the Shire’s economy during and post event.
- Provide assistance and advice to the LRCG on economic matters affecting the community.
- Ensure the affected community is informed and involved in recovery processes so actions and programs match their needs.
- Assess and recommend short, medium and long-term priority areas to SoSJ for consideration to assist in restoration and strengthening of community’s economic wellbeing.
- Identify and prioritise shovel ready projects. Provide guidance to the LRCG on what Shire projects will assist with economic stimulus and recovery

## Section 4

### Operational Aspects:

Details resources available and required	<p><b>Shire Managed Resources</b></p> <ul style="list-style-type: none"> <li>• Shire of Serpentine Jarrahdale Website- dedicated COVID-19 webpage and will be a dedicated business support page</li> <li>• Shire of Serpentine Jarrahdale facebook page</li> <li>• Newsletter updates for examiner and SJ Matters</li> <li>• Examiner Newspaper</li> <li>• Shire of Serpentine Jarrahdale Staff</li> <li>• Neighbourhood Watch Volunteers</li> </ul>
Includes programs and strategies of government agencies to restore essential services	<p><b>Western Australian Government Pandemic Plan</b>  <a href="https://www.wa.gov.au/government/publications/western-australian-government-pandemic-plan">https://www.wa.gov.au/government/publications/western-australian-government-pandemic-plan</a></p> <p><b>Department of Health</b>  <a href="https://ww2.health.wa.gov.au/Articles/A_E/Coronavirus">https://ww2.health.wa.gov.au/Articles/A_E/Coronavirus</a></p>

**Recovery Plan COVID-19**

	<p><b>Western Australian Government</b>  <a href="https://www.wa.gov.au/government/covid-19-coronavirus">https://www.wa.gov.au/government/covid-19-coronavirus</a></p> <p><b>Australian Government</b>  <a href="https://www.health.gov.au/">https://www.health.gov.au/</a></p>
Includes the local government program for community and economic support	Under development
Financial arrangements	Awaiting advice in relation to application of DRFAWA.
Public Information dissemination	As per the Communications Plan

**Administrative Arrangements:**

Administration of recovery funding	Emergency Management Reserve contains approx. \$260,000. SCM082/04/20 6 April 2020 Council resolved the following budget amendment.				
	Account Number	Type	Description	Debit	Credit
	4000-15003-6910	Increase Expenditure	Donations	30,000	
	4000-15003-6386	Increase Income	Advertising & Promotion	15,000	
	4000-15003-6125	Increase Expenditure	Materials/Consumables	15,000	
	4000-15003-5012	Reserve Transfer	Transfer from Emergency Management Reserve		60,000
	Reason: To enable Recovery Activities in response to the COVID-19 Emergency				



## Recovery Plan COVID-19

Public appeals  
policy and  
administration

Currently no public appeals requests in place.

### Section 5

#### Conclusion:

Immediate activities to be undertaken:

Both sub-committees to meet and report back to Local Recovery Coordination Group meetings.

Helen Sarcich  
Local Recovery Coordinator

Date: 23/4/2020



Shire of  
Serpentine  
Jarrahdale

## Community Wellbeing Recovery Sub Committee

### COVID-19 Minutes

Thursday, 9 April 2020

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#### Contact Us

##### Enquiries

Call: (08) 9526 1111  
Fax: (08) 9525 5441  
Email: [info@sjshire.wa.gov.au](mailto:info@sjshire.wa.gov.au)

##### In Person

Shire of Serpentine Jarrahdale  
6 Paterson Street, Mundijong WA 6123  
Open Monday to Friday 8.30am-5pm (closed on public holidays)





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Dear Member

Thank you for joining us for the Community Wellbeing Recovery Sub-Committee meeting for the Shire of Serpentine Jarrahdale on Thursday, 9 April 2020.

