

SHIRE OF KOJONUP

Kojonup



LOCAL EMERGENCY MANAGEMENT COMMITTEE

MINUTES
RECEPTION ROOM

9.30am Monday, 5 February 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:

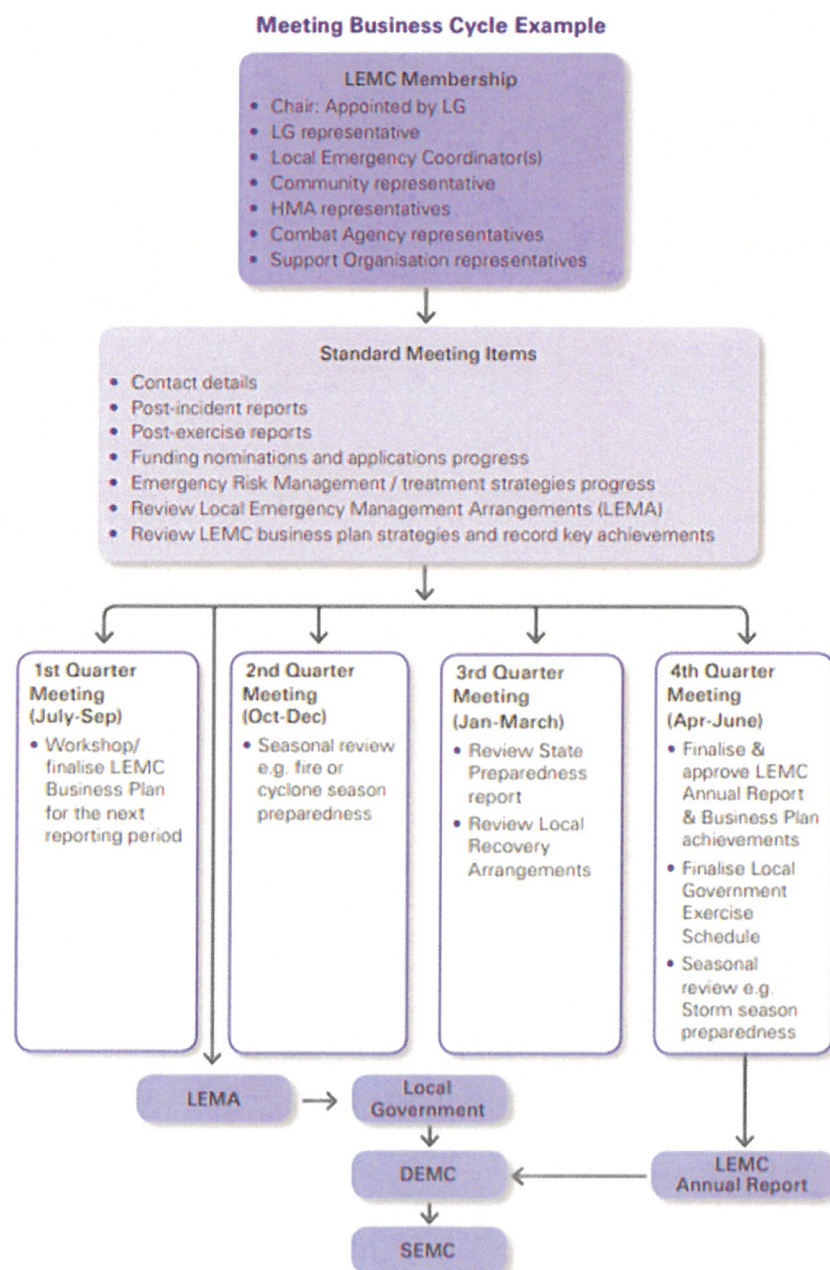
"s37. Local emergency coordinators

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

2. ATTENDANCE & APOLOGIES

Shire of Kojonup

- | | |
|-------------------|---|
| • Robert Jehu | Manager Regulatory Services (MRS)(Chairman) |
| • Este Lottering | Project Manager and Community Services |
| • Stephanie Swain | Ranger |
| • 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 |
|-----------------|-------------|

