



Notice of Local Emergency Management Committee Meeting

To be held on 6 May 2025 and commence at 9:00am
To be held at the Donnybrook SES
(80 Bentley Street, Donnybrook)

Authorised:

A handwritten signature in blue ink, appearing to be "Ross Marshall", is positioned to the right of the "Authorised:" label.

Ross Marshall, Director Operations

Prepared:

2 May 2025

Disclaimer:

Please note the items and recommendations in this document are not final and are subject to change or withdrawal.

Contents

1.	Declaration of Opening / Announcement of Visitors.....	3
2.	Attendance	3
2.1.	Apologies.....	4
3.	Declarations from the Presiding Member.....	4
4.	Declarations of Interest	4
5.	Confirmation of Minutes.....	5
5.1.	Local Emergency Committee Meeting held on 4 February 2025.....	5
6.	Contact List Review.....	5
7.	Business Arising from Previous Meetings	5
11.1.	Correspondence In.....	7
11.2.	Correspondence Out.....	7
11.3.	Information Tabled	7
12.	Post Incident Reports.....	7
13.	Post Exercise Reports.....	7
14.	Funding Nominations and Application Progress	7
15.	Emergency Risk Management / Treatment Strategies Progress.....	8
16.	LEMA Updates / Review.....	8
17.	Key Achievements.....	8
18.	Future Exercise.	8
19.	Emerging Issues	8
20.	Information for Public Distribution	8
21.	Closure	8

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	Cr Vivienne MacCarthy (Chairperson)
WA Police	Terry Townsend (Deputy Chairperson)
Shire of Donnybrook Balingup	Conor McGregor (CESM, LEMC Executive)
Balingup Progress Association	Wendy Trow
Bushfire Service	Max Walker (CBFCO)
Bushfire Service	Mick Zwart
Community Home Care	Jess Rudolf
Community Home Care	Susy Glenister
Department of Biodiversity, Conservation and Attractions (Blackwood)	Steve Ward
Department of Biodiversity, Conservation and Attractions (Wellington)	Darren Harvey
Department of Communities	Renee Flaxman
Dept Fire and Emergency Services	Chris Sousa
Dept Fire and Emergency Services	Richard Bothe
Dept Primary Industries & Regional Development	Tyler Hall
DEMC	Erin Hutchins
Donnybrook SES	Julie Carrick
Donnybrook SES	Sue Tooke
Donnybrook Hospital	Sally Shaw
Fire and Rescue Service	Ben Anderson
Main Roads WA	Bruce Hancock
Red Cross	Karen Edmeades
Shire of Donnybrook Balingup	Nicholas O'Connor (Chief Executive Officer)
Shire of Donnybrook Balingup	Loren Clifford (Acting Director Finance & Corporate)
Shire of Donnybrook Balingup	Ross Marshall (Director Operations)
Shire of Donnybrook Balingup	Claire Palmer (Environmental Officer)

Shire of Donnybrook Balingup	Jarrad Ramsden (Principal Environmental Health Officer)
Shire of Donnybrook Balingup	Ange Browne (Ranger Services)
Shire of Donnybrook Balingup	Susie Delaporte (Local Recovery Coordinator, SCEO)
St John Ambulance	Garry Davis (Proxy)
St John Ambulance	Gary Halliday
Telstra	TBA
Tuia Lodge	Iona Dix
WA Country Health Service	Barry Moroney
Water Corporation	Mel Robertson
Water Corporation	Steve Collins
Western Power	Colin Jones

2.1. Apologies

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 4 February 2025

Minutes from the previous meeting of the Local Emergency Management Committee held on 4th February 2025 are attached Attachment 5.1(1).

That the Minutes from the Local Emergency Management Committee Meeting held on 04 February 2025 be confirmed as a true and accurate record.

MOVED BY:	Choose an item.	SECONDED BY:	Choose an item.
------------------	-----------------	---------------------	-----------------

Choose an item.:/

6. Contact List Review

A current copy of the Shire of Donnybrook Balingup Local Emergency Management Committee Contact list is to be circulated for review.

Absent Committee members will be contacted prior to the next LEMC meeting to ensure details are current.

7. Business Arising from Previous Meetings

Nil

9. 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.

