

SHIRE OF KOJONUP



# **LOCAL EMERGENCY MANAGEMENT COMMITTEE**

**AGENDA  
RECEPTION ROOM**

**9.00am Monday, 6 May 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*

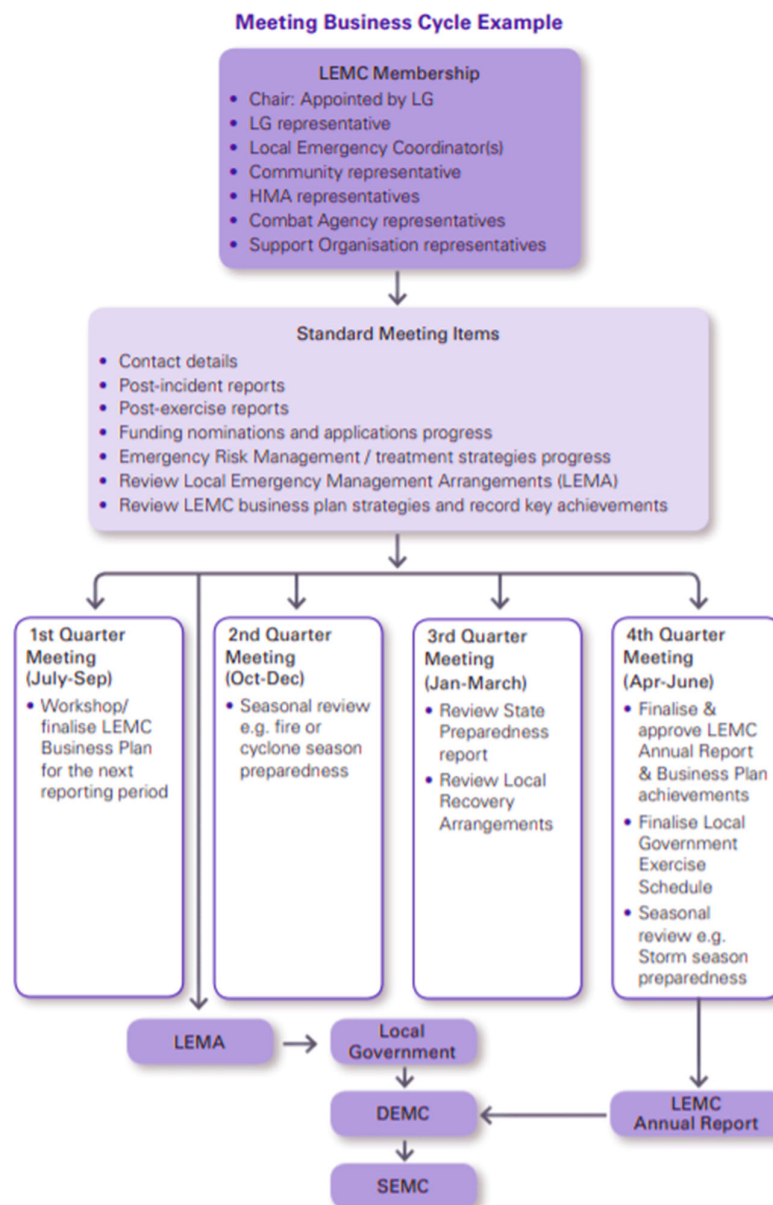
- *finalising the annual report and arranging for it to be forwarded to the relevant DEMC for annual report compilation.*

**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



## **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) |
| • 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 |
|---------------------|--|

**3. CONFIRMATION OF PREVIOUS MINUTES**

Meeting held on the 5<sup>th</sup> of February 2024.

**OFFICER RECOMMENDATION**

Moved \_\_\_\_\_, seconded \_\_\_\_\_  
That the minutes of the Local Emergency Management Committee meeting held 5 February 2024 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**

- Free influenza vaccination in May and June 2024
- WA Newborns Receive RSV Immunisation

**5.1.2 Shire of Kojonup – Community Emergency Services Manager**

- Storm readiness – May 2024

**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, 5<sup>th</sup> of August 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:**

**Free Influenza Vaccination in May and June 2024**

**WA newborns receive RSV Immunisation**

**Storm Readiness – May 2024**



2 April 2024

## Free influenza vaccination in May and June

Free flu vaccines will be available to all Western Australians over six months of age throughout May and June.

With influenza season looming, WA's Chief Health Officer Andy Robertson has warned people not to underestimate the seriousness of the flu.

"Influenza is highly infectious and can make you very ill," he said.

"The most vulnerable community members, including older adults, young children and pregnant women are most at-risk of severe complications from the flu.

"Getting vaccinated during May and June will protect you over the peak flu transmission period in the State."

Last year WA recorded more than 21,000 cases of influenza. Almost one in three Western Australians had a flu vaccination.

Outside of May and June, free flu vaccines are also available through the National Immunisation Program (NIP) or State-funded program for people considered most at risk of severe illness including:

- pregnant women (at any stage of pregnancy)
- people over 65
- children from 6 months to Year 6
- Aboriginal and Torres Strait Islander people over 6 months
- people who are immunocompromised or have serious medical conditions.

This year's flu campaign is running alongside Australia's first immunisation program to protect babies from respiratory syncytial virus (RSV).

RSV is a highly infectious respiratory virus that infects more up to two-thirds of all babies in their first year of life and, every year, hospitalises more than 1,000 infants in WA.

