

SHIRE OF KOJONUP



# LOCAL EMERGENCY MANAGEMENT COMMITTEE

MINUTES  
RECEPTION ROOM

9.00am Monday, 7 August 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*

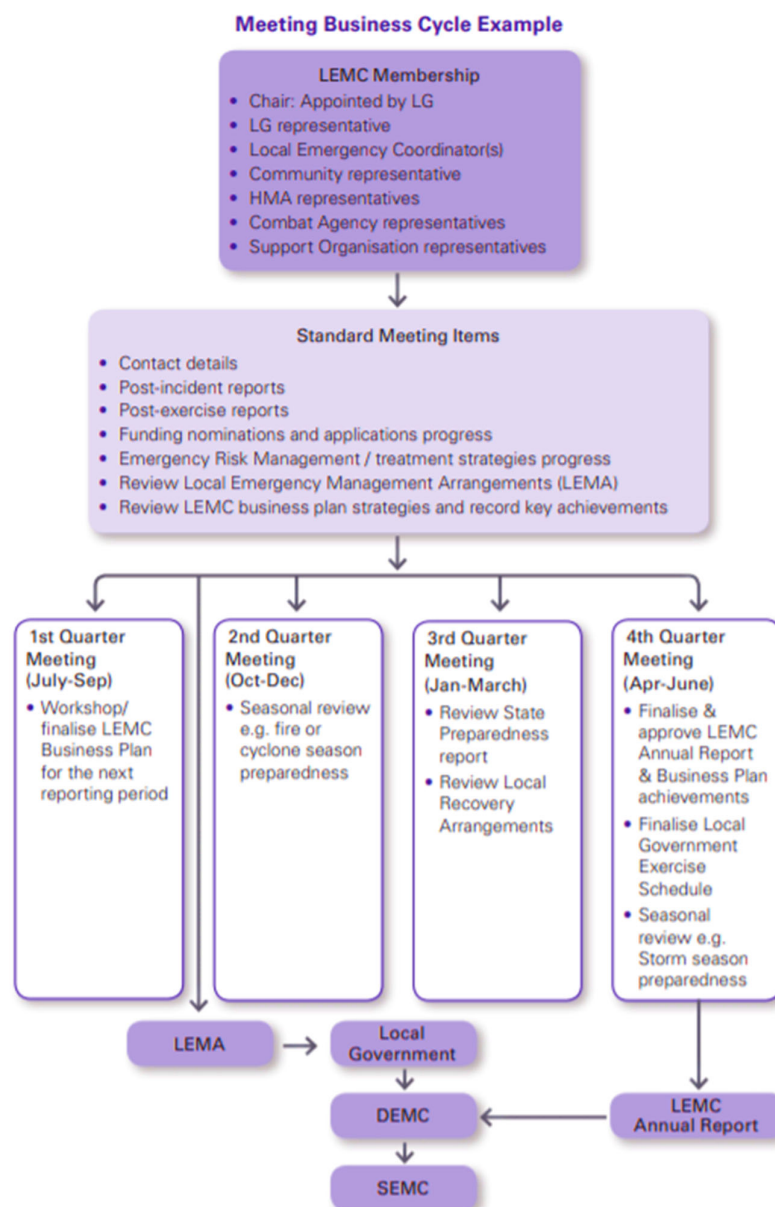
- finalising the annual report and arranging for it to be forwarded to the relevant DEMC for annual report compilation.

**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



## MINUTES

1. **DECLARATION OF OPENING AND ANNOUNCEMENT OF GUESTS**

The Chairman, Robert Jehu declared the meeting open at 9:08am.

