



## Minutes of Local Emergency Management Committee Meeting

Held on 6 May 2025 and commenced at 9:00am

Held at the Donnybrook SES

*(80 Bentley Street, Donnybrook)*

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**Authorised:**

A handwritten signature in black ink, appearing to read "V MacCarthy", is positioned above the printed name.

LEMC Chairperson  
Shire President Vivienne MacCarthy

**Prepared:**

6 June 2025

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## 1. Declaration of Opening / Announcement of Visitors

### **Acknowledgement of Country:**

The Chairperson acknowledged 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 declared the meeting open at 9:00am 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	Mick Zwart
Department of Communities	Renee Flaxman
Dept Fire and Emergency Services	Chris Sousa
Donnybrook Hospital	Sally Shaw
DEMC	Erin Hutchins
Donnybrook SES	Julie Carrick
Main Roads WA	Bruce Hancock
Shire of Donnybrook Balingup	Nicholas O'Connor (Chief Executive Officer)
Shire of Donnybrook Balingup	Ross Marshall (Director Operations)
Shire of Donnybrook Balingup	Ange Browne (Ranger Services)
Shire of Donnybrook Balingup	Susie Delaporte (Local Recovery Coordinator, SCEO)
St John Ambulance	Ange Browne (Proxy)
WA Country Health Service	Paige Weaver
Water Corporation	Amy Howard
Fire and Rescue Service	Conor McGregor (Proxy)

## 3. Apologies

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Shire of Donnybrook Balingup	Claire Palmer (Environmental Officer)
Bushfire Service	Max Walker (CBFCO)
Community Home Care	Jess Rudolf
Community Home Care	Susy Glenister

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Department of Biodiversity, Conservation and Attractions (Blackwood)	Steve Ward
Department of Biodiversity, Conservation and Attractions (Wellington)	Darren Harvey
Dept Fire and Emergency Services	Richard Bothe
Dept Primary Industries & Regional Development	Tyler Hall
Donnybrook SES	Sue Tooke
Red Cross	Karen Edmeades
Shire of Donnybrook Balingup	Loren Clifford (Acting Director Finance & Corporate)
Shire of Donnybrook Balingup	Jarrad Ramsden (Principal Environmental Health Officer)
St John Ambulance	Gary Halliday
Telstra	TBA
Tuia Lodge	Iona Dix
Western Power	Colin Jones

#### 4. 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.*

## 5. Declarations of Interest

Nil.

## 6. Confirmation of Minutes

### 6.1. Local Emergency Committee Meeting held on 4 February 2025

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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.**

<b>MOVED BY:</b>	Mick Zwart	<b>SECONDED BY:</b>	Ross Marshall
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**Carried**

## 7. 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.

## 8. 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)  
**(Attachment 11.3)**

WA Police

Terry Townsend (Deputy Chairperson) **(Verbal)**

Shire of Donnybrook Balingup

Conor McGregor (CESM, LEMC Executive)  
**(Attachment 9.1)**

Balingup Progress Association

Wendy Trow **(Verbal)**

Bushfire Service

Mick Zwart **(Verbal)**

Department of Communities

Renee Flaxman **(Attachment 9.4)**

Dept Fire and Emergency Services	Chris Sousa ( <b>Attachment 9.5</b> )
DEMA	Erin Hutchins ( <b>Attachment 9.2</b> )
Donnybrook SES	Julie Carrick ( <b>Verbal</b> )
Donnybrook Hospital	Sally Shaw ( <b>Verbal</b> )
Fire and Rescue Service	Conor McGregor ( <b>Verbal</b> )
Main Roads WA	Bruce Hancock ( <b>Attachment 9.6</b> )
Shire of Donnybrook Balingup	Nicholas O'Connor (Chief Executive Officer) ( <b>Verbal</b> )
Shire of Donnybrook Balingup	Ange Browne (Ranger Services) ( <b>Attachment 9.7</b> )
Shire of Donnybrook Balingup	Susie Delaporte (Local Recovery Coordinator, SCEO) ( <b>Attachment 9.3</b> )
St John Ambulance	Ange Browne ( <b>Verbal</b> )
Water Corporation	Amy Howard ( <b>Verbal</b> )

## 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 31<sup>st</sup> 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  
**Nicholas O'Connor - Commitment has been made – reached out post elections – yet to get confirmation around timing**

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 23<sup>rd</sup> April of their new Light Tanker which has replaced their existing 2010 model.

#### **CSRFF rec centre to upgrade ablutions submitted last month**

#### 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.

**Minor reviews will be on -going and provided to DEMC**

**Contacts from Dept Communities to be updated**

**Exercise Next meeting action to review contacts**

**Apologies – update contact list.**

#### 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.**

**Ross Marshall - Chair forum report on the outcome post emergency review**

#### 18. Future Exercise.

Scenario postponed until further notice.

**Request input from attendees (CESM to speak)**

**Out of session discussion to between Conor, Chris and Erin what do we want to go out of the exercise.**

## 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.

**Should Schools be invited to LEMC? – education department go to DEMC. Could invite regional rep (standing invitation).**

## 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.

**Comms on DRA as an action**

## 21. Closure

The Chairperson advised 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 10:34AM