

SHIRE OF KOJONUP



LOCAL EMERGENCY MANAGEMENT COMMITTEE

AGENDA
RECEPTION ROOM

9.00am Tuesday, 8th February 2022

Due to the current COVID situation, a conference call option is available where preferred
Please use the following details to connect to the meeting;

Call : (08) 6805 9931

PIN : 955489

Local Emergency Management Committee - *Emergency Management Act 2005*

Roles, Functions and Purpose:

“s39. Functions of local emergency management committees:

The functions of a local emergency management committee are, in relation to its district or the area for which it is established —

- (a) To advise and assist the local government in ensuring that local emergency management arrangements are established for its district;*
- (b) To liaise with public authorities and other persons in the development, review and testing of local emergency management arrangements; and*
- (c) To carry out other emergency management activities as directed by the SEMC or prescribed by the regulations.”*

The SEMC Procedures, that detail more information on LEMC’s in accordance with the Act, gives the following direction towards roles and meeting purpose:

In addition to the normal roles assigned to office bearers of a committee, the following roles are specific to the needs of a LEMC. The Chair will ensure the appointment of an Executive Officer and ensure that the Council is kept fully informed of Emergency Management discussion and significant outcomes from LEMC meetings. The Deputy Chair should deputise for the Chair as required and chair any subcommittees or working groups.

The Executive Officer should:

- coordinate the development and submission of committee documents in accordance with legislative and policy requirements including an Annual Report, Annual Business Plan and maintenance of Local Emergency Management Arrangements (LEMA);*
- provide advice to the Chair and LEMC as required;*
- facilitate communication between the LEMC and Executive Officer of the relevant District Emergency Management Committee (DEMC).*

Agenda items to be considered, in line with the annual reporting requirements, should include:

- Confirmation of LEMA contact details and key stakeholders;*
- Committee membership and resources;*
- Status of LEMA including local recovery plans;*
- Exercises that include the local government(s) and /or test the LEMA;*
- Subcommittees or working groups;*
- Projects undertaken; and*
- Key achievements.*

Additional considerations should include:

- Local training needs or opportunities;*
- funding opportunities, (for example, the Natural Disaster Resilience Program (NDRP) and All West Australian Reducing Emergencies (AWARE);*
- Incident Support Group activations/or incidents;*
- Emergency risk management processes – including any treatment strategies;*
- Post-incident reports and post-exercise reports; and*

