

SHIRE OF KOJONUP



# **LOCAL EMERGENCY MANAGEMENT COMMITTEE**

**AGENDA  
RECEPTION ROOM**

**9.00am Monday, 4 November 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*

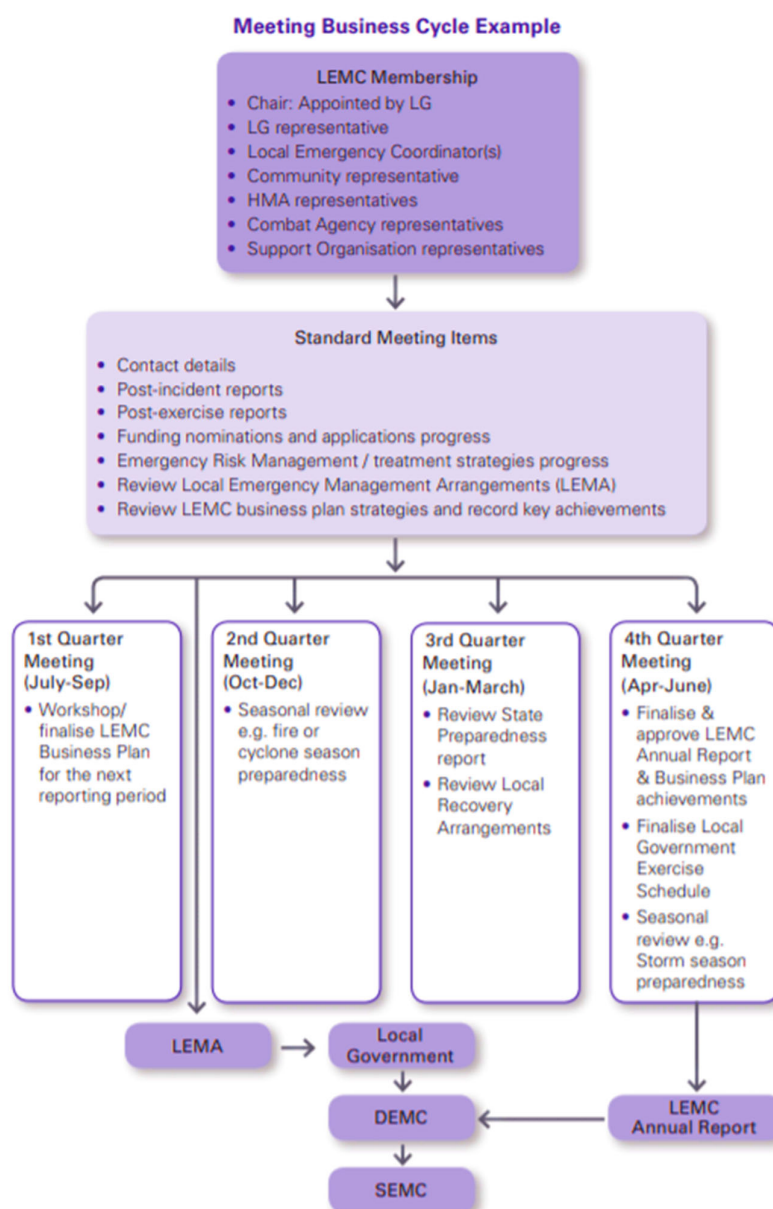
- *finalising the annual report and arranging for it to be forwarded to the relevant DEMC for annual report compilation.*

**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



## **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

- |                    |   |
|--------------------|---|
| • Grant Thompson   | Chief Executive Officer   |
| • Cr Roger Bilney  | Shire President / LEMC Chair  |
| • Shane Harris     | CESM / LEMC Executive Officer   |
| • Este Lottering   | Local Recovery Coordinator / Projects Manager and Regulatory Services |
| • Dwayne Lottering | Manager Property Services and NRM                                     |
| • Darry Watkins    | Manager Works and Services  |
| • Lorreen Greeuw   | Community Services  |
| • Hayley Clarke    | Infrastructure & Finance Co-Ordinator / St Johns volunteer            |

#### WA Police Service, Kojonup

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

#### Volunteer Bush Fire Brigade Service, Kojonup

- |                 |  |
|-----------------|--|
| • Digby Stretch | President Kojonup Bushfire Association |
| • Vacant        | Community Member                       |

#### Department of Communities

- |                     |  |
|---------------------|--|
| • Vivienne Gardiner | Regional Preparedness and Coordination |
|---------------------|--|

#### Department of Fire and Emergency Services

- |                   |                                       |
|-------------------|---------------------------------------|
| • Charlotte Powis | District Emergency Management Advisor |
| • Derek Jones     | District Officer                      |

