

## Local Emergency Management Committee (LEMC) Minutes for Meeting 29 April 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 29 April 2020.

### 1. Declaration of Opening the Meeting

Shire of Manjimup, Chief Executive Officer, Andrew Campbell assumed the chair and opened the meeting at 1.05pm.

Andrew welcomed visitors with introductions completed.

### 2. Attendance / Apologies

<b>Present</b>	
<b>Voting</b>	<b>Non Voting</b>
Andrew Campbell – CEO ( <b>Chair</b> )	Nicole Favero - SoM
Paul Omodei Cr – Shire President	Jayde Darin Cr (Proxy)
Todd Ridley - CESM	Gail Ipsen Cutts – SoM Recovery Coordinator
Remo Pessotto – CBFCO	Marius Olsen – SoM Environmental Health
Justine Kelly – WHS (Proxy)	Nicolle Warren – Bapiste Care
Nathan Hall – DFES (Proxy)	
Brad Barton – DBCA	
Ian Guthridge - DPIRD	
<b>Apologies</b>	
Ray Deall – Western Power	Paul Moore – Police Walpole
Brad Wren – DCBFCO	Roma Boucher - CPFS
Leon Gardiner – DFES	Isaac Rinaudo – Police Mjp
Jodie Omodei - WHS	Adrian Yates - DFES
Anne Morris - Police Pemberton	Gary Willcox – St John Ambulance
Steven Ward - DFES	Luke Bentley – DBCA
Neville Blackburn – CPFS (Apologies received with Report after meeting commenced)	Vikram Cheema – DEMC/SEMC (Apologies received with Report after meeting commenced)

### 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, 1 April 2020**

**MOVED:** Remo Pessotto      **SECONDED:** Brad Barton

*“That the confirmed Minutes of the General Meeting held Wednesday 1 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, 1 April 2020.**

**OFFICER RECOMMENDATION:**

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

**ATTACHMENTS**

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

15 Pages

**Officer Signature and date**

Nicole Favero      03/04/2020


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**Director Signature and date**

 7/4/2020

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**CEO/Shire President Approval and date**

  
20/4/2020

**7. Business Arising from the Minutes**

Andrew gave a brief overview on COVID-19:

- No cases reported in Shire of Manjimup at this time;

- No active cases in South West Regional Development Commission boundary area;
- On Monday, the Premier advised gathering restrictions have been lifted from two to ten people including indoor and outdoor spaces though from a Local Government perspective the Shire of Manjimup are unable to open any of our facilities not deemed essential business at this stage eg. Parks, recreation facilities, aqua centre; and
- New method of access between Development Commission boundaries with an additional element via an application on website then through an app on your phone.

## **8. Treatment Strategies and Task List – ATTACHMENT 1**

- Recovery Management Arrangements have been drafted and currently working with Gail's team for feedback and will try to table at next LEMC meeting.
- Also working on the Emergency Evacuation Plan over the next few months.

## **9. Training and Exercise Reports**

Suspended during the COVID-19 Pandemic.

## **10. Members Reports**

### **10.1 DFES – Nathan Hall – ATTACHMENT 2**

Report was tabled see attachment.

*Response from Report:*

*Andrew Campbell: Queried if any problems or resource requirements and regarding the sign at the crossroads if the wording still current?*

*Nathan Hall: Operating well at present and will look into the sign.*

### **10.2 DBCA – Brad Barton – ATTACHMENT 3**

Report was tabled see attachment.

*Response from Report:*

*Andrew Campbell: Chappels Bridge campsite did not have any signs at the hut and appears to have had use.*

*Todd Ridley: Are the campgrounds officially closed?*

*Brad Barton: Some were closed while some remained open though none were officially closed. He will look into Chappel Bridge campsite as this one should have been closed.*

### **10.3 CBFCO – Remo Pessotto – ATTACHMENT 4**

Report was tabled see attachment.

*Response from Report - Nil*

#### **10.4 Warren Health Service – Justine Kelly - ATTACHMENT 5**

Report was tabled see attachment.

*Response from Report:*

*Paul Omodei: How are the PPE requirements at the Hospital?*

*Justine Kelly: Currently have adequate supplies with a replenishment received in last fortnight, also instigated a daily reporting process which is transparent on the departments website for any member of public to view.*

#### **10.5 DPIRD - Ian Guthridge – ATTACHMENT 6**

Report was tabled see attachment.

DPIRD staff continue to work rather from home or in social isolation, 76% of DPIRD staff are working from home, 16% on sites and 8% on leave.

*Response from Report - Nil*

#### **10.6 MOONYA Baptiste Care -Nicolle Warren**

- Commenced in this position about the same time as COVID-19 hit and has been very busy for last 8 weeks.
- Vaccination of all staff is required to continue working, with some impact on staff who decided not to have vaccine.
- Visitor restrictions still 100% in place, may change by end of week though will need to look at how to reintroduce visitor access to facility.
- Residents have struggled with no face to face family contact. They did have a viewing window for visits but not suitable for some residents.
- No one may access the facility without proof of Flu-Vaccination.
- Working with St John Ambulance regarding access of volunteers.
- Temperature checks of staff daily on arrival.
- Had a fire two weeks ago which has triggered an audit of equipment with room by room checks with the appropriate OSH processes to ensure mandatory disclosure. It was a small fire, no flames that was put out with fire extinguisher, however due to smoke had to evacuate a number of residents, eleven of which were non mobile and non verbal. It was a fantastic response by their team. Police attended to ensure no suspicious circumstances. Will now be having a fire drill every month and will liaise with the Shire on this and make them aware of their Evacuation Plan and codes for the facility.

