



Notice of Local Emergency Management Committee Meeting

To be held on 29 July 2025 and commence at 9:00am

To be held at the Donnybrook SES

(80 Bentley Street, Donnybrook)

Authorised:

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

LEMC Chairperson
Shire President Vivienne MacCarthy

Prepared:

21 July 2025

Disclaimer:

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

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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 | Ross Marshall (Director Operations) |
| Shire of Donnybrook Balingup | Ange Browne (Senior Ranger) |
| Shire of Donnybrook Balingup | Susie Delaporte (Local Recovery Coordinator, SCEO) |

| | |
|---------------------------|---------------|
| St John Ambulance | Ian Telfer |
| St John Ambulance | Gary Halliday |
| Telstra | TBA |
| Tuia Lodge | Iona Dix |
| WA Country Health Service | Paige Weaver |
| Water Corporation | Mel Robertson |
| Water Corporation | Amy Howard |
| 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 6 May 2025

Minutes from the previous meeting of the Local Emergency Management Committee held on 6th May 2025 are attached Attachment 5.1

That the Minutes from the Local Emergency Management Committee Meeting held on 6 May 2025 be confirmed as a true and accurate record.

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

6. Business Arising from Previous Meetings

Nil

7. 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 7.1) |
| 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 |
| 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 | Ross Marshall (Director Operations) |
| Shire of Donnybrook Balingup | Ange Browne (Senior Ranger) |
| Shire of Donnybrook Balingup | Susie Delaporte (Local Recovery Coordinator, SCEO) |
| St John Ambulance | Ian Telfer |
| St John Ambulance | Gary Halliday |
| Telstra | TBA |
| Tuia Lodge | Iona Dix |
| WA Country Health Service | Paige Weaver |
| Water Corporation | Mel Robertson |
| Water Corporation | Amy Howard |
| Western Power | Colin Jones |

8. Correspondence

8.1. Correspondence In

| From | To | Topic | Date |
|------------------|------|---|------------|
| DEMA | LEMC | Community Preparedness Workshop for Local Governments Attachment 8.1 (1) | 29/4/2025 |
| DEMA | LEMC | 2025 State Recovery Road Show Attachment 8.1 (2) | 10/07/2025 |
| ARC | CESM | Request Variation to Fire Prevention Order Attachment 8.1(3) | 17/05/2025 |
| ARC | CESM | Complaint regarding mitigation works Attachment 8.1(3) | 30/04/2025 |
| DEMA | LEMC | Local Emergency Management Committee Annual Reporting 2024/25 Attachment 8.1 (4) | 12/06/2025 |
| Dept Communities | CESM | Shire of Donnybrook-Balingup Local Emergency Management Arrangements updates Attachment 8.1 (6) | 1/7/2025 |

8.2. Correspondence Out

| From | To | Topic | Date |
|------|------|--|------------|
| CESM | ARC | Request Variation to Fire Prevention Order Attachment 8.1(3) | 22/04/2025 |
| CESM | ARC | Complaint regarding mitigation works Attachment 8.1(3) | 22/04/2025 |
| CESM | DEMA | Local Emergency Management Committee Annual Reporting 2024/25 Attachment 8.1 (4) | 18/07/2025 |
| CESM | DEMA | South west Emergency Management Calendar 2025-26 Attachment 8.1 (5) | 15/04/2025 |

9. Information Tabled

10. Post Incident Reports

11. Post Exercise Reports

12. Funding Nominations and Application Progress

- The Shire has welcomed several funding commitments announced by Jodie Hanns MLA, as part of the Cook Labor Government's re-election pledges, designed to relieve pressure on our long-term asset maintenance and replacement programs including Argyle Irishtown Bush Fire Brigade – \$1.6 million for a new facility to replace their ageing building.

Mitigation Activity Funds Grants Program 2025/26 Round 1 funding of \$270,840.00 across 20 treatment areas, acquittal of the previous MAFGP23/24 Round 2 round has been submitted.

LGGs grant funding approval has been received including:

- \$311,270.00 Capital grant assessment Argyle/Irishtown BFB LT
- \$243,980.00 Operating expenses of the Shires bushfire brigades
- \$14,980.00 line item 9's including:
 - o Balingup BFB upgrade to solar system
 - o Mullalyup BFB meeting room carpet
 - o Mumballup BFB Thermal imaging camera
 - o Various Brigades – Driver Training x16 participants
- \$19,100 Operating funds for the Shires SES unit
- \$151,909 Capital grant assessment Donnybrook SES General Rescue Utility

13. Emergency Risk Management / Treatment Strategies Progress

Awaiting funding from MAF for treatments to commence.

14. LEMA Updates / Review

14.1. Review Terms of Reference

Terms of reference is attached for review of Annexure 1.4 Membership [Attachment 14.1](#)

14.2. Review Contact List

A current copy of the Shire of Donnybrook Balingup Local Emergency Management Committee Contact list is to be circulated for review. (Annexure 4) [Attachment 14.2](#)

Absent Committee members have been contacted prior to this LEMC meeting to ensure details are current. Absentees from today's meeting will be contacted and updated.

Recommendation:

That LEMC endorse the updated LEMA appendix 4 – Local Emergency Management Committee Members and Annexure 1.4 Membership. Updated copies to be distributed to each member for inclusion in their LEMA.

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14.3. Additional Updates to LEMA

Review and update LEMA as per tracked changes noted by Department of Communities [Attachment 14.3](#)

Recommendation:

That LEMC endorse the updates as noted in [Attachment 14.3](#)

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

Choose an item.

15. Key Achievements

16. Future Exercise.

After this Meeting members are invited to participate in a water outage exercise [Attachment 16.1](#)

17. Emerging Issues

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

18. 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.

19. Closure

The Chairperson to advise that the next Local Emergency Management Committee Meeting will be held on Tuesday 4 November 2025 at 09:00AM, at the Donnybrook SES.

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