2. **ATTENDANCE & APOLOGIES**

Shire of Kojonup

- |                  |   |
|------------------|---|
| • Ned Radford    | Shire President (Council)                   |
| • Judy Stewart   | A/Chief Executive Officer                   |
| • Robert Jehu    | Manager Regulatory Services (MRS)(Chairman) |
| • Emelee Peet    | Bushfire Risk Planning Coordinator          |
| • Este Lottering | Administrator Regulatory Services (RS)      |

Volunteer Bush Fire Brigade Service, Kojonup

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

Kojonup Health Service

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

Kojonup District High School

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

**Apologies**

Volunteer Bush Fire Brigade Service, Kojonup

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

St Bernards Primary School

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

Shire of Kojonup

- |                   |        |
|-------------------|--------|
| • Stephanie Swain | Ranger |
|-------------------|--------|

WA Police Service, Kojonup

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

Kojonup VFRS

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

Department of Fire and Emergency Services

- |          |                                       |
|----------|---------------------------------------|
| • Vacant | District Emergency Management Advisor |
|----------|---------------------------------------|

St John Ambulance, Kojonup

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

Department of Communities

- |                   |  |
|-------------------|--|
| • Michele Duxbury | District Emergency Services Officer (Outgoing) |
| • Jodi Pollard    | District Emergency Services Officer New        |

Department of Primary Industries and Regional Development

- John Paul Collins Research Scientist / Responsible Officer on Site

Springhaven

- Ryan Woolley Registered Nurse

3. CONFIRMATION OF PREVIOUS MINUTES

OFFICER RECOMMENDATION/COMMITTEE DECISION

Moved by Cr Ned Radford, seconded by Digby Stretch  
That the minutes of the Local Emergency Management Committee meeting held 6 February 2023 be confirmed as a true and accurate record.

8/0 CARRIED

4. BUSINESS ARISING FROM PREVIOUS MEETING

NIL

5. GENERAL BUSINESS

**5.1.1 Covid update**

Information attached 5.1.1.1 – COVID-19 update 17<sup>th</sup> to 23 July 2023 (Surveillance report attached)

5.2 HMA/AGENCY REPORT

**5.2.1 Shire of Kojonup – Manager of Regulatory Services - Robert Jehu**

- Food business inspections going on – hospital on the list.
- Bush Fire Preparation taking place, trucks being serviced.
- CESM applications closed – interviews to take place in near future.
- DFES – interviewed new District Emergency Management Advisor, will announce soon.
- Emergency Management drills.

**5.2.2 Kojonup Volunteer Bush Fire Brigade**

- Quiet time of the year
- Conscience of all the paperwork, which they don't get time to get done.
- Everyone is waiting for trades persons, huge shortage out here in the Great Southern.
- Operating Procedures not on the top of their list.
- Denise got all the radio change overs done and ready.
- All the paperwork and compliance are not on their (the volunteers' scopes), will leave that to the Shire.

- Cr Radford explains regarding the Communication Tower to move down the road to Craig Heggaton paddock. There is a piece of clear land and Craig agreed that the Shire could use this for the Tower. Another benefit of the paddock is that it is elevated and will there be a higher clearance from the ground.

#### **5.2.3 Kojonup Health Service**

- Staff is still an issue, need at least 4 RN's and two CM's.
- Relying on agencies to find registered nurses.
- Busy with bush fire prevention, cutting of dead trees.
- There is currently no maintenance manager, no plumber, so relying on people from Albany to assist.
- Transfers is being delayed, sometimes need to wait on an ambulance from Albany.

#### **5.2.4 Department of Communities**

- Report attached – 5.2.4.1

#### **5.2.5 Kojonup District High School**

- School has done all the emergency, lock down and fire drills with students and staff.
- Lot's of bush fire mitigation taking place especially at the back of the school and at the farm.
- The Farm plan and School Plan for evacuation should be updated and in by September 2023.
- Staffing – losing quite a few important staff, struggling to get replacements, especially for high school. Primary School part time teachers are more than enough but also quite pricey to train and induct.
- School's numbers are stable.

#### **5.2.6 DFES**

- Report attached 5.2.6.1

### **6. OTHER ITEMS**

- NIL

### **7. DETAILS OF NEXT MEETING**

Monday, 6<sup>th</sup> November 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 9:30am.

**Attachments:**

5.1.2 – Covid -19 Weekly Surveillance report 17 July 2023 – 23 July 2023

5.2.4.1 – Department of Communities Report – Kojonup Quarter 1

5.2.6.1 – DFES Report – Derek Jones

Confirmed as true and correct:

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Date