*Response from Report:*

*Andrew Campbell: Have received feedback with concerns about visitation access from the community, he had discussions with Russell Bricknell expressing these concerns and Russell assured him that this week there should be something in place.*

#### **10.7 CESM – Todd Ridley**

Incident Management Team have been meeting internally once a week, though now scaling back to fortnightly.

The Recovery Team is fully operational and the IMT has put together an Incident Action Plan based on our circumstances and built around the Business Continuity Plan. The flow of information being received appears to have a better structure with the multiple requests for information now being more centralised.

*Response from Report - Nil*

#### **10.8 Shire President - Cr Paul Omodei**

- Business Continuity Plan in place, Incident Management Team meeting weekly, many webinars from Ministers and Councils giving examples of what they are doing with a lot of information coming forward.
- From a Recovery point of view, have met with Director of South West Development Commission who has also met with their Ministers, they are keen to inject funds into horticulture and agriculture sector. The Agricultural Expansion process is a document with a lot of projects, we could collectively look at local business and how they are being impacted eg. Frozen chip industry, their consumption or demand has dropped by 50% so they have a processing product that is building up and could become a problem without sufficient cold room storage. Would like to see Premier announce when they will spend funds to help stimulate the economy as concerned about the small business, especially the tourist and food related ones that may not recover.
- Recovery group is working well under Gail with regular meetings.
- Look at coinciding the opening of Brockman St when the shops and businesses reopen.
- Council meetings closed off for three months but may come back a month early if things continue with current business completed through minutes and delegated powers by CEO and Shire President.

*Response from Report:*

*Jayde Darin: Biggest concern received from people is access to Moonya and they are struggling with this as it doesn't match with what Government regulations are and the uncertainty is stressing people who are concerned if their family members are getting correct care etc. Many small business have diversified with takeaway so as government agencies, please buy local as much as possible to help support these businesses and increase cashflow.*

#### **10.9 Shire of Manjimup CEO – Andrew Campbell**

- Shire has stood down 30 casual staff, these positions were associated with our facilities and aqua centre type facilities which is unfortunate.
- Prospectively looking at a \$350,000 deficit in the budget to the end of this financial year and depending on how long this lasts it could be estimated up to \$500,000 to \$600,000 if facilities remain closed for that period of time.
- In addition to this, Council has agreed to a 0% Rate increase for 2020/2021 rates, so if modelled on 3% increase it would be equivalent

to \$300,000 on top of the extra \$600,000 we are going to lose, so the budget is going to be very tight as we manage that process for 2020/2021.

- It is in the best interests of everyone to keep the restrictions with a gradual relaxation of restrictions going forward, as the last thing we want is a full blown outbreak as in other countries.
- Very buoyant about the ability of Western Australia to contain the virus to an extent and the capacity to trace and track where cases are and contain small clusters quickly, though with the arrival of some Australians back into the country this week the number may spike. However, from a local transmission point of view there is no evidence of community based transmission at this stage.
- With the latest relaxation of restrictions and schools going back, this will be a real test over the next couple of weeks to see if evidence of any community transmission.
- Government is providing a textbook response and the ability to close WA borders is of significant benefit to us in containing and controlling the outbreak until a vaccine or treatment is developed.

*Response from Report - Nil*

**10.10 Shire of Manjimup Recovery Coordinator– Gail Ipsen Cutts – ATTACHMENT 7**

Report was tabled see attachment.

*Response from Report:*

*Cr Paul Omodei: Concerns regarding Visa holders, had discussions and written to the Minister regarding this, Gail has a submission in to Lotteries West.*

*Andrew Campbell: The issue around the labour force, as in our submission to the Minister, about 70% of the usual backpacker work force still remain in Australia so we are down 30%. The problem will be when required for seasonal work come September if we still only have 70% left, who will fill the other 30% labour shortfall.*

**10.11 Department of Communities - Neville Blackburn - ATTACHMENT 8**

Apologies received by email after meeting commenced, report tabled.

**10.12 DEMC/SEMC – Vikram Cheema – ATTACHMENT 9**

Apologies received by email after meeting commenced, report tabled.

**11. General Business - Nil**

**12. Correspondence**

- Neville Blackburn - DoC – Advising change of representative – ATTACHMENT 10

- Vikram Cheema – DEMA - Boating Movements – **ATTACHMENT 11**
- Vikram Cheema - DEMA COVID-19 Government Support Measures - **ATTACHMENT 12**
- Vikram Cheema - DEMA - LEMC and DEMC Meeting and Reporting Advice from the SEMC – **ATTACHMENT 13**

*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 27 May 2020 at 1.00pm in Council Chambers.

### **14. Declaration of Close of Meeting**

Shire of Manjimup, Chief Executive Officer, Andrew Campbell thanked everyone for their attendance and closed the meeting at 2.02pm.