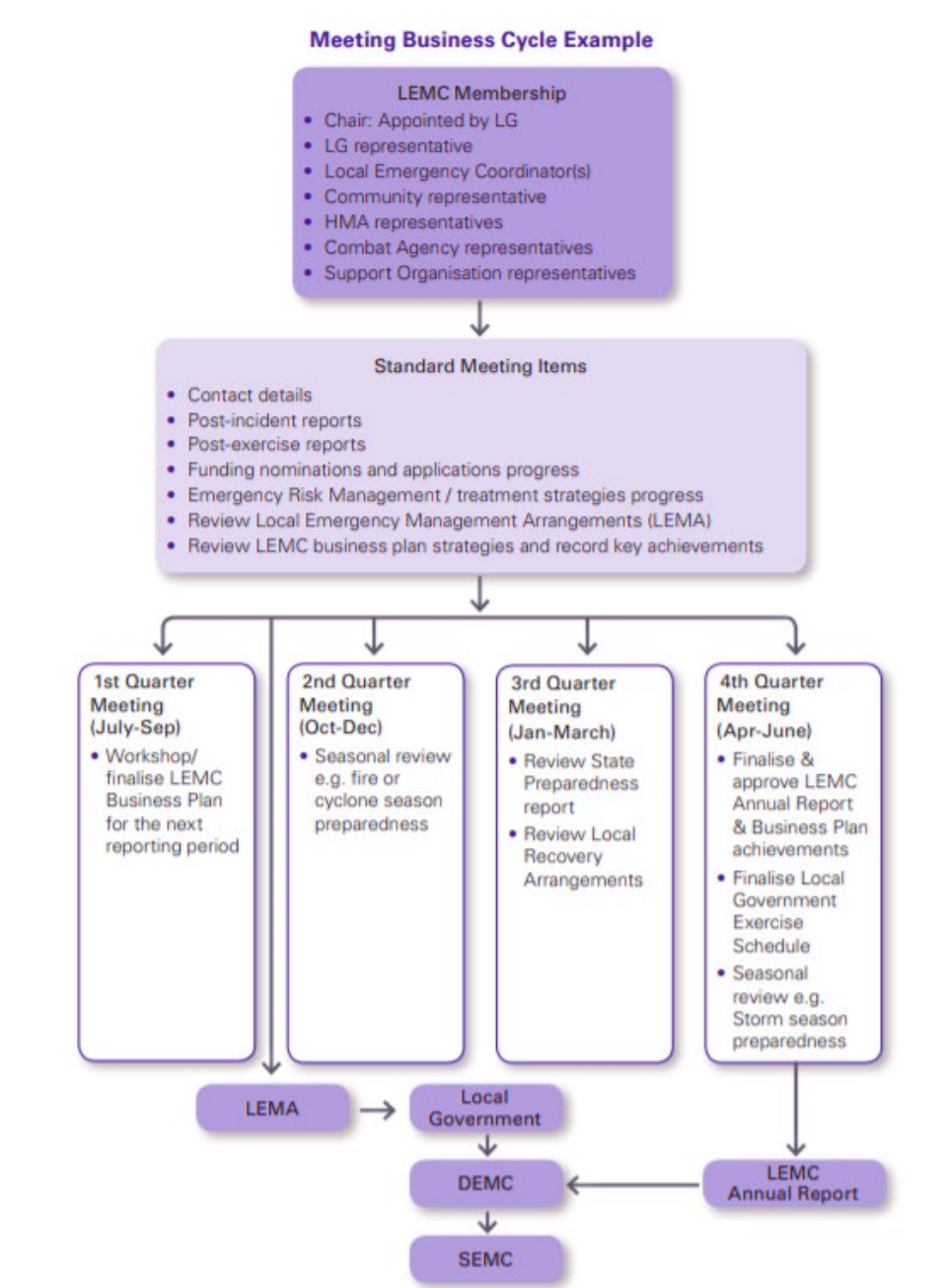
- finalising the annual report and arranging for it to be forwarded to the relevant DEMC for annual report compilation.

Local Emergency Co-ordinator:

“s37. Local emergency coordinators

- (1) The State Emergency Coordinator is to appoint a local emergency coordinator for each local government district.*
- (2) Before appointing a local emergency coordinator for a local government district the State Emergency Coordinator is to consult the relevant local government.*
- (3) In making an appointment the State Emergency Coordinator is to have regard to any submissions of the local government....”*

The Shire of Kojonup Local Coordinator is WA Police Service, OIC Kojonup



A G E N D A

1. DECLARATION OF OPENING AND ANNOUNCEMENT OF GUESTS

The Chairman, Robert Jehu declared the meeting open at ____ am.

2. ATTENDANCE & APOLOGIES

Shire of Kojonup

- | | |
|-------------------|--|
| • Grant Thompson | CEO (Chairman) |
| • | Shire President |
| • Robert Jehu | Manager Regulatory Services (MRS) |
| • Kevin Bransby | Community Emergency Services Manager (CESM) |
| • Ciara O'Regan | Manager Springhaven (MS) |
| • Esté Lottering | Administrator of Regulatory Services (minutes) |
| • Stephanie Swain | Ranger |

WA Police Service, Kojonup

- | | |
|-----------------------|-------------------------|
| • Jayden & Sarah Lowe | Sergeant Kojonup Police |
|-----------------------|-------------------------|

St John Ambulance, Kojonup

- | | |
|-----------------|-------------------------|
| • Roger Ladyman | Kojonup SJA |
| • Luke Fowles | SJA Community Paramedic |

