

SHIRE OF KOJONUP



# LOCAL EMERGENCY MANAGEMENT COMMITTEE

MINUTES  
RECEPTION ROOM

9.30am Monday, 8 August 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*

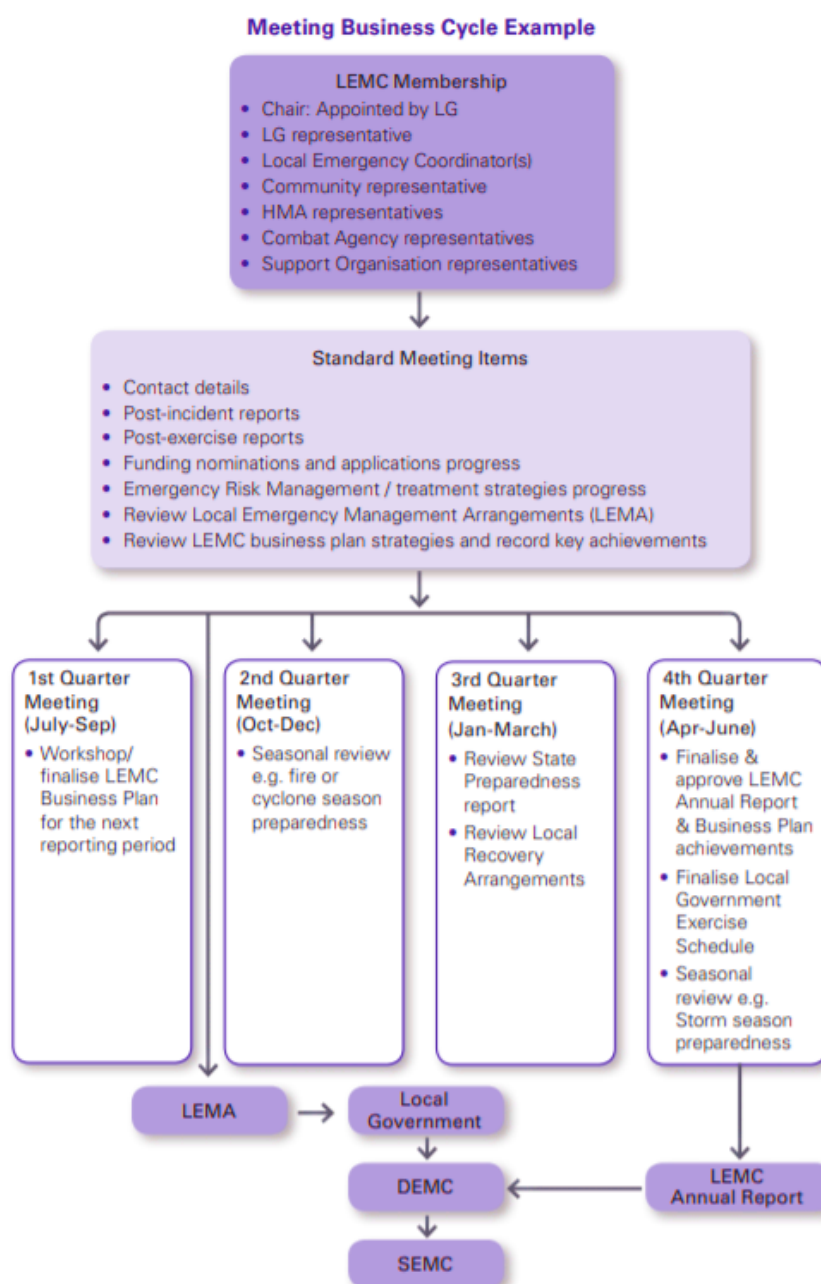
- *finalising the annual report and arranging for it to be forwarded to the relevant DEMC for annual report compilation.*

**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



## MINUTES

### 1. DECLARATION OF OPENING AND ANNOUNCEMENT OF GUESTS

The Chairman, Robert Jehu declared the meeting open at 9:30am.

### 2. ATTENDANCE & APOLOGIES

Shire of Kojonup

- |                   |   |
|-------------------|---|
| • Ned Radford     | Shire President (Council)                   |
| • Grant Thompson  | CEO   |
| • Robert Jehu     | Manager Regulatory Services (MRS)(Chairman) |
| • Kevin Bransby   | Community Emergency Services Manager (CESM) |
| • Ciara O'Regan   | Manager Springhaven (MS)                    |
| • 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 |
| • Tony Fisher   | Zulu                                   |

Department of Communities

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

Department of DFES

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

Kojonup District High School

- |                |           |
|----------------|-----------|
| • Lauren Sutti | Principal |
|----------------|-----------|

St John Ambulance, Kojonup

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

#### **APOLOGIES**

St Bernards Primary School

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

Kojonup Health Service

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

Kojonup VFRS

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

Volunteer Bush Fire Brigade Service, Kojonup

- |                |                  |
|----------------|------------------|
| • Tim Johnston | Community Member |
|----------------|------------------|

Department of DFES

- |               |                        |
|---------------|------------------------|
| • Derek Jones | District Officer Rural |
|---------------|------------------------|

3. CONFIRMATION OF PREVIOUS MINUTES

OFFICER RECOMMENDATION

Moved by Stephanie Swain, seconded by Phil Schupp  
That the minutes of the Local Emergency Management Committee meeting held 9 May 2022 be confirmed as a true and accurate record.

