



Local Emergency Management Committee

2 February 2022

Minutes

To: Local Emergency Management Committee Members and Councillors

Here within are the Minutes of the LEMC Meeting of the Shire of Toodyay held on the abovementioned date via zoom for the purpose of discussing business continuity plans for all affected stakeholders prior to a proposed border opening and all matters related thereto.

Suzie Haslehurst
CHIEF EXECUTIVE OFFICER

Preface

These Minutes will remain "Unconfirmed" until the next Local Emergency Management Committee Meeting, where the Minutes will be tabled and confirmed subject to any amendments made by the Committee.

The "Confirmed" Minutes are then signed off by the Chairperson.

Attachments that formed part of the Agenda, in addition to those tabled at the Meeting are incorporated into a separate attachment to these Minutes.

Distribution

These minutes were approved for distribution on 7 Feb 2022.

Suzie Haslehurst
CHIEF EXECUTIVE OFFICER

Confirmation

These minutes of meeting were confirmed at a meeting held on 9 Feb 2022

Signed: *Keane*

Note: The Presiding Member at the meeting at which the minutes were confirmed is the person who signs above.

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THERE ARE NO ATTACHMENTS



1. DECLARATION OF OPENING

Cr Pearce, Chairperson, declared the meeting open at 9.05am.

1.1 Announcement of Visitors

Nil.

1.2 Record of Attendance and Apologies

Members

Cr S Pearce	Council Member/Elected Chair
Mr R Koch	CESM (and Responsible Shire Officer) Deputy 3 CBFCO
Mr C Stewart	Chief Bush Fire Control Officer (CBFCO)
Cr C Duri	Councillor
Mr J Hansen	Bush Fire Risk Management Coordinator
Cr M McKeown	Councillor
Mr D Hoblely	Local Recovery Coordinator
Ms T Prater	Deputy Local Recovery Coordinator
Mr K Maddrell	Morangup St John Ambulance;
Ms Jo Spadaccini	Dept. of Communities;
Mr J Augustin	Manager Assets and Infrastructure
Mr Justin Corrigan	DFES District Officer
Mr K French	Toodyay Police Senior Constable

Apologies

Ms S Haslehurst	Chief Executive Officer
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Staff

Mrs M Rebane	Executive Assistant
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Visitors

Mr Sean Cope	Environmental Health Officer
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2. PURPOSE

Sgt Kevan French provided an overview in relation to business continuity when dealing with COVID, and the pandemic as it evolves, especially with the Omicron variant in the Wheatbelt that has prompted mask mandates for the area.

Police Station Update

We have made changes to how we deal with the public. We currently have the front door and station closed, and we speak with people behind security screens, asking them a series of COVID questions before they're allowed into our office. When we're out on the road, that process was unable to change.

Expectation that each department has some plans in place as to what they deal with regarding COVID positive patient or close contact i.e. if DFES goes to a rescue which turns out to be a COVID positive person. Very similar crews that turn out on every deployment. If that crew then has to isolate for a period up to seven days, are we still going to have a capacity for DFES to respond to another incident should it happen later that day or later the next day?

Likewise, with an ambulance, if an ambulance crew attend to a COVID positive patient I would envision that that ambulance is out of commission until it has been cleaned; the crew out of commission till they receive advice otherwise from the Department of Health . So I know around town here, my plan is to go to each of the key businesses including the pharmacy, the IGA and local petrol stations to ask them that if they have a COVID positive person coming in, how are you going to deal with that now that you have to shut your store for a deep clean or your staff members have to go into isolation?

The key message I want to discuss now is being prepared for worst case scenario.

DFES Update

We have our business continuity plans in place should or when the outbreak will escalate. I think when it comes to the volunteers, they've got some processes in place, but there's always the call taker for triple OOO, they have to now do a full interrogation of what incident the volunteers are going to attend.

I would imagine St. John's will be very similar. So it's about identifying firstly whether that is whatever job they're going through there is that potential that they're going to be exposed. From there. We've also got increased PPE requirements for brigades. We're rolling them out at the moment. There's a centralised one at Northam should it be required, then we'll start rolling them out to neighbouring brigades like Toodyay as well.

At the moment, I think we've got plans in place with ensuring that they have the double vaccination; ensuring that there is no people able to access stations unless they are fully vaccinated. That is where we're going from moving forward for us.

K French raised the following:

There has been a little bit of a disconnect between some information from the Department of Health and how quickly it is disseminated out to us; so us working together locally, if we have any information we can share it as readily as we can.

Council Update

Cr Pearce advised that the CEO has informed Council that a Pandemic Working Group has been established within the administration, working on plans and doing things. It is putting things in place for when this does happen. I'm not fully aware of what the group is doing, but the working group has been formed.

CESM raised the following:

The unknown for me from the bushfire side, but it might be the same to others is if we do have a close contact situation with our volunteers, or I suppose even any staff as well. Although the government appears to have released information about quarantine periods, or when you need to get tested, and when you need to monitor for symptoms; What is the actual process of proving a negative test or proving that you've followed those correctly? I'm not sure whether it's just based on an honesty system that someone says they put themselves in isolation for seven days and had a negative RAT test or whether there is actually a documented procedure that needs to be followed. So that's my biggest grey area of understanding.

