

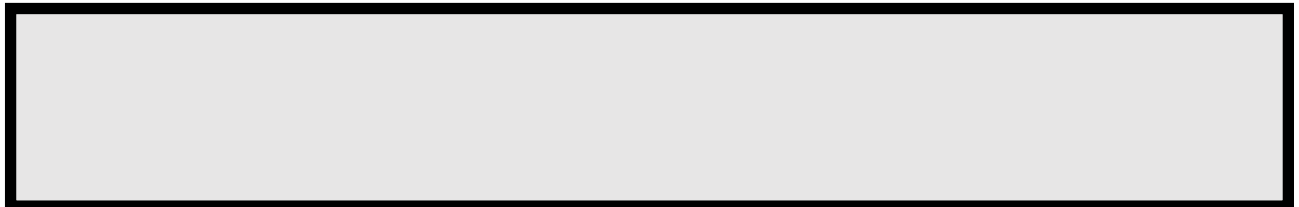
SHIRE OF KOJONUP



LOCAL EMERGENCY MANAGEMENT COMMITTEE

Minutes
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*

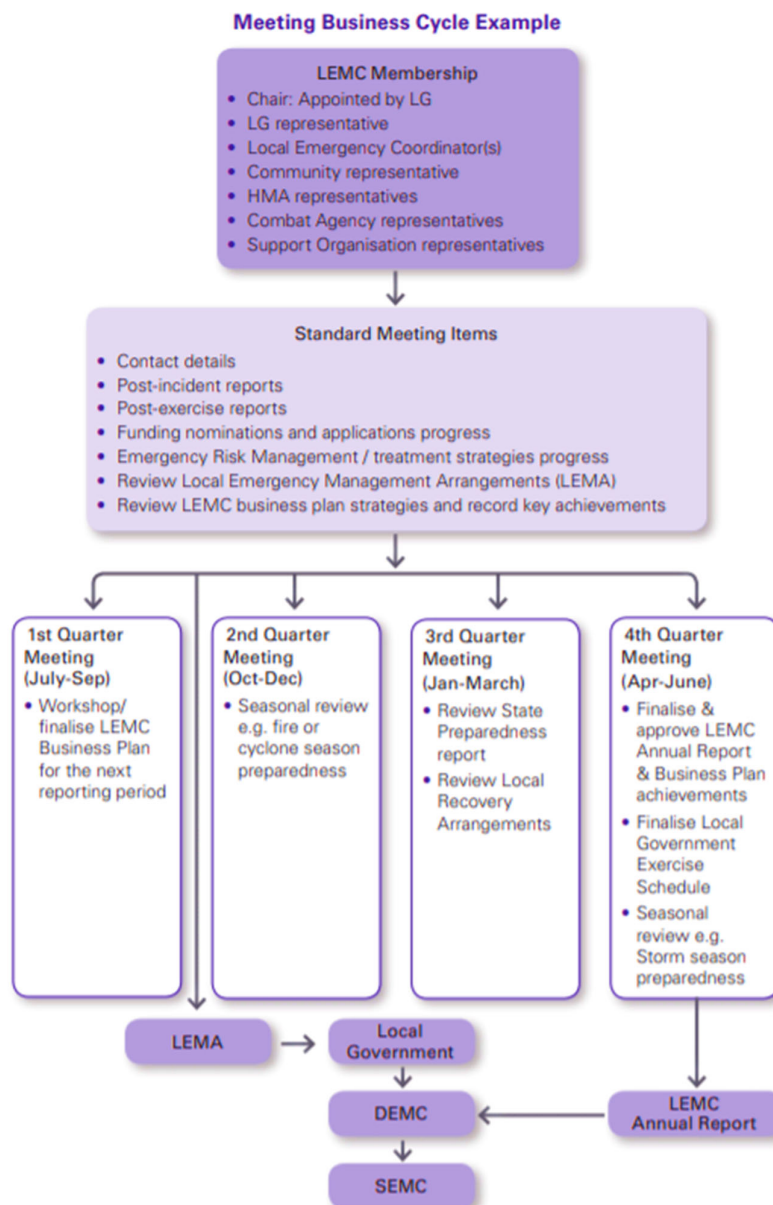
- *finalising the annual report and arranging for it to be forwarded to the relevant DEMC for annual report compilation.*

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 09:32 am.

