



Minutes of Local Emergency Management Committee Meeting

Held on 4 February 2026 and commenced at 9:00am at the Donnybrook SES
(80 Bentley Street, Donnybrook)

Authorised:

A handwritten signature in black ink, appearing to be "V MacCarthy", is positioned to the right of the "Authorised:" label.

LEMC Chairperson
Shire President Vivienne MacCarthy

Prepared:

4 February 2026

Contents

1.	Declaration of Opening / Announcement of Visitors.....	3
2.	Attendance	3
2.1.	Apologies	3
3.	Declarations from the Presiding Member.....	4
4.	Declarations of Interest	4
5.	Confirmation of Minutes	4
5.1.	Local Emergency Committee Meeting held on 29 July 2025	4
6.	Contact List Review.....	4
7.	Business Arising from Previous Meetings	5
9.1.	Correspondence In	5
9.2.	Correspondence Out	5
10.	Information Tabled	6
11.	Post Incident Reports	6
12.	Post Exercise Reports	6
13.	Funding Nominations and Application Progress	6
14.	LEMA Updates / Review	6
15.	Key Achievements.....	6
17.	Future Exercise.	6
18.	Emerging Issues	6
19.	Information for Public Distribution	6
20.	Action Items from this Meeting	6
21.	Closure	7

1. Declaration of Opening / Announcement of Visitors

Acknowledgement of Country:

The Chairperson to acknowledge the continuing connection of Aboriginal people to Country, culture and community, including traditional custodians of this land, the Wardandi and Kaneang People of the Noongar Nation, paying respects to Elders, past and present.

The Chairperson to declare the meeting open and welcomed the public gallery.

2. Attendance

Committee Members:

Shire of Donnybrook Balingup Chairperson	Cr Vivienne MacCarthy
Shire of Donnybrook Balingup – CESM	Jess Cooper
Shire of Donnybrook Balingup - Chief Executive Officer	Nicholas O’Connor
Shire of Donnybrook Balingup - Director Operations	Ross Marshall
Shire of Donnybrook Balingup - Local Recovery Coordinator, SCEO	Susie Delaporte
Shire of Donnybrook Balingup – Ranger	Ange Browne
Dept Fire and Emergency Services - DEMC	Melissa Howard
Balingup Progress Association	Wendy Trow
Water Corporation	Steve Collins
Donnybrook SES	Julie Carrick & Susan Tooke
Dept of Communities	Renee Flaxman
DFES	Chris Sousa
St John Ambulance	William Hogan
NBN Co	Justine Edmonde

2.1. Apologies

Shire of Donnybrook Balingup – Manager Development Services	Michelle Dennis
Shire of Donnybrook Balingup – Bush Fire Brigades	Max Walker
Shire of Donnybrook Balingup – Bush Fire Brigades	Mick Zwart
Volunteer Fire & Rescue Services	Ben Anderson
DBCA – Blackwood	Steve Ward/Ed Hatherley
DBCA – Wellington	Jewell Crossberg
Donnybrook District Hospital	Sally Shaw
Donnybrook District Hospital	Barry Moroney
St John Ambulance	Ian Telfer
Water Corporation	Dave Stanik
Telstra	Andy Boutell

Dept of Communities	Mark Schorer
Community Home Care	Deb Llyod
Dept Primary Industries & Regional Development	Jennifer Garlinge
Main Roads WA	Bruce Hancock
Red Cross	Patricia Martin
Tuia Lodge	Iona Dix
Western Power	Colin Jones
Western Power	Scott Fitzgerald

3. Declarations from the Presiding Member

The Chairperson to deliver the Committee's functions as per S.39 of the *Emergency Management Act 2005*:

- 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 persons in the development, review and testing of local emergency management arrangements; and*
- c) *To carry out other emergency management activities as directed by SEMC or prescribed by the regulations.*

4. Declarations of Interest

Nil.

