

SHIRE OF KOJONUP

# Kojonup



*One community, many choices*

## LOCAL EMERGENCY MANAGEMENT COMMITTEE

MINUTES  
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*

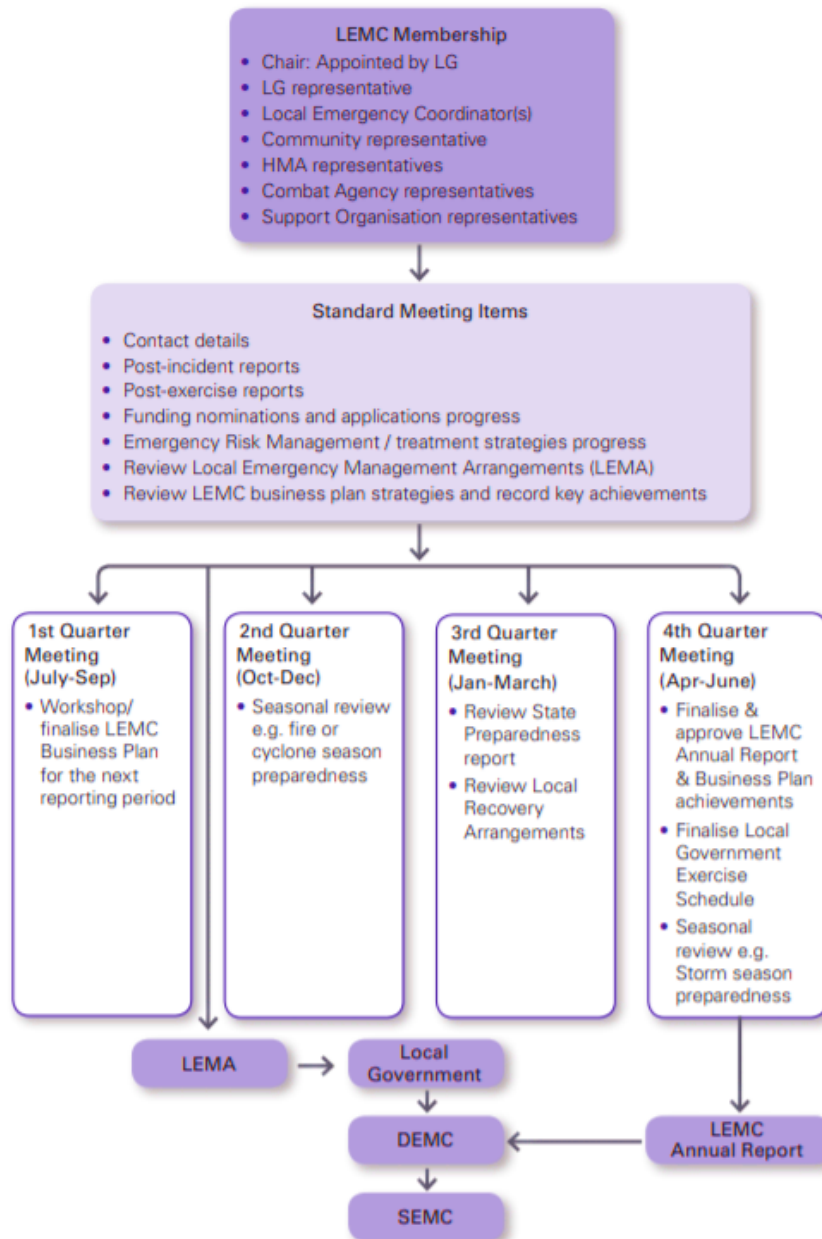
*(1) The State Emergency Coordinator is to appoint a local emergency coordinator for each local government district.*

*(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

**Meeting Business Cycle Example**



## MINUTES

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

The Chairman, Robert Jehu declared the meeting open at 9:30am.

### 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)      |

#### Volunteer Bush Fire Brigade Service, Kojonup

- |                 |  |
|-----------------|--|
| • Digby Stretch | President Kojonup Bushfire Association |
| • Tony Fisher   | Chief Zulu                             |

#### Department of Communities

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

#### Kojonup Health Service

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

#### St John Ambulance, Kojonup

- |                 |                     |
|-----------------|---------------------|
| • Sonia Brooker | Community Paramedic |
|-----------------|---------------------|

#### Department of Primary Industries and Regional Development

- |                     |  |
|---------------------|--|
| • John Paul Collins | Research Scientist / Responsible Officer on Site |
|---------------------|--|

#### Apologies

#### Kojonup District High School

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

#### St Bernard's Primary School

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

#### Water Corporation

- |               |  |
|---------------|--|
| • Marian Sain |  |
|---------------|--|

#### Shire of Kojonup

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

#### WA Police Service, Kojonup

- |               |                |
|---------------|----------------|
| • Peter Reeve | Kojonup Police |
|---------------|----------------|

#### Kojonup VFRS

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

Department of Fire and Emergency Services

- Adam Smith District Emergency Management Advisor

St John Ambulance, Kojonup

- Roger Ladyman Kojonup SJA

3. CONFIRMATION OF PREVIOUS MINUTES

OFFICER RECOMMENDATION

Moved by Michelle Duxbury, seconded by Ciara O'Regan  
That the minutes of the Local Emergency Management Committee meeting held 6 November 2022 be confirmed as a true and accurate record.

