



Shire of
Serpentine
Jarrahdale

Special Local Emergency Management Committee

COVID-19 Unconfirmed Minutes

**19 March 2020
1500hrs**

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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

Ordinary Council Meeting - 20 April 2020



Table of Contents

1. Attendances and Apologies (including leave of absence):	3
2. Purpose of the Meeting	4
3. Welcome and Introduction	4
4. Situational Reports	4
4.1 Shire of Serpentine Jarrahdale	4
4.2 Karnet Prison Farm	5
4.3 Armadale Kalamunda Group	5
4.4 Department of Communities	5
4.5 St Johns Ambulance	6
4.6 Parks and Wildlife	7
4.7 Department of Fire and Emergency Services	7
4.8 District Emergency Management Advisor	7
4.9 State Emergency Services	13
4.10 Mundijong Police	13
4.11 Chief Bush Fire Control Officer	13
4.12 Baptiscare	14
4.13 Byford Baptist Church	14
4.14 APM Communities	15
4.15 Rise Networks	15
4.16 Southern District Support	16
5. Potential Issues and Gaps	16
6. Opportunities	16
7. Next Meeting	16
8. Close	16



Minutes of the Special Local Emergency Management Committee Meeting of the Shire of Serpentine Jarrahdale were held on Thursday, 19 March 2020 in the Council Chambers, Civic Centre, 6 Paterson Street, Mundijong.

The Chairperson, Councillor Rich declared the meeting open at 1505hrs and welcomed Councillors, Committee Members and Staff, and acknowledged that the meeting was being held on the traditional land of the Noongar People and paid her respects to their Elders past and present.

Minutes

1. Attendances and Apologies (including leave of absence):

Voting Delegates

Cr Michelle Rich	Chair /Shire President
Cr Dave Atwell	Council Delegate
Paul Martin	Chief Executive Officer
Gailene Hamilton	Local Emergency Coordinator/Deputy Chair/Mundijong Police
Helen Sarcich	Deputy Chief Executive Officer/ Director Community Services/Local Recovery Coordinator
Mike Ward	Acting District Officer South East Department Fire and Emergency Services
Martin Seward	Serpentine Jarrahdale State Emergency Services
Chris Phoebe	Department of Biodiversity, Conservation and Attractions
Mark Cundell	Karnet Prison Farm – Assistant Superintendent Security
Mike Hayward	Emergency Management Coordinator – East Metropolitan Health Service - Armadale Kalamunda Group (via teleconference)
Ryan Hamblion	Department of Communities

Non Voting Delegates

Andrew Trosic	Director Development Services
Tracey Johnson	Manager Community Development – Local Welfare Liaison Officer
Darren Kane	Manager Health and Building
Lisa Keys	Manager Library Services
Gillian French	Executive Officer/Coordinator Emergency Services



Brian Owston	Coordinator Community Safety
Brian Oliver	Coordinator Corporate Communications
Michelle Waddington	Manager Residential Care - Graceford Hostel
Don Warner	Byford Baptist Church
Michelle Lennon	APM Communities (Via teleconference)
Belinda Shipp	Manager Service Delivery Rise Networks (teleconferencing)
Dale Brown	CEO Southern Districts Support

Apologies

Quinta La Rosa	District Emergency Management Advisor (DFES)
Chris Kin Maung	District Officer South East State Emergency Services
Tony Willison	St John Ambulance
Rosemary Jasper	Health and Safety Risk Advisor
Aaron Kain	Acting Community Emergency Services Manager / Chief Bush Fire Control Officer

2. Purpose of the Meeting

The purpose of the meeting was to determine the preparedness of local agencies and stakeholders for novel Coronavirus (COVID-19) and to identify potential local issues or gaps and instigate possible solutions.

3. Welcome and Introduction

The Shire President welcomed committee members and provided an overview of the meeting objective.

4. Situational Reports

Agencies and Stakeholders were requested to provide an update on their current status having regard for continuity planning, particularly at a local level, anticipated roles and responsibilities, implementation of specific management plans, contingency planning, and intended communication strategies.