5. Confirmation of Minutes

5.1. Local Emergency Committee Meeting held on 29 July 2025

Minutes from the previous meeting of the Local Emergency Management Committee held on 29 July 2025 are attached Attachment 5.1(1).

That the Minutes from the Local Emergency Management Committee Meeting held on 29 July 2025 be confirmed as a true and accurate record.

MOVED BY:	Ange Browne	SECONDED BY:	Julie Carrick
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Carried

6. Contact List Review

A current copy of the Shire of Donnybrook Balingup Local Emergency Management Committee Contact list has been circulated for review, updated list to be emailed to committee separately.

7. Business Arising from Previous Meetings

A table outlining the action items from the Water Outage Exercise is included in Attachment 7.1.

8. Committee Member Reports

Committee members are invited to provide an update on their organisation, regarding issues, threats, amendments to plans, events and learnings to assist in the overall preparedness of the Committee in relation to Local Emergency Management Arrangements.

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|---|------------------------------------|
| 1. Department of Fire and Emergency Services (DEMA) | Melissa Howard
(Attachment 8.1) |
| 2. Shire of Donnybrook Balingup (Ranger Services) | Ange Browne (Attachment
8.2) |
| 3. St John Ambulance | William Hogan (Verbal) |
| 4. Department of Fire and Emergency Services | Chris Sousa (Verbal) |
| 5. NBN Co | Justine Esmonde (Verbal) |
| 6. Department of Communities | Renee Flaxman (Attachment
8.6) |
| 7. Donnybrook SES | Julie Carrick (Verbal) |
| 8. Main Roads WA | Bruce Hancock (Attachment
8.8) |
| 9. Water Corporation | Steve Collins (Verbal) |
| 10. Balingup Progress Association | Wendy Trow (Verbal) |
| 11. Shire of Donnybrook Balingup (Recovery Coordinator) | Susie Delaporte (Verbal) |
| 12. Shire of Donnybrook Balingup (Director Operations) | Ross Marshall (Verbal) |

9. Correspondence

9.1. Correspondence In

From	To	Topic
WALGA/DPIRD	CESM	Polyphagous Shot-hole Borer E-News Polyphagous shot-hole borer Department of Primary Industries and Regional Development
WaterCorp	CESM	Water Supply Alerts subscription information

9.2. Correspondence Out

Nil

10. Information Tabled

Polyphagous Shot-hole Borer E-News print out –

[Polyphagous shot-hole borer | Department of Primary Industries and Regional Development](#)

11. Post Incident Reports

Nil

12. Post Exercise Reports

Nil

13. Funding Nominations and Application Progress

Nil

14. LEMA Updates / Review

Next full review of the Local Emergency Management Arrangements is due by 2028.

15. Key Achievements

Cr Vivienne MacCarthy recently attended a service award event in Noggerup and recognised the recipients to the LEMC Committee.

17. Future Exercise.

Evacuation Centre Simulation – Donnybrook Recreation Centre

18. Emerging Issues

LEMC committee notification of events. Some agencies have raised concerns that they were unaware of events in the Shire. It was requested that the Shire improve the current notification process.

19. Information for Public Distribution

Water Corporation – Water supply alerts subscription information.

20. Action Items from this Meeting

Agency	Action	Due
CESM	Update LEMC Contact List to include after-hours contact numbers for each agency	May 2026
All	All agencies are requested to provide reports prior to LEMC Meetings to enable distribution with agendas	-
CESM/SES	Source catering options for emergency responders	May 2026
All	Review current SoDB LEMA and provide terminology updates etc	May 2026
All	Coordinate Evacuation Centre Exercise	May 2026
SoDB	Ensure relevant agencies are notified of events prior to commencement	May 2026

21. Closure

The Chairperson advised that the next Local Emergency Management Committee Meeting will be held on Tuesday 5 May 2026 at 09:30AM, at the Donnybrook Rec Centre.

The Chairperson declared the meeting closed at 9:50AM.