

SHIRE OF KOJONUP

Kojonup



One community, many choices

LOCAL EMERGENCY MANAGEMENT COMMITTEE

Minutes
RECEPTION ROOM

9.00am Tuesday, 8 February 2022

Due to the current COVID situation, a conference call option is available where preferred

Please use the following details to connect to the meeting;

Call : (08) 6805 9931

PIN : 955489

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:

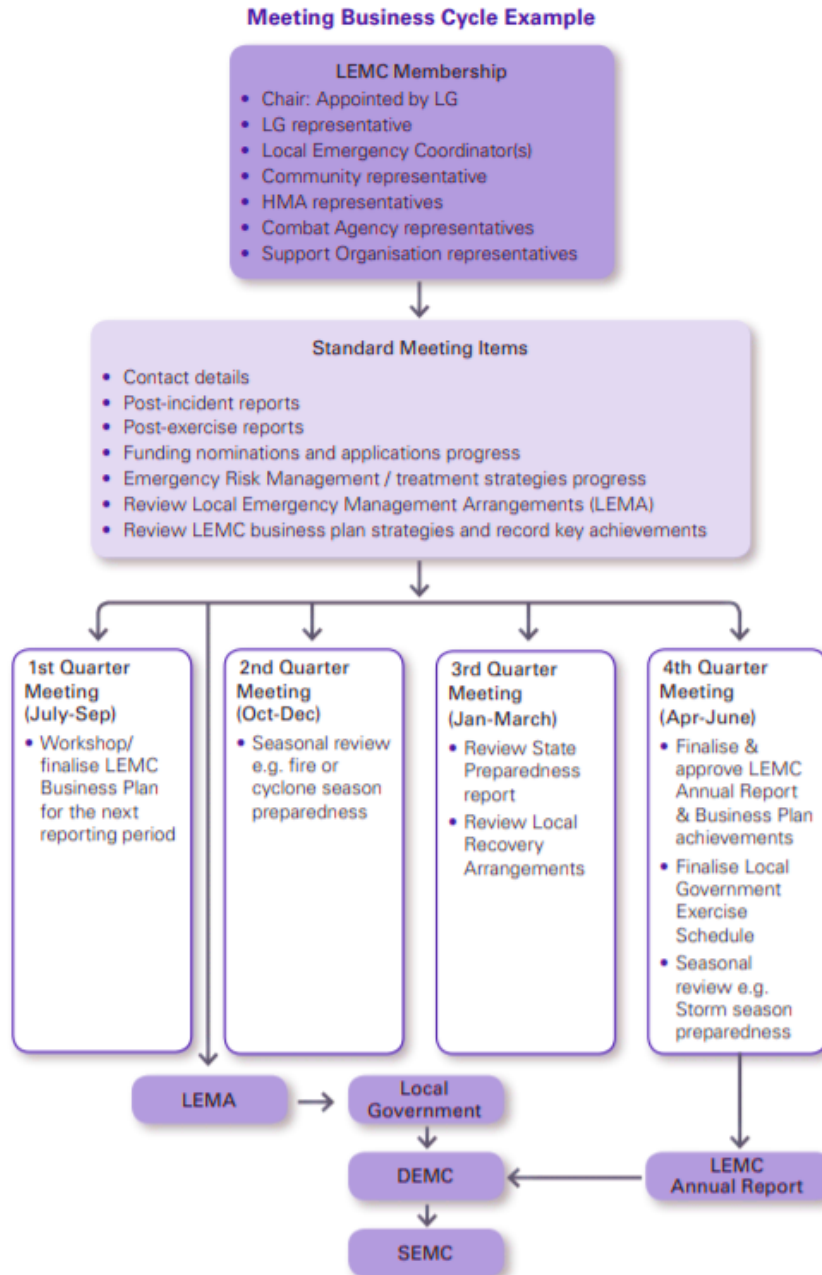
“s37. Local emergency coordinators

(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 09:06 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)
- Ciara O'Regan Manager Springhaven (MS)
- Judy Stewart Senior Administration Officer (SAO)
- Este Lottering Administrator Regulatory Services (RS) - Minutes
- Kevin Gale Councillor

WA Police Service, Kojonup

- Sarah Lowe Kojonup Police

Volunteer Bush Fire Brigade Service, Kojonup

- Digby Stretch President, Kojonup Bushfire Association
- Tony Fisher Chief FCO

Kojonup Health Service

- Jean Daly Clinical Nurse Manager

Kojonup St John Ambulance

- Roger Ladyman Kojonup SJA

APOLOGIES

- Matt Crabb VFRS Captain Kojonup Bushfire Brigades
- Sonia Booker Community Paramedic
- Sharon Marino Principal - St Bernard's Primary School
- Sharon Poett Principal – Kojonup District High School
- Craig McVee Manager of Works and Services
- Adam Smith Department of Fire and Emergency Services
- Matt Crabb Kojonup VFRS
- Tim Johnston Community member
- Ned Radford Shire President
- Phil Schupp Department of Communities

3. CONFIRMATION OF PREVIOUS MINUTES

OFFICER RECOMMENDATION

Moved by – Digby Stretch

Seconded by – Jean Daly

That the minutes of the Local Emergency Management Committee meeting held 23rd November 2021 be confirmed as a true and accurate record.

