

SHIRE OF KOJONUP



LOCAL EMERGENCY MANAGEMENT COMMITTEE

**AGENDA
RECEPTION ROOM**

9.30am Monday, 6 February 2023

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*

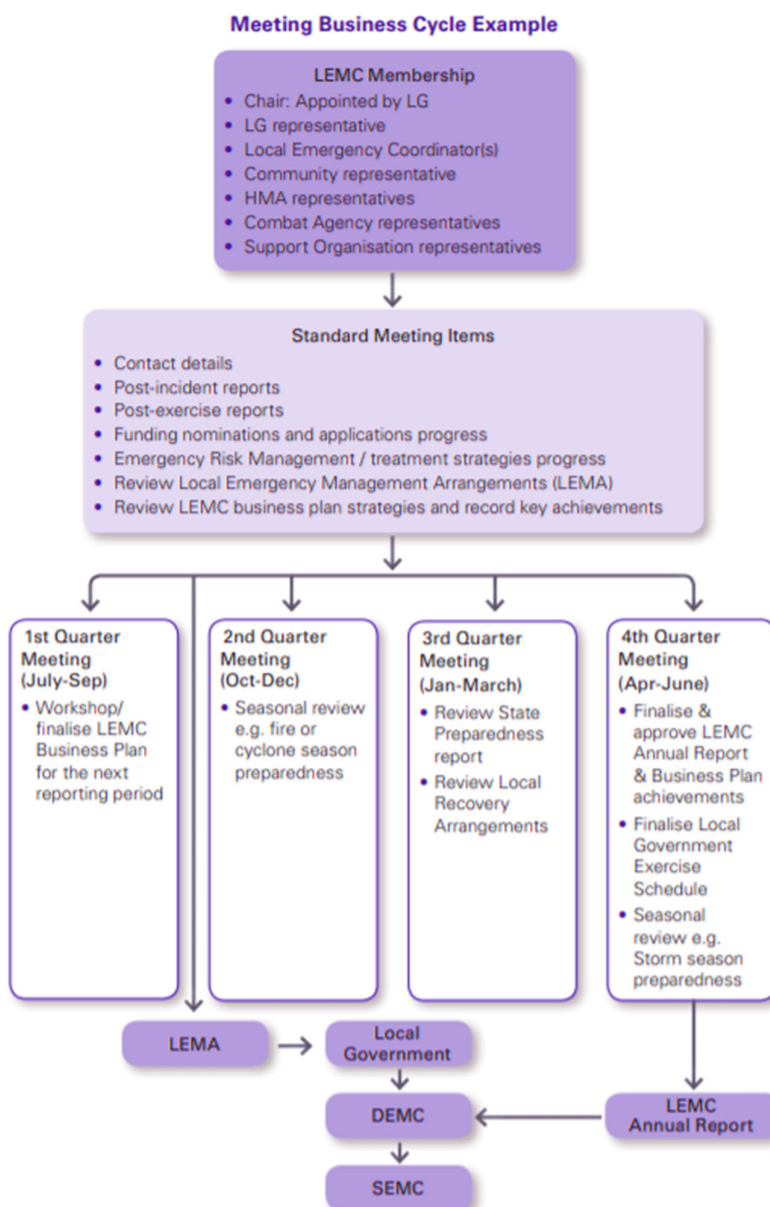
- *finalising the annual report and arranging for it to be forwarded to the relevant DEMC for annual report compilation.*

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

- | | |
|-------------------|---|
| • Ned Radford | Shire President (Council) |
| • Grant Thompson | Chief Executive Officer |
| • Robert Jehu | Manager Regulatory Services (MRS)(Chairman) |
| • 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

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

Volunteer Bush Fire Brigade Service, Kojonup

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

Department of Communities

- | | |
|-------------------|-------------------------------------|
| • Michele Duxbury | District Emergency Services Officer |
|-------------------|-------------------------------------|

Kojonup VFRS

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

Kojonup Health Service

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

Department of Fire and Emergency Services

- | | |
|--------------|---------------------------------------|
| • Adam Smith | District Emergency Management Advisor |
|--------------|---------------------------------------|

Kojonup District High School

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

St John Ambulance, Kojonup

- | | |
|-----------------|-------------------------|
| • Roger Ladyman | Kojonup SJA |
| • Sonia Brooker | Community Paramedic |
| • 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 _____, seconded
That the minutes of the Local Emergency Management Committee meeting held 9
November 2022 be confirmed as a true and accurate record.

CARRIED

4. BUSINESS ARISING FROM PREVIOUS MEETING

5. GENERAL BUSINESS

5.1.1 Hot Weather triggering Amoebic Meningitis warning

Attachment attached.

5.1.2 New Heatwave System Launched

Attachment attached.

5.1.3 Covid Update

WA Health is reporting a total of 2,727 new cases in the past week to 4pm yesterday (26 January 2023). As of 4pm yesterday, there were 1,479 active cases in Western Australia.

As at 4pm yesterday, there were a total of 171 people with COVID-19 in hospital, with 2 in ICU.

Sadly, this week's report to 4pm yesterday includes 36 deaths, dating back to 20 April 2022, which were reported to WA Health in the last week, aged from 48 to 97 years.

Regional case data can be found [here](#).

Total PCR tests for the timeframe were 4,884.

Total positive PCR tests for the timeframe were 692. Total positive rapid antigen tests (RATs) in this period were 2,035.

WA has recorded 1,282,523 cases since the COVID-19 pandemic began.

5.2 HMA/AGENCY REPORT

5.2.1 Shire of Kojonup – Executive Officer - Grant Thompson

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

New Community member to be chosen

5.2.3 Springhaven Aged Care

5.2.4 CESM

5.2.5 WAPOL

5.2.6 St John Ambulance

5.2.7 Kojonup VFRS

5.2.8 Volunteer Bush Fire Brigade

5.2.9 Kojonup Health Service

5.2.10 DFES/DEMC

5.2.11 Department of Communities

5.2.12 DPIRD

5.2.13 Kojonup District High School

5.2.14 St Bernards Primary School

6. **OTHER ITEMS**

7. **DETAILS OF NEXT MEETING**

Monday, 8th of May 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 ____am.