

Local Emergency Management Committee (LEMC)

Minutes for Meeting 27 May 2020

Minutes of the Local Emergency Management Committee (LEMC) Meeting held in the Shire of Manjimup Council Chambers, located Corner Rose and Giblett Street, Manjimup on Wednesday 27 May 2020.

1. Declaration of Opening the Meeting

Shire of Manjimup, Acting Chief Executive Officer, Brian Robinson assumed the chair and opened the meeting at 1.00pm.

2. Attendance / Apologies

Present	
Voting	Non Voting
Brian Robinson – A/CEO (Chair)	Nicole Favero - SoM
Paul Omodei Cr – Shire President	Jayde Darin Cr (Proxy)
Todd Ridley - CESM	Gail Ipsen Cutts – SoM Recovery Coordinator
Brad Wren – DCBFCO (Proxy)	Ashleigh Reeve - SOM
Jodie Omodei – WHS	Peter Bamess – DBCA
Peter Thomas – DFES (Proxy)	
Luke Bentley – DBCA	
Ian Guthridge - DPIRD	
Apologies	
Andrew Campbell - CEO	Neville Blackburn – CPFS
Remo Pessotto – CBFCO	Gary Willcox – St John Ambulance
Leon Gardiner – DFES	Steven Ward - DFES

3. Declaration of Financial Interest – Nil

4. LEMC – Update of Distribution / Key Contact List

The distribution contact list was updated by all in attendance.

5. Confirmation of Minutes of the General Meeting held on Wednesday, 29 April 2020

MOVED: Paul Omodei **SECONDED:** Luke Bentley

“That the confirmed Minutes of the General Meeting held Wednesday 29 April 2020 be received as a true and correct record.”

CARRIED 8 – 0

6. Council's Response to Minutes of the General Meeting held Wednesday, 29 April 2020.

OFFICER RECOMMENDATION:

That the CEO receive the unconfirmed minutes of the Local Emergency Management Committee (LEMC) held on the 29 April 2020 as shown in Attachment 1.

ATTACHMENTS

- 1 Local Emergency Management Committee (LEMC) Minutes for Meeting 29 April 2020

31 Pages

Officer Signature and date

Nicole Favero 01/05/2020

Director Signature and date



4/5/2020

CEO Approval and date



12 May 2020

7. Business Arising from the Minutes

Brian gave a brief overview on COVID-19:

- No cases reported in Shire of Manjimup or active cases in the South West;
- Partial lifting of the restrictions on the 18 May,
- Opening of the regional borders between Perth/Peel, South West, Great Southern and Wheatbelt, this has resulted in increase of visitation within the Shire;
- Gathering restrictions have been lifted now to 20 people;
- In terms of our response with the opening of regional borders the Shire made the decision to re-open Windy Harbour Campground, Aqua Centre, Libraries in each town and Respite Services at the Wellness Centre, these were supported by COVID-19 safety plans.

- With the opening of Windy Harbour Campground, we had an immediate response of bookings, with the coming long weekend being booked out;
- On Friday the rest of the regions will open, other than Kimberley and remote indigenous communities and biosecurity borders;
- Phase 3 has been brought forward with State Government to implement changes on the 6 June;
- Sporting groups in Manjimup are starting to recommence, both indoor and outdoor activities, with the Shire having a process in place to make sure following COVID-19 safety plans being led by the Recovery Team;
- Health Officers also working closely with food premises that are re-opening to ensure they understand the rules and have safety plans in place. Taken advice from State Government as, with the relaxation on numbers, small food premises don't have the ability to cater for 20 people inside to comply with social distancing. So we are encouraging small business to make sure they have no barriers establishing alfresco dining and Council has been proactive in supporting that position and allowing that to go ahead provided they maintain clearways and footpaths;
- Parks, skate parks still remain closed; and
- Acknowledged the effort from the Shire and DFES in getting the variable message boards out there.

8. Treatment Strategies and Task List – ATTACHMENT 1

- Recovery Management Arrangements have been drafted with changes completed, now returned to Recovery Team for further comment.
- Also working on the Emergency Evacuation Plan over the next few months.
- Events – Targa and the Karri Rally dates have been moved to August and Pemberton Mountain Bike moved to September. All events require paid spectators so until there is some certainty from the Government with numbers that can attend an event they remain unconfirmed.
- Farmers Market – will restart this weekend.

