

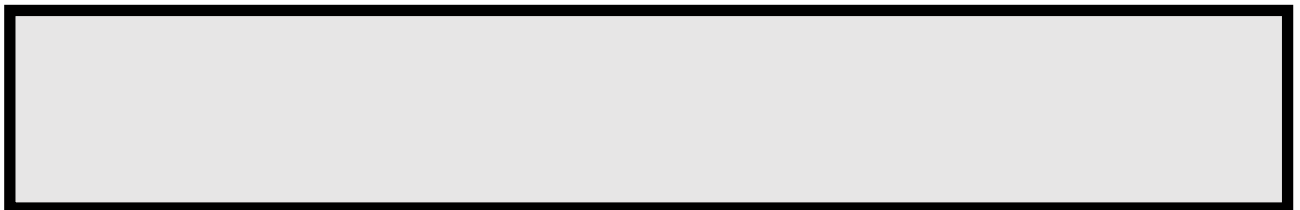
SHIRE OF KOJONUP



## LOCAL EMERGENCY MANAGEMENT COMMITTEE

AGENDA  
RECEPTION ROOM

9.30am Monday, 9 May 2022



## **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*

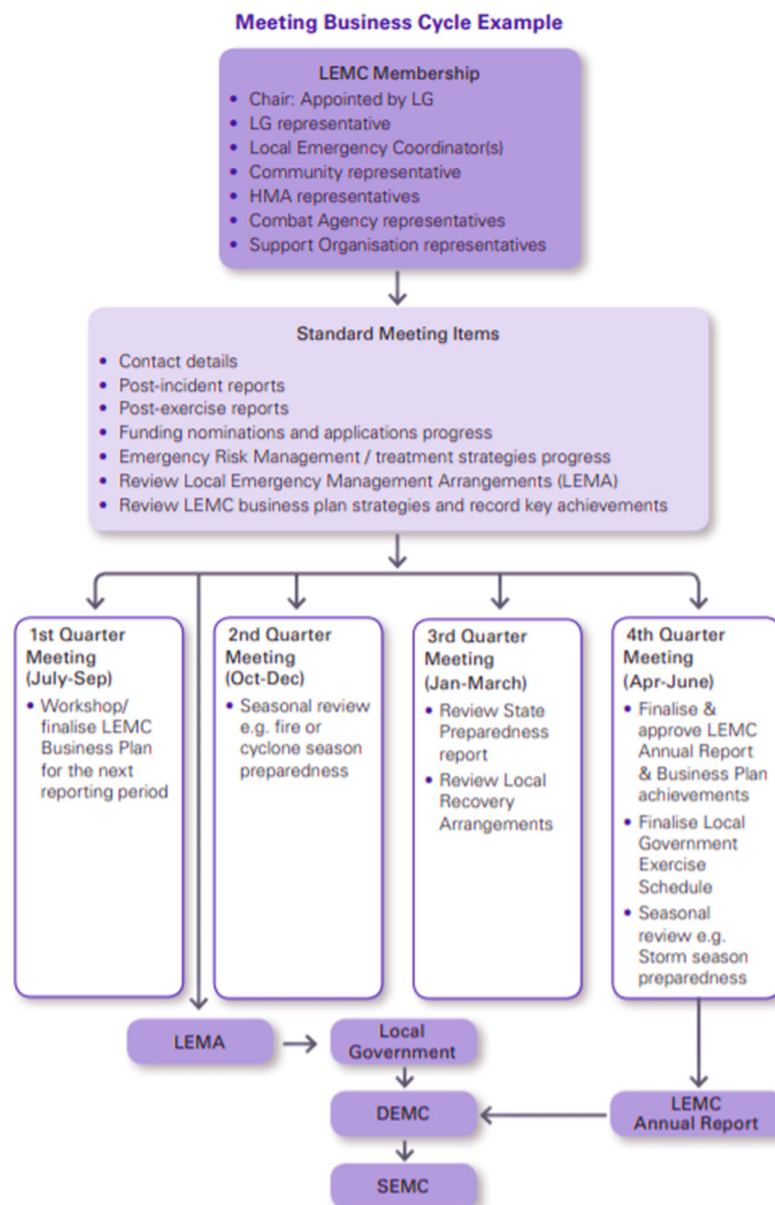
- *finalising the annual report and arranging for it to be forwarded to the relevant DEMC for annual report compilation.*

**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 09:04 am.

### 2. ATTENDANCE & APOLOGIES

Shire of Kojonup

- |                   |   |
|-------------------|---|
| • Grant Thompson  | CEO   |
| • Robert Jehu     | Manager Regulatory Services (MRS)(Chairman) |
| • Kevin Bransby   | Community Emergency Services Manager (CESM) |
| • Ciara O'Regan   | Manager Springhaven (MS)                    |
| • Judy Stewart    | Senior Administration Officer (SAO)         |
| • Este Lottering  | Administrator Regulatory Services (RS)      |
| • Stephanie Swain | Ranger                                      |

