



Local Emergency Management Committee Meeting (14 July 2025)

ATTACHMENTS

Number	Title
5.1	Local Emergency Management Committee Meeting Minutes held 6 May 2025
7.1	Committee Member Report – Balingup Progress Association
7.2	Committee Member Report – DBCA (Blackwood)
7.3	Committee Member Report – Department of Communities
7.4	Committee Member Report - DEMA
7.5	Committee Member Report – St John Ambulance
8.1(1)	Community Preparedness Workshop for Local Governments
8.1(2)	State Recovery Road Show
8.1(3)	Complaint of Works Fire Prevention Order
8.1(4)	Local Emergency Management Committee Annual Reporting
8.1(5)	South West Emergency Management Calendar 2025/2026
8.1(6)	Shire of Donnybrook Balingup Local Emergency Management Arrangements Updates
14.1	Terms of Reference
14.3	Tracked changes to LEMA Updated by Department of Communities



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)

Authorised:

A handwritten signature in black ink, appearing to read "V MacCarthy", is positioned above the text identifying the authorised person.

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

Shire of Donnybrook Balingup	Claire Palmer (Environmental Officer)
Bushfire Service	Max Walker (CBFCO)
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
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

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

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
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 23rd 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

**Balingup Progress Association
Report for LEMC – July 2025**

BPA has invited Disaster Relief Australia (DRA) to make a presentation in Balingup to explain their role. We also plan to discuss opportunities for DRA to use the CISCO (Balingup Recreation Centre) as a forward operating base. Any such agreement would require the support/approval of the Shire of Donnybrook-Balingup the Shire President has been invited to attend to attend. DRA has similar agreements with other facilities and community groups that support them through in-kind services. The presentation will be held on Friday 5th September 1pm at Balingup Recreation Centre. Member for Collie Preston, Jodie Hanns, has confirmed attendance.



Winter 2025

Donnybrook
LEMC

2024-25 Fire Season

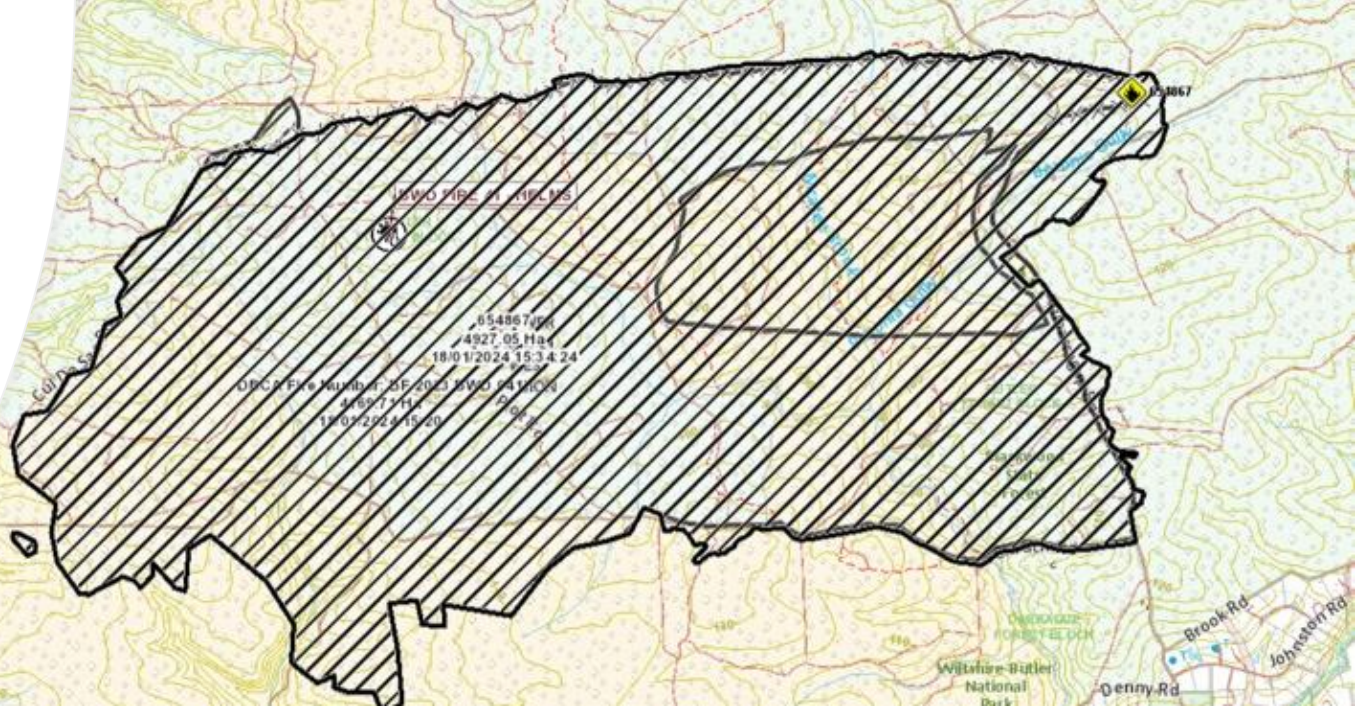
Season had a mild start

Rapid aerial and ground response by DBCA and Brigade crews has kept fires small

DBCA responded to 110 fires for the 2024/25 fire season

Arsonist in Balingup has accounted for approximately 25 fires-extinguished while small

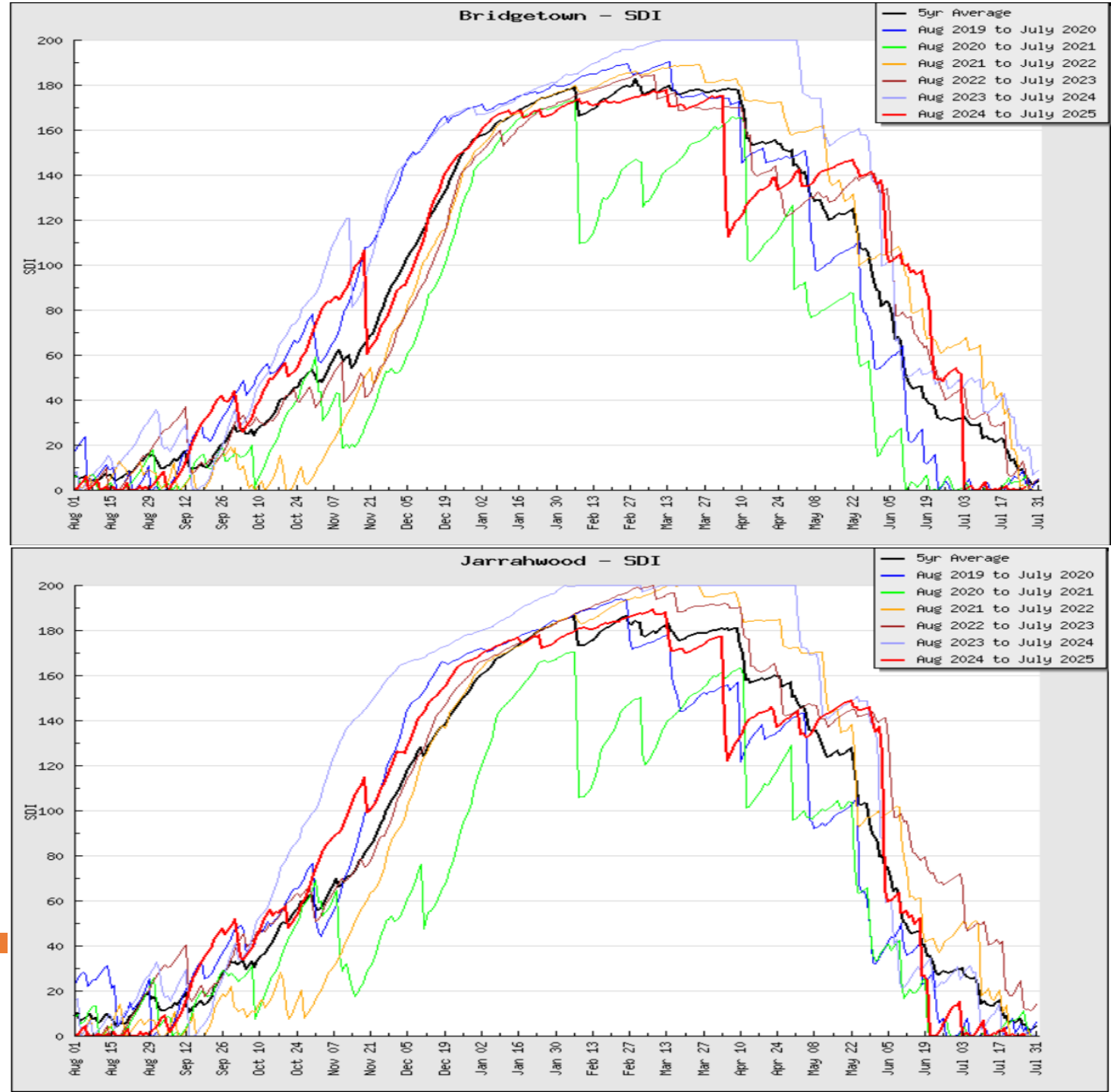
Only 3 DBCA managed fires larger than 10ha