#### Kojonup VFRS

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

#### Kojonup Health Service

- |              |  |
|--------------|--|
| • Jean Dally | Shire of Kojonup Health Facilities Manager |
|--------------|--|

#### Kojonup District High School

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

#### St John Ambulance, Kojonup

- |                  |             |
|------------------|-------------|
| • Jane Trethowan | Kojonup SJA |
|------------------|-------------|

#### St Bernard's Primary School

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

#### Local Government Insurance Scheme

- |             |   |
|-------------|---|
| • Rex Evans | Regional Risk Co-ordinator/Great Southern |
|-------------|---|

Department of Primary Industries and Regional Development

- John Paul Collins

Research Scientist / Responsible Officer on Site

**3. CONFIRMATION OF PREVIOUS MINUTES**

Meeting held on the 5<sup>th</sup> of August 2024.

**OFFICER RECOMMENDATION**

Moved \_\_\_\_\_, seconded  
That the minutes of the Local Emergency Management Committee meeting held 5<sup>th</sup> of  
August 2024 be confirmed as a true and accurate record.

**CARRIED**

**4. BUSINESS ARISING FROM PREVIOUS MEETING**

**5. GENERAL BUSINESS**

**5.1 HMA/AGENCY REPORT**

5.1.1 Shire of Kojonup – Chief Executive Officer

5.1.2 Shire of Kojonup – Community Emergency Services Manager

5.1.3 WAPOL

5.1.4 St John Ambulance

5.1.5 Kojonup VFRS

5.1.6 Volunteer Bush Fire Brigade

5.1.7 Kojonup Health Service

5.1.8 Department of Communities

5.1.9 Department of Fire and Emergency Services

5.1.10 DPIRD

5.1.11 Kojonup District High School

5.1.12 St Bernard's Primary School

5.1.13 LGIS (Local Government Insurance Scheme) – Rex Evans

6. OTHER ITEMS

7. DETAILS OF NEXT MEETING

Monday, 3<sup>rd</sup> of February 2025 at 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 \_\_\_\_am.

**Attachments:**

**Kojonup LEMC – DFES notes November 2024**

**DFES Great Southern District Advisor Report Oct – Dec 24**

# Shire of Kojonup – LEMC November 2024

## DFES Report

### 1. Regional Update

- Region has provided staff and volunteers to Canada.
- Other staff have completed normal 'off-season' preparations, training, skill development, seasonal exercises and preparing for next season.
- Region also completed a Bushfire Exercise in Ravensthorpe late Sept – allowed LG to test incident control facilities and LEMC.
- Like most occupations/professions there is no quiet period anymore.
- Held our fourth Leaders Forum mid-August for all units and BFBs in Great Southern.
- Continuing to support and assist LGs as required.
- Hosted a 'Using Air Resources' discussion forum on 10<sup>th</sup> Oct for interested BFB volunteers.
- Harvesting/swathing operations now under way in various parts of region.

### 2. National Warning System – Rolled out nationally 15<sup>th</sup> July.

- All natural hazards now the same format.
- Sees consistency of colours, levels and now also includes clear action statements.
- Public information and warnings becoming more and more important.
- Now a key responsibility of incident controllers.
- Emergency WA refreshed to reflect national warning system.
- Region hosted an online Teams Meeting to outline AWS to volunteers.
- A location linked App scheduled to be rolled out prior to fire season – will allow user to set watch zones and receive alerts and warnings when in or near mapped warning areas.

### 3. Soil Moisture levels - Update

- The nearest BOM Katanning site is registering drier soil moisture levels than at any time in previous 5 years.

### 4. LEMC Exercise

- I extend an offer to run an all agencies discussion exercise at next LEMC meeting.

Derek Jones

District Officer – Rural (Great Southern)

31 October 2024

**LOCAL EMERGENCY MANAGEMENT COMMITTEE  
DISTRICT EMERGENCY MANAGEMENT ADVISOR REPORT  
October to December 2024**

**STATE NEWS**

The last meeting of the State Emergency Management Committee (SEMC) was held the 2 October 2024. The next meeting is the 4<sup>th</sup> December. SEMC Communiques can be found [here](#).

**DPIRD Polyphagous shot-hole borer (PSHB) webinar**

DPIRD is holding a webinar on 7<sup>th</sup> November at 1700hrs on the polyphagous shot-hole borer. This webinar is open to the LEMC and DEMC members. Please click on the link below to register for the event.