Volunteer Bush Fire Brigade Service, Kojonup

- | | |
|-----------------|--|
| • Digby Stretch | President Kojonup Bushfire Association |
| • Tim Johnston | Community Member |
| • Tony Fisher | Chief Bush Fire Control Officer |

Kojonup VFRS

- | | |
|--------------|--|
| • Matt Crabb | VFRS Captain Kojonup Bushfire Brigades |
|--------------|--|

Kojonup Health Service

- | | |
|-------------|------------------------|
| • Jean Daly | Clinical Nurse Manager |
|-------------|------------------------|

Department of Premier and Cabinet

- | | |
|--------------|---------------------------------------|
| • Adam Smith | District Emergency Management Advisor |
|--------------|---------------------------------------|

Kojonup District High School

- | | |
|----------------|-----------|
| • Sharon Poett | Principal |
|----------------|-----------|

St Bernards Primary School

- | | |
|-----------------|-----------|
| • Sharon Marino | Principal |
|-----------------|-----------|

Department for Communities, Albany

- | | |
|---------------|-------------------------------------|
| • Phil Schupp | District Emergency Services Officer |
|---------------|-------------------------------------|

APOLOGIES

Ned Radford
Craig McVee

Shire President
Manager of Works and Services

3. CONFIRMATION OF PREVIOUS MINUTES

OFFICER RECOMMENDATION

Moved by _____ ,

Seconded by _____

That the minutes of the Local Emergency Management Committee meeting held 23rd of November 2021 be confirmed as a true and accurate record.

CARRIED

4. BUSINESS ARISING FROM PREVIOUS MEETING

5. GENERAL BUSINESS

5.1 COVID -19 UPDATE

Latest information from the wa.gov.au website:

<https://www.wa.gov.au/government/covid-19-coronavirus>

WA Government Pandemic Plan:

<https://www.wa.gov.au/system/files/2020-06/Western%20Australia%20Government%20Pandemic%20Plan.pdf>

Other useful information

Specific agency reports below.

“Health updates to keep your mob safe”- Attached Addendum A

5.2 HMA/AGENCY REPORT

- Shire of Kojonup
Grant Thompson – Vulnerable Persons
- WAPOL
- St John Ambulance
- Kojonup VFRS
- Volunteer Bush Fire Brigade
- Kojonup Health Service
- DFES/DEMC
- Department of Communities
- Kojonup District High School
- St Bernards Primary School

5.3 LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS (LEMA)

The current LEMA was endorsed by the Council of the Shire Kojonup in 2017. It is due for a total review and update in 2022 to be presented to the SEMC once completed.

In an emergency, this document can act as a guide to the LEMC to prompt thinking and direction in what can be a stressful time. It is important to have this document as up to date as possible to ensure minimal chance of any errors or omissions in an emergency situation.

As a group, the Committee needs to be aware of this document and its contents. The review of the LEMA is a process not to be taken lightly and all members' views and input are required.

- Proposed timeline for the LEMA review:
 - February 2022 LEMC meeting –Finalised LEMA to Committee for approval and recommendation to Council for endorsement at the March Council meeting
 - March 2022 – Final endorsed LEMA to be sent to District Emergency Management Committee for endorsement.

Discussion of circulated document – Suggested Updates for LEMA 16 08 2021 – Addendum B

6. DISCUSSION POINT FOR COVID 19 PREPARATIONS

Discussion Points for LEMCs giving consideration to COVID 19 preparations

Great Southern Regional Emergency Operations Centre - WA Country Health Service

The WA Country Health Service (WACHS) has been preparing for community cases in the regions. Omicron is within WA despite the border opening being delayed and numbers will continue to grow. We will also see community transmission in regional locations.

Please get tested if you have any symptoms or have been to an [exposure site](#) and encourage your family and friends to do the same. Controlling infection spread is dependent upon early case identification. Continue to check the list of potential [exposure sites](#) and follow the relevant health advice - given the increasing number of COVID cases, everyone needs to be vigilant.

