

SHIRE OF KOJONUP



LOCAL EMERGENCY MANAGEMENT COMMITTEE

MINUTES
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:

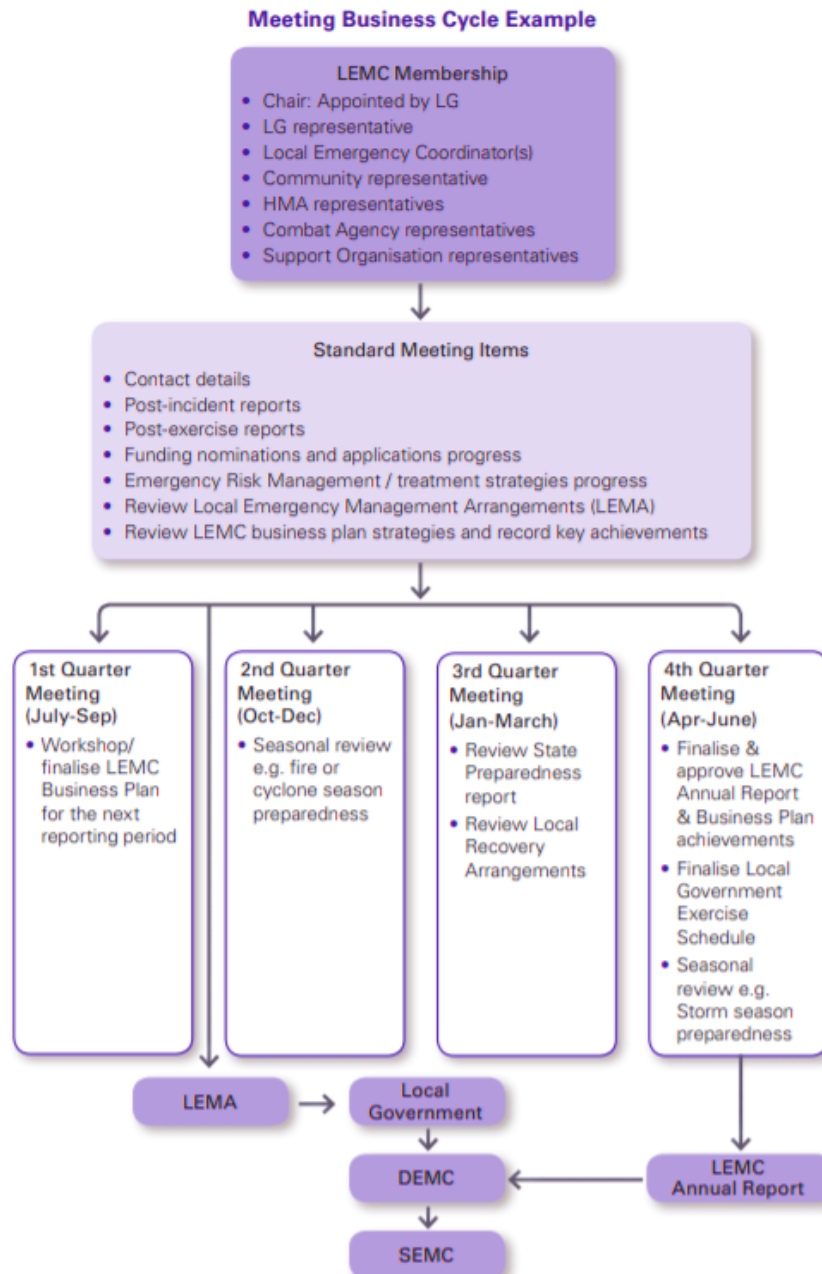
“s37. Local emergency coordinators

(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



MINUTES

1. DECLARATION OF OPENING AND ANNOUNCEMENT OF GUESTS

The Chairman, Robert Jehu declared the meeting open at 9:33am.

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 |
| • Tony Fisher | Chief Zulu |

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 |
|--------------|---------------------------------------|

St John Ambulance, Kojonup

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

Apologies

Kojonup District High School

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

St John Ambulance, Kojonup

- | | |
|---------------|-------------------------|
| • 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 by Ciara O'Regan, seconded by Stephanie Swain
That the minutes of the Local Emergency Management Committee meeting held 8 August 2022 be confirmed as a true and accurate record.

17/0 CARRIED

4. BUSINESS ARISING FROM PREVIOUS MEETING

Grant Thompson requested an update on the current Foot and Mouth Disease situation. Digby Stretch confirmed that it is an ongoing concern and that Australia is still prepared for any outbreak.

5. GENERAL BUSINESS

5.1.1 WA's State of Emergency has come to an 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

- Not a lot to report, Covid is winding down, starting to postpone more and more Covid meetings.
- Springhaven's preparedness for Covid was exemplary and planning was valuable when Covid hit, Ciara and her team did a fantastic job.
- Like to introduce Emelee Peet, our new Bushfire Risk Planning Coordinator. She will be shared between the Shires of Kojonup, Katanning and Broomehill-Tambellup.
- Regarding the Communication tower, the previous project manager has resigned and moved overseas. He did give us a few numbers of replacements. We'll be going through them to appoint the correct person.
- Windfarm process is not finalised yet. The Shire cannot get involved or comment on any Windfarm matters at this stage.

