



Minutes of Local Emergency Management Committee Meeting

Held on 20 August 2024 and commence at 9:00am

Held at the Donnybrook SES

(80 Bentley Street, Donnybrook)

Authorised:

A handwritten signature in black ink, appearing to be "Tim Clync", is positioned to the right of the "Authorised:" label.

Tim Clync, Chief Executive Officer (Temporary)

Prepared:

2 September 2024

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
Department of Biodiversity, Conservation and Attractions (Blackwood)	Steve Ward
Department of Communities	Kelly Trinne
Dept Fire and Emergency Services	Chris Sousa
DEMC	Erin Hutchins
Donnybrook SES	Julie Carrick
Fire and Rescue Service	Ben Anderson
Main Roads WA	Katherine Mills
Shire of Donnybrook Balingup	Ross Marshall (Director Operations)
Shire of Donnybrook Balingup	Conor McGregor (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	Andrew Hull (Deputy Chairperson)
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)	Ed Hatherley

Department of Biodiversity, Conservation and Attractions (Wellington)	Darren Harvey
Dept Fire and Emergency Services	Phil Bresser
Dept Primary Industries & Regional Development	Tim Stevens
Donnybrook SES	Sue Tooke
Donnybrook Hospital	Sally Shaw
Red Cross	Karen Edmeades
Shire of Donnybrook Balingup	Tim Clynh (Temporary Chief Executive Officer)
Shire of Donnybrook Balingup	Maurice Battilana (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
Tuia Lodge	Jane Goff
WA Country Health Service	Barry Moroney
Water Corporation	Mel Robertson
Western Power	Gary Smith

3. Declarations from the Presiding Member

The Chairperson 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 14 May 2024

Minutes from the previous meeting of the Local Emergency Management Committee held on 14 May 2024 are attached (Attachment 5.1).

That the Minutes from the Local Emergency Management Committee Meeting held 14 May 2024 be confirmed as a true and accurate record.

MOVED BY:	Conor McGregor	SECONDED BY:	Ben Anderson
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Carried: 15/0

6. Contact List Review

A current copy of the Shire of Donnybrook Balingup Local Emergency Management Committee Contact list is to be circulated for review via email.

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

7. Business Arising from Previous Meetings

Item	Responsible Officer	Status
Review Shire of Donnybrook Balingup biannual LEMC meeting basis. Revert back to quarterly meeting schedule.	CESM	Complete, adopted by Council at May OCM
Establish proposed meeting schedule for 2024/25	CESM / DEMA / Chairperson	Ongoing
Establish proposed training schedule for 2024/25	CESM	Ongoing

8. 2024/2025 Proposed LEMC Meeting Schedule

The below meeting and activity schedule for the 2024/25 calendar year is provided for LEMC consideration.

Date	Time	Venue	Activity/Exercise
Tuesday 12 November 2024	0900	Donnybrook SES	Bushfire Scenario
Tuesday 4 February 2025	0900	Donnybrook SES	-
Tuesday 6 May 2025	0900	Donnybrook SES	Road Crash Desktop
Tuesday 5 August 2025	0900	Donnybrook SES	-

That the Local Emergency Management Committee accept the proposed meeting dates and activity schedule for the 2024/25 calendar year.

MOVED BY:	Susie Delaporte	SECONDED BY:	Steve Ward
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Carried: 15/0

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.

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|--------------------------------------------------------------------------|----------------------------------------------------|
| 1. Shire of Donnybrook Balingup | Cr Vivienne MacCarthy (Chairperson) |
| 2. Shire of Donnybrook Balingup | Jess Cooper (CESM, LEMC Executive) |
| 3. Balingup Progress Association | Wendy Trow |
| 4. Dept. of Biodiversity,
Conservation and Attractions
(Blackwood) | Steve Ward |
| 5. Department of Communities | Kelly Trinne (Attachment 9.5) |
| 6. Dept Fire and Emergency
Services | Chris Sousa (attachment 9.6) |
| 7. Dept Primary Industries &
Regional Development | Tim Stevens (Attachment 9.7) |
| 8. DEMA | Erin Hutchins (Attachment 9.8) |
| 9. Donnybrook SES | Julie Carrick |
| 10. Fire and Rescue Service | Ben Anderson (attachment 9.10) |
| 11. Main Roads WA | Katherine Mills |
| 12. Shire of Donnybrook Balingup | Conor McGregor (Senior Ranger) |
| 13. Shire of Donnybrook Balingup | Susie Delaporte (Local Recovery Coordinator, SCEO) |
| 14. St John Ambulance | Garry Davis (Proxy) |
| 15. Water Corporation | Steve Collins |

