

SHIRE OF KOJONUP



LOCAL EMERGENCY MANAGEMENT COMMITTEE

**AGENDA
RECEPTION ROOM**

9.30am Monday, 7 November 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*

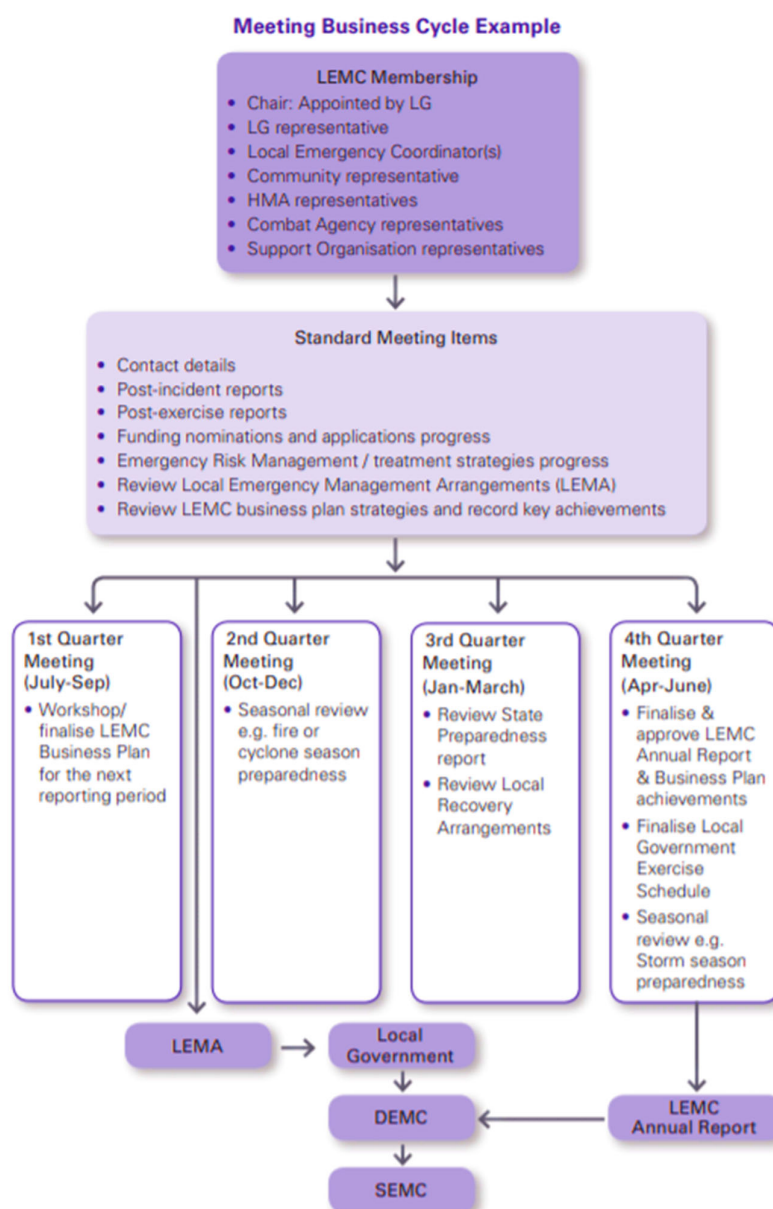
- *finalising the annual report and arranging for it to be forwarded to the relevant DEMC for annual report compilation.*

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, declared the meeting open at am.

2. ATTENDANCE & APOLOGIES

Shire of Kojonup

- | | |
|---------------------------|---|
| • Ned Radford | Shire President (Council) |
| • Grant Thompson | Chief Executive Officer |
| • Robert Jehu | Manager Regulatory Services (MRS)(Chairman) |
| • Kevin Bransby
(CESM) | Community Emergency Services Manager |
| • Emelee Peet | Bushfire Risk Planning Coordinator |
| • Ciara O'Regan | Manager Springhaven (MS) |
| • Este Lottering | Administrator Regulatory Services (RS) |
| • Stephanie Swain | Ranger |

WA Police Service, Kojonup

- | | |
|----------------|----------------|
| • Matt Johnson | Kojonup Police |
|----------------|----------------|

Volunteer Bush Fire Brigade Service, Kojonup

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

Department of Communities

- | | |
|-------------------|-------------------------------------|
| • Michele Duxbury | District Emergency Services Officer |
|-------------------|-------------------------------------|

Kojonup VFRS

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

Kojonup Health Service

- | | |
|-------------|---------------------------|
| • Ken Jones | Albany Facilities Manager |
|-------------|---------------------------|