CARRIED

4. **BUSINESS ARISING FROM PREVIOUS MEETING - SPRINGHAVEN AND HOSPITAL THAT IS VULNERABLE**

- 4.1 Committee was to be formed to address the vulnerability of the hospital and Springhaven during a fire. In the previous meeting Digby Stretch mentioned a high horsepower pump for short term emergencies. The committee should investigate funding between DFES and Kojonup. This option could also be used in neighbouring shires if needed.
- 4.2 Specifications for this high horsepower pump should be established with exactly what will be needed, what resources we've got and if it's consistent and available.
- 4.3 St Johns offered that they've got 6 ambulances and small bus available in the case of an emergency evacuation.
- 4.4 Springhaven's got 21 residents and 24 employees that will need to be evacuated. Minimum of 8 would need to be with an ambulance transfer. Where to take them will be established in the moment when evacuations take place. Gnowangerup offered to take 2-3 people. Wagin busy putting up an agreement to assist if there is a need to evacuate.
- 4.5 Question arising from this discussion by Grant Thompson
Is there a current emergency services plan for Kojonup, if so how does Springhaven and the hospital fits into this?
- 4.6 Suggested a committee called Health Precinct to be formed with representatives from Springhaven, Kojonup Hospital, Kojonup Shire, Fire representatives and St John's. The first meeting was called for the 28th of February 2022 at 09:30 am. Robert Jehu will take the lead. Decision was moved by Judy Stewart and Seconded by Jean Daly

5. **GENERAL BUSINESS**

5.1

Latest information from the wa.gov.au website:

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

WA Government Pandemic Plan:

<https://www.wa.gov.au/system/files/2020-06/Western%20Australia%20Government%20Pandemic%20Plan.pdf>

Other useful information

Specific agency reports below.

“Health updates to keep your mob safe” - Attached Addendum A

- Covid 19 update on WA HEALTH. All positive Rapid Antigen Test (RAT) results should be registered online.
- Australia opening for international travellers on the 21st of February 2022 but with limited numbers in WA.
- Digby Stretch mentioned that there is two Shearer houses on their farms that can be used for return travellers that need to go into isolation if needed. Both houses fully equipped.
IGA was hit hard by the mask wearing mandate. A lot of complaints.
- A few shop owners do believe that they don't need masks, but WA POL is the enforcing agency on this mandate.
- Masks - Kojonup Hospital reported that no masks will be handed out for free. They only have masks for patients and staff. Robert Jehu mentioned that the pharmacy was sold out and would only get stock again in about two weeks.
- Councillor Kevin Gale asked about the Rapid Antigen Tests (RAT), if they were available and where and when. Currently only at certain pharmacies and Chemist Warehouses in Perth. The hospital does not have RAT tests and Springhaven will only receive once they report a positive case.
- Dept of Health will send 1900 Pulse oximeters to Albany from where they will get distributed to the Shires. From here the hospital can distribute it to vulnerable persons with the correct instructions.
- Need to follow up and setup Community groups to help with persons in isolation. Who will do grocery and medication drops etc. Moved by Councillor Kevin Gale and Seconded by Sarah Lowe. All in favour.

5.2 ST JOHN'S – Roger Ladyman

- a) Currently two ambulances set up for Covid patients.
- b) A lot of training taking place, cannot afford to lose any more staff. Lost two recently.
- c) Roger asked if anyone knew how to open and activate the emergency room upon which Robert Jehu answered yes.
- d) Councillor Kevin Gale asked if anyone could drive the ambulances to assist. Roger mentioned that a driving course is needed and regular training with first aid training.

5.3 Volunteer Bush Fire Brigade – Tony Fisher & Digby Stretch

- a) Been quiet with fires, noticed that there is quite a few non vaccinators. When there is a fire there will be no way for police to know who's been vaccinated and who's not. Not sure what to do about this.
- b) Been a few bad days with weather and small random fires. Could not trace these fires back to their origin so informed the police.
- c) Kept the Shire safe by putting bans in place up front the past few days. Volunteers were ready to go even with quite a few still away on holiday.
- d) A little bit of havoc when DFES updated their emergency map last week.
- e) Feel that the sms/text system is working well and the Whatsapp groups for the brigades.
- f) Lost the tail so signals were not that great, there were troubles with getting messages on the radio.
- g) Still confusion regarding "Total fire ban" and "Movement ban", Kevin Bransby will send through a document that can be used to describe the above better.

5.4 Springhaven - Ciara O'Regan

- a) Got enough PPE stocked up for all staff
- b) Still training staff constantly because they're still showing signs of nervousness.
- c) Also training other volunteers to assist if our own staff get affected.
- d) Info session will take place at the Sports centre for residents' families to discuss visiting rules and other changes.
- e) Airforce will be deployed once there is an outbreak in aged care facilities to assist with sick/absent staff.