9. Training and Exercise Reports

Suspended during the COVID-19 Pandemic.

10. Members Reports

10.1 Shire of Manjimup Recovery Coordinator– Gail Ipsen Cutts – ATTACHMENT 2

Report was tabled see attachment.

Response from Report:

Brian Robinson: *Advised due to the difficulty in sourcing sanitiser stands, have had them made locally. If having any issues we are happy to assist other agencies.*

10.2 DFES – Peter Thomas – ATTACHMENT 3

Report was tabled see attachment.

Response from Report: Nil

10.3 DBCA – Luke Bentley

- Introductions made for Peter Bamess who is now acting Regional Leader Fire Management until August when Jeff Bennett from Donnelly District will act in the role for three months until they fill it permanently.
- From a COVID-19 perspective the Parks and Campgrounds, whilst never officially closed, have been formally reopened as has the Tree Top Walk. While this is in Denmark it is a critical periphery attraction to the Shire of Manjimup.
- Fire perspective – the autumn burning program has finished for the year.
- Annual three year planning process that has now been submitted to the corporate group for their endorsement. Once completed, Council and BFAC will be briefed on what the program looks like for next spring and autumn.
- COVID-19 – Had recent debrief on their immediate response to the pandemic and review to ensure they are prepared if there is a surge.

Response from Report:

Brian Robinson: Asked how the burning program went this year?

Luke Bentley: Happy with their program of burning, completed burns around Jardee and Walpole. Missed getting work done in Pemberton unfortunately.

Paul Omodei: Queried Dangerous Trees in the camping areas of Parks?

Luke Bentley: They have a Risk Assessment process in place, particularly around the Valley of the Giants, with an arborist that comes in to assess there and around the other sites.

10.4 DCBFCO – Brad Wren

- Reasonably quiet with exception of the first weekend when season opened they were very busy then it eased off;
- Few concerns over roadside burns, many being lit then left unattended resulting in a couple of call outs; and
- Total Fire Ban was declared Saturday 23 May due to the storm, there were some paddock heaps still burning but no response required.

Response from Report: Nil

10.5 Warren Health Service – Jodie Omodei - ATTACHMENT 4

Report was tabled see attachment.

Response from Report: Nil

10.6 DPIRD - Ian Guthridge – ATTACHMENT 5

Report was tabled see attachment.

Response from Report - Nil

10.7 CESM – Todd Ridley

- Incident Management Team now meeting fortnightly with Incident Action Plan still in place in regards to staff and business continuity, now discussion being undertaken for the next step.
- Recovery Plan is continuing.

Response from Report - Nil

10.8 Shire President - Cr Paul Omodei

- Manjimup SHS back to normal, attendance now over 90% with exams on schedule;
- Warren Blackwood Alliance is back and meeting next week in Manjimup;
- Council returning with meeting to be held next Thursday;
- Received \$912,000 from the Federal Government for the stimulus package, will decide on how funds spent in near future. They have comprehensive plans in place with the Federal Government keen for projects with significant job creation.
- This week received notification that the Grants Commission payment will be frozen at the same level as last year.
- With the social distancing in small communities, unfortunately many small businesses are failing;
- Council are keen to return to normality.

Response from Report: Nil

10.9 Shire of Manjimup CEO – Brian Robinson

- Next Council Meeting 4 June 2020, being three weeks ahead of schedule;
- Brockman Street lighting display commenced on 15 May, 2020 to acknowledge the role of front line Health Care Workers and will continue for 3 months;
- Building activities in the area, evidence shows about 30% of contracts in place with builders have been cancelled;
- Casual staff positions, 50% now returned with the re-opening of some shire facilities;
- Majority of staff working from home now returned to work stations, only those in the Recovery Team are still working at the museum, they will be returning in the next week or two; and

- Federal Government news is good. With the Shire having a zero percent rate rise we were looking at very little capital works and will now still have the opportunity.

Response from Report - Nil

10.10 Department of Communities - Neville Blackburn - ATTACHMENT 6

Apologies received and report tabled, see attachment.

10.11 St John Ambulance – Gary Willcox – ATTACHMENT 7

Apologies received and report tabled, see attachment.

