

SHIRE OF KOJONUP



LOCAL EMERGENCY MANAGEMENT COMMITTEE

**AGENDA
RECEPTION ROOM**

9.00am Monday, 6 November 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*

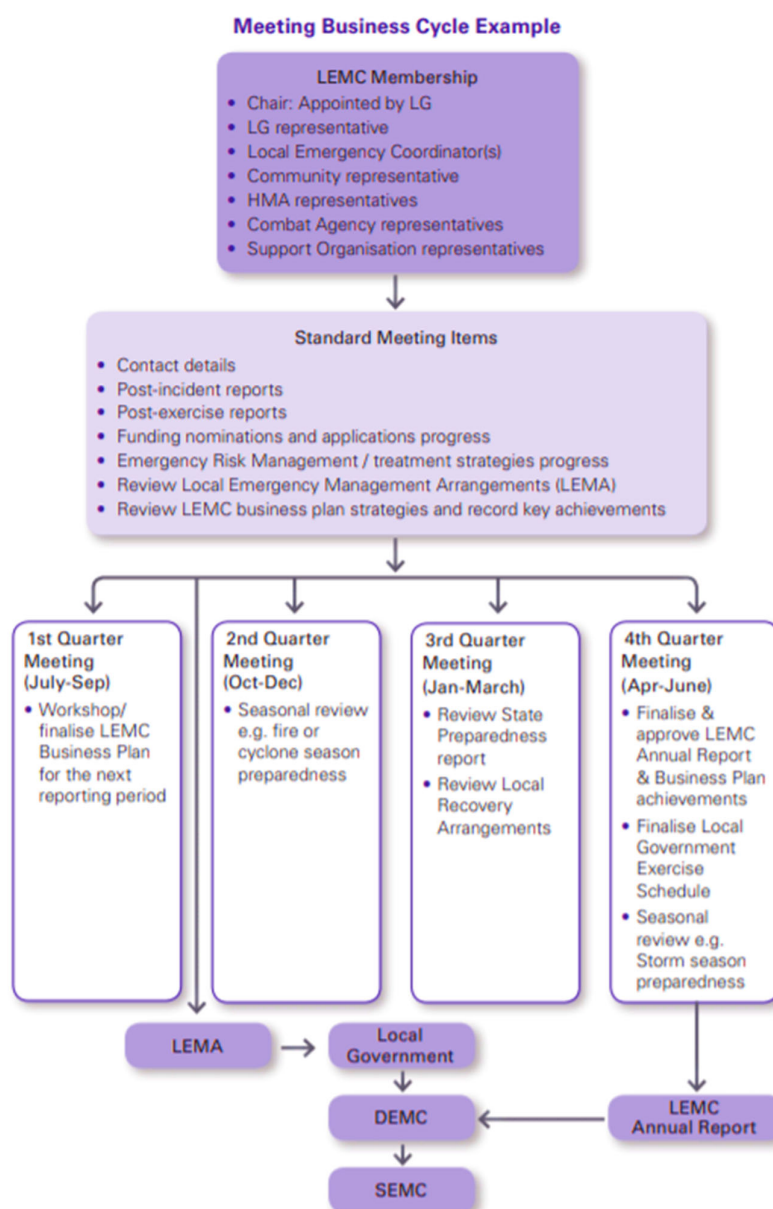
- *finalising the annual report and arranging for it to be forwarded to the relevant DEMC for annual report compilation.*

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

- | | |
|-------------------|---|
| • Grant Thompson | Chief Executive Officer |
| • Robert Jehu | Manager Regulatory Services (MRS)(Chairman) |
| • Emelee Peet | Bushfire Risk Planning Coordinator |
| • Ryan Woolley | Registered Nurse (RN) |
| • Stephanie Swain | Ranger |
| • Shane Harris | Community Emergency Services Manager |

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

- | | |
|-----------------|--|
| • Sharon Austin | District Emergency Services Officer (Outgoing) |
| • Jodi Pollard | District Emergency Services Officer (New) |

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

- | | |
|-----------------|-------------|
| • Roger Ladyman | 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 |
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3. CONFIRMATION OF PREVIOUS MINUTES

Meeting held on the 8th of August 2023.

OFFICER RECOMMENDATION

Moved _____, seconded _____
That the minutes of the Local Emergency Management Committee meeting held 8 August 2023 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 – Manager Regulatory Services

Community Emergency Services Manager - introduction
New strategy targeting foodborne illness (Attached)

5.1.2 Shire of Kojonup – Community Emergency Services Manager

5.1.3 Springhaven Aged Care

5.1.4 WAPOL

5.1.5 St John Ambulance

5.1.6 Kojonup VFRS

5.1.7 Volunteer Bush Fire Brigade

5.1.8 Kojonup Health Service

5.1.9 Department of Communities

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, 5th of February 2024 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:

5.1.2 – New strategy targeting foodborne illness