## ATTACHMENT 1. TREATMENT STRATEGIES AND TASK LIST

Item	Status	Next Step	Action By
Draft Recovery Management Arrangements.	Recovery Management Arrangements requires review.	<ul style="list-style-type: none"> <li>➤ Draft Recovery Management Arrangements for review by LEMC 2020.</li> <li>➤ Currently drafted template and working on over the next couple of months.</li> </ul>	T.Ridley (Shire)
Draft Emergency Evacuation Plan.	Emergency Evacuation Plan requires review.	<ul style="list-style-type: none"> <li>➤ Draft Emergency Evacuation Plan for review by LEMC 2020.</li> <li>➤ Currently drafting template and working on over the next couple of months</li> </ul>	T.Ridley (Shire)

## EVENTS PLANNED IN THE SHIRE OF MANJIMUP

Event	Date	Notes
Targa South West	22 – 24 May	➤ CANCELLED due to COVID-19
Truffle Kerfuffle (Manjimup)	19 – 21 June 2020	➤ CANCELLED due to COVID-19





## Shire of Manjimup LEMC Meeting

DFES LSW Region Report – 29<sup>th</sup> April 2020

- DFES is still operating core essential tasks in line with the Covid-19 pandemic. Primarily operational response and essential maintenance checks.
- DFES has had no significant impact on any of its business units regarding shut downs or staffing levels.
- The DFES Incident Response Team is currently reviewing internal policies and procedures in relation to the reduced restrictions recently announced by the state government.
- The State extension of Restricted Burning Periods for local government's whose Restricted Period closed on or prior to the 30<sup>th</sup> of April will not be extended past the 30<sup>th</sup> April by DFES. This will allow local governments to either continue their normal restricted periods or enter the open burning period.
- Phil Brandrett is currently Acting Chief Superintendent South until the start of June and Leon Gardiner will be Acting Superintendent Lower South West during this time.

Nathan Hall

**District Officer Emergency Management - LSW**

**Warren Region**  
**Update for LEMC meeting Wednesday 29 April 2020**

**COVID 19**

- DBCA has in place a state Incident Coordinating Group – continues to meet once per week.
- Regionally we have an Incident Coordinating Group – meets twice weekly.
- Regional Managers across the state teleconference - twice weekly (Monday and Thursday)
- Region has developed a Business Continuity Plan (BCP) and now updating this document.
- Region in the process of completing its Impact Statement and Recovery Plan
- Travel arrangements and exemptions in place as per government instruction
- Have increased our cleaning and hygiene.
- Social distancing in place for our staff in office space and vehicles with maximum of two people per fire truck and 1 person per light unit on the fire ground.
- Closure of some of the region's recreation sites – Tree Top walk/ancient empire walk, Gardiner River and other coastal huts that the department manages, Bibbulmun track and Munda Biddi track huts, the tracks remain open at this stage.
- National Parks and camping areas remain open at this stage.
- Reports that people are generally doing the right thing in regard to COVID social distancing rules on the beaches in the NP's.

**Prescribed Burning**

Warren region has continued with its Autumn prescribed burning program as per state government directions.

## ATTACHMENT 4

### Remo Pessotto - CBFCO

#### Report for LEMC Meeting held on 29 April 2020

##### **No of Fires**

- Over the period of restriction and prohibited we had 34 fires that Bush Fire Brigades were called out, reported due to lighting strikes and land owners unaware of the restriction being put in place.

##### **Regulation Burning Times – Period we are in**

- Due to favourable weather conditions in March and April throughout the Manjimup Shire, grasses have greened up with temperatures dropping to low 20's. Restricted burn period will close on the 30 April 2020.

##### **No of Permits Issued**

- Since the start of opening to restrictions on the 15 March approximately 205 permits have been issued to date, mainly burning of heaps on ploughed ground, new dam sites and piles of prunings.

##### **Brigade Business / Issues**

- All Brigade appliances have been issued with hygiene kits.

##### **Brigade Deployments**

- No deployments during this period

## Warren Health Service Report 29<sup>th</sup> April 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 biweekly now
- Warren & Pemberton HS have swabbed approximately 50 potential COVID-19 people, all of whom have returned negative results.
- To date there has not been a significant increase in swabbing with further relaxed guidelines for community members to access swabbing.
- Staff at sites continue with education & drills for COVID patient management. In the past week staff have had further upskilling with site ventilator from Bunbury staff.
- Restrictions on visitor numbers & hours continues as per previous.
- Elective surgery guidance has been reviewed this week by the government - at this stage WHS continues with specialist surgeons visiting site for urgent surgeries.
- Staff immunisations have been occurring over past fortnight and there has been an overall increase in uptake for flu vaccinations. It is mandatory for all staff working at MPS sites ie Pemberton NHS to have had a flu vaccination.
- 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 (see 5f)



Visitors to Residential  
Aged Care Facilities C

- Staff temperature screening has been implemented at sites as Fit for Work Screening Process.
- Staff travelling across regions have completed Employee Declaration document as part of risk screening process.
- Site visit at WHS post LEMC meeting has occurred by local LEMC members for familiarisation with zones & processes.

**PUBLIC HEALTH ACT 2016 (WA)**

**Sections 157(1)(k) and 190(1)(p)**

**VISITORS TO RESIDENTIAL AGED CARE FACILITIES**

**DIRECTIONS (NO 2)**

The World Health Organization declared COVID-19 a pandemic on 11 March 2020.

On 23 March 2020, the Minister for Health declared a public health state of emergency with effect from 1.30 p.m. on 23 March 2020 in respect of COVID-19 pursuant to section 167 of the *Public Health Act 2016* (WA) (Act). The public health state of emergency applies to the State of Western Australia.