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

- Attachment – Factsheet for Health Representation on LEMC – Heatwave Hazard
- LEMC will be in charge when a response needs to be put out there, and in the case of a severe heatwave the state plan will be implemented. Assessment needs to take place in the moment and further steps will then be planned.

5.2.3 Springhaven Aged Care

- Springhaven is doing ok, there were two outbreaks of Covid this year, and we've still got half a container of PPE. No more Covid / Flu vaccinations is needed which was the reason for such a high staff loss. Now that it is not needed, it makes sense to take the mandate away to get staff again.
- The facilities can implement their own procedures and act on their own discretion.
- Staffing still a big concern, there will only be one nurse from 2023.
- Would like to thank Emelee for her visit with Haylee on their fire emergency plan. Haylee is very excited to work with Emelee.

5.2.4 CESM

- Would like to welcome Emelee Peet, looking forward to be working with her in the next couple of months.
- The last few weeks consisted of training – bushfire training.

5.2.5 WAPOL

- The Kojonup police station is still two Subs down, there will be a new Sgt coming in the next two weeks. (From Scarborough). His son is a Sgt in Katanning, so we hope he will be staying longer. There is also no applications for the second role.

5.2.6 St John Ambulance

- Busy period is coming up, still short of numbers for volunteers over the Christmas period. There is only about 5 volunteers that is really active.
- Our offices is open on Tuesdays and Thursdays – office lady settling in very nicely.
- Car park is nearly done, will just need the signs to go up.

5.2.7 Kojonup VFRS

- We've been busy, standing on 10 members, we've lost 3 in the year. There is about 6 fully trained guys, so in an emergency we've got about 4-6 guys that can be on the truck in minutes.
- Juniors will be trained next year, they can join from the age of 17
- Did a nice refresher course at the showgrounds, filled a shed with smoke and did some learning.
- Done a few school visits, some kids will be visiting the station.

5.2.8 Volunteer Bush Fire Brigade

Tony Fisher :

- Potentially a bad season coming with the masses of fuel load out there.
- Keeping in touch with the employees of the windfarm, they are happy to work with us and if we need anything else.
- Permits are finished, now only protective burning allowed.
- Due to the light season, a lot of material what will not burn needs to be slashed, cut or sprayed.
- Kojonup truck – Tim resigned, and Temby will take over
- Murdaup truck – Blewitt guys will take over (Bob is out of action and retired)

Digby Stretch:

- Had our radio briefing meeting
- The new fire danger rating system is still an issue for the permit system.
- Permits will be invalidated when the fire danger rating is too high. FCO's will have the discretion to override permits that is cancelled to go ahead. We're very reluctant to do this but will discuss with the Shire what they are comfortable with.
- Still concerns if what we do here in the Shire of Kojonup will impact Cranbrook and Mount Barker which is part of the Stirling West.

Grant Thompson mentions that the BFB should talk to Enel to see what plans they've got in place for a fire on their premises.

Stephanie Swain did her fire break order inspections for the townsite of Kojonup. 66 Lots were not compliant from which 13 is in Muradup. Letters has been send out to them all with a new cut off date.

5.2.9 Kojonup Health Service

- Staffing is a continual problem
- Contacted a lot of agencies, the nurses don't hang around long enough.
- Got some funding for tanks and fire equipment for the hospital, hopefully it will be implemented this year.
- All the emergency procedures are updated, still working on a Code yellow fire plan for the next year.

- With our asset protection, we're quite comfortable with the surrounds of the hospital.

5.2.10 DFES/DEMC

DFES

- The last 2 months staff have been focusing on the Departments pre-season preparedness measures and have conducted a number of regional bushfire exercises and professional development training.
- The substantive Superintendent (Wayne Green) has returned from long service leave
- The region is fortunate to have a full complement of staff to the bushfire season.

Emergency Management

- The District Emergency Management Committee (DEMC) had its last meeting for the year on the 28 October
- One of the key items for discussion was DEMC membership, this includes local government representation which will be further discussed at the December Local Emergency Management Forum
- The DEMC endorsed the post exercise report from the combined Great Southern and Goldfields-Esperance DEMC exercise – copies will be sent to LEMCs shortly.
- The DEMC has a new Chair – Superintendent (Police) Paul Coombes

5.2.11 Department of Communities

- Welcome Michelle Duxbury to the community.
- Covid mandate report has been deactivated.
- Doing a lot of training currently to prepare for a high threat season. If anyone is looking for training, please do let us know.
- Busy updating the current Welfare plans.

5.2.12 DPIRD

Attachment - DPIRD LEMC -DEMC Report 2022.10.3

5.2.13 Kojonup District High School

- Apology

5.2.14 St Bernards Primary School

- Apology

6. **OTHER ITEMS**

- Tim Johnson announced his retirement from the LEMC. He begs the Shire to protect Kojonup. He enjoyed his involvement over the past few years.
- Robert Jehu thanks Tim Johnson for his valuable contribution.
- The position Tim Johnson filled should be advertised to the community with an EOI.
- Motion moved by Digby Stretch and Second by Stephanie Swain. All in favour

OFFICER RECOMMENDATION

Moved by Digby Stretch, seconded by Stephanie Swain
The Community member position filled by Tim Johnson be advertised to the Community to seek EOI for the position to be filled.

17/0 CARRIED

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 10:24am.