5.5 Kojonup Health Services – Jean Daly

- a) Ongoing changes continuously.
- b) Activity taking place around the hospital should be done by the end of this week. A new entrance was built to the dayroom to be used as an entry point. Where patients can be kept waiting for transfers etc.
- c) Busy with insurances testing – how patients will be treated who come into the hospital with Covid symptoms.
- d) Need to continue with recruitment – had only bad luck the past few months. The only potential candidate is currently in India and will need a sponsor to come to Australia.
- e) Comfortable with the staff now, keeping everyone prepped.

5.6 WAPOL – Sarah Lowe

- a) Busy looking into the origin of some of the fires. Had leads to some people in Cranbrook, who then called and stated that it was not them. They are being closely monitored.
- b) Be on the outlook for groups coming into WA with ‘warrants for arrest’ for the Premier. If they come into the Shire, just call the police to deal with it.
- c) There has been a big reduction in crime which is very good. The little that is still happening are from out of towners.
- d) School traffic has slowed down, there has been a few crashes, but DFES and the VOLLIES handled it very well.
- e) Sarah is hoping to be declared fit in the following days to return to her position.
- f) Matt will be back from maternity leave in the next few days.
- g) New police officer will start in the next few days.

5.7 SHIRE OF KOJONUP – Grant Thompson

- a) Spark meeting last night – a meeting about Suicide. Did not know that a lot of this is going around at the moment in Kojonup. There is a lot of vulnerable people out there and the uncertain times are not making it easier on them.
- b) Our group should give confidence to the people of Kojonup that we are prepared for any crisis, to give them the reassurance they do not need to worry.
- c) Our biggest risk is people, if people in key roles go down it will affect us all. So, this should be part of our strongest focus.
- d) Covid is coming and we all need to be prepared to help and show that we’re ready. If you’re anxious come and talk to us, to anyone you trust.

- e) Contingency plans are in place, with the mandatory vaccinations and certificates. Those who thinks their rights are being taken away from them should realise this is regulatory and mandated. But we should also focus on those who are prepared to do the right thing and prove they are vaccinated.
- f) Making people aware – Agencies with volunteers/employees - should promote with church groups /Red Cross who have contact with vulnerable people. We should keep them in our minds if something happens.
- g) Councillor Kevin Gale asked Jean Daly what happens when a patient needs to get tested. Upon which she answered that their procedure is that the patient should call in and make an appointment, it will usually be the next day. They need to prepare their staff first.
- h) People are downplaying their symptoms as flu and do not go in to be tested. We should encourage all to do the right thing.
- i) RAT tests should be registered online – became mandatory.

5.8 SHIRE OF KOJONUP – Robert Jehu

A few attachments for everyone to go through and pass on to the necessary organizations.

5.9 SHIRE OF KOJOUNUP – Kevin Bransby

- a) LEMA is up for review, Kevin currently busy updating all important info on the document - this document is still a work in progress.
- b) Quick explanation of the document and the statistics.
- c) Interesting fact is that Kojonup has the second largest birth rate in the state.
- d) Grant Thompson asked if there is a list/cheat sheet to state who is responsible for what and when. More important who calls who in an emergency. How will communication take place? Once the emergency room is opened who needs to be called and allowed in. Big question, which happened recently at Bridgetown when the power went off, there was not water in the town and it had to be carted in. Do we know what to do in this situation and who are the correct people to call? There should be a book with everyone's role responsibility stipulated - a clear decision tree.
- e) There is a Local Roles and Responsibilities page where most of them state when the police should take control or DFES etc.
- f) Judy Stewart mentioned that some delegation lists, for Depot roles, have already been made within the Covid group meetings that have been held.
- g) Councillor Kevin Gale also stated that we should not just focus on Covid and Fires but also on emergencies like earthquakes, which is happening more frequently now.
- h) Kevin made comment that he will sit down with Ranger Swain to get the Animal Welfare Plan up to date. Digby Stretch suggested the Wandecle Pony Club also for horses and animals to be kept.

- i) There should also be a recovery plan in place which will include the local businesses, to assist them again to get back on their feet. The Recovery plan should be done by August for it to be presented to Council.
- j) The LEMA will be done before the next LEMC meeting for review. Once discussed and endorsed it will go to Council.
- k) All involved parties are to send information to Kevin to assist in the update of the LEMA document. The LEMA document will be sent in word format to Digby to add info.
- l) Jean Daly and Ciara O'Regan requested that Kevin should visit the hospital and Springhaven to discuss their evacuation plans and other related info.

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.

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:
 - March 2022 – Final endorsed LEMA to be sent to District Emergency Management Committee for endorsement.

6. OTHER ITEMS

All discussed above

7. DETAILS OF NEXT MEETING

Next Meeting – Monday, 9 May 2022 at 9:30am.

8. CLOSURE

There being no further business to discuss, the Chairman thanked the members for their attendance and declared the meeting closed at 10:40am.