Winter conditions

Excellent winter rains with soil profile being saturated since early July

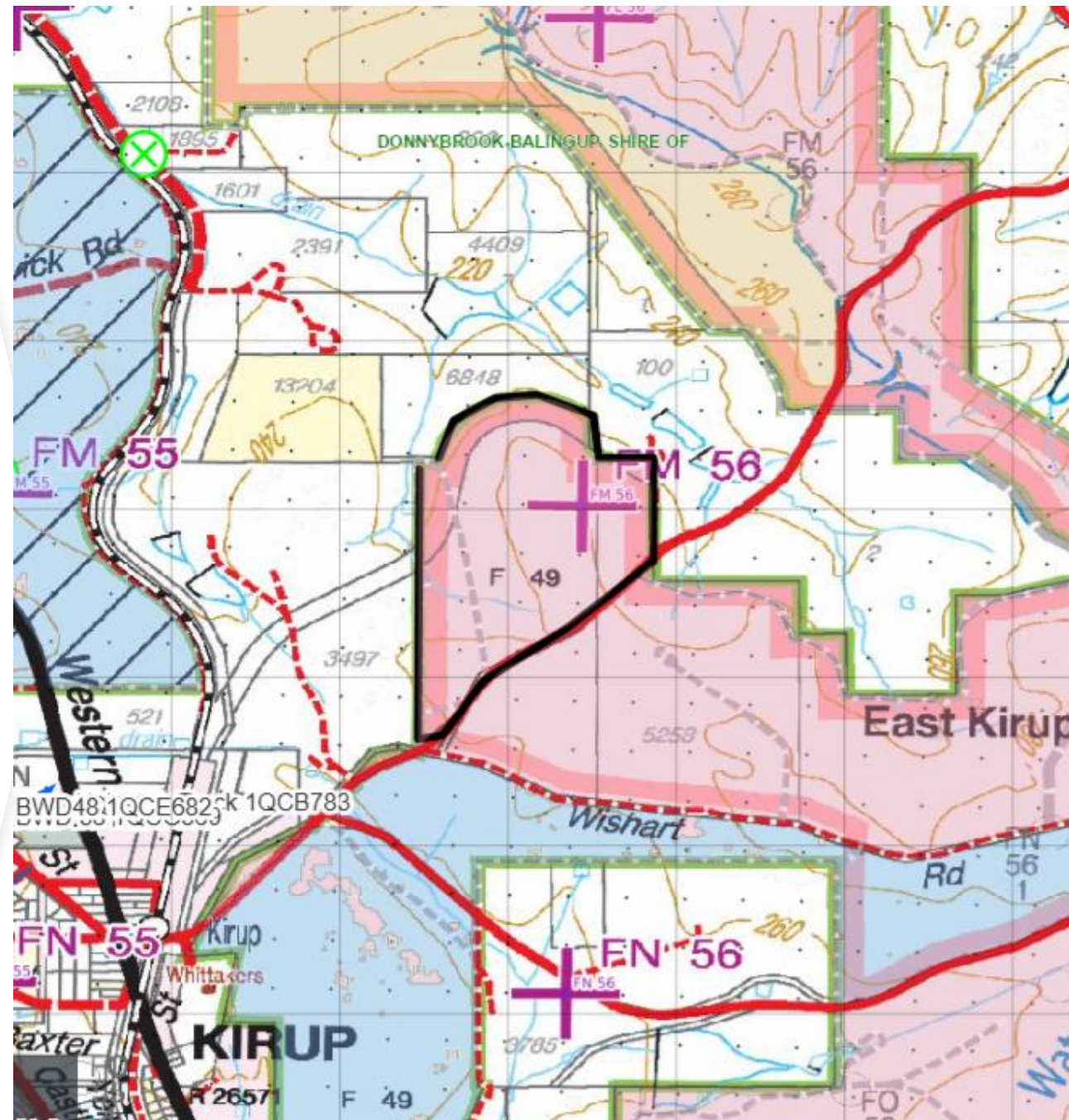
Soil moisture is currently well below 5 year average



Autumn Burning Season 2025

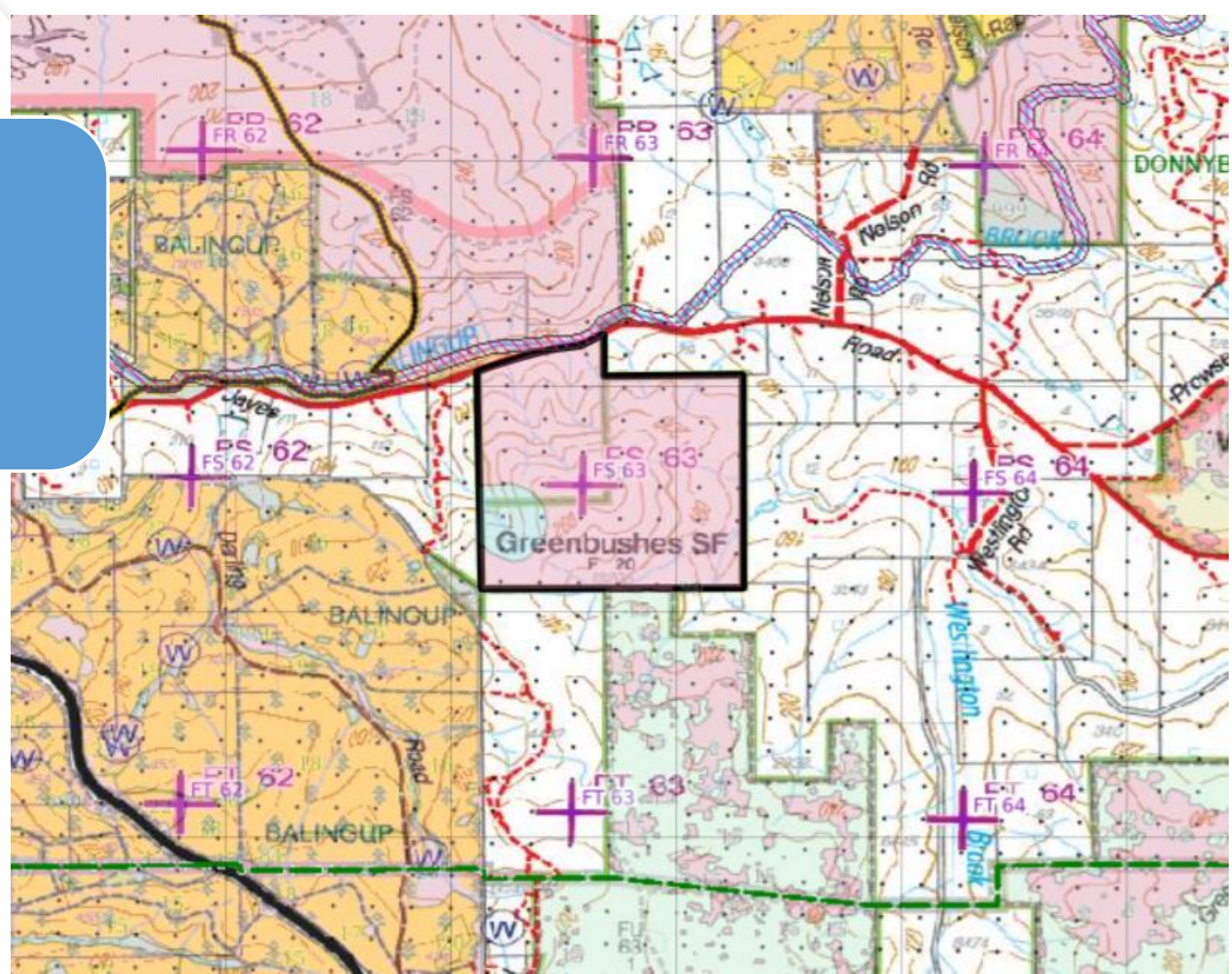
2 broadscale burns
completed:

Warner Kelly (48ha)



North Greenbushes (118ha):