<https://events.teams.microsoft.com/event/c5d06087-4591-4a6b-a45a-b4ec18bbee7a@7b5e7ee6-2d23-4b9a-abaa-a0beed2548e>

**STATE CONSULTATION REQUESTS**

**Review - State Hazard Plan Fire – DFES**

The Department of Fire and Emergency (DFES) is progressing a comprehensive review of the State Hazard Plan - Fire. This strategic level plan provides an overview of arrangements for the management of fire emergencies in Western Australia.

Initial feedback was requested from internal DFES stakeholders and agencies with roles and responsibilities within the State Hazard Plan. All local governments were requested to join this initial consultation period.

The amended Plan is now available for broad emergency management stakeholder review and feedback.

For further information and to provide feedback go to the [State Hazard Plan - Fire consultation webpage](#).

**Please submit your feedback by close of business Monday 9<sup>th</sup> December 2024.**

**Review - State Hazard Plan - Human Biosecurity - Department of Health**

A targeted initial internal review of the State Hazard Plan – Human Biosecurity has been completed by the Department of Health’s Communicable Disease Control and Disaster Preparedness and Management Directorates and is now available for broad stakeholder feedback. Concurrently, the Department of Health will be continuing engagement with health system stakeholders in relation to this Plan.

The DFES State Emergency Management Policy Branch is now seeking broad stakeholder feedback on the proposed amendments and welcomes other questions or comments you have in relation to this Plan.

For further information and to provide feedback go to the including [State Hazard Plan - Human Biosecurity](#) webpage.

**Please submit your feedback by COB 8 November 2024.**





## **Review - State Recovery Arrangements in the EM Framework – DFES**

The Department of Fire and Emergency Services (DFES) is undertaking a review of state level recovery coordination and governance arrangements provided in the State Emergency Management Framework.

The purpose of the review is to better define when and how the state government will provide recovery coordination support to local governments and communities following emergencies. This will include clarifying the role, membership, responsibilities and accountability of key state level recovery coordination positions and groups and the DFES Resilience and Recovery Portfolio.

The review will not change the role and responsibilities currently held by local government under the *Emergency Management Act 2005* and State Emergency Management Framework, however it will clarify the circumstances and arrangements for state support to local governments and/or involvement of a state appointed recovery coordinator.

Disaster Recovery Funding Arrangements are **not** a focus of this review.

### **Local Government Focus Group Sessions**

As part of the review, DFES have conducted 2 focus group sessions in June with local government representatives that have recent disaster recovery experience. The purpose of the focus group sessions was to test the policy options and obtain preliminary feedback to inform the review.

All local governments and the emergency management sector will have the opportunity to review the proposed changes and provide feedback via a formal three-month consultation period later this year. The consultation period will include a program of webinars and engagement sessions for local government.

Following the consultation period, proposed amendments will be presented to SEMC for consideration.

SEMC have also approved an extension for the comprehensive review of:

- State Hazard Plan – Energy Supply Disruption (to August 2024)
- State Hazard Plan – Human Biosecurity (to December 2024).

## **STATE ADVICE**

### **Amendments to State Emergency Management documents**

DFES has completed the periodical comprehensive review of the State Hazard Plan – Hazardous Materials Emergencies (HAZMAT). The term ‘hazardous materials’ was removed from the title to reduce the confusion between the definition of a ‘hazardous substance’ within the *Emergency Management Act 2005* and the definition of ‘hazardous materials’ in the *Fire Brigades Act 1942*, and the *Fire and Emergency Services Act 1988*. The plan is now known as State Hazard – HAZMAT.

DFES has amended the State Hazard Plan - Fire and State Hazard Plan - Severe Weather following further implementation of the Australian Warning System framework across cyclone, flood and storm warnings.

Consequential amendments to the Local Recovery Guideline and resources were redesigned to increase accessibility of the documents and bring the documents in line with the West Australian Government’s accessibility and inclusivity standard. Please note the DFES State Recovery Team has initiated a comprehensive review process to further review this guideline as more substantial amendments were required to meet the current recovery needs. Local governments do not need to amend their current plans to match these revised documents.



The WA Police Force has amended the State Hazard Plan – Hostile Act, and State Hazard Plan – Terrorist Act to incorporate the consequential statement of fact amendments as a result of removing chemical, biological, and radiation (CBR) emergency from State Hazard Plan – HAZMAT. As described in State Hazard Plan – HAZMAT, DFES will continue to provide a HAZMAT (chemical, radiological or other substance) capability to hostile act or terrorist act incidents managed by the WA Police Force.