Tracey Johnson  
**Chair**  
**Manager Community Development**  
9 April 2020

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## Minutes

### 1. Attendances and Apologies

#### Attendance

Tracey Johnson	Chair, Manager Community Development
Helen Sarcich	Deputy CEO/ Director Community Services
Lisa Keys	Manager Library Services
Sarah Farrance	Coordinator Community Development
Jason Parker	Coordinator Sport and Recreation
Matt Sargeson	Coordinator Environmental Health
Deidre Baker	Digital Communications Officer
Asha Kalai	Environmental Health Trainee/Technician
Janice Ferguson	Community Safety Officer
Ryan Hamblion	Senior District Services Officer - Department of Communities
Don Warner	Byford Baptist Church
Karen Edmeades	Resilience and Recovery Coordinator - Red Cross
Kristie Tonkin	Peel Development Commission
Nicole Little	Manager SJ Community Recreation Centre (YMCA)
Amy B	Alyssa Hayden's Office
Aimee Sealy	Shire Administration Support – PA to Director Corporate Services

#### Apologies

Michelle Lennon	Community Capacity Building – LAC, South Perth / Armadale / Serpentine and Jarrahdale
Brian Owston	Coordinator Community Safety

### 2. Minutes from the Last Meeting – 3 April 2020

Confirmed





### 3. Sub Committee Objectives

- Provide advice and guidance assisting in restoration and strengthening of community wellbeing during and post event.
- Facilitate understanding of needs of impacted community in relation to community wellbeing.
- Ensure the affected community is informed and involved in recovery processes so actions and programs match their needs.
- Assess and recommend short, medium and long-term priority areas to SoSJ for consideration to assist in restoration and strengthening of community wellbeing.
- Assess the requirement for personal support services in the short, medium and long term.
- Facilitates resources (financial and human) as required to complement/assist existing local services.
- Monitors progress of local personal service providers and receives regular progress reports from agencies involved.

### 4. Recovery Values and Principles

#### Our Recovery Values:

1. Always consider consequences of actions ensuring NO HARM to affected communities.
2. Always provide LEADERSHIP for our community.
3. Recognise our key role is to foster COLLABORATION between partner agencies, community and Council.
4. EMPOWERING individuals and groups to effectively carry out recovery activities.
5. ACT as quickly as possible, however planning for the LONG TERM in consideration of value 1.
6. Consideration for TRANSITION to normal services will be part of Recovery Long Term Strategy.
7. CAPTURING lessons learnt for provision of capacity building and resilience.

#### Our Recovery Principles:

- Understanding the CONTEXT
- Recognising COMPLEXITY
- Using COMMUNITY LED approaches
- COORDINATE all activities
- COMMUNICATE effectively
- Build CAPACITY



## 5. Purpose of this Meeting

The purpose of this meeting is to:

- Review and provide feedback on the *Helping Hands SJ – Project* so far;
- Discuss the role that community organisations will play;
- Ascertain the possible involvement of residents associations' and organisations such as St. Vincent de Paul and Probus;
- Consider other ways of involving volunteers and expressions of help; and
- To provide status updates from our previous meeting.

## 6. “Helping Hands SJ” Project Update

### Phase One

- Reached out to community contacts such as Byford Baptist Church, Alyssa Hayden's Office, FinuCare, St Vincent de Paul, Rotary Club of Byford and Districts, multiple Residents' Associations – Jarrahdale, Byford, Mundijong, and Serpentine Park Homes.
- The most common issue is anxiety with more people starting to identify what they can do in a volunteer role, as opposed to finding out who is vulnerable.
- Created and updated a webpage on the Shire's website. At this stage, we are only accepting referrals from people that need a helping hand. Look at taking volunteer details further down the track.
- Phase One has progressed well.

### Phase Two

- Phase Two will occur over the next couple of weeks.
- Capture and assess what is working and what is not working.
- Updating our help lines and information. The Department of Communities (Ryan Hamblion) provided an update yesterday. Help line is on the Shire's website and was recently updated.
- Key tasks:
  - analyse the feedback;
  - government changes;
  - make any adjustments;
  - assess whether we need to go out and seek volunteers – we need to work out the model first; and
  - Conduct a short training program for volunteers – what does that include?

### Key Messages from Today's Meeting

- Encourage people to take initiative to look after themselves and others within their community.
- The current waitlist for a new Police Clearance is 6-8 weeks. If volunteers already have a Police Clearance, they can sign up (e.g. Neighbourhood Watch).