- Very Steep
- Community protection



Spring 2025 Burn Options

7 priority burns across BWD
District

8 additional carry over burns

5 burns possible within the
Donnybrook Shire



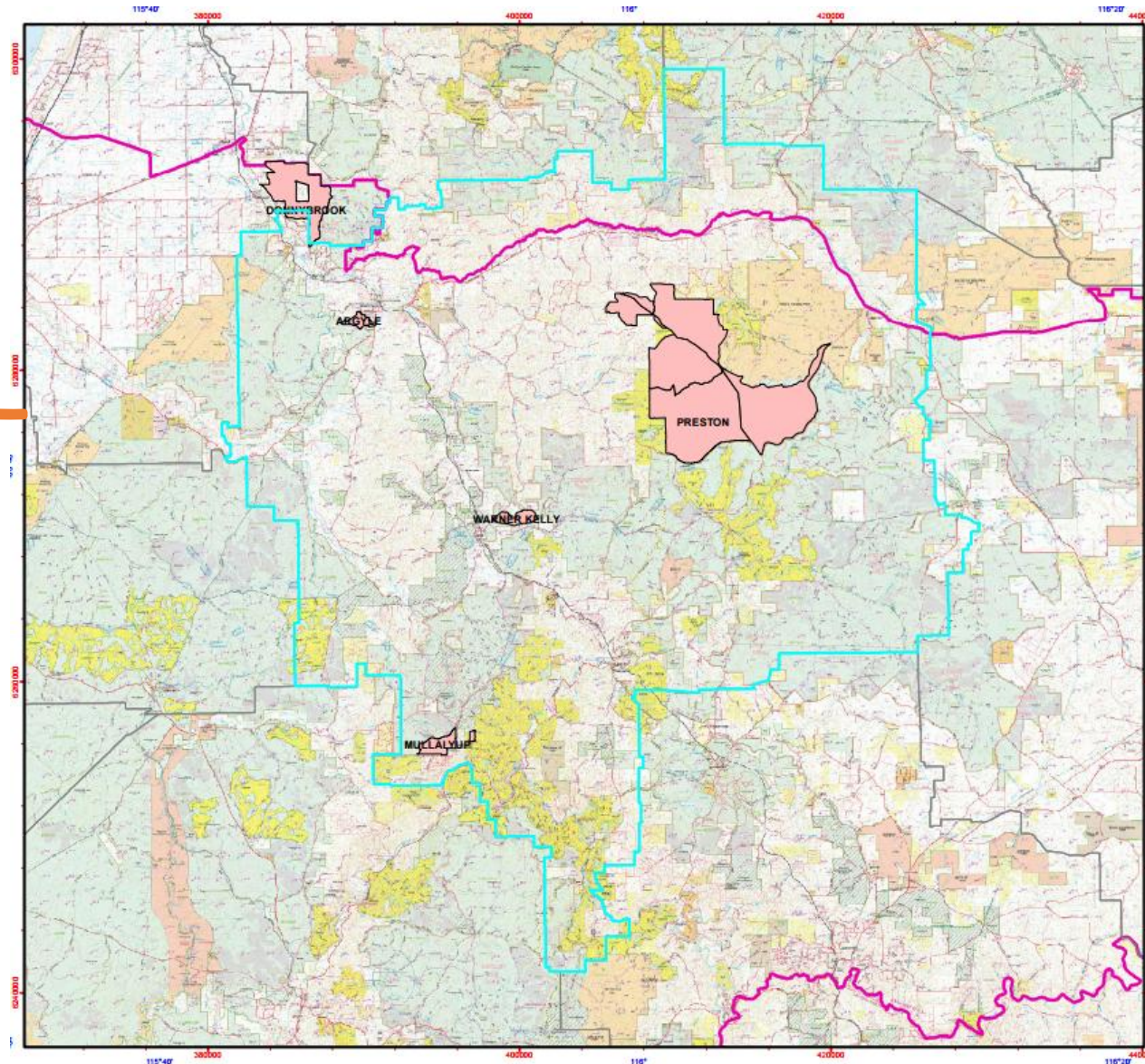
Donnybrook- Balingup Shire -Spring Burns

Priority:

- Donnybrook (BWD_140) – 1124ha
- Preston (BWD_159) – 6984ha

Additional:

- Warner Kelly (BWD_094) – 180ha
- Argyle (BWD_138) – 180ha
- Mullalyup (BWD_127) – 250ha



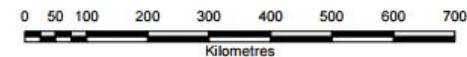
DBCA BLACKWOOD DISTRICT PROPOSED BURN PROGRAMME SPRING 2025

Legend

- Donnybrook-Balingup_SPR2025
- Local Govt. Authorities (LGA)
- DBCA Blackwood District



1:250,000
(A3)



GDA2020 MGA Zone 50



Produced by FMS Blackwood,
Department of
Biodiversity, Conservation
and Attractions



Graticule shown at 20 minutes intervals
Grid shown at 20000 metre intervals

Roads and tracks on land managed by DBCA may contain unmarked hazards and their surface condition is variable. Exercise caution and drive to conditions on all roads.

The Dept. of Biodiversity, Conservation and Attractions does not guarantee that this map is without flaw of any kind and disclaims all liability for any errors, loss or other consequence which may arise from relying on any information depicted.

Produced: July 2025



Questions



Emergency Relief and Support

LEMC REPORT FOR DISTRIBUTION

1st Quarter 2025 - 2026

Local ERS contacts

Activation via Communities Emergency Operations Coordinator

M: 0418 943 835 and Email: emergencyservices@communities.wa.gov.au

Regional Manager:	Mark Schorer
Regional Coordinator:	Renee Flaxman
Regional Officer:	Jo Spadaccini
Local Government:	Shire of Donnybrook-Balingup

Preparedness

Ongoing risk monitoring and preparedness activities to support event activation processes including:

- Continued review and updating of local support services, i.e. accommodation providers, well-being- and other support services, that can be called on to support the needs of those people impacted by an emergency
- Recommencement of ERS Evacuation Centre training regionally and cross-regionally. LEMC members are asked to identify staff or partners that may benefit from this training.
- Review and update of emergency equipment, such as 'Go bags' holding air mattress, disposable pillow, -sheet/blanket and towel, as well as hygiene packs. have been trialled. These are expected to be added to all kits before the next Hight Threat Season.
- 24hr MRE (Meals Ready to Eat) are currently being reviewed.
- The Local Emergency Response and Support Plan LERSP details the operational management and coordination of ERS under the Western Australian (WA) Local Emergency Management Arrangements (LEMAs). The updated and revised LERSP to be tabled for endorsement.
- Continued monitoring of high risk weather conditions and the impact on availability of accommodation providers.

Local ERS contacts

- Evacuation Centre Audits:
 - Reviews requesting updates to information e.g. upgrades, repairs and maintenance, improvements to facilities and equipment, change of contact details currently in process.

Exercising and training:

- Upgrade and revamp of Evacuation Centre Training package currently in process, with a view to customise modules toward specific target audiences and cohorts (staff, LGA, LEMC), and events.

Response

Register. Find. Reunite.

The National Emergency Management Agency (NEMA) has drafted a paper (the Paper) for the June 2025 Australia New Zealand Emergency Management Committee (ANZEMC) meeting that outlines the final recommendations of the

Register.Find.Reunite. (RFR) Time Limited Working Group.

- The Paper identifies that the RFR Time Limited Working Group was unable to agree on a single national capability to address registration and reunification requirements.
- The RFR Time Limited Working Group agreed that NSW, QLD, VIC, NT and WA will continue to fund RFR while they individually scope alternative capabilities and to amend State arrangements where RFR is listed.
- While Communities is supportive of funding of RFR beyond 2024-25, Communities is taking proactive steps in response to the RFR Time Limited Working Group recommendation to move away from RFR as a national solution.
- Communities will commence a project to assess current RFR capability and explore alternative solutions that may assist the Department to meet its Registration and Reunification' functional responsibilities under the State Support Plan – Emergency Relief and Support.
- It is anticipated that any new capability may require additional funding beyond the current financial commitment for RFR, particularly in the absence of national cost-sharing under the existing arrangements.

Long Term Accommodation

- In 2015 the State Emergency Management Committee (SEMC) identified a policy gap regarding medium to long-term emergency accommodation.
- The State Support Plan – Emergency Relief and Support outlines communities' responsibility for emergency accommodation which internal policy defines as 21 days.
- State and local government agencies have coordinated medium to long-term accommodation solutions for impacted residents following the Wooroloo Bushfire

Local ERS contacts

(2021), Tropical Cyclone Seroja (2021) and the Kimberley Floods (2023), however the State Emergency Management Framework does not prescribe a responsible agency for medium to long-term emergency accommodation.