I, Dr Paul Kenneth Armstrong, an emergency officer authorised by the Chief Health Officer under section 174(2) of the Act to exercise any of the emergency powers while the public health state of emergency declaration in respect of COVID-19 is in force, consider it reasonably necessary to give the following directions to all persons in Western Australia to prevent, control or abate the serious public health risk presented by COVID-19 pursuant to sections 157(1)(k) and 190(1)(p) of the Act.

**DIRECTIONS**

**Preamble**

1. The purpose of these directions is to limit the spread of COVID-19 in residential aged care facilities.

**Citation**

2. These directions may be referred to as the **Visitors to Residential Aged Care Facilities Directions (No 2)**.

**Commencement**

3. These directions come into effect when they are made.

**Revocation of Directions**

4. The Visitors to Residential Aged Care Facilities Directions that I made on 20 March 2020 are revoked.

## Directions

5. A person must not enter, or remain on, the premises of a **residential aged care facility** in the State of Western Australia unless:
- (a) the person is an officer, employee or contractor of the residential aged care facility; or
  - (b) the person's presence at the premises is for the purposes of providing goods or services that are necessary for the effective operation of the residential aged care facility; or
  - (c) the person's presence at the premises is for the purposes of providing health, medical or pharmaceutical services to a resident of the residential aged care facility, whether the goods or services are provided for consideration or on a voluntary basis; or
  - (d) the person's presence at the premises is for the purposes of a **care and support visit** to a resident of the residential aged care facility on a particular day, and is the only care and support visit made to the resident on that day; or
  - (e) the person's presence at the premises is for the purposes of **end of life support** for a resident of the residential aged care facility; or
  - (f) the person's presence at the premises is required for the purposes of emergency management, law enforcement or otherwise responding to an emergency; or  
*Example: a police officer, fire fighter or ambulance officer responding to an emergency would all be persons referred to in paragraph 5(f)*
  - (g) the person's presence at the premises is required for the purposes of performing a function (including exercising a power or performing a duty) under a written law by an officer, employee or contractor of a **public authority**; or
  - (h) the person's presence at the premises is in the person's capacity as a prospective resident of the residential aged care facility; or
  - (i) a legal practitioner whose presence on the premises is for the purpose of providing legal services in relation to wills and estate planning to a resident of a residential aged care facility.
6. Despite paragraph 5, a person referred to in paragraph 5 must not enter or remain on the premises of a residential aged care facility in the State of Western Australia if:

- (a) during the 14 days immediately preceding the entry, the person arrived in Australia from a place outside Australia; or
- (b) during the 14 days immediately preceding the entry, the person had known contact with a person who has a confirmed case of COVID-19; or
- (c) the person has a temperature higher than 38 degrees or symptoms of acute respiratory infection; or
- (d) the person is not a person referred to in paragraph 5(f) and does not have an up to date vaccination against influenza, if such a vaccination is available to the person; or

*Note: a person whose presence at the premises is required for the purposes of emergency management, law enforcement or otherwise responding to an emergency does not have to have an up to date vaccination against influenza, irrespective of whether such a vaccination is available*

- (e) the person is aged under 16 years, other than in circumstances where the person's presence at the premises is for the purposes of end of life support of a resident of the residential aged care facility.
7. The operator of a residential aged care facility in the State of Western Australia must take all reasonable steps to ensure that a person does not enter or remain on the premises of the residential aged care facility if the person is prohibited from doing so under paragraph 5 or 6.
  8. Despite paragraph 6(d), a person may enter and remain on the premises of a residential aged care facility for the period reasonably required to provide an emergency service that is necessary for the effective operation of the residential aged care facility or to protect the health and safety of staff and residents, provided that the person keeps a distance of at least 1.5 metres from another person if it is practicable for the person to do so.
  9. Despite paragraph 7, the operator of a residential aged care facility may allow a person to enter and remain on the premises of a residential aged care facility in accordance with paragraph 8.
  10. Nothing in paragraph 5, 6 or 7 is to be taken to prevent a resident of a residential aged care facility from entering or remaining upon the premises of the residential aged care facility.

## Definitions

For the purposes of these directions:

11. **Care and support visit**, in relation to a resident of a residential aged care facility, means a visit of no longer than 2 hours made to the resident by one person, or two persons together, for the purposes of providing care and support to the resident.
12. **End of life support** includes the provision of religious or spiritual counsel or other services related to the end of life.
13. **Flexible care subsidy** has the same meaning as in the *Aged Care Act 1997* of the Commonwealth.
14. **Operator** of a residential aged care facility means a person who owns, controls or operates the residential aged care facility.
15. **Public authority** has the same meaning as it has in 4(1) of the Act.
16. **Residential aged care facility** means a facility at which accommodation, and personal care or nursing care or both, are provided to a person in respect of whom a **residential care subsidy** or a **flexible care subsidy** is payable under the *Aged Care Act 1997* of the Commonwealth.
17. **Residential care subsidy** has the same meaning as in the *Aged Care Act 1997* of the Commonwealth.
18. **Premises** has the same meaning as it has in section 4(1) of the Act.

## PENALTIES

It is an offence for a person to fail, without reasonable excuse, to comply with any of these directions, punishable by a fine of up to \$20,000 for individuals and \$100,000 for bodies corporate.