14/ CARRIED

4. BUSINESS ARISING FROM PREVIOUS MEETING

Nil

5. GENERAL BUSINESS

5.1 COVID -19 UPDATE

<https://experience.arcgis.com/experience/> - Last updated: 02 August 2022 at 10:17am

COVID-19 Globally – 578 179 889 with 6 402 356 deaths

COVID-19 in Australia – 9 472 365 with 11 953 deaths

COVID -19 in WA – 1 071 464 with 509 deaths

Male – 488 1387 cases

Female – 527 749 cases

Unconfirmed – 55 578 cases

WA SCHOOLS FREE RAT'S

The WA Government is providing an additional 11.8 million free RATs to WA schools to support local families and teachers.

New sub-variants have led to an increase of COVID infections and reinfections. The WA Government is providing 20 free RATs to each student and an allocation to staff members to help continue face-to-face learning and minimise disruptions to schooling.

Individual schools will provide more information to parents and carers on how to collect their RATs. This distribution supports recommendations following National Cabinet to strongly encourage mask wearing indoors. This includes schools to help reduce the risk of COVID-19 transmission.

Parents and carers are encouraged to share the importance of wearing a mask to their children, encourage good hand hygiene, and to wear a mask when visiting schools.

Testing remains important to keep vulnerable community members safe from COVID-19. Parents and carers should test their children and keep them home from school if they have symptoms.

Students who are close contacts can only attend school if they don't have symptoms and return a daily negative RAT. These students (Year 7 and above) must also wear a mask when they leave home (unless exempt).

<https://www.wa.gov.au/government/announcements/more-free-rats-wa-schools-term-three>

#### 4<sup>th</sup> VACCINE DOSE

From Monday 11 July, 2022, the COVID-19 fourth dose is available and encouraged for anyone aged 30 and over.

The interval recommended between a recent COVID-19 infection or last booster dose is now 3 months.

This is in addition to the previous recommendations for a fourth dose, which remain in place for:

- all adults aged 65 years or older
- residents of aged care or disability care facilities
- Aboriginal and Torres Strait Islander people aged 50 years or older
- people who are severely immunocompromised (external link) (this will be their fifth dose)
- people aged 16 years or older with a medical condition (external link) that increases the risk of severe COVID-19 illness
- people aged 16 years or older with disability, significant or complex health needs, or multiple comorbidities which increase the risk of a poor outcome.

People in these groups can walk-in without an appointment and get their fourth dose at COVID-19 vaccination clinics, and can receive a vaccination at GPs, pharmacies and Aboriginal Medical Services. Appointment opportunities will increase appropriately as more people book in for their fourth dose.

ATAGI (Australian Technical Advisory Group on Immunisation) emphasised that people who have previously been infected with COVID-19 – irrespective of the variant – should continue to receive the recommended vaccination doses, as prior infection alone will not provide sufficient protection against severe disease.

#### VACCINE MANDATES

From Friday 10 June 2022, vaccine mandates only apply to workforces working with the most vulnerable to protect them from severe disease. This includes:

- healthcare and health support workers in hospitals and primary health care settings;
- workers in residential aged care facilities; and
- disability support accommodation workers.

Workers captured under the mandatory vaccination directions must have their third (booster) dose administered within one calendar month of becoming eligible. People providing support to individuals in a private residential (home) setting, are not subject to the mandatory vaccination requirements.

Anyone aged 16 years and older who had their second COVID-19 vaccination three or more months ago is eligible for a third dose.

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

## **5.2 HMA/AGENCY REPORT**

### **5.2.1 Shire of Kojonup – Chief Executive Officer - Grant Thompson**

- BRMC position been advertised, extension on due date for applications. No resumes have been received up to date.
- There has been a spike in Covid in Kojonup.

### **5.2.2 Springhaven Aged Care – Ciara O'Regan**

- From the last LEMC meeting, Springhaven had a Covid outbreak. Total Covid numbers were 3 residents and 8 staff members.
- Springhaven followed all the state rules, kept the residents to their own rooms and space. The idea to cordoned off one wing was a brilliant idea, this way they could keep the spread of Covid under control.
- The staff at Springhaven did an excellent job working overtime and harder than normal.
- There were a team from the Australian Navy, one nurse, 3 medics and 4 admin staff. The biggest obstacle was to give them accommodation. Most of them had to drive in and out from Collie each day.
- Springhaven's success was due to being prepared, with no PPE issues. They received 9 pallets of PPE from the government.
- Allowing more visiting hours, but visitors need to do a RAT test before entering the building. Also still have mask wearing as compulsory at Springhaven.
- All of the residents is vaccinated, and there is plans to host a celebration dinner to say thanks to all staff.
- Grant Thompson – the team did an amazing job. The decision to divide the facility saved time and confined the outbreak.