- In 2024, Communities (Emergency Relief and Support) and DFES Recovery coordinated a multi-agency working group to improve the State's capability and preparedness in providing post-disaster accommodation which has involved three sub-projects.
- Communities is coordinating a sub-project to progress and define a state policy position for medium to long-term temporary accommodation.
- Communities has engaged Nous Group to prepare a policy proposition for the State.

Recovery

National Review of Recovery Handbook and Principles

- The Social Recovery reference group is currently reviewing the National Principles of Disaster Recovery.
- The National Principles for Disaster Recovery create a set of fundamental underlying truths that form the foundation of our knowledge and values and guide actions and practice.
- The principles review will complement the Australia Institute for Disaster Resilience review of the Community Recovery Handbook.
- ERS welcomes the review and has registered interest to support both reviews and circulate information with their partners and colleagues to support a comprehensive guide .

DISTRICT EMERGENCY MANAGEMENT ADVISOR REPORT
1st Quarter 2025-2026

STATE NEWS

The last meeting of the **State Emergency Management Committee (SEMC)** was held on the 8 May 2025. SEMC Communiqués can be found [here](#).

2025 SEMC MEETING SCHEDULE

- 7 August 2025
- 9 October 2025
- 4 December 2025

STATE EMERGENCY MANAGEMENT FRAMEWORK

Comprehensive Review Schedule

The following State Emergency Management documents are planned for comprehensive review and broad consultation in 2025:

- State Hazard Plan – HAZMAT Annex B Space Re-entry Debris (SPRED)
- WA Community Evacuation in Emergencies Guideline
- State Hazard Plan – Cyber Security Incident
- Local Recovery Guideline State Support Plan – Freight and Supply Chain
- Impact Statement Guideline and Template

You can view all current and past consultations on the [Engage WA EM consultation homepage](#)

GRANT FUNDING

The 2025-26 round of the AWARE grants opened at 8 am, 1 July 2025 and **closes at 12 noon, 5 August 2025**. Round documentation is attached with key details pertaining to the upcoming round below.

Funding:

- The 2025 round has a total allocation of \$310,465.
- Projects could apply for between \$2,500 – \$35,000 (no GST applied), including local level risk assessment projects.
- Applicants must contribute at least 25 percent of the total project cost in cash and/ or in-kind.

Eligible project types:

- Furthering the emergency risk management process
- Facilitating capability-based exercises
- Assistance in reviewing Local Emergency Management Arrangements (LEMA)
- Delivering emergency management training, events, or forums

How to apply:

- All applications must be submitted through the [online portal](#) prior to the round closure available on the [Disaster Resilience Grants Webpage](#). The portal will provide guidance on navigating and completing the applications. The sample application form is available for applicants for reference only. **Applications received through any other channels such as emails or post will not be accepted.**

Further round information including Guidelines and Frequently Asked Questions are available under the AWARE section on the [Disaster Resilience Grants Webpage](#).

WALGA LEMA IMPROVEMENT PROJECT

RECOMMENDATIONS PAPER

The WALGA LEMA Improvement Project Paper presents the Local Emergency Management Arrangements (LEMA) improvement recommendations to the State Emergency Management Committee (SEMC) and Department of Fire and Emergency Services (DFES) to the inform the processes, structure and content of a new LEMA model.

The recommendations paper has been noted by SEMC. The recommendations in this report have been shaped by the Local Government LEMA Working Group.

While the LEMA pilot currently underway aims to address some of these recommendations, it will not cover all of them, as certain recommendations fall outside the scope of the pilot and require policy updates to the State EM Framework.

OTHER UPDATES

- SEMC have endorsed DFES to proceed with the development and testing of a **LEMA Development Framework**, aiming for a more scalable approach to LEMA development and review. This delivers on WALGA's 2023 recommendation to establish a maturity assessment model.
- SEMC has also agreed to trial a new approach to local government emergency management risk planning.
- Both of these projects are policy projects requiring change to the Emergency Management Framework, and will involve extended consultation with local governments and broader EM sectors, including relevant subcommittees of SEMC.
- Local governments involved in the pilot program hosted Community Risk Workshops to trial possible new methodologies for local risk.
- The expected outcome is a documented set of locally valued assets and liabilities, consequence statements, and recommended treatment options, prioritising locally owned risks using local knowledge and resources.
- Work continues on the **Statement of Policy**, which is an online resource that collates and describes all local government responsibilities that are contained within the emergency management framework.
- Early drafts of the Statement of Policy have been shared with pilot participants and the LEMA Working Group for review and feedback.
- Additional work includes **developing consistent language and terminology across** all LEMA IP products and ensuring no guidance or information in existing SEMC documents is lost during the development of new resources.
- Keep up to date by visiting the [SEMC website](#) or the [WALGA website](#). For more details, contact **Catherine Feeney at WALGA**

OTHER NEWS

As part of the 2025-26 State Budget announced on 19 June 2025, DFES will receive new funding of \$55.9 million over four years to:

- Build a new Career Fire and Rescue station in Yanchep to service Perth's rapidly growing northern coastal area, as well as employ and train 40 firefighters to meet the State's growing emergency management needs.

- Provide a grant to the City of Wanneroo for the construction of the Wanneroo Emergency Management Complex to enhance community safety.
- Finalise planning of the new State Emergency Management Training Centre to enhance our capacity to train emergency personnel.
- **Provide a grant to the Shire of Donnybrook-Balingup to replace the Argyle Irishtown Bush Fire Brigade facility to support local preparedness and response efforts.**
- Replace the Volunteer Fire and Emergency Services station in Bullsbrook to service local communities.
- Establish a State Bushfire Mitigation branch, supported by a dedicated Aboriginal Ranger Program and equipped with mitigation machinery and appliances.
- **Expand the Community Services Manager program with six positions embedded across regional WA.**
- In addition to the above, DFES secured permanent funding for aerial suppression to protect grain harvests during the high threat bushfire season.
- As part of the Government’s commitment to support local communities, DFES will also receive funding for **several one-off grants to volunteer brigades, groups and units** for small asset replacement.
- DFES will also continue to receive the funding it needs to maintain its critical programs—administering **disaster recovery funding** to help communities affected by floods, cyclones and bushfires, investing in emergency services vehicles to boost frontline efforts and supplying the essential plant and equipment that supports our dedicated volunteers and staff.
- For further information on the DFES budget, download a copy of the [2025-26 State Budget poster](#).

DISTRICT NEWS

The next **District Emergency Management Committee (DEMC)** will be held on Tuesday **21 October 2025** in the Shire of Donnybrook.

EVENTS

The first **2025 State Recovery Roadshow** hosted by **DFES State Recovery**, will be also taking place on 21 October 2025. This important event is part of their ongoing commitment to strengthening stakeholder relationships and enhancing engagement across Western Australia.

The 2025 State Recovery Roadshow will offer a comprehensive and interactive program designed to inform, connect, and empower recovery stakeholders.

Key highlights include:

- **Understanding DFES State Recovery’s Role**

Explore the critical functions of DFES State Recovery and the support available to communities and local governments before, during, and after disasters.

- **Insights from Recent Recoveries**

Learn from recent recovery efforts, highlighting lessons learned and ongoing challenges.

- **Updates from State Recovery Portfolios**

Hear directly from the team’s leading the three core portfolios—Recovery Funding, Strategy and Policy, and Recovery Operations—as they share updates on current initiatives and future directions.

- **Interactive Q&A and Open Discussion**

Engage in dedicated time for questions, feedback, and open dialogue to ensure your voice is heard and your insights contribute to shaping future recovery efforts.

DEMC representatives as well as other relevant agencies and personnel involved or with an interest in recovery will also be invited to attend.

Compiled by:
District Emergency Management Advisor – South West
Department of Fire and Emergency Services
As at 14 July 2025.

Saint John Ambulance Donnybrook Sub-Centre

LEMC Report 29-7-2025

- Radio Tower- monthly fees have doubled. Interested if other organisations have incurred substantial fee changes. Concern to ensure effective radio communications for emergency services if cost to maintain systems becomes an issue for volunteers.
- Volunteer numbers are solid.
- Two new members; good core membership, EMT and EMA. Ongoing annual challenge with recruitment, but we do get a good response from interested community members considering volunteering.
- SJA-recent news on organisation restructures etc has no impact on Donnybrook Sub-Centre operationally. We continue to maintain response and community support capacity.
- First Aid Training-reminder of course availability at sub-centre. These are by online registration for those interested.
- Emergency Services Cadets, 14 students, from Donnybrook District High School continue their training at the sub-centre this Semester.
- Cross over training with Donnybrook Volunteer Fire and Rescue is occurring in August.