.....  
**Dr Paul Kenneth Armstrong**  
Emergency Officer  
25 April 2020 13 10 hours




**DISTRICT EMERGENCY MANAGEMENT COMMITTEE REPORTING**

 Agency: **Department of Primary Industries and Regional Development**

 Date: **(17 Feb 2020 – 03 Apr 2020)**

DPIRD Incident Support Group (Plant and Animal Pest &amp; Diseases) Activations: N/A

Date	Type of Incident	Location of Incident	Resources & Agencies Involved	Comments/Outcomes
Mar 20 – Ongoing	Qfly	Dalkeith & Surrounds	DPIRD/LG	Insect Pest – Eradication Program
Feb 19 – Ongoing	Browsing Ant	State wide	DPIRD/DAWR	Insect Pest – Surveillance activities
Mar 19 - Ongoing	European Wasp	Perth Metropolitan	DPIRD/LG	Insect Pest – Eradication Program
Ongoing	TPP	State	DPIRD/Industry	Insect Pest - National Surveillance program
Nov 19 – Ongoing	Red Imported Fire Ant	Perth / Fremantle focused on transport distribution points.	DPIRD/DAWR	Insect Pest – Eradication and surveillance activities

**DPIRD Reporting**
**DPIRD COVID19 Update**

DPIRD continues to support COVID19 State Incident Support Group; in addition to wider State Emergency Management Arrangements across the State.

DPIRD response to COVID19 includes continuity planned aimed at the following six “Essential Services” (refer attached pdf for further information):

- **INTELLIGENCE AND STRATEGY** - Monitor and mitigate the impact of COVID-19 on primary industries and the regions; generate intelligence to inform incident management.
- **BIOSECURITY SURVEILLANCE AND RISK ASSESSMENT** - Maintain baseline capacity for surveillance and risk assessment of major biosecurity threats.
- **THREAT RESPONSE** - Maintain baseline capacity to respond to threats to biosecurity, animal welfare and human safety.
- **CORE ORGANISATIONAL ENABLERS** – Providing the corporate support required to keep identified essential services functioning.
- **SERVICES FOR KEY PRIMARY INDUSTRIES** - essential regulatory functions required for the continued operation of key food industries.
- **PROTECT ANIMALS AND CROPS ON DPIRD FACILITIES** - minimum care and maintenance of animals, crops and germplasm under DPIRD control.

**Biosecurity Incidents and Responses – Update**

Queensland Fruit Fly (Qfly) - DPIRD has caught 12 mature adult males in lure traps within the suburb of Dalkeith since 23 Mar 2020. Eradication and surveillance activities will be managed in accordance with the National Fruit Fly Management Protocol. DPIRD has adapted procedures to account for COVID19 social distancing and hygiene requirements.

Brown Marmorated Stink Bug (BMSB) has transitioned to ongoing surveillance as part of DPIRDs surveillance programs under National arrangements. Ongoing surveillance activities are focussed on transportation hubs within the wider Perth Metropolitan area eg. Kewdale, Welshpool, Fremantle etc.

Browsing Ant response has transition to a National program, DPIRD activities are focussed on surveillance to verify eradication across the State.

DPIRD has been responding to the category 2 Red Imported Fire Ant (RIFA) - Fremantle. DPIRD’s continues to facilitate surveillance activities in the port area and surrounds since November 2019 - no further RIFA infestations detected.

Additional information on these pests are available at [www.agric.wa.gov.au](http://www.agric.wa.gov.au).

Exercise or Event Schedule until end of financial year.			
Agency	Dates	Exercise/Event	Learning Outcomes
N/A			

## COVID-19 30 April 2020

**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](mailto:gail.ipsencutts@manjimup.wa.gov.au)

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### 1. RECOVERY OR SUPPORT ACTIVITIES CONDUCTED

Past fortnight

- Monitoring and updating data and details pertaining to vulnerabilities, transients, resources etc
- Data collection and liason with charity and food and support agencies across all communities.
- Communications with various agencies, groups and organisations across the Shire.
- Identify and commence implementation of promotion of business and support services - Centre page spread Business directory for shire local newspaper, promotion of buy local, support services and mental health services ( ½ page to page in 4 local community newspapers )
- Lotterywest submission for basic food and supports – collaboration with agencies across Shire.
- Planning for Recovery actions in Business and Tourism.
- Agency and organisation welfare checks – general ‘RUOK’.
- Management and response to - Recovery: email, facebook and phone number.
- Dissemination of information through various mediums ( details for community and business regarding grants and supports).
- Planning development of Recovery actions and team structures.
- Supporting community strategies that have developed to meet community needs ( Helping Hand groups, shopping support, donations etc) – essentially focusing on supporting communities to help themselves.
- Preliminary liaison with local Visitor sector agencies regarding regional marketing and promotion ( DBCA, ASW SFVLTO, VC’s).

Next fortnight

- Monitor vulnerabilities and issues identified across all communities.
- Facilitate and encourage local groups and event organisers to seek grant support for lost income and hardship - Lotterywest.
- Disseminate key messages – Business, mental health, recovery contact details, new government advice and directions.
- Information dissemination – digital.
- Implement print media actions.
- Formalise Recovery Sub Committee Team – Business.
- Agency and organisation welfare checks – general RUOK
- Contact all event organisers - future strategies to recommence activities.
- Advice local sectors regarding 'Help Exchange' to foster the food and board in exchange for work with stranded transients.