11. General Business - Nil

12. Correspondence

12.1 Email from Brad Barton - DBCA – Advising change of representative – ATTACHMENT 8

12.2 Letter from SEMC Chair advising changes to SEMC business due to COVID-19 – ATTACHMENT 9

Note** *If wanting to share information to LEMC members please ensure you put LEMC in the Subject / Heading line.*

13. Next Meeting

Next Meeting to be held in September, date and location TBA.

14. Declaration of Close of Meeting

Shire of Manjimup, Acting Chief Executive Officer, Brian Robinson thanked everyone for their attendance and closed the meeting at 1.50pm.

ATTACHMENT 1. TREATMENT STRATEGIES AND TASK LIST

Item	Status	Next Step	Action By
Draft Recovery Management Arrangements.	Recovery Management Arrangements requires review.	➤ Draft Recovery Management Arrangements for review by LEMC 2020. ➤ Currently draft now completed and returned to Recovery Team for approval.	T.Ridley (Shire)
Draft Emergency Evacuation Plan.	Emergency Evacuation Plan requires review.	➤ Draft Emergency Evacuation Plan for review by LEMC 2020. ➤ Currently drafting template and working on over the next couple of months	T.Ridley (Shire)

EVENTS PLANNED IN THE SHIRE OF MANJIMUP

Event	Date	Notes
Truffle Kerfuffle (Manjimup)	19 – 21 June 2020	➤ CANCELLED due to COVID-19
Targa South West	August	➤ Awaiting confirmation
Karri Rally	August	➤ Awaiting confirmation
Pemberton MTB	September	➤ Awaiting confirmation

AGENCY/LOCAL GOVERNMENT: Shire of Manjimup

Name: Gail Ipsen Cutts

Position:

Director / Recovery Coordinator

Phone: 0427 831 410

Email:

gail.ipsencutts@manjimup.wa.gov.au

Summary of Response / Recovery Activities:

- Due to the particular nature of the pandemic and the role of Federal and state Government in its management, the 'Recovery' team is more focused on Response than Recovery persay;
- Key support outcomes:
 - Direct telephone, email, mail contact made with over 2000 residents and business operators (Tourism, Agriculture, Retail, Trades, Construction etc) with the general intent to ask:
 - Hi, How are you going?
 - Are you aware of ...various intel, subsidies, grants etc...
 - Is there anything that we can help you with?
 - Direct telephone contact with all sporting groups, clubs, community groups
 - First round – as above
 - Second round – regarding recommencement and Covid- Safety Plans.
 - Hardship support:
 - Negotiation for Second Bite delivery of food
 - Distribution of Donated food working in collaboration with – Seven Day Adventist -FoodBank, Second Bite, Combined Churches, Foodbank, Pemberton CRC, Walpole CRC, Northcliffe Karri Country Co-op, Manjimup Hostels, Pemberton Hostels and various community members.
 - Partnership with Seven Day Adventist Foodbank - promotion of foodbank on social media – 250 attendees being 80 local residents; 170 transient and pacific island work force and job seekers.
 - Lotterywest Submission – Food, accomodation, heating (gas and wood) and fuel vouchers.
- Lobby and advocacy:
 - Continued advocacy for transient population support and for Government acknowledgement of the critical nature of transients for the economic viability of the agricultural and tourism sectors over the latter half of the year.
- Dispersal of Health and Covid-Safety Plans information far and wide
- Monitoring and updating of the Recovery facebook site – the site has been used respectfully by the general community, backpackers and contributors.



Shire of Manjimup LEMC Meeting

DFES LSW Region Report – 27th May 2020

- **Regional Training**

Regional training has resumed whilst maintaining social distancing guidelines and hygiene practices.

- **Volunteer Brigades and Units**

Volunteers have returned to some sort of normality with local training, vehicle checks and meetings. They still need to adhere to social distancing guidelines and hygiene. This has proved challenging due to the size of some stations and being able to limit 4m² per person.

- **DFES Regional Staff**

LSW staff had split into two shifts working two days at home and then two days in the office. This has now ceased, and all staff have returned to their normal place of work.

- **Regional Superintendent**

Phil Brandrett is currently acting as the Chief Superintendent for Country South and Leon Gardiner is acting LSW Superintendent.