Department of Fire and Emergency Services

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

Kojonup District High School

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

St John Ambulance, Kojonup

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

St Bernards Primary School

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

Water Corporation

- | | |
|---------------|--|
| • Marian Sain | |
|---------------|--|

Department of Primary Industries and Regional Development

- John Paul Collins Research Scientist / Responsible Officer on Site

3. CONFIRMATION OF PREVIOUS MINUTES

OFFICER RECOMMENDATION

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

CARRIED

4. BUSINESS ARISING FROM PREVIOUS MEETING

5. GENERAL BUSINESS

5.1.1 WA's State of Emergency set to end

Western Australia's State of Emergency and the Public Health State of Emergency will come to an end 12:01am Friday, 4 November 2022, marking a major milestone in the State's successful management of the COVID-19 pandemic.

Public health advice like mask-wearing, testing and isolating if feeling unwell, and avoiding high-risk settings until symptoms have cleared are highly recommended and can be adopted as a requirement through businesses' own policies and work health and safety arrangements.

With COVID-19 still in the community, Western Australian's are still encouraged to test and isolate if feeling unwell with COVID-like symptoms, stay up to date with vaccinations, continue to wash or sanitise your hands and wear a mask as required.

The WA free RAT program provides a quick and effective form of testing for COVID-19, with free RATs available at drive-through collection points, vaccination clinics, offices of Members of Parliament, and regional testing clinics.

As part of the transition away from the State of Emergency, a 'Temporary COVID-19 Declaration' can be made by the State Emergency Coordinator should the virus escalate and require additional public health and social measures to be implemented to protect the community.

Under the framework, the Temporary COVID Declaration can be used to implement measures such as mask wearing on public transport and in other settings, isolation requirements for individuals, enhanced cruise-ship protocols and prohibitions to remote Aboriginal communities.

5.2 HMA/AGENCY REPORT

5.2.1 Shire of Kojonup – Executive Officer - Grant Thompson

5.2.2 Shire of Kojonup – Manager of Regulatory Services - Robert Jehu

Attachment – Factsheet for Health Representation on LEMC – Heatwave Hazard

5.2.3 Springhaven Aged Care

5.2.4 CESM

5.2.5 WAPOL

5.2.6 St John Ambulance

5.2.7 Kojonup VFRS

5.2.8 Volunteer Bush Fire Brigade

5.2.9 Kojonup Health Service

5.2.10 DFES/DEMC

5.2.11 Department of Communities

5.2.12 DPIRD

Attachment - DPIRD LEMC -DEMC Report 2022.10.3

5.2.13 Kojonup District High School

5.2.14 St Bernards Primary School

6. **OTHER ITEMS**

7. **DETAILS OF NEXT MEETING**

Monday, 6th of February 2023 @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 ____am.



Factsheet for Health representation on LEMC – Heatwave Hazard

Understanding the upcoming changes to the State Hazard Plan for Heatwave

More is now known about heatwaves and the risk to the public since Heatwave was first recognised as a hazard under State emergency management legislation in 2012. During this time, better ways of forecasting severe weather events has been identified. Nationally recognised forecasting methodology and warnings are being adopted amongst the states and territories. Accordingly, the Western Australian Department of Health is preparing to align the State Hazard Plan Heatwave to the contemporary forecasting and warning system.

State Hazard Plans for hazards describe the actions the Hazard Management Agency (HMA) will follow to prevent, prepare for, respond to, and recover from a hazard. The State Hazard Plans define the roles and responsibilities of agencies and organisations that support the HMA. State Hazard Plans and hazards to Western Australia are supported by legislation defined in the *Emergency Management Act (2005)* and *Emergency Management Regulations (2006)*.

This factsheet provides key points to Health representatives the participate in Local or District Emergency Management Committees, describing the changes to heatwave forecasting process, messaging the public will receive and Incident Management structure.

Current Heatwave process

The existing methodology uses the 3 Day Average Temperature (3DAT) calculation method, which consists of a three day forward looking average of minimum and maximum temperatures. When the 3DAT is forecast to exceed 32° Celsius at the Perth weather reporting station, the triggers for Heatwave response actions commence. The 3DAT has limitations, particularly in that this calculation does not support localities north of the metropolitan area.

3DAT monitoring is facilitated by manually transposing the seven-day maxima and minimum temperatures forecast at the Perth monitoring station, along with the previous day's observations, onto an excel spreadsheet. Mathematical functions on the spreadsheet detail when triggers to act are met.