WA Police Service, Kojonup

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

Volunteer Bush Fire Brigade Service, Kojonup

- |                 |  |
|-----------------|--|
| • Digby Stretch | President Kojonup Bushfire Association |
| • Tim Johnston  | Community Member                       |

Department of Communities

- Phil Schupp

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 John Ambulance, Kojonup

- |                 |             |
|-----------------|-------------|
| • Roger Ladyman | Kojonup SJA |
|-----------------|-------------|

St Bernards Primary School

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

3. **CONFIRMATION OF PREVIOUS MINUTES**

**OFFICER RECOMMENDATION**

Moved \_\_\_\_\_, seconded \_\_\_\_\_  
That the minutes of the Local Emergency Management Committee meeting held 8 February 2022 be confirmed as a true and accurate record.

**CARRIED**

4. **BUSINESS ARISING FROM PREVIOUS MEETING**

5. **GENERAL BUSINESS**

5.1 **COVID -19 UPDATE**

[www.wa.gov.au](http://www.wa.gov.au) - Last updated: 29 April 2022 at 12:01am

***Baseline public health and social measures***

*Based on the latest health advice, some public health and social measures apply throughout Western Australia to help safely manage COVID-19 in the community and keep Western Australians safe.*

***Masks***

*Masks are required for people aged 12 years and older in the following settings:*

- *Hospitals and health care settings*
- *Aged care facilities, residential care facilities including disability service facilities and mental health residential facilities*
- *Public and passenger transport, including taxis and rideshare vehicles, tour buses and school buses*
- *Correctional facilities.*

*The usual exemptions from mask requirements apply.*

*Masks are encouraged where physical distancing is not possible.*

***Proof of vaccination***

*Showing proof of vaccination is not required when entering venues and businesses.*

*Showing proof of vaccination is required to enter visit hospitals and residential aged care facilities.*

*Find out more about getting proof of your COVID-19 vaccinations.*

***Hospitals***

*Visitors to hospitals are limited to the following:*

### Essential visitors

An 'essential visitor' includes someone who is:

- a parent or guardian of a child
- a parent or guardian of a person with complex needs or a person with a disability
- a carer
- a birthing partner
- Otherwise present for compassionate or other reasons approved by the hospital.
- Other visitors

Non-essential visitors are limited to two people per patient per day during visitor hours and are in addition to an essential visitor.

All visitors are required to show proof of vaccination and wear a mask (unless an exception applies)

### **Residential aged and disability care facilities**

Two visitors are permitted per resident per day

Masks must be worn by staff and visitors indoors and outdoors (unless an exception applies).

Proof of vaccination applies to enter residential aged care facilities.

### **Travel to WA**

Travel into WA from interstate and international travel is permitted.

*See Travel to WA for more information.*

*Restrictions to travel to remote Aboriginal communities*

*Check the Remote Aboriginal communities travel page before travelling through remote areas in WA.*

*There are strict travel restrictions in place for travel to some remote Aboriginal communities, more vulnerable to COVID-19 than other Western Australians. It is important to plan your trip to help navigate through remote areas and avoid entering restricted areas.*

### **COVID Safety and Event Plans**

*COVID Safety Plans and Guidelines and COVID Event Plans, Checklists and Guidelines help ensure businesses actively mitigate the risks of COVID-19 and reduce its potential risk and spread, in line with the best available health advice.*

*Businesses are encouraged to complete COVID Safety and Event Plans and review and update them as necessary.*

### **Managing COVID-19 and staying safe**

*It is important to continue to stay up to date with your COVID-19 and flu vaccinations, continue to practise healthy hygiene and wear a mask when required.*

*Information and advice is available to help manage COVID-19 at home and at work.*

*If you experience any COVID-19 symptoms, get tested immediately and follow the relevant testing and isolation guide. Other useful information*

[COVID-19 vaccine eligibility checker](#)

[COVID-19 vaccine information](#)

[Translated COVID-19 vaccine information](#)

[Information for Aboriginal and Torres Strait Islander People on COVID-19 vaccines](#)

[COVID-19 vaccine frequently asked questions](#)

[Find out more about the rigorous approval process for the COVID-19 vaccines in Australia](#)

Specific agency reports below.

## 5.2 HMA/AGENCY REPORT

- Shire of Kojonup

Works and Services Department

Springhaven Aged Care

CESM

- 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:
  - May 2022 - Finalised LEMA to Committee for approval and recommendation to Council for endorsement at the May Council meeting
  - June 2022 - Final endorsed LEMA to be sent to District Emergency Management Committee for endorsement.

### 6. OTHER ITEMS

### 7. DETAILS OF NEXT MEETING

### 8. CLOSURE

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