Babies born on or after 1 October 2023 can now receive the Therapeutic Goods Association-approved antibody 'nirsevimab' at GP practices, Community Health Clinics and Aboriginal Medical Services that provide childhood immunisations.

Children with certain medical conditions that increase their risk of hospitalisation, and Aboriginal children born from 1 October 2022, are also eligible.

From May to September RSV immunisations will also be available at birthing hospitals across WA – providing protection to newborns before they leave hospital.

The State's \$11million RSV immunisation roll-out is expected to prevent more than 700 RSV-related infant hospitalisations, around 3,000 emergency department presentations and 4,000 GP consultations this year.

**Note:** The vaccine is free, however patients may be charged a consultation fee. Check costs when making an appointment.

## Related links

- [Influenza immunisation program](#)
- [Respiratory syncytial virus RSV immunisation](#)





2 May 2024

## WA newborns receive RSV immunisation

In an Australian first, newborns are now being immunised against RSV in Western Australian birthing hospitals.

RSV is a highly infectious respiratory virus that infects up to two-thirds of all babies in their first year of life and hospitalises more than 1,000 infants in WA each year.

A single dose of 'nirsevimab' protects babies for at least five months, which is the length of an average RSV season (typically from May to September in WA).

Parents are urged to get their babies, born between 1 May to 30 September 2024, immunised against RSV this winter before they leave hospital.

# Preparing for storms



Dangerous storms are the most common natural hazard in Australia and on average, cause more damage and destruction than cyclones, earthquakes, floods and bushfires.

## Did you know?

Each year from May to October, storms, including, tornados, thunder, lightning, hail, flash flooding and gale force winds cause major destruction to the southern half of the State from Kalbarri to Israelite Bay.

As storms are unpredictable, felt locally and can happen at any time, their devastating impact is often underestimated.

## Most storm damage to homes occurs from:

- Loose and broken roof materials.
- Fallen trees and branches.
- Flooding from blocked gutters.

## IF YOU NEED HELP

For life-threatening emergencies call **000**

If your home has been badly damaged and you need help, call the SES on **132 500**



## Follow these tips to help you and your family stay safe:

- **Clear gutters** and downpipes of leaves and blockages.
- **Check the roof** for cracked ridge capping, loose tiles or loose nails.
- **Clear rubbish** from around the yard, balcony or patio.
- **Hire a contractor** to clear trees from power lines.
- **Trim branches** around the home or business to prevent them falling on roofs or cars.
- **Store or weigh down loose objects** like outdoor furniture, play equipment, trampolines and sheds.
- **Prepare an emergency kit** with a portable battery operated radio, torch, spare batteries and a first aid kit.

For advice about what to do before, during and after a storm, visit [dfes.wa.gov.au](https://dfes.wa.gov.au)



# During a storm



When a storm is passing through, it's best that you, your family and your pets stay indoors if you can.

## If you are driving:

- Slow down, turn your headlights on and keep a safe distance from other drivers.
- Be alert and watch for hazards on the road like fallen powerlines, branches and debris.
- If it's raining heavily and you can't see, pull over and park with your hazard lights on until the rain clears.
- Don't drive into water of unknown depth and current.

## Keep up to date:

- See the latest warnings on [emergency.wa.gov.au](http://emergency.wa.gov.au)
- Via the DFES Public Information Line on 13 DFES (13 3337)
- Through news bulletins on radio, TV or online (use a battery operated radio if the power is out)
- On the Bureau of Meteorology's website [www.bom.gov.au](http://www.bom.gov.au) or by calling their Weather Warnings and Flood Warnings Advice Line on 1300 659 213.

## Follow these tips to help you and your family stay safe:

- **Close your curtains** and blinds, and stay inside away from windows.
- **Unplug electrical appliances** and don't use landline phones if you see lightning.
- **Park your vehicle undercover** and away from trees.
- If there's flooding, **create your own sandbags** by using pillow cases filled with sand and place them around doorways to protect your home.
- If you're outside, **find shelter away from trees**, powerlines, storm water drains and streams.
- If boating, swimming or surfing **leave the water**



### IF YOU NEED HELP

For life-threatening emergencies call **000**

If your home has been badly damaged and you need help, call the SES on **132 500**

For advice about what to do before, during and after a storm, visit [dfes.wa.gov.au](http://dfes.wa.gov.au)



# If a storm has damaged **your home**

Storms and floods disrupt households and it is possible power, water, sewerage and gas services may not be working. There could also be road, airport or port closures and telephone lines may be down.

## If you are insured

- Call your insurance company immediately as most companies provide 24-hour service
- They may be able to provide you with temporary accommodation, food and financial assistance for immediate hardship
- Ensure your home is secure before you leave as you are responsible for the security of your home
- Do not attempt any repairs unless qualified as this may put you or your family at risk or cause further damage that may not be covered by your insurer
- If you have any insurance queries, contact the Insurance Council of Australia on 1300 884 934

**If you need emergency accommodation, clothing, food and other essential items, and your family and friends cannot assist, contact the Department of Communities on 1800 176 888.**

## Loss of power

- Call Western Power on 131 087
- Call Horizon Power on 132 351 if you live in a regional area. (If you are unsure refer to your last bill)

## Cleaning up

- Start cleaning up around your home - stack loose material such as branches and debris away from water meters, valves and telephone lines
- Call your local government to get advice about the removal of green waste and other materials such as asbestos fencing

**If your home has been badly damaged and you need help, call the SES on 132 500**



**For advice about what to do before, during and after a storm, visit [dfes.wa.gov.au](https://dfes.wa.gov.au)**

