



Minutes of Local Emergency Management Committee Meeting

Held on 29 July 2025 and commenced at 9:00am

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 text identifying the authorized person.

LEMC Chairperson
Shire President Vivienne MacCarthy

Prepared:

14 August 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)
Shire of Donnybrook Balingup	Conor McGregor (CESM, LEMC Executive)
Balingup Progress Association	Wendy Trow
Bushfire Service	Mick Zwart
Department of Biodiversity, Conservation and Attractions (Blackwood)	Steve Ward
Department of Communities	Renee Flaxman
Dept Fire and Emergency Services	Chris Sousa
DEMC	Erin Hutchins
Donnybrook SES	Julie Carrick
Donnybrook Hospital	Barry Moroney
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 (Senior Ranger)
Shire of Donnybrook Balingup	Susie Delaporte (Local Recovery Coordinator, SCEO)
St John Ambulance	Garry Davis (Proxy)
Water Corporation	Steve Collins

2.1. Apologies

WA Police	Josh Cullen (Deputy Chairperson)
Western Power	Colin Jones
Donnybrook Hospital	Sally Shaw
Dept Primary Industries & Regional Development	Tyler Hall
Tuia Lodge	Iona Dix
Water Corporation	Mel Robertson

Shire of Donnybrook Balingup	Damien Morgan
Shire of Donnybrook Balingup	Michelle Dennis
Dept Fire and Emergency Services	Richard Bothe
Water Corporation	Amy Howard
WA Country Health Service	Paige Weaver
Donnybrook District High School	James Milne
Department of Biodiversity, Conservation and Attractions (Blackwood)	Garth Grimsley

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.*

Donnybrook is hosting the 2025 Community Preparedness Workshop for Local Governments on Tuesday 5 August, and it will be held at the VC Mitchell Sporting Precinct.

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: Nick O'Connor	SECONDED BY: Bruce Hancock
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Carried

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) - Verbal
Shire of Donnybrook Balingup	Conor McGregor (CESM, LEMC Executive) - Verbal
Balingup Progress Association	Wendy Trow (Attachment 7.1)
Department of Biodiversity, Conservation and Attractions (Blackwood)	Steve Ward (Attachment 7.2)
Department of Communities	Renee Flaxman (Attachment 7.3)
Dept Fire and Emergency Services	Chris Sousa - Verbal
DEMA	Erin Hutchins (Attachment 7.4)
Donnybrook SES	Julie Carrick - Verbal
Donnybrook Hospital	Barry Moroney - Verbal
Main Roads WA	Bruce Hancock - Verbal
Shire of Donnybrook Balingup	Nicholas O'Connor (Chief Executive Officer) - Verbal
Shire of Donnybrook Balingup	Ross Marshall (Director Operations) - Verbal
St John Ambulance	Proxy Garry Davis (Attachment 7.5)

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

St John - Radio Tower monthly fees have doubled

10. Post Incident Reports

Irishtown Bridge Fire – Workshop Wed 30th 3pm to 7pm at the Tennis Club.

11. Post Exercise Reports

Nil.

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

- Include out of hours contact list
- Committee members need to included

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.

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 Terms of Reference Annexure 1.4 - Membership and LEMA appendix 4 – Local Emergency Management Committee Members. Updated copies to be distributed to each member for inclusion in their LEMA.

MOVED BY: Bruce Hancock	SECONDED BY: Ross Marshall
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That the item be deferred to a future meeting, and an out of session consultation to occur.

Recommendation:

That the item be deferred to a future meeting.

MOVED BY: Bruce Hancock	SECONDED BY: Ross Marshall
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Carried

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: Bruce Hancock	SECONDED BY: Garry Davis
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Carried

15. Key Achievements

The WA Fire & Emergency Services Awards acknowledge and honour the outstanding achievement of Mr Peter Hearman, who has dedicated sixty years of service. Mr Hearman will be presented with an award by Acting Deputy Commissioner Danny Mosconi at 2:00 PM on 3 August, at the Beelerup Bush Fire Station

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.

The following issues and concerns were discussed:

- Disaster relief Australia – consider including as a preferred supplier.
- Another tool – consider costs recovery
- When to call a LEMC Meeting for ISG.
- Events register – Could this be shared online

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 10:38AM.