Shire of Donnybrook Balingup	Cr Vivienne MacCarthy (Chairperson)
WA Police	Phil Nation (Deputy Chairperson)
Shire of Donnybrook Balingup	Conor McGregor (CESM, LEMC Executive) (Attachment 9.1)
Balingup Progress Association	Wendy Trow
Bushfire Service	Max Walker (CBFCO)
Bushfire Service	Mick Zwart
Community Home Care	Jess Rudolf
Community Home Care	Susy Glenister
Department of Biodiversity, Conservation and Attractions (Blackwood)	Steve Ward
Department of Biodiversity, Conservation and Attractions (Wellington)	Darren Harvey
Department of Communities	Renee Flaxman

Dept Fire and Emergency Services	Chris Sousa
Dept Fire and Emergency Services	Richard Bothe
Dept Primary Industries & Regional Development	Tyler Hall
DEMA	Erin Hutchins (Attachment 9.2)
Donnybrook SES	Julie Carrick
Donnybrook SES	Sue Tooke
Donnybrook Hospital	Sally Shaw
Fire and Rescue Service	Ben Anderson
Main Roads WA	Bruce Hancock
Red Cross	Karen Edmeades
Shire of Donnybrook Balingup	Nicholas O'Connor (Chief Executive Officer)
Shire of Donnybrook Balingup	Loren Clifford (Acting Director Finance & Corporate)
Shire of Donnybrook Balingup	Ross Marshall (Director Operations)
Shire of Donnybrook Balingup	Claire Palmer (Environmental Officer)
Shire of Donnybrook Balingup	Jarrad Ramsden (Principal Environmental Health Officer)
Shire of Donnybrook Balingup	Greg Stover/Ange Browne (Ranger Services)
Shire of Donnybrook Balingup	Susie Delaporte (Local Recovery Coordinator, SCEO) (Attachment 9.3)
St John Ambulance	Garry Davis (Proxy)
St John Ambulance	Gary Halliday
Telstra	TBA
Tuia Lodge	Iona Dix
WA Country Health Service	Barry Moroney
Water Corporation	Mel Robertson
Water Corporation	Steve Collins
Western Power	Colin Jones

11. Correspondence

11.1. Correspondence In

From	To	Topic	Date
DRA	Senior Community Development Officer	Disaster Relief Australia	10/04/2025
ARC	CESM	Rail Corridor Noggerup (Attachment 11.1 (1))	31/03/2025 – 28/04/2025

11.2. Correspondence Out

From	To	Topic	Date
CESM	ARC	Rail Corridor Noggerup (Attachment 11.1 (1))	22/04/2025

11.3. Information Tabled

Subject: Telecommunications Connectivity and LEMC Representation (Attachment 11.3)

Shire of Augusta Margaret River is proposing a future motion for WA Local Government Association (WALGA) South West Country Zone of Councils, requesting SW and State Advocacy and Clarification

The draft report and proposed motion is tabled for LEMC comment. Additional information or edits to President MacCarthy by 31st May 2025.

12. Post Incident Reports

Nil

13. Post Exercise Reports

Nil

14. Funding Nominations and Application Progress

The Shire is pursuing election funding commitments for Argyle Bush Fire Brigade Facility

The existing Upper Capel Bush Fire Brigade Facility is aging and no longer able to meet the needs of the brigade. The current facility will not accommodate the brigades impending replacement 1.4 appliance, does not have sufficient ablutions, an area for meeting/training, space to store equipment or an appropriate changing area. The Shire is exploring several solutions to address these matters and will be looking to apply for Capital grant funding in the 2025/26 round of the Local Government Grants Scheme.

Mullalyup Bush Fire Brigade has received delivery on 23rd April of their new Light Tanker which has replaced their existing 2010 model.

15. Emergency Risk Management / Treatment Strategies Progress

The Shire of Donnybrook Balingup Bush Fire Risk Management Plan (BRMP) 24/26 was adopted by Council at the OCM held on 26 Feb 2025.

The Shire has submitted an application for Mitigation Activity Funds Grants Program 2025/26 Round 1. A total of 25 treatment areas have been applied for including chemical treatment, mechanical mulching, upgrades to firebreak access tracks and prescribed burning activities.

Total funding applied for is \$306,257.00

The Shires mitigation staff are currently preparing a cell at the Balingup Racecourse Reserve for prescribed burning this is anticipated to take place during May 2025.

16. LEMA Updates / Review

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

17. Key Achievements

Irishtown bridge has been re-opened following an excellent emergency response and recovery process. This was an intense, 6mth recovery program with the bridge's damage assessment, design and rebuild taking an 18-24mth project just 6 months to complete. The successful outcome was underpinned by remarkable inter-agency collaboration and by the positive, can-do' attitude of the Irishtown community.

Request input from attendees regarding response and recovery.

18. Future Exercise.

Road Crash Rescue desktop scenario postponed to next meeting

Request input from attendees (CESM to speak)

19. Emerging Issues

LEMC Committee members are encouraged to raise emerging issues or concerns in relation to Emergency Management within the Shire of Donnybrook Balingup.

20. Information for Public Distribution

LEMC Committee Members are invited to provide information that the Shire of Donnybrook Balingup can share on their behalf, via social media or the Shire's Website.

21. Closure

The Chairperson to advise that the next Local Emergency Management Committee Meeting will be held on Tuesday 29 July 2025 at 09:00AM, at the Donnybrook SES (Previous date of 5 August not suitable).

The Chairperson declared the meeting closed at ##:##AM.