Ian Telfer
Chairperson

Conor McGregor

Subject: SAVE THE DATE: Community Preparedness Workshop for Local Governments
Location: VC Mitchell Park (10A Marmion Street, Donnybrook WA 6239)
Start: Tue 5/08/2025 12:00 AM
End: Wed 6/08/2025 12:00 AM
Show Time As: Tentative
Recurrence: (none)
Organizer: HUTCHINS Erin

Good Morning

DFES' South West (SW) and Lower South West (LSW) operational regions are planning a **'Community Preparedness Workshop for Local Governments'** for **Tuesday 5th August 2025, kindly hosted by the Shire of Donnybrook**. This workshop will bring together Local Government (LG) staff involved in community preparedness from the South West and Lower South West Regions (South West Emergency Management District).

*Please consider key staff involved in **engaging with community to build their disaster preparedness** such as **media/communications, Rangers, emergency management/CESM, and community development staff, when considering attendees for the day.**

The free workshop aims to:

Provide local governments with information and guidance to help build disaster resilience within their community, by:

1. offering detailed insights to local governments to help them build on existing strengths, skills and networks within their community
2. enhancing collaboration and coordination among local, regional, and state-level stakeholders in the preparedness space
3. providing a simulation for participants to experience the realities of bushfire, to highlight the physical and psychosocial risks to community members who choose not to leave or are unable to do so.
4. providing an opportunity to gain a deeper understanding of the importance of preparedness work through firsthand accounts from community
5. providing a basic understanding of behaviour change and strategies to work with more difficult communities, such as new residents, absentee landowners and those who neither perceive nor personalise disaster risk.

Details on how to register for this free all day workshop will be released in late May.

All refreshments, including lunch, will be provided.

Warm regards

Erin

Erin Hutchins | District Emergency Management Advisor – South West (incl. LSW)
 Department of Fire and Emergency Services
 Lot 719 South West Highway Bunbury WA 6230
T: 08 9780 1976 | **M:** 0429 688 130 | **E:** erin.hutchins@dfes.wa.gov.au
www.dfes.wa.gov.au



FOR A SAFER STATE

Acknowledgement of Country: The Government of Western Australia acknowledges the traditional custodians throughout Western Australia and their continuing connection to the land, waters and community. We pay our respects to all members of the Aboriginal communities and their cultures; and to Elders past, present and emerging.

Conor McGregor

From: HUTCHINS Erin <Erin.Hutchins@dfes.wa.gov.au>
Sent: Thursday, 10 July 2025 2:17 PM
To: Tanya Simpson; Records Team; records@dardanup.wa.gov.au; Nicole Beauclarke; shire@harvey.wa.gov.au; colshire@collie.wa.gov.au; city@busselton.wa.gov.au; SM Shire; amrshire@amrshire.wa.gov.au; nannup@nannup.wa.gov.au; Shire of Manjimup; btnshire@bridgetown.wa.gov.au; info@bunbury.wa.gov.au; jmeldrum@amrshire.wa.gov.au; Adam Jasper - Shire of Augusta-Margaret River; sjohnson@amrshire.wa.gov.au; al.dean@police.wa.gov.au; david.minervini@police.wa.gov.au; richard.walker@boyupbrook.wa.gov.au; Donna Forsyth; Carolyn Mallett; martin.baraiolo@police.wa.gov.au; crpratico@bridgetown.wa.gov.au; Bob McCance - Bridgetown; Glenn Norris; Dave.white2@police.wa.gov.au; jeramy.davies@police.wa.gov.au; phill.cronin@busselton.wa.gov.au; Matt du Plessis; dave.goodwin; James.bradley@police.wa.gov.au; Jon.adams@police.wa.gov.au; Crd.kitchen@capel.wa.gov.au; Andriena Ciric; Jeremy.O'Neill; pd11510@police.wa.gov.au; brett.hansen@collie.wa.gov.au; Kohdy Flynn; Tamsin Emmet - SOC RC; darryl.noye@police.wa.gov.au; tyrrell.gardiner@dardanup.wa.gov.au; Stephen Loiterton; Stephen Loiterton; ashwin.nair; heath.souter@police.wa.gov.au; pd11510@police.wa.gov.au; Cr Vivienne MacCarthy; Conor McGregor; Susie Delaporte; terry.townsend@police.wa.gov.au; michelle.campbell@harvey.wa.gov.au; Haydn Jones; john.hancock1@police.wa.gov.au; Shire President; Todd Ridley Manjimup; Gail Ipsen Cutts; jayden.lowe@police.wa.gov.au; Ross Bartley - Pemberton Police OIC; Lorraine Learmond - SON RC; keith.tarver@police.wa.gov.au; shirepresident@nannup.wa.gov.au; Andriena Ciric; Carolyn Mallett; Conor McGregor; Donna Forsyth; Geoffrey Allam - Nannup; FLYNN Kohdy; Matt du Plessis; MELLOWSHIP Nick; Sarah Upton; Stephen Loiterton; Todd Ridley Manjimup; Haydn Jones
Cc: JONES Rachel; COMBS Kaitlin
Subject: You're Invited: 2025 State Recovery Roadshow – 21 OCTOBER - DONNYBROOK

Good afternoon,

We are pleased to invite you to attend the **2025 State Recovery Roadshow** hosted by **DFES State Recovery**, taking place at **VC Mitchell Park – 10A Marmion Street, DONNYBROOK at 10.30am, Tuesday 21st October 2025**.

This important event is part of State Recovery's commitment to strengthening stakeholder relationships and enhancing engagement across Western Australia.

The 2025 State Recovery Roadshow will offer a comprehensive and interactive program designed to inform, connect, and empower recovery stakeholders. People involved in or have an interest in recovery are encouraged to attend

Please  RSVP using this [link](#) by CoB Monday 13th October 2025.

While we look forward to meeting attendees in person, virtual participation is also available. If you prefer to join online, please indicate this in your registration, and a secure access link will be provided prior to the event.

Key highlights include:


- **Understanding DFES State Recovery's Role**


Explore the critical functions of DFES State Recovery and the support available to communities and local governments before, during, and after disasters.


- **Insights from Recent Recoveries**
Learn from recent recovery efforts, highlighting lessons learned and ongoing challenges.
- **Updates from State Recovery Portfolios**
Hear directly from the team's leading the three core portfolios—Recovery Funding, Strategy and Policy, and Recovery Operations—as they share updates on current initiatives and future directions.
- **Interactive Q&A and Open Discussion**
Engage in dedicated time for questions, feedback, and open dialogue to ensure your voice is heard and your insights contribute to shaping future recovery efforts.

We hope you can join us in Donnybrook to contribute to this vital conversation and help shape the future of disaster recovery in our state.

Event Details:

 **Location:** VC Mitchell Park, 10A Marmion Street, DONNYBROOK

 **Date:** 21 October 2025

 **Time:** 10:30am-12:30pm.

A light lunch will be served following the session.

Should you have any questions or require further information, please don't hesitate to contact me. We look forward to your participation.

Warm regards

Erin on behalf of **DFES State Recovery**

Erin Hutchins | District Emergency Management Advisor – South West (incl. LSW)
Department of Fire and Emergency Services
Lot 719 South West Highway Bunbury WA 6230
T: 08 9780 1976 | M: 0429 688 130 | E: erin.hutchins@dfes.wa.gov.au
www.dfes.wa.gov.au



FOR A SAFER STATE

Acknowledgement of Country: The Government of Western Australia acknowledges the traditional custodians throughout Western Australia and their continuing connection to the land, waters and community. We pay our respects to all members of the Aboriginal communities and their cultures; and to Elders past, present and emerging.



STATE RECOVERY ROADSHOW 2025



FOR A SAFER STATE

recovery.dfes.wa.gov.au

Conor McGregor

From: Conor McGregor
Sent: Wednesday, 30 April 2025 12:35 PM
To: Communications
Subject: OCOR66132 - RE: Variation request form
Attachments: RE: IEME108160 - FW: Noggerup Rail Corridor Fire Mitigation

Thank you for your email.

I have provided a response to the resident as attached.