- Initially, accept volunteers who already possess a Police Clearance and/or Working with Children check. The second wave of volunteers can be those who still need to obtain those clearances.
- The Chair has written a process for volunteers which is currently with the Shire’s Human Resources department for review.
- Neighbourhood Watch has received approximately six requests for assistance, mainly for social contact. Some tasks included picking up mail from the post office. The service is working well. The feedback received is that the volunteers are quite surprised with how vulnerable people are feeling.
- Care for our volunteers is vital as we need to ensure that they are not over-exhausted with the demand from the community.
- Communications will continue to promote the “Helping Hands SJ” program via the Shire’s social networks after the Easter break.
- Telecross will be activated in WA in the near future. This service will alleviate the demand of the volunteers. Shire staff can also become volunteers for the community.
- Further discussions required with local residents association and community networks.
- Emergency relief community donation is available to the amount of up to \$5,000 for local not for profit organisations. If you know of any services, please let the Helen Sarcich, Deputy CEO/Director Community Services know. The organisation will be required to demonstrate that they are responding directly as a result of COVID-19.

“Helping Hands SJ” Actions

		<b>Update</b>
<b>Action</b> Chair, Manager Community Development (Tracey Johnson) and Coordinator Community Development (Sarah Farrance)	Liaise with Tom Hoyer from Rotary Club of Byford and Districts	Progressed
<b>Action</b> Chair, Manager Community Development (Tracey Johnson)	Develop a Volunteer Registration Pack and a Volunteer Training Model ensuring that we protect both the volunteers and our community.	Commenced – waiting for sign off
<b>Action</b> Coordinator Community Development (Sarah Farrance)	Make contact with IGA as a community member in Jarrahdale couldn’t get through to them when they tried to phone to place a pickup order.	Completed – IGA Byford only. Janice to make contact with IGA Mundijong



		Update
		IGA Serpentine are willing to participate.
<b>Action</b> Deputy CEO / Director Community Services (Helen Sarcich)	Raise this as an advocacy issue at a state level at recovery meeting this afternoon.	There wasn't an opportunity at last week's meeting to raise this issue. Will be raised at a future meeting.

## 7. Other Agenda Items

### 7a. Community Organisations' Role

#### Alyssa Hayden's Office

- Has made contact with over 2,000 people in the over 70s age population within the Shire and surrounding areas. The vast majority of people are doing okay with them have family to support them. A small amount of people want to be checked on sporadically. Two staff members obtain Police Clearances. There are mobile teams who call in every fortnight, and response teams who deal with action requests i.e. picking up groceries and running errands. Ensuring that the volunteers are not burnt out, ensuring that the volunteers themselves are having their needs met. Community members in the under 70s age bracket are being directed to the Shire's "Helping Hands SJ" program.

#### Byford Baptist Church

- Byford Free Food Market is going well. Numbers are up from last week with over 90 families requiring assistance today.
- A further \$5,000 funding was received from the Shire. This money will be used to restock supplies.
- Current hours of operation are Thursday from approximately 10.30am – 12.30pm. Looking at increasing the opening times to cater for the increase in numbers.
- Would like to establish "Area Coordinators" whereby, for example, 1-2 volunteers would be the contact for say, Jarrahdale. People requiring assistance would contact the Area Coordinator who would pick up their food supplies for them and drop them off. This would alleviate the number of people visiting the Church and would assist the community in a better way.
- Second Bite emailed Don. They have an oversupply of food as they had to cease operation and are happy to donate to the church. Don spoke to Mary from SJ Food and Farm Alliance who will be sourcing from fresh fruit and vegetables.



Red Cross

- The Red Cross has some wellbeing practices which are available for our volunteers. Karen can assist the Shire if advice is required.
- Online training and webinar will be available in the next few days. Karen will share with the Shire who can then pass on this information to local organisations such as the Byford Baptist Church.

		<b>Update</b>
<b>Action</b> Coordinator Environmental Health (Matt Sargeson)	Create a Volunteer Procedure Manual using the latest Department of Health advice. This will be a working document.  <b>Timeframe:</b> early next week	Commenced.
<b>Action</b> All	Provide further suggestions and feedback regarding this model.  <b>Timeframe:</b> early next week	Commenced
<b>Action</b> All	Develop a protocol in relation to human contact – i.e. standing at the front gate or similar to have a conversation with someone ensuring that the social distance rules are maintained.	Not commenced

**7b. The involvement of Residents Associations' and other organisations**

Residents Associations and other community organisations have direct contact with their local community and therefore offer great insights into how people are feeling and any local initiatives. There is a potential role for residents associations:

- Local point of contact for support for socially isolated;
- Will have willing volunteers at local level;
- May be able to identify potentially socially isolated people in their community; and
- Can spread the message to the community fast.