## 2. WHAT IS WORKING WELL

- Robust data collection
- RUOK agency and organisation welfare checks.
- Facebook site and information dissemination.
- Community generosity and support of each other and transients and the determination to keep going of the Business sector.

## 3. SIGNIFICANT ISSUES

- Labor force shortage risk for agriculture sector should Pandemic restrictions limit entry of seasonal workforce ( backpackers and Pacific Island Labour scheme) from September onwards. **This is a significant risk that must be monitored.**
- Transient Population workers – employment finishing in May / new arrivals from outer shire areas.
- Visitor Services sector – still at a halt.

**COVID-19 Update from the Department of Communities :**

- The Commissioner of Police has activated the State Emergency Welfare Plan and the Department of Communities', Director General, Michelle Andrews has taken on the role of State Welfare Coordinator. As a result of the activation of the Plan, the State Welfare Emergency Committee (SWEC) has been established and the State Welfare Incident Control Centre (SWICC) set up. I can't confirm what that will look like at this time but will keep all LEMC's informed as we are given further information.
- The Departments' initial response remains the same providing welfare supports to those people in home isolation who are not self-sufficient and have no other forms of support. The majority of this support is occurring in the Metro area coordinated through the COVID-19 call centre (13 COVID).

If any questions are raised at the Special LEMC for the Department of Communities, please forward to me and I will attempt to address as soon as possible.

## OPERATIONAL AREA SUPPORT GROUP | KEY AGENCY REPORT | 28 April 2020

**AGENCY:** Department of Fire and Emergency Services

### AGENCY CONTACT DETAILS

Name:	Vik Cheema	Position:	District Emergency Management Advisor
Phone:	0484622006	Email:	Vikram.cheema@dfes.wa.gov.au

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### • RESPONSE ACTIVITIES

- a. State: Minister for Emergency Services HON Francis Logan and State Recovery Coordinator Ms Sharon O’Neil attended the WALGA weekly webinar on 24 April. They were accompanied by Minister Templeman and WALGA President Tracey Roberts. Key point from the presentation are:
  - A WA Strategic Recover Plan will be developed
  - Recovery measures will form part of this plan
  - COVID disaster impact statement is defined as a rolling impact statement
  - National recovery principals will guide state recover
  - Betterment will be considered to prepare for future events similar to COVID
  - Recovery roadmap will require input from all agencies including local governments
  - Both Ministers and State Recovery Controller thanked and acknowledged local government and all agencies for collaboration and rapid support activities
- b. District recovery meeting due on 31 April. Key agenda item for discussion:
  - Transient workforce proposal – requesting update (SWDC, Dept of Communities, WALGA, DPIRD)
  - Welfare arrangements for the homeless – requesting update (Dept of Communities)
  - Local sporting clubs/bodies season advice – state government (Dept of Local Government, Sport and Cultural Industries – TBC)
- c. Local government weekly reports received from Harvey, Manjimup, Bridgetown-Greenbushes and Busselton.

- **IMPACT ASSESSMENT**

- Local governments are conducting local needs assessment/intelligence-gathering activities. The information gathered at the local level is assisting local government with providing a tailored recovery/response actions to support the vulnerable member of the community and small business.
- Draft local recovery operational plans have been prepared by a number of local governments.

- **RESOURCE STATUS**

- NA

- **SIGNIFICANT ISSUES**

- Economic and psychosocial impacts requiring significant recovery coordination at all levels.
- Local governments are reporting calls from business owners to ease restrictions to allow the resumption of business activities within the southwest region.
- Due to the closure of local government facilities, casual staff in some local governments have been stood down until further notice.

## ATTACHMENT 10

### Nicole Favero

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**From:** Neville Blackburn <Neville.Blackburn@communities.wa.gov.au>  
**Sent:** Tuesday, 10 March 2020 2:52 PM  
**To:** Nicole Favero  
**Cc:** Roma Boucher  
**Subject:** FW: LEMC Meeting

Hi Nicole, further to Roma's email below, I will still continue to attend Manjimup LEMC meetings when I can because if Walpole were to be evacuated due to a bushfire, flood etc it is likely residents/holiday makers would be evacuated east towards Denmark or Albany and Dept of Communities Staff in the GS would provide welfare supports for them out of Albany. Obviously we would work in collaboration with our SW District.

Cheers Nev

Neville Blackburn  
District Emergency Services Officer  
Great Southern  
Department of Communities

**Mobile** 0438 934 827 **Phone Office** 9841 0744  
**Email** neville.blackburn@communities.wa.gov.au

-----Original Appointment-----

**From:** Roma Boucher <Roma.Boucher@communities.wa.gov.au>  
**Sent:** Tuesday, 10 March 2020 2:44 PM  
**To:** Nicole Favero  
**Cc:** Todd Ridley (todd.ridley@manjimup.wa.gov.au); Neville Blackburn  
**Subject:** Accepted: LEMC Meeting  
**When:** Wednesday, 1 April 2020 1:00 PM-3:00 PM (UTC+08:00) Perth.  
**Where:** Manjimup Collocation Building

Hello Nicole,

I've received your email from Neville Blackburn re the Shire's LEMC meeting on Wednesday 1<sup>st</sup> April and plan to attend, with Neville.  
As he advised, this Department is re-aligning it's boundaries from 1<sup>st</sup> April and Shire of Manjimup will come under our South West District, similar to DFES boundaries.  
Do I let you or Todd know the contact details for this District?