Regards,



Conor McGregor - Community Emergency Services Manager (CESM)

P: (08) 9780 4200 / (08) 9780 4210 **E:** Conor.McGregor@donnybrook.wa.gov.au
W: www.donnybrook-balingup.wa.gov.au **A:** Mon - Fri, 8:30am - 4:00pm



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Our Vision: *A proud community enjoying our rural lifestyle, cultural heritage, and natural environment.*

From: Communications <Communications@arcinfra.com>
Sent: Monday, 28 April 2025 4:43 PM
To: SM CESM <cesm@donnybrook.wa.gov.au>
Subject: RE: Variation request form

Good afternoon Conor,

I have been forwarded this email regarding the community consultations for bushfire mitigation works on our network. Thanks for sending through the query from your local resident, if you have any similar queries come through relating to the freight rail network, please feel free to forward them to this inbox and they will be responded to within 3 days.

Our response is as follows-

Arc Infrastructure has a duty to ensure, so far as is reasonably practicable, the safety of operations on the network. As part of this duty Arc Infrastructure carries out inspections in accordance with a Safety Management System approved by the Office of the National Rail Safety Regulator. When vegetation grows in the track, which is a common occurrence in regional areas, it prevents Arc Infrastructure from effectively carrying out inspections as the weeds can obscure the track components from visual and automated inspection systems.

In addition to the above, Arc Infrastructure has a duty to collaborate with local government and bushfire planners across the state to reduce the risk of bushfire, while at the same time protecting and minimising environmental impact.

All sites identified for bushfire mitigation are walked prior to and during works to identify any debris which might unintentionally cause any sparks, which is then removed. A firefighter unit is also readily available on a light vehicle during the works.

Regarding the specific location mentioned by the resident, there were no active fire bans, or movement or harvest bans at the time the mitigation works were taking place. The local conditions were taken into account on the day the works were undertaken. Arc Infrastructure does endeavour to carry out all bushfire mitigation works in the cooler months wherever possible, however due to the size of Arc's network and the volume of sites identified for mitigation, we are required to conduct mitigation works when the conditions are favourable to do so.

In addition, all machinery used are cleaned thoroughly before entering sites and again before leaving. If there are any further dieback guidelines that the Shire require us to follow, please let us know.

In regard to community consultation, we are unable to undertake consultation with the community across all of the sites identified for mitigation as it is the responsibility of the landowner to ensure the bushfire risk is appropriately mitigated. However, Arc has been liaising with the Shire and local bushfire brigade regarding the bushfire risk in this area.

Will the Shire respond directly to the relevant residents with this information?

Thanks

Bryony Parker
Senior Stakeholder Rel Advisor

Arc Infrastructure
Level 3, 1 George Wiencke Drive, Perth Airport, WA, 6105
GPO Box S1411, Perth WA 6845

M – 0497 209 969
E – Bryony.Parker@arcinfra.com
W – arcinfra.com

 Please consider the environment before printing this e-mail.

From: SM CESM <cesm@donnybrook.wa.gov.au>
Sent: Tuesday, 22 April 2025 9:03 AM
To: Mellanie Culhane <Mellanie.Culhane@arcinfra.com>
Cc: Communications <Communications@arcinfra.com>
Subject: RE: Variation request form

Morning Mell,

Thanks for the conversation on the 11th April, and apologies for not getting back to you sooner.

I have attached the **Shire of Donnybrook Balingup Request to Vary Firebreak Order** form along with the Shires **Fire Prevention Order 2024/25** for your awareness.

As discussed, this order is reviewed annually and distributed to the Shires landholders as well as published locally and made available on our website.

Note: the order itself does not relate directly to ARC's land use being "Rail Corridor", and as you have outlined a variation could be appropriate that specifically addresses the constraints of the land use identifying a mitigation strategy that reduces risk in an achievable manner.

It is requested that ARC provide details of their proposed works schedule as well as the extent of works being undertaken as outlined under item 8. of the variation request form.

Furthermore, as discussed, I have attached an email the Shire has received from a resident of Noggerup expressing concern regarding the fire mitigation works started on 10th/11th in Noggerup by ARC Infrastructure.

Apologies if ARC has not already received forwarded correspondence of this and I note the email you have provided for further forwarding.

For your awareness, this matter was raised at the Shires April BFAC meeting and it was requested if ARC have completed any community consultation within the Noggerup area prior to commencing with these mitigation works.

- Can you please provide a response as to if ARC have done or are intending on doing any community consultation within the affected communities prior to the carrying out of mitigation works?

Regards,



Conor McGregor - Community Emergency Services Manager (CESM)

P: (08) 9780 4200 / (08) 9780 4210

E: Conor.McGregor@donnybrook.wa.gov.au

W: www.donnybrook-balingup.wa.gov.au

A: Mon - Fri, 8:30am - 4:00pm



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From: Mellanie Culhane <Mellanie.Culhane@arcinfra.com>

Sent: Thursday, 17 April 2025 4:05 PM

To: SM CESM <cesm@donnybrook.wa.gov.au>

Subject: Variation request form

Hi Conor,

Following on from our discussion, any chance you could please send through the variation request form, I can't seem to find it on your website?

Also as we were discussing, the generic email for Arc is communications@arcinfra.com which you can send any correspondence.

Kind regards

Mell

Mellanie Culhane

Contractor – Bushfire & Environment Management Consultant

Arc Infrastructure

Level 3, 1 George Wiencke Drive, Perth Airport, WA, 6105

GPO Box S1411, Perth WA 6845

M – 0421 049 216
E – Melanie.Culhane@arcinfra.com
W – arcinfra.com



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Conor McGregor

From: HUTCHINS Erin <Erin.Hutchins@dfes.wa.gov.au>
Sent: Thursday, 12 June 2025 10:38 AM
To: jmeldrum@amrshire.wa.gov.au; richard.walker@boyupbrook.wa.gov.au; crpratico@bridgetown.wa.gov.au; phill.cronin@busselton.wa.gov.au; Crd.kitchen@capel.wa.gov.au; brett.hansen@collie.wa.gov.au; tyrrell.gardiner@dardanup.wa.gov.au; Cr Vivienne MacCarthy; michelle.campbell@harvey.wa.gov.au; shire.president@manjimup.wa.gov.au; shire.president@nannup.wa.gov.au; Conor McGregor; Adam Jasper - Shire of Augusta-Margaret River; Donna Forsyth; Bob McCance - Bridgetown; Matt du Plessis; Andriena Ciric; Kohdy Flynn; Stephen Loiterton; Haydn Jones; Todd Ridley Manjimup; Geoffrey Allam - Nannup; Sarah Upton; aselvey; ceo@boyupbrook.wa.gov.au; Arthur Kyron; Tony Nottle; Nick O'Connor; Ben Rose; David Taylor - CEO Shire of Nannup; Alan Ferris; Phil Anastasakis; André Schönfeldt; annier; kenn.donohoe@capel.wa.gov.au
Cc: FOLINI Matt; HALL Nathan; VAN NOORT Paul [PD07584]
Subject: 2024-2025 Local Emergency Management Committee (LEMC) Annual Reporting
Attachments: LEMC Annual Reporting Letter from SEMC ExO.pdf; 2024_25 LEMC Annual Reporting Template_CM25_127792.xlsm

Importance: High

Follow Up Flag: Follow up
Flag Status: Flagged

Good Morning CEOs, LEMC Chairs and Executive Officers,

On the behalf of the State Emergency Management Committee (SEMC) Executive Officer Melissa Pexton, please find attached the **2024-2025 Local Emergency Management Committee (LEMC) Annual Report Template**.

Each year LEMC's are required to submit an annual report on activities undertaken during the financial year. Completing this template fulfils LEMCs' annual reporting requirements set out in Section 40 of the *Emergency Management Act (2005)*.

This reporting enables the SEMC to gain a comprehensive understanding of your emergency management efforts and helps to showcase the significant contributions made by local governments and LEMCs to emergency management in Western Australia.

To this end, please fill in the attached reporting template regarding your LEMC and return to me by **31 July 2025**.

If you have questions or require further information, **contact Melissah Johnston at info@semc.wa.gov.au , telephone 9395 9901, or mobile 0428 074 496.**

Warm regards

Erin

Erin Hutchins |District Emergency Management Advisor – South West (incl. LSW)
 Department of Fire and Emergency Services
 Lot 719 South West Highway Bunbury WA 6230
 T: 08 9780 1976|M: 0429 688 130|E: erin.hutchins@dfes.wa.gov.au
www.dfes.wa.gov.au



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Acknowledgement of Country: The Government of Western Australia acknowledges the traditional custodians throughout Western Australia and their continuing connection to the land, waters and community. We pay our respects to all members of the Aboriginal communities and their cultures; and to Elders past, present and emerging.