		<b>Update</b>
<b>Action</b> Chair, Manager Community Development (Tracey Johnson)	Chair to liaise with Residents Associations.	Completed and allocated to a team member for ongoing communications.



### 7c. Managing offers of help from the community

The Shire can promote ways to make a difference within our local community by:

- 1) directing the payment of financial donations to the Byford Baptist Church (i.e. Byford Free Food Market) and other local organisations by providing bank account details on the Shire’s website. Donors will then have the ability to decide where their money goes as opposed to being “suggested” by the Shire to donate to a certain organisation.
- 2) Promoting help your neighbours messages with different suggestions. Encourages the community to look after each other. Does not need to be government that is the helping hand.

		<b>Update</b>
<b>Action</b> Chair, Manager Community Development (Tracey Johnson)	Liaise with FinuCare and other not-for-profit organisations to see if they would like to be involved. The Shire can then share their information with the community.	Model has been further explored. Yet to contact other agencies
<b>Action</b> Digital Communications Officer (Dee Baker)	Design some marketing around the above.	commenced

- Letterbox drop of flyer to residents

Create a flyer that will include details of the “Helping Hands SJ” program, help lines and ways to get support. Volunteers to undertake a letterbox drop in their local area.

		<b>Update</b>
<b>Action</b> Chair, Manager Community Development (Tracey Johnson)	Letterbox flyer suggestion is supported.  Chair to obtain costings.	Content being developed. Discussion around the key messages
<b>Action</b> Digital Communications Officer (Dee Baker)	Place “Helping Hands SJ” advert in local paper	Quotes obtained. Content to still be created



## 7d. Community Mental Health and COVID-19 Grants

The Metropolitan Suicide Prevention Coordinator network is offering seed funding of between \$500 and \$2000 to develop accessible activities, training and appropriate messaging to promote engagement, resilience, mental health and well-being in metropolitan Perth.

All proposals must demonstrate compliance with current and relevant Federal and State COVID-19 guidelines.

All funded activities must occur between Wednesday, **1 April** and Wednesday, **30 September**. The application guidelines and application form are available [here](#).

For more information contact the Suicide Prevention Coordinator.

		Update
<b>Action</b> Chair, Manager Community Development (Tracey Johnson)	Include mandatory online training around mental health and suicide awareness and intervention as part of the Volunteer Pack.	Not commenced
<b>Action</b> Chair, Manager Community Development (Tracey Johnson)	The Shire to complete the grant application and apply for funding for one of the online training programs. This program could then be offered to all local community groups.  Chair to obtain training programs costings. The funds can be paid for out of the Shire's Recovery budget.	Application for funding commenced

## 8. Round Table

Don Warner, Byford Baptist Church	The mental health of our community members is being shown in increasing numbers – particularly with the older members of the community. Suggested to promote positive messages to help reassure these people in these unprecedented times.
Kristie Tonkin, Peel Development Commission	<b>Has the Shire been in communication with local schools in relation to the welfare of students during the school holidays?</b>  Sarah advised that the Shire's Youth Development Officers have been in touch with the local schools and has not received any feedback relevant to COVID-19 however, they have been continuing their online engagement through Instagram, bridging the gap due to the closure of the drop in centre.  Nicole Little advised that she will contact the local Health





	Department WA employee who works with the high school to see if she is still operating within the Shire. Nicole will also touch base with the case workers from Belmont to see what their processes are currently. <b>Nicole will provide an update at our next meeting.</b>
Lisa Keys, Manager Library Services	The library is continuing to provide their services to the community, providing prearranged pick up times for library resources. Books on Wheels are still operating for those who require the service.
Coordinator Environmental Health, Matt Sargeson	Progressing with the Volunteer Procedure Manual, capturing information from the Department of Health website. <i>Matt would like the external members of this sub-committee to provide him with any information from their organisations that could be included and support this Manual. Please email Matt to pass on the information.</i>
Karen Edmeades, Red Cross	Be mindful that there may be a bit of a community shift next week where many people will be unhappy that they are not able to celebrate the Easter Break with family and friends like they usually do. We may find that some may experience some upset and anger over the next week or two. The Red Cross has some wellbeing messages that Karen is happy to forward to the Byford Baptist Church to include in their food boxes. The Red Cross also has a <a href="#">Neighbourhood</a> card on their website that the Shire is free to utilise for the community.
Nicole Little, Manager SJ Community Recreation Centre (YMCA)	Once staff return to work, the YMCA may have the capacity for their staff to assist with the volunteer program. The YMCA also has the buses that can be utilised. All staff have current Working with Children checks.
Asha Kalai, Environmental Health Trainee/Technician	Progressing with the Health and Wellbeing Strategy which will include COVID-19 information.
Tracey Johnson, Manager Community Development	Work required surrounding the shared database. Due to privacy issues, it may be more practical for the Shire to pass on the information of vulnerable persons to the appropriate organisation who can assist.