4.1 Shire of Serpentine Jarrahdale

A lot of work has occurred over the last week across the entire organisation to assess how we could provide shire services and facilities for as long as possible. A Special Council meeting will be held on Monday 23 March where an updated Business Continuity Plan will be considered by Council.

This work has involved some redefining of how we can provide Shire services to our community during this challenging time. We are attempting to plan as much as possible for Shire services and facilities to continue for as long as possible, albeit in



a different form. However, it may be that the organisation does completely close and only operate essential services at some time into the future. Given the developments over the weekend this is looking like more option in the near future but we will deal with this if it arises.

Many staff have already commenced implementing measures to reduce risk to employees and the community including working from home, staggering start times, managing customer contact to name a few in line with our Business Continuity Plan. The Shire receives regular updates from WALGA that can be disseminated to staff and the community.

The YMCA is currently operating and following the Department of Health's guidelines with additional cleaning and social distancing being undertaken. If necessary, membership will be placed on hold. Youth Drop In will close and officers will assess how we can offer functions for youth, outside.

Department of Communities clarified that an evacuation centre would not fall under the Department of Health's advice for no more than 100 people in one gathering. Staff would triage and isolate people who presented with symptoms.

Volunteer Bush Fire Brigades are developing contingency plans to ensure that the safety of members while still providing a response to the community.

Shire Rangers are practicing autonomy to ensure they are still able to respond to local issues safely.

4.2 Karnet Prison Farm

An internal taskforce situated within Head Office has been set up to ensure information distributed to staff and prisoners and actions undertaken are consistent with the standards expected by the Department and Government. Karnet is being led from information received via Head Office and this is being disseminated to both prisoners and staff. An existing flu management plan is being used in this case to manage the virus. As such, an area of isolation has been identified within the prison and will be used in the event of a COVID-19 outbreak.

The prison farm cannot limit numbers in place. At this stage, the prison is attempting to reduce onsite prisoner social visiting arrangements but have already noticed a reduction of visitors. While cleaning activities have been significantly increased, similar to the community, supply chain issues for sanitisers, tissues etc. are being experienced

Karnet still remain reliant on external health and police services as and when needed.

4.3 Armadale Kalamunda Group (via teleconference)

The State Hazard Plan Human Biosecurity is now at RESPONSE PHASE. Armadale Hospital has activated in Emergency Operations Centre and Incident Management Team. Armadale Hospital has been identified as primary activation



centre. A management team structure has been put in place and they have activated an Infectious Disease sub plan. Working Groups have been set up to implement a COVID-19 team and clinic. This will involve a lot of work. Armadale are awaiting the green light to cancel elective surgery. This will help relieve essential PPE and equipment. The surgical ward will then become the medical ward and the medical ward becomes the infectious disease ward. The cancelling of outpatient appointments is underway. Doctors and nurses are being upskilled and short term contracts being put in place. Active number of cases in WA is 35 (Correct as at the time of the report) and there had been no direct community to community transmissions.

4.4 Department of Communities

A response to frequently asked questions was provided via email after the meeting and forwarded to all committee members.

4.5 St Johns Ambulance (via email)

Incidents:

Throughout summer SJWA didn't see the usual drop in cases from the winter flu season. This culminated with the support to other hazards, bushfires, cyclones, intrastate, interstate and international deployments has seen SJWA's busiest summer season in recent years.

SJWA provided Paramedic – Special Operations support to the AusMAT deployments to Christmas Island, China, Japan and Darwin.

SJWA began watching the developments of the COVID-19 outbreak overseas and in early January convened the first Ambulance Coordination Group meeting to brief all department Heads on what could be expect for the coming flu season. Planning commenced early with business units reviewing business continuity plans and identifying potential risks to service delivery.

The SJWA Incident Management Team was established at the beginning of March transitioning from the Ambulance Coordination Group. The Head of Specialist Services was appointed the IMT Manager to oversee the SJWA COVID-19 preparedness and response.

The full IMT structure has been in place since then focusing on maintaining essential ambulance services to the community and maintain core non-frontline business.

The management of Personal Protective Equipment (PPE) has been a priority with a global shortage and the expected demand increasing as the emergency progressed.