Proposed Heatwave process

The Bureau of Meteorology (BOM) utilise an Excess Heat Factor (EHF) calculation that is more robust than 3DAT. The EHF can be readily applied to targeted locations or districts to forecast extreme heat. Heatwaves, utilising the EHF method are calculated using the forecast maximum and minimum temperatures over the next three days. This information is compared to actual temperatures over the previous 30 days, and the long-term climate record for what should be

considered hot at the location at that time. Studies have concluded EHF as a more suitable calculation of heatwave.

Australian Warning System (AWS)

The Australian Warning System (AWS) is a national approach to information and warnings for all natural hazards such as bushfire, flood, storm, tropical cyclone and extreme heat.

The AWS has been developed based on community research and input from Australia's emergency services and hazard agencies. The goal of the AWS is to deliver a more consistent approach to emergency warnings, no matter where you are in the country. It uses a nationally consistent set of hazard icons to show incidents on websites and apps, supported by calls to action by the public.

There are three warning levels in the AWS:

1. **Advice:** an incident has started. There is no immediate danger. Stay up to date in case the situation changes.
2. **Watch and Act:** there is a heightened level of threat. Conditions are changing and you need to start taking action now to protect you and your family.
3. **Emergency Warning:** an Emergency Warning is the highest level of warning. You may be in danger and need to take action immediately. Any delay now puts your life at risk.

Heatwave messaging will be realigned to reflect the AWS with heatwave warnings to be released on [EmergencyWA.wa.gov.au](https://www.emergency.wa.gov.au)

Opportunities

These changes present a raft of opportunities to better manage a heatwave hazard. A benefit for the WA community will be a State Hazard Plan that transitions to apply the full population of the state.

The new plan can leverage off the significant heatwave resources provided by the Bureau of Meteorology (BOM). The Bureau's heatwave forecasting covers towns and cities all over Australia. As with other natural hazards such as bushfire or cyclone, the Bureau provide the forecasting capability and the HMA provides the Command, Control and Coordination for the hazard. New Heatwave plans will align with this role delineation.

Incident Management

Incident Management for Heatwaves will continue to follow the State Emergency Plan. Where there will be a difference from heatwaves prior seasons will be when the heatwave affects regional areas. In localities outside the metropolitan area, a regional Incident Controller (IC) will be appointed and supported by an Incident Support Group (ISG) from that region. The membership of the ISG will be regional agency representation of agencies that have roles and responsibilities under SHP heatwave. While representation may vary slightly between regions, broadly it will be the agencies that make up a Local/Regional Emergency Management Committee. This structure is no different than what occurs for other natural hazards such as bushfire or cyclone.

The same representation is a little more challenging to replicate in the metropolitan area due to the large number of Local Government (LG) that span multiple Health Service Providers. In the case of heatwaves affecting the metropolitan area, the Department of Health as Controlling Agency will appoint an IC and provide the public health advice. The metropolitan LGs will be provided opportunity to observe the ISG.

Communications Strategy

Messaging is the key strategy in minimising the effects of a heatwave. The cornerstone of messaging consistently should be:

- Ensure you have a local plan for heatwave.
- Stay hydrated.
- Remain out of the sun, particularly from the middle of the day and into the afternoon.
- Keep cool, be this by staying in a cool location or moving to a cool location.
- Check on others.

Many people in Western Australia are generally acclimatised to living in hot weather and are resilient to hot conditions. This is particularly so in the north and inland locations of the state. People may be complacent about extreme heat and don't see themselves as affected or vulnerable. Furthermore, the cumulative effect on health from heat exposure increases, particularly when there is no ability to compensate from a heat event.

Communication will occur through a tiered approach:

- to agencies with roles and responsibilities under the SHP – heatwave
- to agencies and organisations that provide care and support to vulnerable populations
- to the general public.

The Department of Health recognises the large community reach that collectively the emergency management agencies have. Our request is to promulgate heatwave response messaging. Agencies and event organisers should refer back to the Department of Health's messaging rather than creating their own heatwave content.

Summary or talking points

- Health is adopting a more robust measurement of heatwave that will forecast the risk for whole of WA.
- Heatwave warnings will follow the Australian Warning System: Advice, Watch & Act, and Emergency Warning, and will be published on EmergencyWA
- Incident Management for Heatwave in regional areas will be run by a local IC (from the affected region).
- Agencies should refer to Health's heatwave messaging rather than creating their own content.
- Heatwave monitoring operates 1 Nov – 31 March.