Conor McGregor

From: Conor McGregor
Sent: Tuesday, 15 April 2025 11:50 AM
To: HUTCHINS Erin
Subject: RE: South West Emergency Management Calendar 2025-2026
Attachments: Copy of South West Emergency Management Calendar 2024-2025-2026.xlsx

Attached is my updated schedule

Regards,



Conor McGregor - Community Emergency Services Manager (CESM)

P: (08) 9780 4200 / (08) 9780 4210 **E:** Conor.McGregor@donnybrook.wa.gov.au
W: www.donnybrook-balingup.wa.gov.au **A:** Mon - Fri, 8:30am - 4:00pm



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A proud community enjoying our rural lifestyle, cultural heritage, and natural environment.

From: HUTCHINS Erin <Erin.Hutchins@dfes.wa.gov.au>
Sent: Tuesday, 15 April 2025 11:15 AM
To: Adam Jasper - Shire of Augusta-Margaret River <ajasper@amrshire.wa.gov.au>; Andriena Ciric <Andriena.ciric@capel.wa.gov.au>; Bob McCance - Bridgetown <rmccance@bridgetown.wa.gov.au>; Conor McGregor <Conor.McGregor@donnybrook.wa.gov.au>; Donna Forsyth <donna.forsyth@boyupbrook.wa.gov.au>; Geoffrey Allam - Nannup <geoffrey.allam@nannup.wa.gov.au>; Haydn Jones <haydn@harvey.wa.gov.au>; SM CESM <cesm@donnybrook.wa.gov.au>; FLYNN Kohdy <Kohdy.Flynn@dfes.wa.gov.au>; Mark Allies <mallies@bunbury.wa.gov.au>; Matt du Plessis <Matt.duPlessis@busselton.wa.gov.au>; Stephen Loiterton <stephen.loiterton@dardanup.wa.gov.au>; Tanya Simpson <Tanya.Simpson@busselton.wa.gov.au>; Todd Ridley Manjimup <todd.ridley@manjimup.wa.gov.au>; Arthur Kyron <akyron@bridgetown.wa.gov.au>; Alan Ferris <aferris@bunbury.wa.gov.au>; André Schönfeldt <andre.schonfeldt@dardanup.wa.gov.au>; aselvey <aselvey@amrshire.wa.gov.au>; annier <annier@harvey.wa.gov.au>; Ben Rose <ben.rose@manjimup.wa.gov.au>; CEO - Boyup Brook <ceo@boyupbrook.wa.gov.au>; ceo <ceo@capel.wa.gov.au>; David Taylor - CEO Shire of Nannup <david.taylor@nannup.wa.gov.au>; gordon.macmile <gordon.macmile@capel.wa.gov.au>; Nick O'Connor <nick.oconnor@donnybrook.wa.gov.au>; Phil Anastasakis <ceo@collie.wa.gov.au>; shire@boyupbrook.wa.gov.au; Tony Nottle <tony.nottle@busselton.wa.gov.au>
Cc: PENMAN Brian <Brian.Penman@dfes.wa.gov.au>; HALL Nathan <Nathan.Hall@dfes.wa.gov.au>
Subject: South West Emergency Management Calendar 2025-2026
Importance: High

Good Morning

Under **s38. of the Emergency Management Act 2005**, a local government is to establish one or more local emergency management committees for the local government's district with the constitution and procedures of a local emergency management committee (LEMC), and the terms and conditions of appointment of members, are to be determined by the **State Emergency Management Committee (SEMC)**.

Further, under [s.2.5.8 of the State EM Policy](#), local governments should follow guidance in the [State EM Procedures](#) in relation to **LEMC membership, roles and responsibilities and meetings** established in [State EM Preparedness Procedure 3.7](#) . For example, **LEMCs should meet quarterly or more frequently if required.**

To assist me in informing the State Emergency Management Committee (SEMC) and District Emergency Management Committee (DEMC) in advance of upcoming LEMC meetings within the **South West Emergency Management District**, as well as assist forward planning for agencies who sit on multiple LEMCs such as myself (DEMA), Communities, Main Roads, Water Corp etc., can you please complete the attached spreadsheet for your Local Government by **close of business Monday 5th May.**

Thank you in advance.

Warm regards

Erin

Erin Hutchins |District Emergency Management Advisor – South West (incl. LSW)
Department of Fire and Emergency Services
Lot 719 South West Highway Bunbury WA 6230
T: 08 9780 1976|M: 0429 688 130|E: erin.hutchins@dfes.wa.gov.au
www.dfes.wa.gov.au



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Conor McGregor

From: Renee Flaxman <Renee.Flaxman@communities.wa.gov.au >
Sent: Tuesday, 1 July 2025 1:09 PM
To: Conor McGregor
Subject: Shire of Donnybrook-Balingup Local Emergency Management Arrangements updates (002) [SEC=OFFICIAL]
Attachments: Shire of Donnybrook-Balingup Local Emergency Management Arrangements updates (002).pdf

OFFICIAL

Good morning Conor,

I hope this finds you well.

Attached please find some LEMA, TOR, and LRP amendments I would like to put forward, as discussed at previous meeting. Note that the LRP information had been previously sent through to Jess Cooper, so may already have been changed.

These amendments include terminology updates, changes and corrections, spelling corrections, contact updates etc.

Happy to chat further if required.

Kind regards,

Renee Flaxman

Regional Coordinator | South West
Regional Preparedness and Coordination | Emergency
Relief and Support
Department of Communities

M 0427 476 658 | **P** 08 6414 1762

E Renee.Flaxman@communities.wa.gov.au

W communities.wa.gov.au



Government of **Western Australia**
Department of **Communities**

The Department of Communities proudly acknowledges Traditional Custodians throughout Western Australia and recognises their continuing connection to the land and waters, families and community. We pay our respects to all members of the Aboriginal communities and their cultures, and to Elders both past and present.

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Annexure 1 – Terms of Reference

Shire of Donnybrook Balingup / Local Emergency Management Committee (LEMC) LEMAA1.V.23.1

TERMS OF REFERENCE

1. ESTABLISHMENT

The Shire of Donnybrook Balingup Local Emergency Management Committee (LEMC), is established in accordance with the *Emergency Management Act 2005* (the Act) (s.38) which states that “local government is to establish one or more local emergency management committees for the local government’s district.”

2. OBJECTIVES OF THE LEMC

The objectives of the LEMC are in accordance with the *Emergency Management Act’s* identified functions of LEMCs (s. 39) that are:

- To advise and assist the local government in ensuring that local emergency management arrangements are established for its district,
- To liaise with public authorities and other persons in the development, review and testing of local emergency management arrangements,
- To carry out other emergency management activities as directed by the State Emergency Management Committee or prescribed by the regulations.

3. DUTIES AND RESPONSIBILITIES

The LEMC’s role is:

- To assist in the preparation and endorsement of the Shire’s Local Emergency Management Arrangements (LEMA),
- To review the LEMA, in accordance with *State Emergency Management Procedure 3.8*
- To ensure appropriate exercising of the LEMA, including the local recovery plan, consistent with the requirements within *State Emergency Management Policy 4.8.8*,
- To prepare an annual business plan of proposed committee emergency management strategies, activities and priorities, per requirement within *State Emergency Management Procedure 3.7*.
- To prepare an annual report of the Committee’s activities in accordance with the *Emergency Management Act (2005) - s33.1* and the *State Emergency Management Policy 7.1 - Annual Reporting*.

Annexure 1 – Terms of Reference

Shire of Donnybrook Balingup / Local Emergency Management Committee (LEMC) LEMAA1.V.23.1



4. MEMBERSHIP

Members of this committee are appointed in accordance with the *Emergency Management Act (2005) - s38* and as articulated within the *State Emergency Management Procedure 3.7*.

The Chairperson is appointed by the relevant local government s.38(3) (a) of the Act.

The Local Emergency Coordinator is appointed by the State Emergency Coordinator for the local government district s.37(1) of the Act.

Representatives from local emergency management agencies in the local government district are invited to be LEMC members, along with any other representatives determined by the local government.