Peter Thomas (Proxy for DO Ward)

District Officer Capes - LSW

Warren Health Service Report 27th May 2020

COVID-19

- Health facilities continue to receive PHEOC (Public Health Emergency Operations Centre) Bulletins as updates are required with testing criteria, fact sheets & other key information
- Local Emergency Operations Meetings (LEOC) are held weekly now
- Current health focus is on resuming business as usual activities ie meetings, education & training.
- Continues to be a steady increase in patient presentations to hospital ED's and patient admissions also increasing.
- Warren & Pemberton HS have swabbed approximately 90 potential COVID-19 people, all of whom have returned negative results. We continue to have no positive cases in the Manjimup Shire.
- Numbers continue to be static for swabbing with further relaxed guidelines for community members to access swabbing.
- Restrictions on visitor numbers & hours continues as per previous twice daily 10-11am & 7-8pm.
- Elective surgery is undergoing regular review by the government. WACHS-SW has received approval to undertake 50% of Category 2 and 3 procedures with Category 1 surgery progressing as per usual, until 20th June and then further review. Surgeons have been sent lists of patients that meet these requirements.
- All visitors entering MPS site have onus of providing proof of vaccination. There is a revised Public Health Act document with clauses for emergency personnel attendance at MPS sites permitting entry
- Staff temperature screening continues at sites as Fit for Work Screening Process.
- Staff travelling across regions continue to complete Employee Declaration documents as part of risk screening process.
- Asymptomatic testing is anticipated to be rolling out shortly for a 2 week period. Pathwest Manjimup will be providing this service for the Manjimup, Pemberton and Northcliffe areas. Still working out the details at this stage but anticipate there will be announcement soon.

ATTACHMENT 5

Ian Guthridge – DPIRD LEMC Report for Meeting 27.05.2020

- DPIRD staff continue to respond to incidents across the state, particular focus on Q-Fly in Perth's western suburbs and also Dry Season Response issues across the South Coast and wheat belt areas, major concerns around water resources for livestock.
- Locally DPIRD office has moved from open for business with controlled access to clients , to normal operating with COVID-19 safety restrictions in place.
- Non-essential services/or operational staff that were previously working from home have now returned to their normal work stations, but with COVID-19 safety plans and restrictions to maintain social distancing and increased hygiene standards.
- Restricted numbers are now allowed in meeting rooms, again under new COVID-19 safety plans which include increased cleaning services social distanced seating.

Regards

Ian

Ian Guthridge | Manager – Manjimup Research Facility

Regional Operations & Horticulture Science

Industry & Economic Development

Department of Primary Industries and Regional Development

Manjimup

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ATTACHMENT 6

Department of Communities – Update on COVID-19

The Department of Communities including its Emergency Services Unit (ESU) is working on COVID-19 matters across the State, our responsibilities include:

- overseeing the Disaster Response Hotline (DRH) call centre, focussed on providing support to vulnerable people impacted by COVID-19 predominantly those who have been directed by the Department of Health/WAPOL to isolate
- attending Perth Airport 24/7 to meet and process every person arriving on both domestic (interstate) and international flights and then attending the hotels as they are escorted there and providing any welfare support as they enter 14 days of isolation
- attending hotels to provide welfare support as people are released from isolation and providing assistance to them until they can return to their homes in WA or they can be transferred to their home state.
- Identifying accommodation and catering options across the state.
- Participating in the local LEMC's/ISG's and DEMC's/OASG and other related meetings as required.
- Business Continuity – Ensuring that during COVID 19 it is still possible to provide 24/7 welfare support including Welfare Evacuation Centres to communities across the state affected by disaster/emergencies eg Fires/Floods/Cyclones/Storm etc. Unique plans have been developed to allow for evacuation centres to function whilst still ensuring social distancing and hygiene protocols.

The State Emergency Welfare Plan was activated approximately 6 weeks ago by WAPOL under the EM Act. The activation of this plan established the Director General of Communities as the State Welfare Coordinator. Through the activation of the Plan, a State Welfare Incident Control Centre was established to sit alongside the State Health Incident Control Centre and coordinate the provision of welfare services across the community (including to those people who are in self-isolation or quarantine). The State Welfare Emergency Committee was also established, chaired by our Director General, to oversee and assist in the delivery of those services at a State and local level.

