

SHIRE OF KOJONUP



LOCAL EMERGENCY  
MANAGEMENT COMMITTEE

MINUTES  
RECEPTION ROOM

9.00am Monday, 5 August 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*

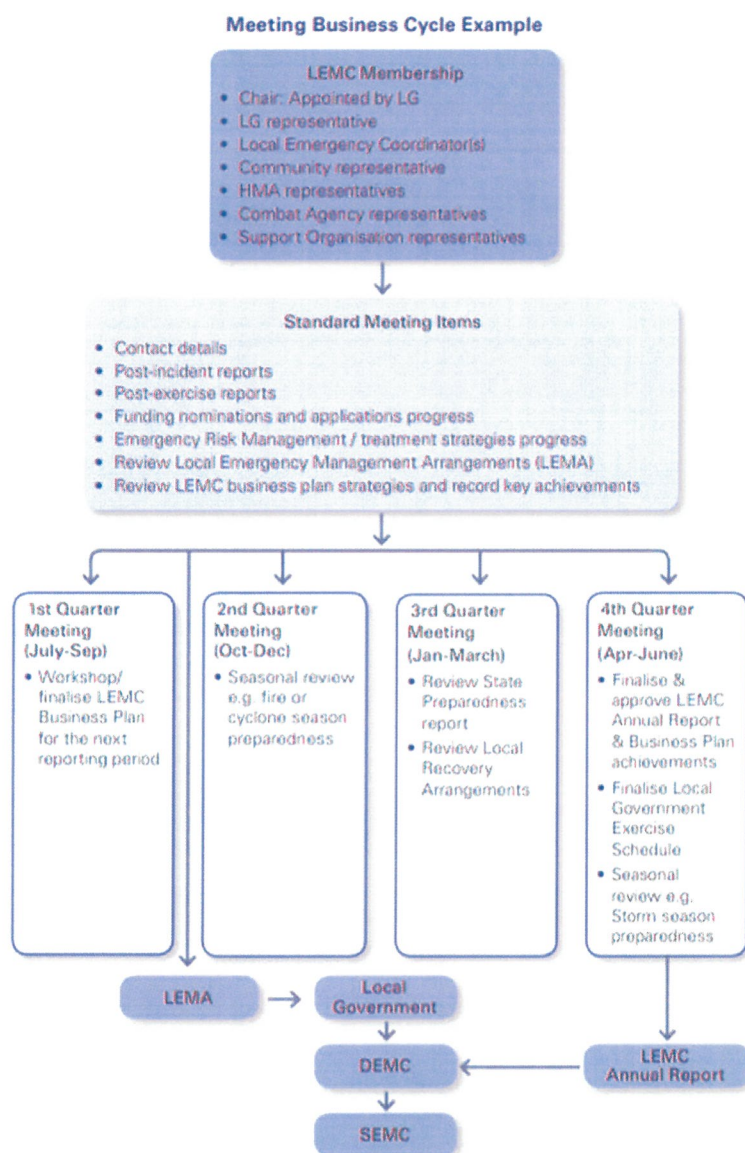
- finalising the annual report and arranging for it to be forwarded to the relevant DEMC for annual report compilation.

**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 9:02am.

2. ATTENDANCE & APOLOGIES

Shire of Kojonup

- |                    |   |
|--------------------|---|
| • Grant Thompson   | Chief Executive Officer                 |
| • Cr Roger Bilney  | Shire President / LEMC Chair            |
| • Este Lottering   | Local Recovery Coordinator              |
| • Hayley Clarke    | Springhaven Admin/Domestic Co-ordinator |
| • Dwayne Lottering | Manger Property Services and NRM        |
| • Lorreen Greeuw   | Communities                             |

WA Police Service, Kojonup

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

Volunteer Bush Fire Brigade Service, Kojonup

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

Department of Communities

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

Kojonup Health Service

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

Local Government Insurance Scheme

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

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                      |
| • Charlotte Powis | District Emergency Management Advisor |