If you have cold or flu like symptoms (e.g.: sore throat, cough, headache, temp above 37.5), **get tested, isolate and do not attend work or the shops or other community events until you've got a negative test result.** If you test positive, advice about how to manage COVID-19 [is available on HealthyWA](#).

Omicron is much more infectious than other previous variants but scientific evidence is increasing worldwide that **having a booster vaccine dose (3rd dose) is more effective at managing symptoms** as builds up the antibodies again. It also means if you catch it you'll be less infectious as have lower 'viral load' than someone who's not vaccinated. You're also much less likely to need hospital care but may feel unwell for a few days managed with Panadol and fluids – just like a bad cold or flu. You will be infectious though hence why it is important to stay at home.

Get together your own and your family's COVID preparedness pack. Masks, Panadol, thermometer, 2 weeks of your usual prescription medication and other non-prescription meds/vitamins etc on hand, tissues. Work out who will be support your support person and ring you and get you food and drinks.

Stepping up the WA Health and Great Southern health system response

The increasing number of COVID cases has led to changes for our hospitals and services.

1. **Masks** are now a mandatory requirement for [staff and visitors](#) to all WA Health hospitals, health services, aged care facilities and other workplaces.
2. WACHS teams, including emergency departments, are finalising plans to start using routine **rapid antigen tests** (RATs). Additional infrastructure will be needed in some places to manage this. We have currently no definitive advice on when or how RATs will be available to the general community or how they will be used in health services but we know 40million have been ordered by the WA government and 1.5million are currently in WA.
3. **Proof of vaccination requirements** in the community are being [expanded statewide](#) on January 31. This includes visitors to hospitals and aged care facilities.
4. **A Home Monitoring Service** has been procured by WA Health to monitor and support people with COVID at home if they wish (it is an Opt In service). They will contact the person every day and give people at home a small machine called a pulse oximeter which is put the finger to measure blood oxygen levels and pulse rates. If it dips below a certain level the patient will be advised to go to hospital.
5. **COVID telehealth readiness.** WACHS outpatient and community services will be via telehealth (videoconferencing) including into the home where possible, from 31 January 2022. This isn't always possible as some patients need to be seen face to face, but where possible Telehealth is being ramped up like in early 2020.

6. Great Southern has plans in place to **surge up staffing to ensure the essential health services** (EDs, inpatient care, aged care and mental health and public health) continue even if other services and programs are temporarily reduced. We will only enact these plans if many staff get sick or have to stay at home as contacts of positive cases.
7. **Sites across the Great Southern can test people for COVID.** People with symptoms can be tested at the Pioneer Respiratory Clinic or via their GP. Clinipath and Western Diagnostic can test both symptomatic and asymptomatic patients. If the testing demand increases beyond what the hospital or health centre can do we have plans for surge testing locations at Katanning, Ravensthorpe, Denmark and Albany. We need more people trained to be COVID swabbers and support admin processes such as taking people's details and printing of labels for COVID swab specimen tubes or traffic management. Anyone can train to be a swabber.
8. **Our sites can care for people with COVID** and we will transfer people as clinically appropriate to Albany or Perth. There is no ICU only a HDU in the Great Southern so if people need critical ICU care they will have to be transferred to Perth. There is a special COVID ambulance in the Great Southern (stripped out for easier cleaning) but if that's not available a normal ambulance can be used.

If there's a local COVID outbreak in your area the LEMC would be stood up as the local Incident Support Group (ISG). Health would be the lead agency led by the local health service manager supported by their Operations Manager, the REOC and the Operational Area Support Group (DEMC) members. Health will be calling on local LEMC/ISG members to help practically if needed including if surge testing is needed locally and we need help with equipment, traffic controllers and providing meals/water

7. OTHER ITEMS

Safe homes after an emergency – issued by Government of WA, Department of Health
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8. DETAILS OF NEXT MEETING

- Qtr. 4 Meeting – LEMA Discussion
Tuesday 10 May 2022 commencing 9:00am

9. CLOSURE

There being no further business to discuss, the Chairman thanked the members for their attendance and declared the meeting closed at _____am.