The Department have also been working to set up task forces etc with our partnered and funded agencies/NGO's/Local Governments to provide support to other vulnerable communities including our normal clients, those who due to this incident chose to self isolate, are financially impacted as a result of lost jobs and businesses closing, homeless, international students, back packers, travellers blocked due to the regional and border closures, regional and remote aboriginal communities etc..

The Department of Communities is also part of discussions across all levels of Government to consider how we may contribute to recovery processes, and as more information becomes available, I will provide these updates to you.

Gary Willcox - St John Ambulance LEMC Report for Meeting 27.05.2020

We are back to business as usual, the workload is beginning to increase.

We have 2 COVID specific Ambulances based in Bunbury to deal with any Regional suspect/confirmed cases.

PPE is still an ongoing issue especially with gowns/coveralls, hopefully this will ease now the situation in China has improved.

Volunteer training resumes in June (with appropriate social distancing etc) although training for new Volunteers continued throughout and we did manage to recruit 4 in Manjimup and 2 in Pemberton all of whom have been trained to the initial qualification level.

Call screening with secondary Triage continues at our Perth call centre to try and identify suspect cases.

Along with WACHS we are planning for a second wave.

We still have ongoing meetings with OASG in Bunbury & and weekly with SJA IMT.

First Aid Training has recommenced in Perth with a modified programme which will be rolled out late June/July to regional areas.

Like all NGO's & not for profits, we have suffered a huge financial loss and as a NFP have applied for Job Keeper as an organisation. As an organisation all our seminars, State Conference etc has been cancelled along with all non-essential spending. Recruitment of new staff Student Paramedics/Graduate programme/all new positions have been frozen.

We are reviewing all training programmes for Volunteer's/Paramedics and all paid staff moving forward to try to reduce costs with travel/accommodation.

ATTACHMENT 8

From: Bradley Barton <bradley.barton@dbca.wa.gov.au>

Sent: Monday, 11 May 2020 8:16 AM

To: BRANDRETT Philip <Philip.Brandrett@dfes.wa.gov.au>; Isaac Rinaudo <isaac.rinaudo@police.wa.gov.au>; GREEN Wayne <Wayne.Green@dfes.wa.gov.au>; Chris Sousa <CSousa@bridgetown.wa.gov.au>; 'cesm@denmark.wa.gov.au' <cesm@denmark.wa.gov.au>; CESO <ceso@nannup.wa.gov.au>; Boyup Brook DCBFCO Tristan Mead <tfmead@gmail.com>; GARDINER Leon <Leon.Gardiner@dfes.wa.gov.au>; peter.norman@dfes.wa.gov.au; Todd Ridley <todd.ridley@manjimup.wa.gov.au>

Subject: Regional Leader Fire Management - Warren Region

Good morning all,

Just a short email to advise you all that I have accepted a role as Regional Fire Service Coordinator with Fire and Management Services Branch, commencing work in the branch on 18 May 2020. Peter Bamesse will be Acting RLFM for Warren region through to the 31 August, Jeff Bennett will then act in the role until late November when the position is likely to be advertised.

Peter Bamesse contacts are peter.bamesse@dbca.wa.gov.au, mobile 0428717930, office 97717988

I wanted to thank-you all for your advice and assistance over the past 3 years, I am sure I will still be in contact with most of you in my new role.

Kind regards

Brad Barton
Regional Fire Services Coordinator
Warren Region
Parks and Wildlife Service
Department of Biodiversity, Conservation and Attractions

Ph:97717933 Mob:0427 717 923
Email: bradley.barton@dbca.wa.gov.au
Web: <http://www.dbca.wa.gov.au>



Department of Biodiversity,
Conservation and Attractions



*We're working for
Western Australia.*



Our Ref: 20/074088
Enquiries: SEMC Business Unit
Telephone: (08) 9395 9771
Email: info@semc.wa.gov.au

Dear Chairs, Executive Officers and Members,

As you are no doubt aware, the impacts of COVID-19 have been wide-ranging and have resulted in a number of delays and interruptions to SEMC Committees, projects, and activities.

The WA Department of Health and many other public and private sector authorities have been occupied in their response to this outbreak and are working closely with the Commonwealth and other State and Territory governments to respond and contain the outbreak.

The Coronavirus outbreak is impacting all sectors of the community and the WA Government is diligently working to keep WA's response proactive and minimise its impact on the community and economy of WA.