## 9. Status Updates

		Update
<p><b>Action</b> Community Safety Officer (Janice Ferguson)</p>	<p>Provide another layer of training for volunteers to be able to cope with more intense support for our community members</p>	<p>In progress</p>
<p><b>Action</b> Deputy CEO / Director Community Services (Helen Sarcich)</p>	<p>Use Shire staff as volunteers to make home deliveries using Shire vehicles. Can pick up packs from the Church and deliver as needed</p>	<p>Approved / waiting for model to be finalised</p>
<p><b>Action</b> Coordinator Community Development (Sarah Farrance)</p>	<p>Make contact with some of the senior volunteer groups within the Shire to see how they are coping</p>	<p>Commenced Spoke with “SJ Seniors”.</p> <p>Nicole Little – Zumba Gold delivering classes online.</p> <p>Seniors have internet access but not tech savvy. Youth Officers to work on some “step by step” processes. Library staff can assist also.</p>
<p><b>Action</b> All</p>	<p>Create a centralised point for referrals to be triaged so to ensure that vulnerable community members are not receiving multiple calls from multiple agencies / organisations.</p>	<p>Proposal developed for discussion</p>
<p><b>Action</b> Digital Communications Officer (Deidre Baker)</p>	<p>Include a message on the Shire’s website advising that the Shire is putting together a list of community member who may need a helping hand.</p> <p>Be simple and clear as possible. Try not to duplicate information from other websites / agencies.</p> <p>Create a form using SurveyMonkey and upload onto the Shire’s website as per the Shire of Murray and the Shire of Capel. The completion of this form</p>	<p>Completed</p> <p>“Helping Hands SJ” is live on the Shire’s website.</p> <p>Posts have been uploaded on all of the Shire’s social media platforms.</p> <p>Communications to repeat the uploads to social media to keep the message current and at the top of news feeds.</p>



		<b>Update</b>
	<p>will enable us to capture the information of vulnerable community members.</p> <p><b>NOTE:</b> Use a term like “helping hand” instead of “vulnerable”</p> <p><b>Timeframe:</b> Within a day or two</p>	
<b>Action</b> All	Prioritise the list of community members’ needs into high, medium and low priorities (e.g like the City of Cockburn)	Process to be developed
<b>Action</b> All	Provide an information pack to volunteers to ensure that they are equipped with the correct information and resources to deliver to vulnerable community members	To be developed
<b>Action</b> Digital Communications Officer (Dee Baker)	Community help and wellbeing flyer – development, printing and distribution	To be developed
<b>Action</b> Chair, Manager Community Development (Tracey Johnson)	Provide Lotterywest and state funding grants information to local businesses, the community and not for profit organisations, advising them that if they require assistance with their applications, the Shire can help.	Not started
<b>Action</b> All	<p>Develop the volunteer model.</p> <p><b>Timeframe:</b> early next week</p>	Commenced
<b>Action</b> Digital Communications Officer (Dee Baker)	Repurpose our Events board and other displays within the Shire with a “Stay Safe” message.	Not yet started – but task allocated
<b>Action</b> Digital Communications Officer (Dee Baker)	Provide hardcopies of the advertisement which will appear in the newspaper to be displayed on local noticeboards within the Shire.	



## **8. Local Recovery Coordination Group (LRCG)**

### a. Key Updates from LRCG

- Nil

### b. Recommendations to the LRCG

- Nil

## **9. Next Meeting**

Friday 17 April 2020 at 1.00pm.

## **10. Close**

Meeting concluded at 2.06pm.