

SHIRE OF KOJONUP



LOCAL EMERGENCY
MANAGEMENT COMMITTEE

MINUTES
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:

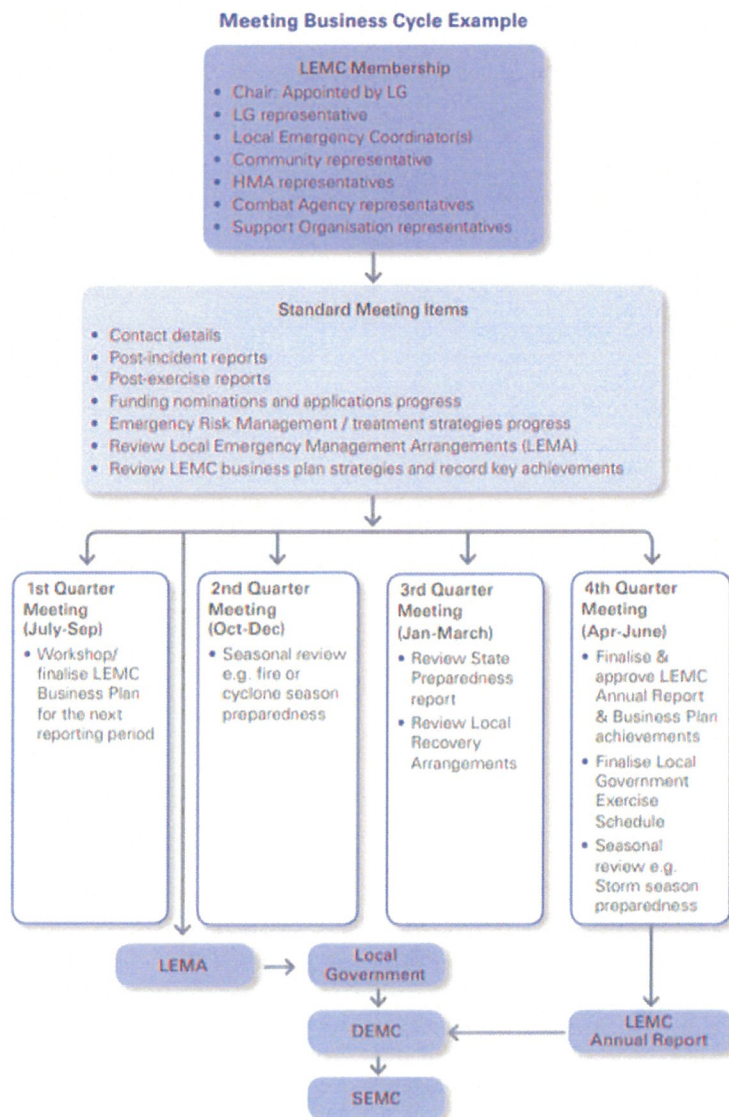
"s37. Local emergency coordinators

(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



MINUTES

1. DECLARATION OF OPENING AND ANNOUNCEMENT OF GUESTS

The Chairman, Robert Jehu declared the meeting open at 9:10am.

2. ATTENDANCE & APOLOGIES

Shire of Kojonup

- | | |
|-------------------|---|
| • Grant Thompson | Chief Executive Officer |
| • Robert Jehu | Manager Regulatory Services (MRS)(Chairman) |
| • Este Lottering | Administrator Regulatory Services (RS) |
| • Stephanie Swain | Ranger |

Volunteer Bush Fire Brigade Service, Kojonup

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

Kojonup Health Service

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

Kojonup VFRS

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

LGIS

- | | |
|-------------|----------------|
| • Rex Evans | LGIS Insurance |
|-------------|----------------|

Springhaven

- | | |
|----------------|------------------|
| • Ryan Woolley | Registered Nurse |
|----------------|------------------|

Apologies

Kojonup District High School

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

Shire of Kojonup

- | | |
|---------------|------------------------------------|
| • Emelee Peet | Bushfire Risk Planning Coordinator |
|---------------|------------------------------------|

Volunteer Bush Fire Brigade Service, Kojonup

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

St Bernards Primary School

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

WA Police Service, Kojonup

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

3. CONFIRMATION OF PREVIOUS MINUTES

OFFICER RECOMMENDATION/COMMITTEE DECISION

Moved by Jean Daly, seconded by Digby Stretch
That the minutes of the Local Emergency Management Committee meeting held 7 August 2023 be confirmed as a true and accurate record.

9/0 CARRIED

4. BUSINESS ARISING FROM PREVIOUS MEETING

NIL

5. GENERAL BUSINESS

5.1 HMA/AGENCY REPORT

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

- New Strategy targeting foodborne illness (Attached)
- Bushfire Tower progressing should be standing at the end of November 2023.
- There is a concern on which day the radio apparatus would be transferred.
- DFES would bring mobile truck to cover communication when the transfer is taking place. Shane Harris to request.
- Ranger started with fire break inspections – 49 non-compliant.

5.1.2 Community Services Emergency Manager – Shane Harris

- Only now in week 6 of employment
- Completed Rural Awareness training, had 9 new volunteers at last training session.
- Main focus now on all Local Governments and building relationships.
- Bushfire Riks Management Plan is a high priority on the list.
- Currently being housed at Cranbrook.
- Bomber training took place, the notices went out late and the Saturday training got cancelled due to current fires.

5.1.3 **Volunteer Bush Fire Brigade Service, Kojonup – Digby Stretch**

- Visited the windfarm with Tony Fisher, discussed taking their trucks out with them on warm days. They offered their trailers and trucks to brigades in need.

- Radio Ops meeting taking place this evening (6 November 2023) – open to all secretaries to attend.
- Harvest early, some farmers already started.

5.1.4 Kojonup Health Service – Jean Daly

- Nothing really new going on at the hospital.
- Still using agency staff.
- Covid outbreak in the community, no capacity to admit at the local hospital

5.1.5 LGGS – Rex Evans

- Doing WHS inspections at Springhaven
- Discuss Narrogin fire with Asbestos dwellings and the danger of it. Reminder that only an A-class license holder can remove Asbestos after a burn.
- ICP – Independent Competent Person should inspect all asbestos removals.

5.1.6 Kojonup VFRS – Matt Crabb

- Currently 12 volunteers
- Doing Electric vehicle info course on burning. Quite a few electric bikes on farms now. Asked that Digby Stretch ask who wants to join the training at the Radio Operations meeting.
- Muradup house fire – water was an issue, do not have fob keys to the standpipes.

5.1.7 Department of Communities – Sharon Ausin

- Joined meeting online .
- No report send through.

5.1.8 Shire of Kojonup – Chief Executive Officer – Grant Thompson

- Springhaven – Covid outbreak again. Nineteen of the twenty two residents were affected.
- Noticed that Covid affected the whole town, Kojonup Show the start of spreading.

6. OTHER ITEMS

NIL

7. DETAILS OF NEXT MEETING

Monday, 5th February 2024 @09:30am

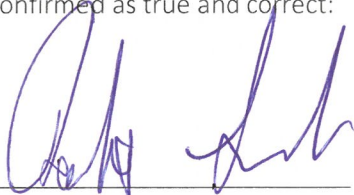
8. CLOSURE

There being no further business to discuss, the Chairman thanked the members for their attendance and declared the meeting closed at 10:00am.

Attachments:

5.1.1 – New strategy targeting foodborne illness

Confirmed as true and correct:


Chairperson

5/2/24
Date