### **The 2023 Emergency Preparedness Report**

The [2023 Emergency Preparedness Report](#) has now been released. This report is a snapshot in time of the level of emergency management capability and preparedness we have, as a state, to manage before, during and after emergency events. It highlights our strengths, weaknesses and areas for improvement statewide, and combines the input from about 170 agencies.

### **Local Emergency Management Committee Handbook and useful tools**

The [LEMC handbook](#) provides local governments with a summary of the actions and best practice principles as required under section 38 – 40 of the *Emergency Management Act 2005*, State Emergency Management Policy, procedures, and guidelines.

The LEMC Handbook provides a summary of the WA emergency management arrangements, key roles, and responsibilities and best practice advice for the administration of LEMC. The Handbook also includes sample LEMC Terms of Reference and Meeting Agenda templates, which can be downloaded from the SEMC website.

### **Australian Warning System (AWS)**

Western Australia has adopted national consistency for cyclone, storm and flood warnings through the [Australian Warning System \(AWS\)](#). The wet weather hazards join bushfire and heatwave in using the AWS colours, icons and warning levels. Warnings also feature an action statement in the headline, giving clear advice to the community about how to stay safe.

### **Disaster Recovery Funding Arrangements**

Natural disasters or terrorist acts can result in large-scale expenditure in the form of emergency and recovery assistance. To assist with this financial burden, the Australian and Western Australian governments have joint arrangements in place to provide financial assistance in certain circumstances. These arrangements are referred to as the Disaster Recovery Funding Arrangements Western Australia (DRFAWA) and are administered by the Department of Fire and Emergency Services (DFES) on behalf of the WA State Government.

Recovery from disasters is a shared responsibility between individuals, households, businesses, communities and governments. The arrangements are designed as a safety net when costs to undertake recovery activities from an eligible disaster become significant.

For assistance to be made available under the DRFAWA, the event must meet all three of the following criteria:

1. The event was one or a combination of the ten specified disasters including bushfire, earthquake, flood, storm, cyclone, storm surge, landslide, tsunami, meteorite strike, tornado; or the event was a terrorist act.
2. A coordinated, multi-agency response was required.
3. Eligible expenditure relating to emergency assistance, damage to essential public assets and/or other eligible assistance provided in relation to the event exceeds \$240,000 across the affected local government areas.

For more information go to <https://www.dfes.wa.gov.au/recovery-funding>

For any queries, please email [drfawa@dfes.wa.gov.au](mailto:drfawa@dfes.wa.gov.au) or call 1800 920 659.

## DISTRICT NEWS

The next Great Southern District Emergency Management Committee meeting is scheduled for 19<sup>th</sup> March 2025.

Two DFES regional bushfire exercises will be held in the lead up to this bushfire season. Great Southern was held 20<sup>th</sup> August. The Upper Great Southern exercise will be held 30<sup>th</sup> October to test Incident Management Team (IMT) capability and readiness prior to the high threat period.

## LOCAL NEWS

### LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS

Please check the due date for your five-yearly LEMA reviews and allow a minimum of six months to complete the LEMA review process. Funding opportunities are available to assist with LEMA reviews.

#### **The Local Emergency Management Arrangements Improvement Program**

Building on the previous work of the LEMA Review, the LEMA Improvement Program will continue working toward the goal of a more capable and resilient community, through a local approach to emergency management. To deliver on the commitment of a sector-led LEMA improvement process, the WA Local Government Association (WALGA) is partnering with SEMC. WALGA will work on behalf of local government, making sure that the sector is consulted, and their feedback guides the reform of local emergency management.

The projects that make up the LEMA Improvement Program will be fulfilled in phases. Phase 1 has commenced, with the following key activities underway:

- LEMA pilot program development
- Recruitment for a resource to undertake the local government emergency management policy work
- Setting up governance structures and groups.

***Given the timeframes of the program please don't delay in preparing any LEMA that are due or nearly due for their 5-year review.***

#### **District Emergency and Local Emergency Management Committees Review**

In May 2022 SEMC meeting, members approved a review of the roles of District Emergency Management Committee (DEMC) and Local Emergency Management Committees (LEMC). For more information go to:

<https://www.wa.gov.au/organisation/state-emergency-management-committee/review-district-and-local-emergency-management-committees>

### GRANT PROGRAM UPDATES

The State Emergency Management Committee (SEMC) oversees the distribution of grant funding to support activities that reduce disaster risk and enhance WA's resilience to disasters. Information on funding opportunities can be found [here](#).

**Compiled by: Charlotte Powis**  
**District Emergency Management Advisor**  
**Great Southern**  
**Department of Fire and Emergency Services**