2. ATTENDANCE & APOLOGIES

Shire of Kojonup

- | | |
|------------------|--|
| • Grant Thompson | Chief Executive Officer (CEO) |
| • Robert Jehu | Manager Regulatory Services (MRS) - Chairman |
| • Kevin Bransby | Community Emergency Services Manager (CESM) |
| • Este Lottering | Administrator Regulatory Services (RS) - Minutes |
| • Kevin Gale | Councillor of Shire of Kojonup (Observer) |
| • Ned Radford | President of Shire of Kojonup |

WA Police Service, Kojonup

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

Volunteer Bush Fire Brigade Service, Kojonup

- | | |
|-----------------|---|
| • Digby Stretch | President, Kojonup Bushfire Association |
|-----------------|---|

Kojonup St John Ambulance

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

Department of Communities

- | | |
|---------------|---------------------------|
| • Phil Schupp | Department of Communities |
|---------------|---------------------------|

Kojonup District High School

- | | |
|----------------|--|
| • Sharon Poett | Principal – Kojonup District High School |
|----------------|--|

Volunteer Fire & Rescue Service

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

Department of Fire and Emergency Services

- | | |
|---------------|---|
| • Derek Jones | District officer – Rural / Operations Command |
|---------------|---|

APOLOGIES

- | | |
|-----------------|---|
| • Ciara O'Regan | Manager Springhaven (MS) |
| • Adam Smith | Department of Fire and Emergency Services |
| • Sonia Booker | Community Paramedic |
| • Sharon Marino | Principal - St Bernard's Primary School |
| • Craig McVee | Manager of Works and Services |
| • Tim Johnston | Community member |
| • Tony Fisher | Chief FCO |
| • Jean Daly | Clinical Nurse Manager |

3. **CONFIRMATION OF PREVIOUS MINUTES**

OFFICER RECOMMENDATION

Moved by – Digby Stretch

Seconded by – Jayden Lowe

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

CARRIED

4. **BUSINESS ARISING FROM PREVIOUS MEETING**

4.1 LEMA – Being discussed by Kevin Bransby later in meeting

5. **GENERAL BUSINESS**

5.1 Covid-19 Update

<https://ww2.health.wa.gov.au/Media-releases/2022/May/COVID19-update-9-May-2022>

- Last updated: 9 May 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.

Matt Crabb

Doing quite a lot of training with staff. Currently twelve members, losing two at the end of the year but gained another new one. He's still undergoing training and will be ready soon.

WAPOL – Lowe

Currently at 4 staff in Kojonup – full numbers

Struggling with unvaccinated offenders, they're not interested in the law – and will not get vaccinated. A few unvaccinated were arrested.

There have been few crashes with minor injuries.

Everyone is doing a great job at the moment.

We had an operation on Thursday/Friday night, 20hrs at the Truck Bay – it was very cold but we got heaps of drugs and drunk drivers.

Good on the crime front – hitting drug dealers, they know crime are due to drugs so laying low.

Due to less crime, we had more time to be on the highways and stopping speed offenders.

Derek Jones – document send through in advance

1. Realignment of officer roles in Albany.

I am now DFES contact for Shire of Kojonup. Also, Plantagenet, Cranbrook, Gnowangerup and Katanning. Bushfire background.

City of Albany CESM – Area Officer (Esperance) & back in Albany.

2. 2021/2022 - Fire season.

First time we saw 4 concurrent level 3 incidents in WA. Combined with multiple lightning strikes.

Tested all aspects of the agency.

3. Recent summer reinforced need for mitigation works.

Jerramungup – fire skirted/impacted townsite and then returned on the wind change. Firebreaks, controlled burning, mulching etc all combined to reduce impact/damage to town.

4. Emergency WA Website

Capacity to incorporate incident maps included 2 years ago Website being further upgraded over winter.

Will include increased awareness of CaLD persons. Broaden scope of incidents being shown on website. Provision for alert zones for travellers in the local area.

Request this website be promoted in literature and activities being conducted locally.

5. Emergency Warnings & National Warning System

National Warning System now adopted. Consistency of colours and symbology Emergency Warnings - now require the use of Telephone Warning System.

6. Fire Weather District Review is now complete.

Kojonup Shire now combined with Plantagenet and Kojonup to form Stirling West FWD. New FWD with new name – comes into being on Sept 1.

Recommend the name change be publicised in Shire literature.

7. AFDRS review well advanced.

Number of fuel types enhanced beyond just two. Existing six bands reduced to four.

Needs to be further work to adapt such matters as 'cancellation of permits, vehicle movement and harvest bans, total fire bans and other parts of the Act which reference the 'old FDRs'

Corrigin/Bruce Rock fire outcome - may be some value in having a discussion surrounding appropriate conditions for permits.

Public messaging reviewed.

Grant Thompson

Springhaven went into lock down last week due to a Covid outbreak. Three Residents have tested positive with Covid. One has recovered but two are still in isolation. Seven Team members have tested positive which has created havoc for the team. We've send a request for emergency nurse staff. Two nurses arrived last week with one Defence Force personnel.

Our biggest concern now with the remaining staff is fatigue, but they are all managing extremely well under the current pressure.

Our infrastructure department is currently 3-4 weeks behind due to covid positive cases to our depot staff.