### **5.2.3 CESM – Kevin Bransby**

**LEMA 2022- 2027**

**SOK Local Emergency Recovery Plan 2022 -2027**

**SOK Local Emergency Evacuation Plan 2022-2027**

**2022/2023 Emergency Services Levy Fund**

- Running through the documents, everyone had time to go through them before the meeting.
- Ned Radford – recommends that the St Mary's Church to be added as an option for evacuation
- Changes were emailed by Matt Crabb and Digby Stretch
- Phill Schubb advised that the District Director should be changed to Regional Director.
- Ciara O'Regan asked about an evacuation plan for Springhaven itself.
- Digby Stretch mentioned again about the options that was discussed to get additional fire appliances at the Aged Care facility.

- CEO requested that Kevin Bransby should engaged with Ciara O'Regan to setup a evacuation plan for Springhaven.
- Tony Fisher mentioned that in a bushfire situation they would rather look at defending the aged care rather than evacuating.
- There should be an addendum put to the plans for the Aged Care and the Hospital.
- In the coming weeks Springhaven is getting a van for their residents, with wheel-chair access.
- Animal Welfare plan - discussed by Stephanie Swain. The endorsed plan should be added to the LEMA as an addendum.

#### **5.2.4 WAPOL**

- Had no emergencies from the last meeting
- Three staff tested positive for Covid
- Still got heaps of PPE

#### **5.2.5 St John Ambulance**

- Luckily not everyone had covid at once
- Three new recruits, and one office staff member starting soon.

#### **5.2.6 Kojonup VFRS**

- Matt Crabb send through a few changes to the LEMA Appendices

#### **5.2.7 Volunteer Bush Fire Brigade – Tony Fisher**

- Last year hit us hard with bushfire setup due to covid, but good vaccinations rates were received in Kojonup.
- A few educational things also happened between last year and now.
- The Rulings has changed regarding FCO's with covid ruling
- Kojonup town area will need to get FCO's re-endorsed due to the change of ruling.
- Tony Fisher went through Covid himself, and Digby Stretch has it currently.
- It is currently a very wet season, that will lead to an interesting fire season.
- Digby will address all changes to the Fire Danger Ratings at the BFAC meeting.
- We still need to figure out where the bans will be in place.
- Further all going well

#### **5.2.8 Kojonup Health Service**

- N/A

#### **5.2.9 DFES – Adam Smith**

- Fire danger ratings taking up a lot of time. Getting everything setup and on its way.
- Business as usual in our time frame.
- Majority of staff had covid
- Routine training taking place
- State Emergency meetings took place last week. Waiting on new detail.
- On a district level there will be great combined exercises taking place in Esperance. The post exercise report will be shared.
- Working with Walga on the Local Emergency Forum for Middle September.



#### 5.2.10 Department of Communities – Phill Schubb

- Still working on calls and request for support
- Still got Saturday working hours of 10-2pm.
- Katanning is now going through a big spike of Covid cases, the offices there were closed for a few days.
- Our focus now is training, we had an in dept training session at Broomehill-Tambellup
- More PPE and bedding will be stored at Katanning, it will be moved from Albany in a few weeks.
- Support plan has been reviewed and send out again. Hopefully it will be reviewed in the next two months.

#### 5.2.11 Kojonup District High School

- High School is going quite well
- Sharon was on leave and this morning in a farm meeting.
- Schools received additional RAT tests; the lolly pop test the school has pallets full off.
- Country week at the end of the term so the school will have enough RAT's and masks to take with.
- School numbers are increasing

#### 5.2.12 St Bernards Primary School

- N/A

### 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.*

- Kevin Bransby to present the final LEMA document for endorsement.

#### OFFICER RECOMMENDATION

Moved by Ciara O'Regan, seconded by Digby Stretch

That the following documents should be endorsed by the Local Emergency Management Committee

- LEMA 2022- 2027
- SOK Local Emergency Recovery Plan 2022 -2027
- SOK Local Emergency Evacuation Plan 2022-2027
- 2022/2023 Emergency Services Levy Fund

14/ CARRIED

6. **OTHER ITEMS**

- Digby Stretch asked about FMD, if it come across the Shire at all?
- What will happen if it does hit the Shire?
- Elders hosting a FMD meeting on Wednesday the 10<sup>th</sup> of August 2022 at the Sporting Complex.
- CEO asked what the results of FMD will be? Instant livestock standstill and destroying of animals.
- Robert Jehu mentions it is a State and Federal responsibility not the Shire's

7. **DETAILS OF NEXT MEETING**

Monday, 7<sup>th</sup> of November 2022 @09:30am

8. **CLOSURE**

There being no further business to discuss, the Chairman thanked the members for their attendance and declared the meeting closed at 11:00am.

Confirmed as a true record –

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Presiding member

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Date: