

SHIRE OF KOJONUP

Kojonup



LOCAL EMERGENCY MANAGEMENT COMMITTEE

MINUTES
RECEPTION ROOM

9.00am Monday, 6 May 2024

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:

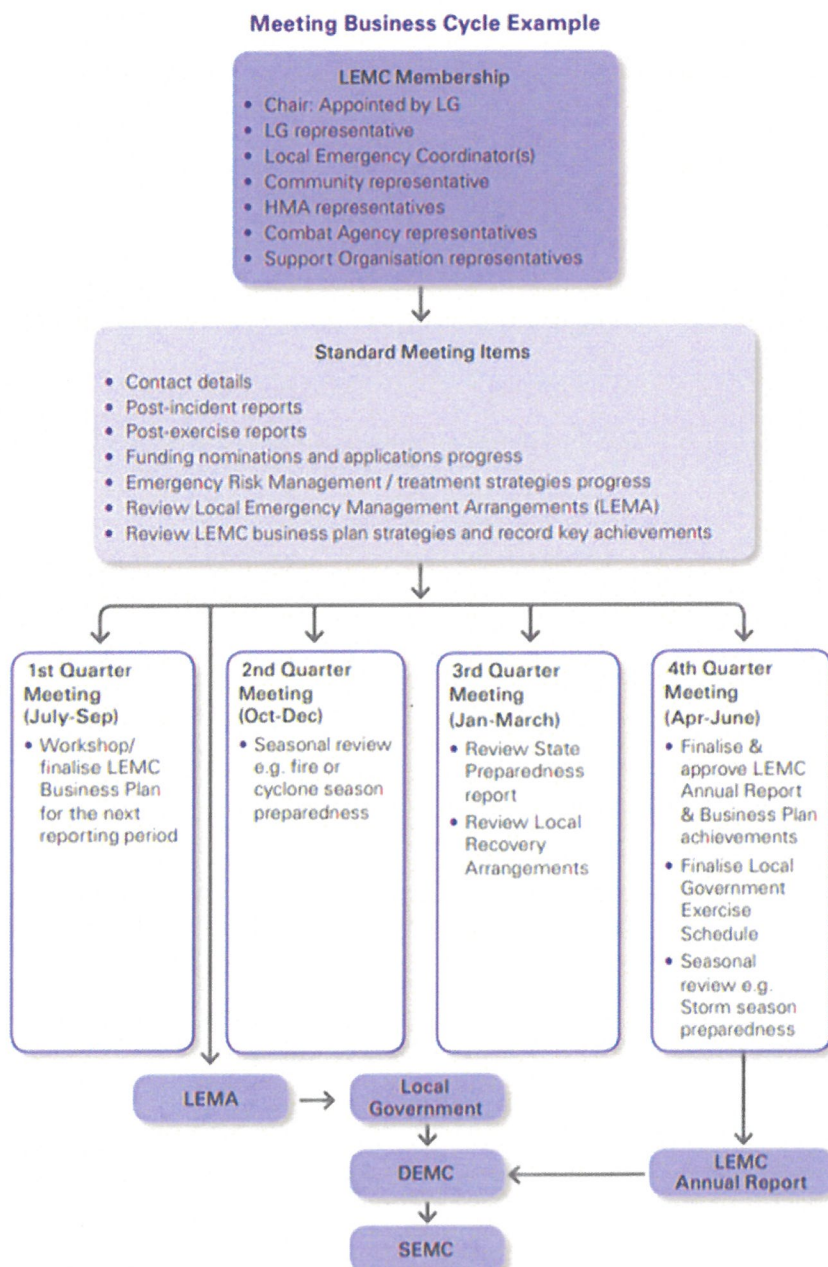
"s37. Local emergency coordinators

(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, Grant Thompson declared the meeting open at 9:30am.