SJWA investigated a number of options to reduce disposable PPE usage and has moved towards issuing personal issue reusable Honeywell half faced masks. The roll out of the masks required the development of cleaning and training to all on road personnel.

Training within SJWA was reduced to Induction Schools only to ensure new Ambulance Officers would complete their training.

SJWA have been liaising with Dept. Health as the HMA and maintaining communications with other ambulance services across Australia and internationally to share information and planning strategies.

SJWA has developed a strategy to train additional Paramedics in the use of Powered Air Purification Respirators (PAPR) and converted three ambulances to assist in the transport of suspected COVID-19 patients by segregating the driver from the patient and attendant.



The SJWA Incident Action Plan has been developed and under the SJWA Human Epidemic Response Plan is currently sitting at Stage 2 – Preparedness, but expected to move to Stage 3 Response by the 27th March 2020.

SJWA has a Liaison Officer operating from within the Dept. Health – State Health Incident Coordination Centre (SHICC).

Training:

Specialist Transport Paramedics in PAPR PPE

Non-Essential training has been cancelled

Funding:

The financial impact of COVID-19 is being tracked through the Finance Dept.

Local Emergency Management Arrangements / ERM Plan:

SJWA are working under the guidance of AmbPlan 2020 and the SJWA Human Epidemic Plan 2020

Annual Exercise:

All exercises have been postponed for the foreseeable future

General / other issues:

COVID-19

4.6 Parks and Wildlife

Parks and Wildlife are practicing hygiene and social distancing in accordance with advice from the Department of Health. They have requested more PPE. Review of this year's burning programme is being undertaken to identify smaller, more manageable burns. No advice has been given about Park closures but this may change in the future.

4.7 Department of Fire and Emergency Services

Commissioner has directed all DFES responders to reduce activities to response and vehicle maintenance only. They are advised to have minimal contact with the community and to avoid unnecessary meetings. There has been a COVID-19 working group in place since February and a response team has been put into place. DFES South East have conducted remote working trial and the ability to split the team for business continuity. DFES are encouraging enhanced cleaning at the stations and within the Armadale office with a reduction of visitors being able to use the building.

4.8 District Emergency Management Advisor (via email)

CORONAVIRUS (COVID-19)

WA Health is working closely with the Commonwealth and other state and territory governments to respond to an outbreak of a novel coronavirus that has emerged in Wuhan, China. The State Hazard Plan Human Biosecurity has been activated to STANDBY PHASE (Correct at time of report). A number of State Emergency Coordination Group meetings have been held to discuss WA's response to COVID-19. Advice has been sent to all local governments and includes:



- up-to-date information on the HealthyWA [website](#) (- this should be the main page to refer people to and has information for individuals, parents, schools and early childhood centres);
- Local Government Communications Officers are encouraged to monitor and share any HealthyWA Facebook posts about Coronavirus to your community (rather than writing their own as it is updated daily);
- the Commonwealth has released numerous fact sheets to answer the many questions that are currently being asked by the broader community and different industries (for example, advice for hotels and hotel staff); and
- the Coronavirus Health Information Helpline (Healthdirect) can be contacted on 1800 020 080 (24/7 queries)

OUTCOMES OF SEMC MEETING – 6 DECEMBER 2019 *(Next meeting 6 March)*

- SEMC endorsed the development of a WA Implementation Plan for the **National Disaster Risk Reduction Framework for Western Australia**. The implementation plan will meet the requirements of the Commonwealth and be scalable to support future investment and allows granularity to be added as implementation occurs. Consultation will commence in early 2020 to support the development.
- **Cyber Security** was supported to be progressed to a State Hazard Plan to allow for consultation with relevant Controlling Agencies, the Western Australian Local Government Association and other relevant stakeholders.
- The Western Australian Local Government Association brought to the SEMCs attention some of the issues identified through feedback from WALGA members regarding the current Local Emergency Management Arrangement (LEMA) process. **SEMC approved a sector led review of the LEMA**. Scoping will commence early 2020.
- The **SEMC approved a review of the State Risk Project prior to commencing phase 5**. The project was commenced in 2013 and was designed to gain a comprehensive and consistent understanding of the risks faced at state, district and local levels. The review will assess how to move forward with the knowledge and data collated.