12/0 CARRIED

4. BUSINESS ARISING FROM PREVIOUS MEETING

NIL

5. GENERAL BUSINESS

**5.1.1 Hot weather**

Four-day notice of heat wave is the same as per the Bushfire Warnings and notices. You can find these heat wave warnings on the WA Emergency page. Digby Stretch commented that there is not a lot of warnings that are going out for the heat waves which is good. There is no panic among residents.

Robert Jehu comment that the heat wave warnings are still a State responsibility. If there is a heat wave over the weekend of the 11<sup>th</sup> of February when the Wandea races is on, we will advertise and advise only. Information attached 5.1.1.1 – New heatwave warning system launched.

**5.1.2 Amoebic Meningitis**

Warning – this is a fatal virus, which can be contracted by swimming in warm water holes. Information Attached 5.1.2.1 – Hot weather triggers amoebic meningitis warning.

**5.1.3 Reading Covid Report**

Covid is still here, it is still affecting people. The Shire has tests available if anyone in the community need them.

**5.2 HMA/AGENCY REPORT**

**5.2.1 Shire of Kojonup – Executive Officer - Grant Thompson**

- It's been quiet over the Christmas period
- Covid responses have winded down. Everyone should still maintain RAT tests. If anybody knows of a vulnerable person please let the Shire know to assist.

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

- Nothing special going on at the moment, just working through the fire season which started last Friday.

### 5.2.3 Springhaven Aged Care

- There are mild warnings for gastro in the region for older residents.
- Still doing RAT testing.
- Still making visitors wear masks and wash their hands.
- Staff are always a concern, the registered nurse finishes on the 1<sup>st</sup> of March 2023. Ciara will then stand in as RN.
- Ciara going on maternity leave from July 2023.
- Still closed to admissions. (Still only 17 of the 22 beds filled)

### 5.2.4 St John Ambulance

- Still short of volunteers especially in Kojonup town. Only two in Kojonup.
- Springhaven – if you book a call it will be seen as a transfer. The Kojonup crew will then take them to the most appropriate hospital. The patient will need to be stabilised at the Kojonup hospital first before they can be transferred to other hospitals.

### 5.2.5 Kojonup Volunteer Bush Fire Brigade

- Tony Fisher – there is a lot of fuel load on the ground, and the risk is an uncontrollable fire. So far there has only been 12 fires. The last fire we had was Friday the 3<sup>rd</sup> of February 2023, and it's good to see people doing the right thing like wearing their PPE.
- We had exceptional people attending the fire. There were about 60-70 people assisting in the mopping up on the Saturday. Part of this is due to the harvest ban that was called. Volunteers could not harvest and instead came out to assist in the mopping up.
- Digby Stretch – the fire control officer on the ground. It was a bit of difficult terrain and the time of the day. Pleased with the response on the Saturday. The fire went through stubble and creeks and jumping the road to a bush of about 500 hectares. The need for a bulldozer and heavy equipment was needed to make a back burn to make the area safe. Lost about 60 hectares. Still gearing up for more fires to come. The volunteers are savvy and ready to go. Will request to extend the prohibited burning time to March 2023, however this may change if required.
- Tony Fisher – training took place on the Kojonup 2.4 truck. Wanted to get more involved with the truck. Currently 6 trained volunteers to assist with the truck.
- Tony Fisher – Muradup needs serious clean up. Got some ideas which will be discussed at the BFAC.
- Broomehill has a communication station that is currently out. Asked if they could use one of Kojonup towers. FCO's needs to remind volunteers that the radio's are sensitive. Need to remind people to put their microphones back on the clip, in case of an emergency.

#### 5.2.6 Kojonup Health Service

- Held bushfire training in January 2023. Not a lot of people came to the training. The fire at Donnybrook made it difficult for people to attend. Still went ahead and it was a good internal outcome.
- Ciara explains the evacuation for Springhaven. Two residents that will need to be transported via ambulance, three in a car and the others in the bus. Loton Close is also vulnerable and will need to be included in the plan.

#### 5.2.7 Department of Communities

- Nothing new to report, just quick briefing about the floods in the Kimberley. Will forward an extensive report to add into the minutes. Information attached 5.2.7.1 – Local Emergency Management Committee Reporting.

#### 5.2.8 DPIRD

- John Paul Collins introduces himself to the committee. Currently serving on 8 LEMC committees across the regions. Information attached 5.2.8.1 - DPIRD LEMC -DEMC Report - January 2023.

#### 6. OTHER ITEMS

NIL

#### 7. DETAILS OF NEXT MEETING

Monday, 8<sup>th</sup> 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 10:16am.