Members, or designated proxy:

ORGANISATION	OFFICER / LEMC MEMBER
Elected Council Member	Chairperson
Local Emergency Coordinator	Deputy Chairperson
Shire of Donnybrook Balingup	<ul style="list-style-type: none"> • Chief Executive Officer • Director Operations • Community Emergency Services Manager • Senior Ranger • 2 Recovery Coordinator
WA Police (WAPOL)	Officer-in-Charge Donnybrook Police Station
Department of Communities	<ul style="list-style-type: none"> • District Emergency Services Officer • Emergency Centre Coordinator
Department of Education	Donnybrook Senior High School – Principal
Department of Primary Industry and Regional Development (DPIRD)	Regional Biosecurity Coordinator – Southwest/Metro
Water Corporation	Operations Manager
Western Power	Area Manager – South West
Telstra	
Department of Fire and Emergency Services (DFES)	<ul style="list-style-type: none"> • District Officer – Lower SW Region • Community Preparedness Advisor • SES Local Manager • Captain VFRS
Department of Health	Nurse Unit Manager
Department of Biodiversity, Conservation & Attractions (DBCA)	Fire Operations Officer – Blackwood District
St John Ambulance	Chairperson
Australian Red Cross	Recovery Advisor
Community Members	<ul style="list-style-type: none"> • Kirup Progress Association (KPA) • Balingup Progress Association (BPA) • Others

Annexure 1 – Terms of Reference

Shire of Donnybrook Balingup / Local Emergency Management Committee (LEMC) LEMAA1.V.23.1



The Executive Officer is responsible for the functional activities of the LEMC and as such, will attend these meetings in an advisory capacity and provide all necessary guidance and support to the committee.

The Executive Officer is ex officio, not a member of this committee and does not have voting rights. The Executive Officer is the Shire of Donnybrook Balingup Community Emergency Services Manager (CESM).

Membership Term:

The LEMC Chair will preside for a period of two (2) years, in line with the local government elections cycle.

The LEMC composition will be reviewed in accordance with *State Emergency Management Procedure 3.7*.

5. QUORUM AND VOTING

The quorum for a meeting is conditional on a representative or proxy from a minimum of five (5) member organisations, participating in any voting.

A decision of the LEMC does not have effect unless quorum has been met.

If any formal voting of members present at a meeting are equally divided, the Chair has the casting vote.

6. POWERS OF THE LEMC

The LEMC has no delegated powers under the *Local Government Act (1995)* and is to advise and make recommendations to Council only.

Annexure 1 – Terms of Reference

Shire of Donnybrook Balingup / Local Emergency Management Committee (LEMC) LEMAA1.V.23.1



7. MEETING FREQUENCY AND BUSINESS CYCLE FUNCTIONS

The LEMC will meet every six (6) months, as part of the financial year cycle and as required by the *State Emergency Management Procedure 3.7*.

Agenda items to be considered, in line with the annual reporting requirements, should include:

- confirmation of LEMA contact details and key stakeholders,
- committee membership and resources,
- status of LEMA including local recovery plans,
- exercises that include the local government(s) and/or test the LEMA,
- subcommittees or working groups,
- projects undertaken,
- key achievements.

Additional considerations should include:

- local training needs or opportunities,
- funding opportunities, (for example, the Natural Disaster Resilience Program and All West Australian Reducing Emergencies),
- Incident Support Group (ISG) activations/or incidents,
- emergency risk management processes – including any treatment strategies,
- post-incident reports and post-exercise reports,
- finalising the annual report and arranging for it to be forwarded to the relevant DEMC for annual report compilation.

In addition to the standard LEMC meeting business items (above), the additional and special functions of LEMC business cycle of each meeting, is to be in accordance with State Emergency Management Procedure 3.7, which recommends the following:

- **1st Meeting:**
 - Workshop and finalise the LEMC Business Plan, for next reporting period.
 - Seasonal review - e.g. fire, or cyclone season preparedness,
- **2nd Meeting:**
 - Review the current 'State Preparedness Report',
 - Review the Local Recovery Arrangements.
 - Finalise & approve the LEMC Annual Report & Business Plan,
 - Finalise Local Government Exercise Schedule,
 - Seasonal review e.g. Storm season preparedness.

Annexure 1 – Terms of Reference

Shire of Donnybrook Balingup / Local Emergency Management Committee (LEMC) LEMAA1.V.23.1



8. AGENDA AND MINUTES

The agenda for the committee meetings shall be distributed to all members, with a minimum of 3 working days, prior to the meeting. The agenda will also include the minutes of the previous LEMC meeting for confirmation.

9. REPORTING

The LEMC will report to the South-West District Emergency Management Committee (DEMC), in accordance with *State Emergency Management Policy 7.1 - Annual Reporting*.

Reporting

The reports and recommendations of each committee meeting shall be presented to the next ordinary meeting of the Shire Council.

10. DOCUMENT CONTROL

AMENDMENT		DETAILS OF AMENDMENT		AMENDED BY
#	SCOPE	LEMC	Council	
1	Document prepared	Endorsed 28/06/16	Adopted 27/07/16	MDES
2	Revision			CW
3				
4				

Shire of Donnybrook-Balingup Local Emergency Management Arrangements

Page number	Text/Heading	Amendment/Comment
Pg. 25	HMA Combat and Support Agency Contact Details –	Department of Communities 6414 2777 (Bunbury Office) 0418 943 835 (ERS On Call)
Pg. 33	33. Evacuation Centres	The Department of Communities will activate the <i>Local Emergency Relief and Support Plan Bunbury Region</i> should the need for activation of an evacuation centre be deemed necessary by the Incident Controller (IC).
Pg. 34	34. Emergency Relief and Support	The provision of emergency relief and support services shall be based on a two-tier response; local resources (Emergency Evacuation Centre Coordinator) followed by State support (State Emergency Coordinator).
Pg. 35	35. Department of Communities	Emergency Evacuation Centre Coordinator (Department of Communities - Communities): Communities shall appoint an Emergency Evacuation Centre Coordinator, who will liaise with the Shire of Donnybrook Balingup...
Pg. 42	APPENDIX 3 – Local Emergency Management Arrangement Requirements	Remove the word Welfare (has been corrected but not removed)
Pg. 45	APPENDIX 4 – Local Emergency Management Committee Members: Department of Communities	Remove Helen Hall as a contact. Insert Mark Schorer Regional Manager Emergency Relief and Support 0429 108 226 mark.schorer@communities.wa.gov.au
Pg. 53	APPENDIX 9 – Local Government Welfare Communities Liaison Officer	The Local Emergency Relief and Support Plan (LERSP) will be activated by the Communities where emergency relief and support is required for the community... The Shire of Donnybrook Balingup will provide a Local Government Welfare Liaison Officer (LGWLO) who will liaise between the local government and the Communities Emergency Evacuation Centre Coordinator (ECC).... Duties of the LGWLO <ul style="list-style-type: none"> • Report to the Communities - Emergency Evacuation Centre Coordinator, • Facilitate access to the Evacuation Centre by the Communities, • Liaise with and assist organisations present at the centre, as requested by the Emergency Evacuation Centre Coordinator

Shire of Donnybrook-Balingup Local Recovery Plan

Pg. 6	Distribution List	Organisation - Department of Communities Location / Officer – Busselton Regional Coordinator South West
Pg. 11	Glossary of Terms	Emergency Operations Centre (EOC)
Pg. 14	Welfare Evacuation Centre	Location where temporary accommodation is available for emergency affected persons containing the usual amenities necessary for living and other welfare emergency relief and support services as appropriate.
Pg. 19	Part Two: Related Documents and Arrangements	Reference should also be made to the Department for Child Protection and Family support of Communities “ Local Emergency Relief and Support Plan Management Plan for the Provision of Welfare Support – Shire of Balingup”
Pg. 36	5.2 Operational Recovery Planning	<ul style="list-style-type: none"> • Hazard Agencies • Welfare Support agencies – to identify persons in need of immediate assistance;
Pg. 37	Welfare Emergency Support and Health Services	<p>The Department of Communities is delegated to coordinate welfare emergency relief and support in the response and recovery phases of an emergency event. The Local Emergency Relief and Support Plan Management Plan for the Provision of Welfare Support – Shire of Donnybrook-Balingup details the arrangements that apply in local circumstances, consistent with the arrangements detailed in the State Emergency Welfare Support Plan – Emergency Relief and Support.</p> <ul style="list-style-type: none"> • State Emergency Welfare Plan State Support Plan – Emergency Relief and Support. • Local Emergency Relief and Support Management Plan for the Provision of Welfare Support – Shire of Donnybrook-Balingup.
Pg. 64	Department of Communities	<ul style="list-style-type: none"> • Coordinate emergency welfare relief and support services as part of the recovery process, including emergency accommodation, eating emergency food, clothing and personal effects requisites, personal support services, registration and reunification, financial assistance (State EM Plan section 5.5.4); • Manage the provision of assistance measures to primary producers, particularly in relation to eligible financial services or reimbursements under DRFAWA (State Em Plan section 6.10 and DRFAWA).

Shire of Donnybrook-Balingup Local Emergency Management Committee Terms of Reference

Page number	Text/Heading	Amendment/Comment
Pg. 2	Members, or designated proxy:	Department of Communities: <ul style="list-style-type: none">• Regional Coordinator• Emergency On Call