K French raised the following:

I will email the Department of Health and try and get some clarification because obviously, that would be the same with us as well as to how we prove a negative test and the like. So hopefully, we can get some information back for the meeting next week.

CESM responded as follows:

Yes, that that'd be great because that's a big one for me, because I need to be going out to our bushfire volunteers with just what's expected of them.

Chief Bush Fire Control Officer raised the following:

How do we get tested? Is it the original testing stations or is there a fall back on this RAT testing where we go to the pharmacy and buy a box and take them home in case. The whole issue here seems to be that if we get exposed, and you may or may not know that you're exposed and then you become symptomatic; Obviously, there's that trace back through all those that were at an incident but how are we supposed to prove or disprove that we have got COVID?

Is there a test station in Northam? We're getting one in Toodyay. Do we have boxes of test kits in Toodyay? I know it's in the media, but how does all that work? Now that we're coming down to the crunch. What's the availability of testing and proving?

K French responded as follows:

I'll send the Department of Health an email with these questions and hopefully get some clarification for the meeting next week.

Chief Bush Fire Control Officer responded as follows:

It'd be good because likely, obviously, if we're going to drive to Perth, we're exposing everyone on the way down and it just becomes a bit of a mess. The more local we can keep things the better we are in isolation.

Other members shared their concern.

Cr McKeown raised the following:

Does the Shire have a bundle of RAT tests that we can use?

CESM responded as follows:

From the bushfire side of the fence, I have a small number approximately one hundred on order not received, but on order. That's I don't consider that to be anywhere near enough. It was a stopgap order. There have been some meetings internally at the Shire where the Shire is looking at getting some stock of PPE including RAT tests, through bulk purchasing, I think through WALGA or systems like that.

I will need to follow up before the next meeting to see where that's at and how that's progressing because I don't think one hundred RATS is enough for the bushfire service, let alone the rest of the organisation.

I've actually just received a message from John Hansen informing me that Chittering has got one thousand on order. So I think we do need to beef that up.

St John Ambulance Update

I am aware that Northam Regional Office as a stripped ambulance. So if we're aware, there is a COVID positive patient, they will send that ambulance and a crew so that it's it won't take any of the other ambulances and normal ambulances out of the system. But we've been issued with and had training in the infection control. In the standard St. John Ambulance procedure, if an ambulance is required and the local ambulance isn't able to attend, they'll go to outlying regions to pull in ambulances from there. If they have any further issues, they'll send the metro fleet. So it means that if we have crews that are out of action, it may take a little longer for ambulances to respond but they will respond. Metro do have designated COVID ambulances to treat patients who have tested positive so that takes the pressure off the local crews.

CESM raised the following:

DFES internally looks like they're leaning towards a particular mask standard or a preferred mask standard being the KN95 mask. Are there any other organisations that are bringing in their own requirements around a certain standard mask as opposed to just a cloth or surgical mask?

K Maddrell response as follows:

From St. John's perspective, the standard is a P2 and we were to use the P2 at all times even in the ambulance without a patient. We were able to use the surgical masks in the ambulance without a patient but now the new standard is we wear the P2's. The only time we would use a surgical mask was to place on a patient before we took them into a hospital if they would tolerate it.

CESM response as follows:

The Shire has shared locations with DFES being the Toodyay SES and the Morangup SES. I am also getting the N95's into those stations soon so we do not have a double standard on a single site. The N95 is the same standard as the P2.

DFES response as follows:

The advice that we've been given is that the N95 gives you that protection compared to the normal cloth mask. So once our business continuity plans are enacted the requirement is that we will wear the N95 masks and give them to our volunteers. Each brigade has been given stocks of N95 masks. They also do have stocks of the P2's which is a requirement just for day-to-day duties. The N95 masks are designed for suspected COVID, and if they are dealing with COVID.

Department of Communities

We have got our business continuity plans up. We are looking at the possibility of a 50-50 roster so that we've got one team that's at home while one team is in the office. This means if the office goes down, we've got another group available. The main thing is, if there's any outbreak within Toodyay and people needing accommodation, food, or anything like that, we have one central phone hotline that all those jobs will be triaged through, and then they'll be tasked out as needed.

That is the 13 COVID Number, which is 1326843 - Option five, option two. So anywhere in the state, if anybody is unable to self-isolate or Quarantine is required, and they need accommodation assistance, even if it's just finding something, there's one place to go to. They've got all our accommodation lists and we'll try and sort it from there. If not, it'll be like if it's in regard to food delivery and things like that it will be tasked back to the district on that, but I'll still be the contact for the LEMC or an ISG if it stands up, but I am not the contact for people looking for accommodation. Those requests have to go through that 13 COVID Number. Toodyay has

also got two PPE kits which are available to be used if there's an activation, and that contains masks, gloves, gowns and any of the PPE such as handwipes and sanitisers which are to be used if there is an activation so that as people come up to the centre, if they require a mask, there are some masks available to start off with. And then as we arrive, we'll have more with us.

Clarification was sought.

3. CLOSURE OF MEETING

The Chairperson declared the meeting closed at 9.30am.