Western Australian Government agencies have established teams to respond to COVID-19 at the State, organisational, district and local levels. There are significant human resources being used to coordinate and deliver this response with most of these resources coming from within the Emergency Management Sector; who are normally engaged in SEMC Committees, projects and activities. In acknowledgement of the current pressure on the sector, the SEMC have approved the following measures:

Grants

The SEMC has resolved that:

- No status reporting on Grants will be required for the period ending 30 March 2020.
- No variances are required for requests that seek to extend project timeframes. Revised timeframes should be communicated via progress reports in July 2020 and will be formalised when the environment is more certain.
- Variances to budget, KPI's and outcomes will be assessed on a case by case basis in accordance with the Governance Register.

Subcommittee and Reference Group Meetings

- *State EM Preparedness Procedure 20 requires Subcommittee and Reference Groups to hold three regular meetings per year.*

SEMC has approved Subcommittee and Reference Groups not complying with the above Procedure with postponement of meetings until further notice. Noting that most members will be involved in response and/or recovery committees at the various levels.

District Emergency Management Committee and Local Emergency Management Committee Meetings

- *State EM Preparedness Procedure 6 requires DEMCs to meet at least twice yearly.*
- *State EM Preparedness Procedure 7 requires LEMCs to meet quarterly.*

SEMC has approved District Emergency Management Committees and Local Emergency Management Committees not complying with the above Procedures until further notice. Noting that most members will be involved in response and/or recovery committees at the various levels. SEMC recognise these committees provide a critical forum for cross sector and whole of community discussions, particularly at the local level. Committees may meet if there is a need or desire.

Emergency Preparedness Report

The SEMC has resolved to delay the emergency preparedness survey for HMA, local governments and other emergency management agencies (subject to a suitable survey release date). The situation will continue to be revised by SEMC and adequate notice given to all participants when the survey is released. Considerations to release the survey will balance availability of the sector, other reporting and legislative milestones and quality of data. A shortened version of the Emergency Preparedness Report will be provided to the Minister, taking into account emergency management sector pressures. Depending on the timing of the survey, the Preparedness Report may/or may not include survey data results.

State Risk Project

The SEMC approved phase 5 of the project but noted that as Phase 5 supports works across all agencies and all hazards (including pandemic) it may be prudent to modify the tempo and order of the work program to provide best support to COVID19 activities.

Annual Reports

The SEMC resolved that:

- There will be no consequences for LEMCs that don't submit an annual report.
- No annual reports are required from DEMC's, Subcommittees or Reference Groups. The Chairs and Executive Officers, will however, be required to approve relevant draft content for inclusion in the SEMC annual report.
- The SEMC will submit an annual report, albeit in a reduced format.

State Exercise Transition project

The SEMC resolved that:

- Planning for the State Exercise, currently scheduled for 2022 is put on hold.
- Roll out of transition materials to the EM sector is by way of a soft launch only, with materials to be uploaded to the SEMC website but no further delivery.

Policy

The SEMC has resolved that:

- Scheduled stakeholder consultation on draft amendments to the State EM Framework is to be delayed with only matter of fact changes to be made to Policy over this period as the sector cannot be fully consulted at this time.
- The 2020 revision dates for the following State Hazard Plans have been deferred:
 - Maritime Environmental Emergencies
 - Tsunami, and
 - Animal and Plant Biosecurity
- The amalgamation and development of the remaining Westplans into State Hazard Plans is put on hold.
- The development of the new State Hazard Plan – Hostile Act is to be delayed.
- The review and development of suspended State Hazard Plans will be reviewed at future SEMC meetings, as further extensions may be required.
- Any urgent State EM Framework (policy, plan, procedures) amendments, endorsements, approvals, will be facilitated via out of session meetings with the relevant Subcommittee or Reference Group.

An array of additional projects and other activities are likely to be impacted. Any further impacts will be relayed to SEMC at its next meeting.

Please contact the SEMC Business Unit (08 9395 9771 or info@semc.wa.gov.au) if you have any questions in relation to the changes that the SEMC has agreed to implement to ease the burden on the EM Sector during this COVID-19 emergency.

Yours sincerely,



Dr Ron F Edwards

CHAIR

STATE EMERGENCY MANAGEMENT COMMITTEE

01 May 2020