2. ATTENDANCE & APOLOGIES

Shire of Kojonup

- | | |
|------------------|--|
| • Grant Thompson | Chief Executive Officer (Chair) |
| • Robert Jehu | Manager Regulatory Services |
| • Este Lottering | Project Manager and Community Services |
| • Shane Harris | CESM |

Volunteer Bush Fire Brigade Service, Kojonup

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

Kojonup Health Service

- | | |
|-------------|---------------------------|
| • Jean Daly | Albany Facilities Manager |
|-------------|---------------------------|

LGIS

- | | |
|-------------|----------------|
| • Rex Evans | LGIS Insurance |
|-------------|----------------|

Kojonup District High School

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

WA Police Service, Kojonup

- | | |
|----------------|----------------|
| • Peter Reeves | Kojonup Police |
|----------------|----------------|

St John Ambulance, Kojonup

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

Kojonup VFRS

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

Apologies

Volunteer Bush Fire Brigade Service, Kojonup

- | | |
|---------------|------------|
| • Tony Fisher | Chief Zulu |
|---------------|------------|

St Bernards Primary School

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

Department of Primary Industries and Regional Development

- | | |
|---------------------|--|
| • John Paul Collins | Research Scientist / Responsible Officer on Site |
|---------------------|--|

Department of Fire and Emergency Services

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

Department of Fire and Emergency Services

- | | |
|-------------------|---------------------------------------|
| • Charlotte Powis | District Emergency Management Advisor |
|-------------------|---------------------------------------|

Department of Communities

- Sharon Austin

District Emergency Services Officer

Kojonup District High School

- Sharon Poett

Principal

Shire of Kojonup

- Shane Harris

CESM

3. CONFIRMATION OF PREVIOUS MINUTES

OFFICER RECOMMENDATION/COMMITTEE DECISION

Moved by Robert Jehu, seconded by Matt Crabb

That the minutes of the Local Emergency Management Committee meeting held 6 February 2024 be confirmed as a true and accurate record.

9/0 CARRIED

4. BUSINESS ARISING FROM PREVIOUS MEETING

NIL

5. GENERAL BUSINESS

5.1 HMA/AGENCY REPORT

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

- Flue vaccine freely available from Chemist in May 2024

5.1.2 Volunteer Bush Fire Brigade Service, Kojonup – Digby Stretch

- Not a lot going on, the last rain is taking off a lot of pressure from the dry areas.
- Pole top fire was handled quite well.
- Excited about the new Communication tower to be commissioned in the off season.

5.1.3 WAPOL – Peter Reeves

- Fourth member started recently.
- Two staff members on sick leave
- Everything around Kojonup running smoothly.

5.1.4 Kojonup St Johns Ambulance – Rodger Ladyman

- Three new members stepping up and making a big difference, especially taking pressure of the current crew.
- Defibrillators: one went up at the Golf Course, one still need to go up at the Depot and then there is 16 around town now.

5.1.5 Kojonup VFRS – Matt Crabb

- Going well on volunteer numbers.
- A few fires in town, with people not worrying.
- Volunteers receiving more training.
- New ranger can do infringements in town for non-compliance.

5.1.6 Kojonup Health Service – Jean Daly

- Currently five residents
- Carpets are being taken out and replaced with vinyl.
- Fire alarms went off last week due to sensors not being covered. They are covered now.
- Still no new nurses appointed.
- Emergency Department is quite busy, had to fly a patient out, and a few really sick patients that the hospital did not have the capacity to sustain.
- Telehealth appointments are quite good (88 sites using ETS – Emergency Telehealth Service that's on call and can assist).

5.1.7 LGGS – Rex Evans

- Discussed the insurance prices with Shane on Shire volunteers. Fees jumped from \$99 to \$140 per person.

5.1.8 Shire of Kojonup – Grant Thompson

- Springhaven transitioning on the 1st of July 2024. This will be good for the Shire as the Shire does not have the expertise to run an aged care anymore.
- George Church Medical group to secure a doctor for Kojonup. Looking quite positive.
- CCTV has gone out for tender. The Shire will work closely with the police and to ensure that they do have access.

6. OTHER ITEMS

NIL

7. DETAILS OF NEXT MEETING

Monday, 5th Of August 2024 @09:00am

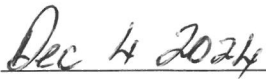
8. CLOSURE

There being no further business to discuss, the Chairman thanked the members for their attendance and declared the meeting closed at 10:00am.

Attachments:

Confirmed as true and correct:


Chairperson


Date