11. Correspondence

11.1. Correspondence In

From	To	Topic	Date
DEMA	CESM	AWARE 2024/25 – Grants Open	14/5/2024
DEMA	CESM	Consultation Request – Animal Welfare in Emergencies	27/5/2024
DEMA	CESM	South West Emergency Management Calendar 2024/25	12/6/2024
DEMA	CESM	Community-led Recovery Survey	18/6/2024
DEMA	CESM	Thank A Volunteer – Grants Open	19/6/2024
DEMA	CESM	Reminder to Register – LG Recovery Workshop & Exercise	2/7/2024
W Trow	CESM	SoDB Local Recovery Plan Interim Review	6/7/2024
DEMA	CESM	2024 Regional Telecommunications Review	17/7/2024
DEMA	CESM	2023/24 LEMC Annual Report	17/7/2024
R Flaxman	CESM	SoDB Local Recovery Plan Interim Review	29/7/2024

11.2. Correspondence Out

From	To	Topic	Date
CESM	SoDB LEMC	Notification of LEMC Meeting	5/3/2024
CESM	SoDB LEMC	Local Recovery Plan – Interim Update	5/7/2024
CESM	DEMA	2023/24 SoDB LEMC Annual Report	29/7/2024

11.3. Information Tabled

Shire of Donnybrook Balingup LEMC Annual Report

12. Post Incident Reports

Nil.

13. Post Exercise Reports

Nil.

14. Funding Nominations and Application Progress

AWARE 2024/25

Following the 2023 Donnybrook Complex Bushfires, it was identified that The Shire of Donnybrook Balingup would benefit from developing an *Animal Welfare in Emergencies Plan*. Ranger Services have submitted an application for funding consideration and are waiting for an outcome.

15. Emergency Risk Management / Treatment Strategies Progress

Nil.

16. LEMA Updates / Review

Recovery Plan Interim Update

LEMC Members and identified Shire Staff were provided a copy of the 2021 Shire of Donnybrook Balingup Recovery Plan for review and update as required. Below is a table of the identified amendments.

Page Number	Amendment
6	Change 'Department of Communities' to 'Regional Coordinator Bunbury'
11	Correct spelling error – 'Opeartions' amended to 'Operations'
14	'Welfare Centre' updated to 'Evacuation Centre'
14	'Welfare Services' deleted and updated to 'emergency relief and support services'
19	Title: 'Arrangements' corrected to 'Arrangements'
19	Paragraph 4 - update document title to updated version 'Local Emergency Relief and Support Plan – Shire of Donnybrook Balingup
19	Existing Plans and Arrangements – update document title to updated version 'Local Emergency Relief and Support Plan'
22	Change venue from Balingup Fire Station to Balingup Recreation Centre
36	5.2 Update term 'Welfare Agencies' to 'Support Agencies'
37	5.3 Update title to 'Emergency Support and Health Services'
37	Update terminology – remove term 'welfare' amend to 'emergency relief and support'
37	Update name of plan to 'State Support Plan – Emergency Relief and Support'
37	Update dot point 2 – 'State Support Plan – Emergency Relief and Support'
37	Update dot point 3 – 'Local Emergency relief and Support Plan'
64	Update terminology – delete 'welfare' update terminology 'emergency relief and support services'
64	Update terminology to 'emergency food, emergency clothing and personal requisites' to align with State EM Plan section 5.5.4
64	Delete paragraph referring to State EM Plan 6.10 (now obsolete)
Throughout Document	Update 'Balingup Community Advisory Committee' to Balingup Progress Association and Balingup Resilience Committee'

That the Local Emergency Management Committee endorse the amendments to the Shire of Donnybrook Balingup Recovery Plan.

MOVED BY:	Ross Marshall	SECONDED BY:	Wendy Trow
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Carried: 15/0

17. Key Achievements

Nil.

18. Guest Presentations

Rosco Marshall & Cr MacCarthy provided an overview regarding the Local Government Recovery Workshop and Exercise, held in Busselton during August.

19. Closure

The Chairperson to advise that the next Local Emergency Management Committee Meeting will be held on Tuesday 12 November 2024 at 09:00AM, at the Donnybrook SES.

The Chairperson declared the meeting closed at 10:17AM.