AMENDMENTS TO THE STATE EMERGENCY MANAGEMENT DOCUMENTS

Please be advised the State Emergency Management Committee (SEMC) recently approved the revised State Hazard Plan – **Fire and State Support Plan – Animal Welfare in Emergencies**. These plans effective from 25 November 2019 are now available on the SEMC website [SEMC Plans](#).

Please note:

The **State Hazard Plan – Fire** replaces the previous interim version. A full content review was completed, with the Department of Fire and Emergency Services establishing a working group to review the large amount of feedback received from stakeholders and agencies, amendments to the plan include:

- Incorporation of the Parks and Wildlife Service’s State Commander role;
- Expansion and further clarification of treatment options



- Total Fire Bans amended to reflect changes to the *Bush Fires Regulations 1954*;
- Financial Arrangements – Included to reflect the State EM Plan financial arrangements and DFES SAP 3.1A;
- Notifications – Amended and expanded;
- Warning systems into their respective standalone section; and
- Inclusion of Appendix B: Glossary of Terms / Acronyms.

The **State Support Plan – Animal Welfare in Emergencies** replaces the previous interim version. A review of the plan was undertaken by the Department of Primary Industries and Regional Development (DPIRD) following Exercise Eques (a joint exercise between DPIRD and the SEMC Business Unit), amendments to the plan include:

- Clearer triggers and processes for plan activation and authorisation;
- Documenting the role of DPIRD in an emergency prior to any plan activation;
- Clarification of DPIRD's responsibility where no other services or resources are available;
- Clarification regarding owners and carers proceeding to evacuation centres with their animals where no other information has been provided;
- Inclusion of the agreed Terms of Reference for the Committee for Animal Welfare in Emergencies which came into effect in March 2019; and
- Documenting the role of the operational Animal Welfare Emergency Group and inclusion of the Terms of Reference.

Please remove previous copies of these plans you may have and update your references as required.

CONSULTATION PROCESS

The State Emergency Management (EM) Policy Branch is conducting consultation via Social Pinpoint on:

- **STATE HAZARD PLAN HAZMAT ANNEX B SPACE RE-ENTRY DEBRIS (SPRED)** please submit feedback by COB 3 April 2020.
- **WESTERN AUSTRALIA MANAGING EXERCISES GUIDELINE and templates**, please submit feedback by COB 17 April 2020.

On the State EM Policy Branch's consultation page : <https://dfes.mysocialpinpoint.com.au/> you can view all current consultation coordinated by the State EM Policy Branch. Please contact SEMC.PolicyLegislation@dfes.wa.gov.au if you are having difficulty accessing Social Pinpoint.

STRATEGY FOR COMMUNITY DISASTER RESILIENCE

The Recovery and Community Subcommittee secured NDRP funding to prepare a strategy for Community Disaster Resilience in order to address gaps identified in the 2018 State Preparedness Report. In particular the project seeks to build more



effective engagement and collaboration across agencies, with non-traditional EM players and with the not-for profit and community sectors in order to increase community capacity and capability to respond to, and recover from, disasters and respond to systemic vulnerability.

- The WA Community Disaster Resilience Strategy has been initiated by the State Emergency Management Committee with support from the Commonwealth Government of Australia to create a strategic and practical framework for building resilience across the State. It is supported by DFES and Red Cross as co-leads.
- The purpose of the project is to identify strategies and actions to improve the resilience of WA communities.
- The project responds to the National Disaster Resilience Strategy (2011) and the National Disaster Risk Reduction Framework (2018),
- The project is taking a broad view of resilience because the evidence is that communities with strong networks and social capital as well as strategies to manage vulnerabilities will have more capacity to cope with and recover from a disaster. It will also consider resilient attributes and behaviors across the PPRR spectrum.
- The project will start with a strengths-based approach – what is working well in communities – and also has a principle of identifying things that can change and improve rather than adding new things to do.
- We are commencing engagement across the State now to draw on the experience, initiatives and ideas of community stakeholders including local governments and their communities, as well as stakeholder groups from social services, business and industry, and volunteering sectors.
- Local governments who are interested in getting involved in development of the strategy can contact the project officer Su Groome, su.groome@dfes.wa.gov.au

2020 RESILIENT AUSTRALIA AWARDS

Nominations are open for the 2020 Resilient Australia Awards. The awards promote shared responsibility for resilience and celebrate initiatives that make communities safer and better prepared for disasters and emergencies.