I look forward to meeting in the near future,

Regards  
**Roma Boucher**  
District Emergency Services Officer | South West

Department of Communities  
P: 08 9752 5620 | F: 08 9752 1519 | M: 0427 476658  
Unit 8, 8-10 Prince Street or Post Office Box 223, Busselton 6280  
W: communities.wa.gov.au





## ATTACHMENT 11

**From:** CHEEMA Vikram <[Vikram.CHEEMA@dfes.wa.gov.au](mailto:Vikram.CHEEMA@dfes.wa.gov.au)>  
**Sent:** Wednesday, 8 April 2020 8:45 AM  
**Subject:** FW: Boating movements

Good morning DEMC and LEMC stakeholders,

Please see the message below regarding boating movements.

Kind regards,

Vik

**Vikram Cheema**  
**District Emergency Management Advisor – South West**

Lot 719 South West Highway Bunbury WA 6230

**T:** 08 9780 1976 / **M:** 0429 688 130 / **E:** [vikram.cheema@dfes.wa.gov.au](mailto:vikram.cheema@dfes.wa.gov.au) [dfes.wa.gov.au](http://dfes.wa.gov.au)



FOR A SAFER STATE

**From:** Westgate, Peter <[Peter.Westgate@transport.wa.gov.au](mailto:Peter.Westgate@transport.wa.gov.au)>  
**Sent:** Monday, 6 April 2020 15:28 PM  
**To:** CHEEMA Vikram <[Vikram.CHEEMA@dfes.wa.gov.au](mailto:Vikram.CHEEMA@dfes.wa.gov.au)>  
**Subject:** Boating movements

Hi Vik

Would you be able to share to LEMC'S and DEMC this joint notice from DOT and WAPOL

Concern is high in the lead up to Easter and the good boating weather next few days

<https://www.transport.wa.gov.au/aboutus/covid-19-faqs.asp>

<https://www.transport.wa.gov.au/imagine/statewide-notices.asp>

Happy to field any questions

regards

**Peter Westgate**  
**Operations Manager | Regional Services | Department of Transport**  
24 Wellington Street, Bunbury WA 6230  
Tel: (08) 92168211 | Fax: (08) 6551 6492 | Mob: 0419959228  
Email: [Peter.Westgate@transport.wa.gov.au](mailto:Peter.Westgate@transport.wa.gov.au) | Web: [www.transport.wa.gov.au](http://www.transport.wa.gov.au)



## COVID-19 – Government Support

Date: 14 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. Support payments exempt from paying payroll tax.</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>
<p><b>Renting</b></p> <p>Evictions will be put on hold over the next six months, for those in financial distress.</p>	<p>New arrangements announced 30 March. Further details to come. Visit <a href="http://business.gov.au">business.gov.au</a> (click on for 'COVID-19 information')</p>

## Support for individuals - continued

### 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](http://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](http://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](http://www.wa.gov.au) (search 'COVID-19 Western Australian Government Response')

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

### Job Keeper

A subsidy of \$1,500/fortnight per employee for up to six months. Available to businesses, not-for-profits and sole traders.

Your employer will notify you if they intend to claim the payment on your behalf.

Find out more at [Treasury.gov.au/coronavirus](https://www.treasury.gov.au/coronavirus)

### Boosting cash flow for employers

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.

Automatically applied to the accounts of eligible businesses when they lodge their activity statement for the relevant periods.

Find out more at [Treasury.gov.au/coronavirus](https://www.treasury.gov.au/coronavirus)

### Supporting apprentices and trainees

Wage subsidy of up to \$21,000 per apprentice or trainee.

Talk to the Australian Apprenticeship Support Network (AASN) in your area. Search for your local AASN at [australianapprenticeships.gov.au](https://australianapprenticeships.gov.au)

Find out more at [Treasury.gov.au/coronavirus](https://www.treasury.gov.au/coronavirus)

### Loan Support

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.

For more information visit: [Business.gov.au](https://www.business.gov.au) (select 'coronavirus information')

Find out more at [Treasury.gov.au/coronavirus](https://www.treasury.gov.au/coronavirus)

### Renting

Evictions will be on hold for six months by the states and territories, for those in financial distress.

See mandatory code of conduct for commercial tenancies

The WA Government will waive rental payments for small businesses and not-for-profit groups in Government-owned buildings for six months

For more information visit [business.gov.au](https://www.business.gov.au) (select 'coronavirus information')

### Temporary relief for financial distress

Increase to threshold at which creditors can issue statutory demand, extra time to respond.

You don't need to apply. These relief measures will be in place for six months.

Relief from personal liability for trading while insolvent.

For more information visit: [Business.gov.au](https://www.business.gov.au) (select Coronavirus information')

Temporary flexibility in Corporations Act 2001.

Find out more at [Treasury.gov.au/coronavirus](https://www.treasury.gov.au/coronavirus)

### Backing businesses to invest

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

Check your eligibility for the instant asset write-off with the [Australian Taxation Office](https://www.ato.gov.au)

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

For information visit: [Business.gov.au](https://www.business.gov.au) (select 'Coronavirus information')

Find out more at [Treasury.gov.au/coronavirus](https://www.treasury.gov.au/coronavirus)

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

### **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](http://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](http://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.