Department of Communities

- | | |
|-----------------|-------------------------------------|
| • Sharon Austin | District Emergency Services Officer |
|-----------------|-------------------------------------|

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

Shire of Kojonup

- | | |
|------------------|-------------------------|
| • Grant Thompson | Chief Executive Officer |
|------------------|-------------------------|

Springhaven

- | | |
|----------------|------------------|
| • Ryan Woolley | Registered Nurse |
|----------------|------------------|

Kojonup VFRS

- Matt Crabb

VFRS Captain Kojonup Bushfire Brigades

Department of Fire and Emergency Services

- Derek Jones

District Officer

Department of Fire and Emergency Services

- Charlotte Powis

District Emergency Management Advisor

3. CONFIRMATION OF PREVIOUS MINUTES

OFFICER RECOMMENDATION/COMMITTEE DECISION

Moved by Jean Daly, seconded by Sharon Austin

That the minutes of the Local Emergency Management Committee meeting held 6 November 2023 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

- Update on the Communications Tower
- Report attached – 5.1.1.A

5.1.2 Community Services Emergency Manager – Shane Harris

- Working with the Ranger in correcting the prohibited burning periods from the 14th of February to the 28th. This error was picked by DFES when they did an audit.
- Working on an induction system for all Bush Fire Volunteers. To induct them formally, show them all WHS requirements, updating memberships. Overall to insure the vollies have minimum training.

5.1.3 Volunteer Bush Fire Brigade Service, Kojonup – Digby Stretch

- Visited the windfarm with Tony Fisher, discussed taking their trucks out with them on warm days. They offered their trailers and trucks to brigades in need.
- Radio Ops meeting taking place this evening (6 November 2023) – open to all secretaries to attend.

- Harvest early, some farmers already started.

5.1.4 WAPOL – Peter Reeves

- Nothing new to report on.

5.1.5 Kojonup St Johns Ambulance – Rodger Ladyman

- Just got through the busy period, lost some volunteers, but gaining three new ones which is a bonus.

5.1.6 Volunteer Bush Fire Brigade Service, Kojonup - Digby Stretch

- Been a busy season so far, most fires started due to lighting strikes.
- Worthwhile to keep pressure on Telstra to get better coverage in the area.

5.1.7 Kojonup Health Service – Jean Daly

- Nothing different from the last meeting
- Still recruiting for nurses.
- There is no doctor to fill in since middle September.
- News floating around that St Lukes will open for two days a week. Maybe a Tuesday and a Wednesday.

5.1.8 LGGS – Rex Evans

- Doing WHS inspections at Springhaven
- Discuss Narrogin fire with Asbestos dwellings and the danger of it. Reminder that only an A-class license holder can remove Asbestos after a burn.
- ICP – Independent Competent Person should inspect all asbestos removals.

5.1.9 Communities – Sharon Austin

- Report attached – 5.1.8.A
- Sharon's last week in this position
- With the last storm the Dept of Communities setup a hotline for power outages until the storm was done.
- Fire in Albany, a few had to evacuate, assisted in evacuation.

5.1.10 KDHS – Sharon Poett

- School numbers are looking good (237 pupils).
- Received a few new teachers and assistants to help this term.

5.1.11 LGIS – Rex

- Discussions with the CESM regarding the volunteers.
- Reminder that volunteers are the responsibility of the Shire.
- Assisting with Skytrust – getting inductions onto skytrust before the next fire seasons starts.

5.1.12 DFES – Derek Jones (Shane Harris in his absence)

- Report attached – 5.1.11.A

6. OTHER ITEMS

NIL

7. DETAILS OF NEXT MEETING

Monday, 6th Of May 2024 @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 10:00am.

Attachments:

5.1.1.A – Register your child now for life saving high school immunisations.

5.1.8.A – Communities Report

5.1.11.A – DFES Report

Confirmed as true and correct:



Chairperson

6/05/2024

Date