Submissions are open until 18 May for six categories:

- Community
- Government
- Business
- School
- local government
- photography.

State and territory winners will be considered for national awards to be presented at a national ceremony later in the year. The program is proudly sponsored by the Australian Government in partnership with the Australian Institute for Disaster Resilience and the states and territories.

For more information, please visit: aidr.org.au/raa



DISTRICT NEWS METROPOLITAN DISTRICT EMERGENCY MANAGEMENT COMMITTEE MEETINGS

The Metropolitan District Emergency Management Committee meetings have been cancelled for this round. The meetings may be required in a different format due to the current coronavirus (COVID-19).

The DEMC Executive committee will be meeting to discuss and plan the way forward. All members will be informed as we progress the metropolitan strategy.

EXERCISE FERVIDUS

The 4 Metropolitan DEMC came together for the first time for *Exercise Fervidus* on 28 November 2019. There were approximately 125 participants that represented the metropolitan local governments and emergency management agencies. The exercise was funded through an AWARE grant and adopted the SEMC Capability Framework to assess district preparedness across the full range of the emergency management spectrum.

Dr Andrew Robertson, CSC PSM, Director, Disaster Management and Deputy Chief Health Officer opened and provided background discussion on the exercise. Participants had the opportunity to hear from Neil Bennett, Media and Communication Manager, Bureau of Meteorology in WA and agencies involved in heatwave incidents as the Expert Panel. Key stakeholders included State Emergency Public Information Coordinator (SEPIC), State Recovery Coordinator, North Commander WA Police Force and Professor Doctor Judy Esmond Curtin University.

An independent evaluation of the exercise has been conducted by Executive Risk Solutions and Edith Cowan University and will be distributed to the 4 DEMCs and forwarded to the State Exercise Coordination Team for information and noting.

SUPPORTING COMMUNITY RECOVERY IN FINANCIAL DISTRESS

Financial Counsellors' Association of WA

The Association received funding in the 2020 AWARE grants for the above project. The project stems from a report from a financial counsellor who assisted residents affected by the Yarloop fires. As the financial counsellor was not employed until 6 months after the disaster, they noted that there were multiple issues that could have been prevented if people had been assisted with financial counselling immediately after the fire.

For example, 137 individual insurance claims missed out on secondary payments due to miscalculated losses. Highlighted was the need for financial counselling to be an integral part of future emergency management planning and included as a resource at disaster recovery centres. The project will consult and code sign with community, financial counsellors and emergency response personnel across a



variety of disaster prone regions to design a series of tools to support workers to assist members of the community in financial distress.

TRAINING

[Climate Disaster Resilience, Risk, Mitigation & Response Summit](#) 13-14 May

The [Climate Disaster Resilience, Risk, Mitigation & Response Summit](#), taking place in **Sydney** from **13-14 May 2020**, focuses on how climate change is increasing the intensity and frequency of natural disasters in Australia and what disaster mitigation and resilience measures we can put in place to protect communities, lives and infrastructure.

- Hear from the **Bureau of Meteorology** on what **future bushfire conditions** will look like with a changing climate and mitigation measures that need to be put in place.
- Find out what lessons the **ACT Emergency Services Agency** and **SA Fire & Emergency Services Commission** have taken from the recent bushfire season and how they're planning for future climate-related natural disasters
- Hear how **local government** in disaster-prone areas are engaging with local communities during disasters and guiding them during the rebuilding and recovery process.

To support Australians affected by the bushfires, **10% of the proceeds from the Summit** will be donated to the **Australian Red Cross Disaster Relief and Recovery Fund**.