Admin – Our office teams were split with some staff working from Kodja place. Those at Kodja place caught covid, while only a few at the Shire offices caught covid. About 40-50% of the work force team has not contracted covid yet, so it can still come.

Pulse oximeter success – positive / popular

Business as usual.

Ned Radford

Ned Radford made a comment of accommodation that is available for Covid emergencies if needed.

Regarding the fire communication tower. DFES has notified the Shire that they will not be able to assist in building a new one. So, the Shire will form a plan to build a new one and are looking at ways to finance it.

Rodger Ladyman

Business as usual

Still short on volunteers – 7 currently

Peter Holland had the idea to get firies to drive and will get them basic learning.

Recruitment for a local administrator – Albany also advertising, hard to get people to commit. Office (10hrs a week) trying to get someone just to open the office here.
Carrying on as usual.

Digby Stretch

Bushfire side of things went very well through permit period.
Chiefs hold off the restricted burning and brought in the rule if your fire escape from the permit area, you will not get another one until next year.
Covid has not affect so much, but had to postpone the AGM, did not think it's such a good idea to have all the leaders in one room. So the AGM ran its resolutions via email
Everything is in order for booklets.
Tired and fatigue showing in the volunteers who are farmers due to slow machinery replacement etc
WhatsApp was a good option – enhanced the response time to fire calls.

Sharon Poett

More cases now after school started again. Today more than 5 staff members off due to Covid, principle need to go teach
5-10 teaching staff left at the moment, had to split the kids into double classes.
More younger kids have fallen victim to covid, dept has send RATS for kids (20 per kid). High school kids can take theirs home but not primary kids. Which is putting the school under more pressure being the warehouse and distribution centre.
Done a new emergency plan – will send new one to Este
Still office staff on one year contracts, still waiting on dept for vaccination status etc.

Phill Schupp

Really busy
Great southern received quite a few support request for food/accommodation,
Have not had the serious requests levels other districts had, we made sure were prepared.
Had quite few calls – One provider to help with housing for people with covid – had to transport people to Perth.
Provided welfare too,
Lucky with amount of people getting affected with covid are not that high.
Food wise – Iga / Coles with their delivery services has been great. We had to do a few shopping ourselves / foodbank dropping off worked well.
Hopetown /Jeramungup support was given.
Focus now is on training to prepare for new crises. Requesting mails to be send out to shires to get numbers who need necessary training, additional things and ppe..
Working on recovering phases – especially Denmark area, LGI don't think about it until it happens.
Sideline for response, getting all search providers in. All support services will be in action etc – getting sign off – so working on this currently. So will get formalities right.
Negotiated with Albany – place to fill up with equipment (sea container)

Robert Jehu

Had no calls for assistance regarding to covid for food etc.

Still under health directive for our Vollies
New WHS legislation – responsibility under Grant.
OHS new legislation covered.

Kevin Bransby

Lema plan was my main focus, finalising it for this meeting.
Latest plan for emergency, recovery, evacuation plan – was 2011 the last versions (My focus moving forward is to get it updated)
Mitigation plan with Albany – machinery coming this week to showground to clean and burning.

LEMA discussion

Adam Smith – gazed over it and he approved it.
Couple of changes like spelling / contact details.
If there are any major issues – members need to speak up and let us discuss
Animal welfare plan just finalised by Ranger – Adam also looked over and was satisfied with the document.
Risk management plan – not one for LEMC – will do in the next meeting or two.
Bush Fire risk plan – still waiting upon an appointment of the BRPC, DFES will advertise soon.
Part 4 - Risk – going to expand more about all the types of risks, what will happen, some will never happen, but it is good to know
Digby Stretch– Three bushfire repeaters tower in town / police tower and one shared by Boyup brook shire, - needs to be added in.
Fencing contractors – Blaze aid is Victorian but you ring them and they will coordinate it.
Plan was to endorse the LEMA today, but more info is needed, and contact details should be audited.
This document should be finalized and send up to state by August 2022, the updated version will be given for endorsement by the next meeting.

Animal welfare plan

Kevin running through the plan. About the objectives, what is involved.
New concept – only the last couple of years that shires realised they need to have this in place.
Will send out a copy as part of the minutes
Will put up for endorsement at the next meeting

5 OTHER ITEMS

Digby Stretch – We had a good conversation at the Health Precinct meeting, especially what was expected, and what we need to do.
We saw that our discussions and plans made an impact on the late smoke alerts.
No solutions yet but we're working towards it. Still looking at specific appliances like big water sprinkler.

6 DETAILS OF NEXT MEETING

Next Meeting – Monday 8 August 2022, at 9:30

7 **CLOSURE**

There being no further business to discuss, the Chairman thanked the members for their attendance and declared the meeting closed at 10: 34 am.