Next steps

The State Hazard Plan – Heatwave is undergoing a major revision to support these changes and requires a consultative review as per State EM guidelines. Assuming smooth passage of the changes, the processes that support SHP Heatwave will go live on 1 November 2022 in time for the high threat season.

**This document can be made available in alternative formats
on request for a person with disability.**

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health.wa.gov.au



Department of
**Primary Industries and
Regional Development**

Agency Name:	Department of Primary Industries and Regional Development		Date: 3 October 2022
Report prepared by:	Helen Kent	Position:	Emergency Preparedness Coordinator – Incident & Emergency Management Branch
Situation Report:			
<p>1. Declared incidents – DPIRD is managing:</p> <ul style="list-style-type: none">• Seven (7) plant pest/disease level 1 & 2 Incidents• Nil animal pest/disease incidents <p>Plant pest / disease incidents include Polyphagous shot-hole borer in the Perth metropolitan area.</p> <p>Polyphagous shot-hole borer (PSHB) (<i>Euwallacea fornicatus</i>) is a beetle native to Southeast Asia. The beetle attacks a wide range of plants by tunnelling into trunks, stems and branches.</p> <p>The Department of Primary Industries and Regional Development is responding to the confirmed detections of an exotic beetle Polyphagous Shot-Hole Borer in the Perth metropolitan area. Response activities include:</p> <ul style="list-style-type: none">• Conducting surveillance to determine the distribution of PSHB• Containing the pest to prevent further spread to non-infested regions within Western Australia• Providing advice and information to residents, industry and other stakeholders• Ensuring that all response activities are conducted safely, consistently and efficiently <p>Link to information about Polyphagous shot-hole borer Agriculture and Food</p> <p>Varroa Mite – DPIRD has been providing support to the NSW Department of Primary Industries which is managing an incursion of Varroa Mite in NSW. Varroa mites (<i>Varroa jacobsoni</i> and <i>V. destructor</i>) are the most serious pest of honey bees worldwide.</p> <p>Link to information about Varroa Mite (nsw.gov.au)</p>			

2. State alerts and investigations

DPIRD is currently investigating a further two (2) pests and diseases.

3. National alerts & investigations

DPIRD and other state jurisdictions continue to monitor reported outbreaks of:

- **African Swine Fever** – FAO situation update in Asia and Pacific dated 15 September 2022 advised ASF reported countries since August 2018: China, Mongolia, Vietnam, Cambodia, Democratic People's Republic of Korea, Lao People's Democratic Republic, Myanmar, The Philippines, Republic of Korea, Timor-Leste, Indonesia, Papua New Guinea, India, Malaysia, Bhutan, Thailand, Nepal.

Link to information about African Swine Fever: <https://www.fao.org/animal-health/situation-updates/asf-in-asia-pacific/en>

- **Lumpy Skin Disease** – Vietnam, Thailand, Malaysia and Indonesia
- **Foot and Mouth Disease** – Indonesia

NB: There are, currently, no known incidences of these diseases in Australia.

Information regarding Foot and Mouth Disease prevention is available on the WA government website:

[Foot-and-mouth disease advice for Western Australians \(www.wa.gov.au\)](http://www.wa.gov.au)

Information is also available on the DPIRD website:

[Foot-and-mouth disease: prevention and preparedness | Agriculture and Food](#)

4. Severe Tropical Cyclone Seroja (Recovery)

DPIRD, through its Rural Business Development Unit, is managing Disaster Recovery Funding Arrangements WA (DRFAWA) assistance to primary producers impacted by TC Seroja.

5. COVID 19

DPIRD:

- continues to monitor information from the Department of Health
- communicates to staff regarding the management of COVID in the workplace

6. Southwest Land Division Fires:

- DPIRD District Recovery Coordinator, Rob Cossart, is working in to support communities recovering from the bushfires which occurred in early February 2022.
- Affected local governments: Corrigin, Narrogin, Bridgetown and Denmark

Issues:

No issues to report

DPIRD's role in emergency management

The Department of Primary Industries and Regional Development plays an important role in emergency management in Western Australia.

- Hazard Management Agency (HMA) for animal and plant biosecurity with responsibilities across prevention/mitigation, preparedness, response and recovery.
- Provision of support to other HMAs by:
 - coordinating animal welfare for other hazard emergencies including bushfires, cyclones and floods;
 - contributing to the Controlling Agency's impact statement in relation to impacts to primary industries (where an impact statement is required)
 - managing eligible assistance for primary producers under the Disaster Recovery Funding Arrangements WA and providing advice to primary producers in relation to this funding.