[ANZDMC Disaster Management Conference](#) 1-2 June Gold Coast

The theme of this conference is "Leadership, Communication and Community Engagement". <https://anzdmc.com.au>

[AFAC Conference](#) 25-28 August 2020 Adelaide

The theme of this conference is "Connecting Communities. Creating Resilience." <https://www.afaconference.com.au/afac21>

LOCAL NEWS

CONSIDERING ANIMAL WELFARE AS PART OF EMERGENCY RISK PLANNING

Having these plans in place not only improve Local Governments' ability to respond to animal welfare issues during an emergency, but will support DPIRD, when the [State Support Plan – Animal Welfare in Emergencies](#) is activated, to know key local information such as where animal evacuation shelters can be held. Local Governments can seek support from the WALGA Emergency Management team or DPIRD to develop local AWE plans.



Although Local Governments are encouraged to have animal welfare plans in place, it is ultimately the owner or carer of an animal who is responsible for the welfare of that animal and should consider its welfare in preparedness for, response to and recovery from an emergency.

A wealth of emergency planning information aimed at animal owners/carers is available from the [DPIRD website](#). Local Governments can direct residents to these resources via their communications channels and encourage animal owners/carers to integrate animal welfare into their household emergency plans.

DPIRD

During an incident or emergency, please use the following sequence of notification when requesting a DPIRD representative as part of an ISG/OASG.

- 1) Contact the nominated DPIRD DEMC representative
- 2) If unavailable – contact the Proxy DPIRD DEMC representative
- 3) If unavailable – contact the DPIRD EM Branch On Call Coordinator **9368 3132**

2020 SEMC MEETING SCHEDULE

8 May 2020

14 August 2020

9 October 2020

04 December 2020

4.9 State Emergency Services

Currently following the guidelines issued from DFES. They will be limiting numbers for call out to searches / site visits / storms. It is the discretion of the Unit's to manage members who attend. Vehicle checks have been undertaken. Limiting of social interactions. PPE and sanitary items are being sourced through DFES. EAP provider promoted as social interactions decrease.

4.10 Mundijong Police

Business as usual at present. There is work to be done on enforcing self-isolation, with legislation. Overall, there has been an increase in anti-social behavior which is expected to increase. An increase in family violence is expected when isolation occurs. The Executive will monitor leave and rostering to ensure business continuity. Locally we appear to be coping. PPE is being supplied. Practicing hygiene in accordance with the Department of Health guidelines. COVID-19 will not preclude the police from undertaking their duties.

Expectation of anti-social behavior linked with Supermarkets and isolation. Mundijong are in contact with both Coles and Woolworths, IGA and ALDI in Byford.

Closure of Youth Centre may potentially cause an escalation of bad behavior.

4.11 Chief Bush Fire Control Officer (via email)

Brigades are currently operating as follows:

- All planned and routine training to be cancelled until further notice.
- All school and community engagement activities including face to face bushfire ready meetings to be cancelled.
- All non-essential gatherings and visits to stations cancelled until further notice (this includes contractors)



- When responding to incidents steps must be taken to minimize exposure to vulnerable members of the community and brigade
- Response activities should be conducted as usual with a careful consideration of brigade response required and the exposure level to brigade members
- Response activities should be done deploying only crews as practically required
- Routine checks should be conducted with a minimum number of personnel and all attendance should be followed by enhanced cleaning protocols

Brigade Contingency Planning:

- Each brigade is developing their own contingency plan
- Likely to be a split of the brigade members that will remain separate at all time and will managed to never come in to contact with each other.
- This will be provided to the Chief in the coming days

Enhanced Station Cleaning

- Brigades have been provided with hygiene posters for toilets and kitchen areas
- Spray bottles with disinfectant and wipes supplied and should be used to clean the station as a minimum on a weekly basis focusing on all touch
- After any visits / callouts all touchpoints should be re cleaned

Prescribed burning (brigades)

- Unsure if planned burning will take place in the coming months TBA on a daily basis
- MAF works that are prescribed burns are being re-evaluated to see if other treatment options are viable

Prohibited burning period

- A consideration is to extend the Prohibited burning period for 14 days to reduce the risk of crews having to respond to wild fires (the extension would be exempt to the brigades).

4.12 Baptistcare

Baptistcare have a Working Group who meet Monday, Wednesday and Friday. They have sufficient PPE in place. Ordering of stock as contracted has ensured adequate supply. Contact has been implemented with relatives, no children under 16 are allowed within the facility. There may be a possible impact on staffing levels should schools close but they are working actively on a contingency plan. They do not have many residents out in the community and they appear to be coping well with the information they are being provided.

