



Minutes of Local Emergency Management Committee Meeting

Held on 4 February 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 "Ross Marshall", is written over a horizontal line.

Ross Marshall, Director Operations

Prepared:

6 March 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 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 9:04am and welcomed the attendees.

2. Attendance

Committee Members Present:

Shire of Donnybrook Balingup	Cr Vivienne MacCarthy (Chairperson)
Shire of Donnybrook Balingup	Jess Cooper (CESM, LEMC Executive)
Balingup Progress Association	Wendy Trow
Bushfire Service	Mick Zwart
Department of Biodiversity, Conservation and Attractions (Wellington)	Jewell Crossberg
Department of Communities	Renee Flaxman
Dept Fire and Emergency Services	Chris Sousa
Dept. Primary Industries & Regional Development	Tyler Hall
DEMA	Erin Hutchins
Donnybrook SES	Julie Carrick
Fire and Rescue Service	Ben Anderson
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	Susie Delaporte (Local Recovery Coordinator, SCEO)
Shire of Donnybrook Balingup	Ange Browne (Ranger Services)
St John Ambulance	Garry Davis (Proxy)
Tuia Lodge	Iona Dix
WA Country Health Service	Paige Weaver (Proxy)
Water Corporation	Steve Collins
Western Power	Andy Smith (Proxy)

2.1. Apologies

WA Police	Terry Townsend
Bushfire Service	Max Walker
Community Home Care	Jess Rudolf
Community Home Care	Susy Glenister
Department of Biodiversity, Conservation and Attractions (Blackwood)	Steve Ward
Department of Fire and Emergency Services	Richard Bothe
Donnybrook Hospital	Sally Shaw
Red Cross	Karen Edmeades
Shire of Donnybrook Balingup	Loren Clifford (Acting Director Finance & Corporate)
Shire of Donnybrook Balingup	Claire Palmer (Environmental Officer)
Shire of Donnybrook Balingup	Jarrad Ramsden (Principal Environmental Health Officer)
St John Ambulance	Gary Halliday
Telstra	TBA
Water Corporation	Mel Robertson

3. Declarations from the Presiding Member

The Chairperson read the Shire of Donnybrook Balingup LEMC Terms of Reference and delivered 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 direct by SEMC or prescribed by the regulations.*

4. Declarations of Interest

Nil.

5. Confirmation of Minutes

5.1. Local Emergency Committee Meeting held on 12 November 2024

Minutes from the previous meeting of the Local Emergency Management Committee held on 12 November 2024 are attached ([Attachment 5.1](#)).

That the Minutes from the Local Emergency Management Committee Meeting held 12 November 2024 be confirmed as a true and accurate record.

MOVED BY:	Garry Davis	SECONDED BY:	Bruce Hancock
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Carried: 20/0

6. Contact List Review

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

7. Business Arising from Previous Meetings

Nil

8. 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.

- | | |
|--|--------------------------------|
| 1. Shire of Donnybrook Balingup | Cr Vivienne MacCarthy (Verbal) |
| 2. Shire of Donnybrook Balingup | Jess Cooper (Attachment 8.2) |
| 3. Bushfire Service | Mick Zwart (Verbal) |
| 4. Department of Biodiversity, Conservation & Attractions (Blackwood) | Attachment 8.4 |
| 5. Department of Biodiversity, Conservation & Attractions (Wellington) | Jewell Crossberg (Verbal) |
| 6. Department of Communities | Renee Flaxman (Attachment 8.6) |
| 7. Dept Fire and Emergency Services | Chris Sousa (Attachment 8.7) |
| 8. Dept. Primary Industries & Regional Development | Tyler Hall (Attachment 8.8) |
| 9. DEMA | Erin Hutchins (Attachment 8.9) |
| 10. Donnybrook SES | Julie Carrick (Verbal) |
| 11. Fire and Rescue Service | Ben Anderson (Attachment 8.11) |
| 12. Main Roads WA | Bruce Hancock (Verbal) |
| 13. Shire of Donnybrook Balingup | Nicholas O'Connor (Verbal) |

14. Shire of Donnybrook Balingup	Ross Marshall (Verbal)
15. Shire of Donnybrook Balingup	Susie Delaporte (Verbal)
16. Shire of Donnybrook Balingup	Ange Browne (Verbal)
17. St John Ambulance	Garry Davis (Proxy) (Attachment 8.17)
18. Tuia Lodge	Iona Dix (Verbal)
19. WA Country Health Service	Paige Weaver (Verbal)
20. Water Corporation	Steve Collins (Verbal)
21. Western Power	Andy Smith (Verbal)

9. Correspondence

9.1. Correspondence In

From	To	Topic	Date
DEMA	CESM	Shot Hole Borer Webinar Recording Link	13/11/2024
DEMA	CESM, Director	Drought Funding information	18/11/2024
DEMA	CESM	Telstra LEMC Contact Process	4/12/2024

9.2. Correspondence Out

From	To	Topic	Date
CESM	SoDB LEMC	Shot Hole Borer Information	14/11/2024
CESM	Shire Works Staff	Shot Hole Borer Webinar Recording Link	14/11/2024
CESM	DEMA, CESM SoBG	LEMC Telstra Contact Request	4/12/2024

9.3. Information Tabled

Poor Mobile Communications Coverage Affecting Bushfire Response: Telstra 3G helpline contact information (Attachment 9.3.1)

10. Post Incident Reports

Lowden and Argyle Bushfires

A debrief with volunteers was conducted on Sunday 2/2/2025. CESM provided a brief summary.

A staff debrief was conducted on 3/2/2025. CESM and CEO provided a brief summary.

11. Post Exercise Reports

Nil.

12. Funding Nominations and Application Progress

Nil

13. Emergency Risk Management / Treatment Strategies Progress

Shire of Donnybrook Balingup Bush Fire Risk Management Plan (BRMP)

A draft version of the Shire's updated BRMP is tabled for noting.

14. LEMA Updates / Review

Presentation: Balingup Progress Association, Community Information and Social Centre. W Trow.

15. Key Achievements

DFES Fuel management Activities Report - 2023-24

Case Study: Shire of Donnybrook Balingup

Following a Mitigation Assurance review in 2024, the Shire was approached to take part in a case study regarding its approach to mitigation and the inclusion of volunteers.

The Shire provided information relating to how mitigation activities benefit the wider community, including upskilling volunteers in a practical and realistic environment.

16. Guest Presentations

Nil.

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.

Nil items were raised.

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.

Nil information was provided.

19. Closure

The Chairperson declared the meeting closed at 10:36 am and advised that the next Local Emergency Management Committee Meeting will be held on Tuesday 6 May 2025 at 09:00AM, at VC Mitchell Park.