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

# ATTACHMENT 13

## Nicole Favero

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**From:** Todd Ridley  
**Sent:** Friday, 24 April 2020 3:11 PM  
**To:** Andrew Campbell  
**Cc:** Nicole Favero  
**Subject:** FW: LEMC And DEMC meeting and reporting advice from the SEMC

FYI



**Todd Ridley**  
**Community Emergency Services Manager**

PO Box 1 / 37-39 Rose St, Manjimup WA 6258

**T:** (08) 9771 7777 | **D:** (08) 9771 7732 | **F:** (08) 9771 7771  
**E:** [todd.ridley@manjimup.wa.gov.au](mailto:todd.ridley@manjimup.wa.gov.au) | **W:** [www.manjimup.wa.gov.au](http://www.manjimup.wa.gov.au)

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**From:** CHEEMA Vikram <Vikram.CHEEMA@dfes.wa.gov.au>  
**Sent:** Friday, 24 April 2020 3:00 PM  
**To:** Adam Jasper <ajasper@amrshire.wa.gov.au>; Andriena Ciric <Andriena.Ciric@capel.wa.gov.au>; Community Emergency & Regulation Manager <CERM@boyupbrook.wa.gov.au>; Busselton-Ian McDowell <Ian.McDowell@busselton.wa.gov.au>; Chris Sousa - Bridgetown <csousa@bridgetown.wa.gov.au>; Jess Cooper - Donnybrook <jess.cooper@donnybrook.wa.gov.au>; Erin Hutchins <erin.hutchins@dardanup.wa.gov.au>; MADDERN Jason <Jason.Maddern@dfes.wa.gov.au>; Todd Ridley <todd.ridley@manjimup.wa.gov.au>; Melissa Howard <Melissa.Howard@dardanup.wa.gov.au>; ceso <ceso@nannup.wa.gov.au>; Peter Hayes <phayes@bunbury.wa.gov.au>; tristan.gulvin@collie.wa.gov.au  
**Cc:** STEWART Peter <Peter.Stewart@dfes.wa.gov.au>; HALL Nathan <Nathan.Hall@dfes.wa.gov.au>  
**Subject:** LEMC And DEMC meeting and reporting advice from the SEMC

Good afternoon,

See below the SEMC advice on LEMC and DEMC meetings and annual reporting requirements.

Please contact me if you have any questions.

Regards

Vik

Vik Cheema | District Emergency Management Advisor – South West  
Department of Fire and Emergency Services  
South Western Highway, Bunbury WA 6230  
T +61 8 9780 1976  
M 0429 688 130  
E [vikram.cheema@dfes.wa.gov.au](mailto:vikram.cheema@dfes.wa.gov.au)

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**From:** BENNETT Lori

**Sent:** Friday, 24 April 2020 2:44 PM

**To:** CROSS Merveen <[Merveen.Cross@dfes.wa.gov.au](mailto:Merveen.Cross@dfes.wa.gov.au)>; CHEEMA Vikram <[Vikram.CHEEMA@dfes.wa.gov.au](mailto:Vikram.CHEEMA@dfes.wa.gov.au)>; GRIGG Yvette <[Yvette.Grigg@dfes.wa.gov.au](mailto:Yvette.Grigg@dfes.wa.gov.au)>; SMITH Adam <[adam.smith@dfes.wa.gov.au](mailto:adam.smith@dfes.wa.gov.au)>; WILSON Brendan <[Brendan.Wilson@dfes.wa.gov.au](mailto:Brendan.Wilson@dfes.wa.gov.au)>; KENT Helen <[Helen.Kent@dfes.wa.gov.au](mailto:Helen.Kent@dfes.wa.gov.au)>; LA ROSA Quinta <[Quinta.LaRosa@dfes.wa.gov.au](mailto:Quinta.LaRosa@dfes.wa.gov.au)>

**Subject:** SEMC out of session meeting

Hi Everyone

In an out of session meeting SEMC

1. **Approved** the measures contained in the agenda paper relevant to DEMC and LEDC meetings as listed below
2. **Noted** that the SEMC Business Unit, in consultation with relevant EM stakeholders, will regularly review and assess sector readiness to recommence SEMC business (including subcommittees and the like) and inform the SEMC as appropriate

### **District Emergency Management Committee (DEMC) and Local Emergency Management Committee (LEMC) 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 approved the cancellation of all DEMC and LEMC until further notice. Noting that most members will be involved in response or recovery committees at the various levels.

### **Annual Reports**

- . Section 33 of the *Emergency Management Act 2005* specifies annual reports must be submitted by SEMC, DEMCs and LEMCs on activities undertaken by them during the financial year. It is recommended no annual reports are sought from DEMC, Subcommittees or Reference Groups. The Chairs and Executive Officers, will however, be provided the relevant draft content of the SEMC annual report for approval.
- . The annual Emergency Preparedness Survey is taken as the annual report submission for LEMCs. It is recommended that there are no consequences for those LEMCs who don't submit an annual report and that communication of this is circulated.

Cheers

### **Lori Bennett**

SEMC Support Officer | SEMC Business Unit  
Department of Fire and Emergency Services  
Emergency Services Complex  
Level 2 | 20 Stockton Bend

Cockburn WA 6164

P. +61 8 9395 9771 | E. [lori.bennett@dfes.wa.gov.au](mailto:lori.bennett@dfes.wa.gov.au)

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