Kojonup District High School

- Sharon Poett

Principal

Shire of Kojonup

- Shane Harris
- Craig McVee

CESM / LEMC Executive Officer  
Manager Works and Services

3. CONFIRMATION OF PREVIOUS MINUTES

OFFICER RECOMMENDATION/COMMITTEE DECISION

Moved by Peter Reeves, seconded by Jean Daly

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

11/0 CARRIED

4. BUSINESS ARISING FROM PREVIOUS MEETING

NIL

5. GENERAL BUSINESS

5.1 HMA/AGENCY REPORT

**5.1.1 Shire of Kojonup – Chief Executive Officer – Grant Thompson**

- Apologies for Shane Harris (CESM), currently deployed to Canadian Fires.
- Springhaven transitioning to Hall & Prior will take place September 2024.
- Springhaven is still at full capacity, one resident recently passed away but the room was filled again.
- Regarding the flu pandemic, research is showing that the number of vaccines are lower and in Springhaven only two residents declined to be vaccinated.
- Explanation on the Volunteer Induction process that needs to take place (especially before bushfire season)
- In conjunction with Rex Evans explaining the insurance fees that increased, and that managing all volunteers to get inducted, trained to do the task at hand correctly.
- Read DFES Derek Jones report
- Shire is investigating and planning on putting bushfire zone tracks and mitigation in place, once Shane Harris returns Myrtle Benn will be the first project.
- Mitigation officer with the Shire of Katanning are still being considered by Council, further decisions will be made public at a later stage.
- MOU for the CESM will come up in March 2025 for review.

**5.1.2 WAPOL – Peter Reeves**

- Not a lot has happened in the past months.

- Currently there is only two police officers in Kojonup, further recruitment taking place.

**5.1.3 Kojonup St Johns Ambulance – Rodger Ladyman**

- Not a lot to report at this stage
- Another three Defibrillators were installed, currently have twenty four around town.

**5.1.4 Volunteer Bush Fire Brigade Service, Kojonup – Digby Stretch (entered meeting at 9:12 am)**

- Quiet time during winter.
- Brigades are building a few new fast fill trailers.
- Rain fall not great, not a lot of run off water filling dams.
- Compliment Shire on recruiting a doctor for the community.

**5.1.5 Kojonup VFRS – Matt Crabb**

- Going well on volunteer numbers.
- Two new members, when they are active the total will be on fifteen.
- Hydrants on Soldier road were obstructed when road works was done. Depot team was contacted and requested to be weary of this matter when they do work.
- Requests for Standpipes to be open.

**5.1.6 Kojonup Health Service – Jean Daly**

- Currently five residents
- Still using agency staff due to own staff shortage.
- Medical centre is open again and running well
- A lot of Shingles reported in the last twelve months and a few cases of Chicken pox going around.
- Hospital and the medical centre are working together, Dr Sam Weaver still looks after the residents.

**5.1.7 LGGS – Rex Evans**

- Feedback to Cr Bilney regarding LGIS requirements when there is insurance claims. PPE is taken seriously.
- Reminder that the CEO is the Fire Chief under WHS. LGIS is looking at what mitigation procedures are in place within the Shire.

**5.1.8 Department of Communities – Vivienne Gardiner**

- Attachment – handout
- Evacuation training at the Sport complex will take place at the next LEMC meeting. Thirty-minute desktop scenarios to run through.
- Currently working with all Local Governments and Department of Communities to establish Emergency centres.

**6. OTHER ITEMS**

NIL

7. DETAILS OF NEXT MEETING

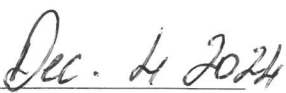
Monday, 4 November 2024 @09:00am

8. CLOSURE

There being no further business to discuss, the Chairman thanked the members for their attendance and declared the meeting closed at 10:05am.

Confirmed as true and correct:

  
Chairperson

  
Date