4.13 Byford Baptist Church

Church has been closed, no services or youth services are taking place. The Food Market went ahead as usual as the team redesigned how they operate. Usually there is interaction with the community but food was given on a one by one basis. They will need to reassess the interaction. There would be a huge impact if the Food Market was to close as some community members rely on this social interaction. Food supply still appears to be available at present.



4.14 APM Communities (via teleconference and email)

With new guidelines today (23/03/2020) we have closed all offices to the public from 5pm today and the minister has released a media statement too. Work is underway so we can implement measures as soon as possible. Further measures and policy changes may follow.

The Minister's announcement also refers to work we are doing to closely monitor for any new service gaps. If usual services cannot be delivered by a provider, we are committed to working with states and territories to attempt to source an alternative provider who can step in to provide the required essential services.

I encourage you to read the Minister's [media release](#) and the supporting [fact sheet](#), which includes further details on what the measures mean for participants and providers. For any community member asking questions, seeking advice regarding their plans or eligibility for funding please feel free to direct them to me. If it's a service delivery question that I can't answer, I will get the answer and get back to them, we are mostly working from home but are continuing to support wherever we can.

- The NDIS has been very proactive with its communication in regarding protecting the vulnerable in our community and APM is following their guidance and working closely with our Partners;
- APM is following this guidance and has enforced:
 - Posters on our doors;
 - Cleaning at all sites has increased to daily;
 - Minimal Face to Face meetings with our participants offering phone meetings to all (high uptake from participants);
 - Reduced all non-work related domestic travel;
 - Usual no meetings, large gathering, cancelled training etc;
 - Monitoring of staff and participants using the risk matrix;
 - All non-essential front facing staff are working from home;
 - Staff with chronic illness are working from home;
 - Self-isolating staff are working from home;
 - Working from home Guidelines and protocols enforced to ensure the privacy and confidentiality of our participants;
 - AMP Checklists and guides for leaders and managers with both site actions and staff actions has been developed and distributed to Team Leaders and above;
 - Dedicated APM 1800 Advice line for APM staff to call and be triaged; and
 - EAP service offered to staff as necessary.

4.15 Rise Networks (via teleconference)

Confirmed that Armadale Home Help / Home Help local had merged to become RISE. They are currently following Department of Health guidelines. They have an executive team meeting daily. They are also meeting with staff and volunteers daily. Work from home has commenced and all training has been cancelled. RISE have a website focusing on COVID-19 and send communications to the community. No group outings are taking place at present but in house groups are continuing. RISE



are responding to increase support in the community with a 1 on 1 being offered. RISE also offer additional support with shopping, driving etc. They are contacting vulnerable people within the community. In South East Metro they deal with over 600 people.

4.16 Southern District Support

No report as unfortunately had to leave the meeting.

5. Potential Issues and Gaps

The Shire President stated that although we are struggling with social interaction, the community is stepping up to look after not only themselves but also their neighbours. There is a big risk of the elderly becoming isolated and we hope to capture these people and work alongside other groups to help. Our local government area appears to be coping well and this is very heartening to see. Concerns were raised for young mothers who are struggling to find formula and nappies; should schools close will children be left at home if their parents are still working.

A debrief after the SARS Virus showed that recovery management commencing early works well.

6. Opportunities

The Local Recovery Coordinator will make a formal request to the Chief Executive Officer and the Shire President to activate the Local Recovery Coordination Group.

7. Next Meeting

Schedule for LEMC Meetings to be held at 1500hrs

Shire of Serpentine Jarrahdale Civic Chambers	12 May 2020
Shire of Serpentine Jarrahdale Civic Chambers	11 August 2020
Shire of Serpentine Jarrahdale Civic Chambers	10 November 2020

8. Close

There being no further business, the Chairperson, Cr Rich declared the meeting closed at 1635hrs.

I certify that these minutes were confirmed at the
Local Emergency Management Committee Meeting held on 19 March 2020.

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Presiding Member – Councillor

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Date