



Minutes of Local Emergency Management Committee Meeting

Held on 12 November 2024 and commenced at 9:03am

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:

15 November 2024

Disclaimer:

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

Contents

1.	Declaration of Opening / Announcement of Visitors.....	3
2.	Attendance	3
2.1.	Apologies	4
3.	Declarations from the Presiding Member.....	4
4.	Declarations of Interest.....	5
5.	Confirmation of Minutes	5
5.1.	Local Emergency Committee Meeting held on 14 May 2024	5
6.	Contact List Review.....	5
7.	Business Arising from Previous Meetings	5
8.	2024/2025 Proposed LEMC Meeting Schedule	Error! Bookmark not defined.
9.	Committee Member Reports	6
11.	Correspondence	Error! Bookmark not defined.
11.1.	Correspondence In	7
11.2.	Correspondence Out	7
11.3.	Information Tabled.....	7
12.	Post Incident Reports	7
13.	Post Exercise Reports	9
14.	Funding Nominations and Application Progress.....	9
15.	Emergency Risk Management / Treatment Strategies Progress.....	9
16.	LEMA Updates / Review	11
17.	Key Achievements.....	11
18.	Guest Presentations	11
19.	Closure	Error! Bookmark not defined.

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)
WA Police	Terry Townsend (Deputy Chairperson)
Shire of Donnybrook Balingup	Jess Cooper (CESM, LEMC Executive)
Balingup Progress Association	Wendy Trow
Dept Fire and Emergency Services	Chris Sousa
Dept. Primary Industries & Regional Development	Tyler Hall
DEMC	Erin Hutchins
Donnybrook SES	Julie Carrick
Donnybrook Hospital	Sally Shaw
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)
St John Ambulance	Garry Davis (Proxy)

2.1. Apologies

Bushfire Service	Max Walker
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 (Blackwood)	Ed Hatherley
Department of Biodiversity, Conservation and Attractions (Wellington)	Darren Harvey
Department of Communities	Renee Flaxman
Dept Fire and Emergency Services	Phil Bresser
Donnybrook SES	Sue Tooke
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)
Shire of Donnybrook Balingup	Kyle Yoko/Greg Stover (Ranger Services)
St John Ambulance	Gary Halliday
Tuia Lodge	Iona Dix
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 20 August 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:	Ross Marshall	SECONDED BY:	Ben Anderson
------------------	---------------	---------------------	--------------

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.

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
Establish proposed meeting schedule for 2024/25	CESM / DEMA / Chairperson	Complete
Recovery Plan Interim Review	CESM	Ongoing

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 (Attachment 8.1.1) |
| 2. WA Police | Terry Townsend (Verbal) |
| 3. Shire of Donnybrook Balingup | Jess Cooper (Attachment 8.3.1) |
| 4. Dept Fire and Emergency Services | Chris Sousa (Attachment |
| 5. Dept. Primary Industries & Regional Development | Tyler Hall (Attachment 8.5.1) |
| 6. DEMC | Erin Hutchins (Attachment 8.6.1) |
| 7. Donnybrook SES | Julie Carrick (Verbal) |
| 8. Fire and Rescue Service | Ben Anderson (Attachment 8.8.1) |
| 9. Main Roads WA | Bruce Hancock (Verbal) |
| 10. Shire of Donnybrook Balingup | Ross Marshall (Verbal) |
| 11. Shire of Donnybrook Balingup | Susie Delaporte (Verbal) |
| 12. St John Ambulance | Garry Davis (Proxy) (Attachment 8.12.1) |

11. Correspondence

11.1. Correspondence In

From	To	Topic	Date
W Trow	R Marshall	CISCO Activation process	Various
W Trow	Cr MacCarthy	Drought, LEMC Suggestions	31/10/2024
DEMA	CESM	South West Emergency Management Calendar 2024/25	30/10/2024
J Goff	CESM	Notification of change of LEMC Membership	28/10/2024
T Stevens	CESM	Notification of change of LEMC Membership	24/10/2024
R Armstrong (WALGA)	CESM	WALGA State Hazard Plan Fire Consultation Draft	23/10/2024
R Armstrong (WALGA)	CESM	DBCA Infosheet – Vegetation die-off and Fire	11/10/2024
R Armstrong (WALGA)	CESM	Funding – Mobile Network Resilience	8/10/2024
R Armstong (WALGA)	CESM	2024/25 LG Weather Briefing	30/9/2024
R Armstong (WALGA)	CESM	Webinar – Building Resilience in Disasters	27/9/2024
R Armstong (WALGA)	CESM	Bushfires and Spontaneous Volunteers	3/9/2024

11.2. Correspondence Out

From	To	Topic	Date
CESM	DEMA/Supt LSW	SoDB CEO Contact details	30/10/2024
CESM	SoDB LEMC	Notification of LEMC Meeting	24/10/2024
CESM/R Marshall	W Trow	CISCO Activation Process	Various

11.3. Information Tabled

South West Emergency Management Calendar 2024-25 (attachment 11.3.1)

12. Post Incident Reports

On Wednesday 2 October 2024, the Irishtown Bridge was impacted by fire, causing it to be unsafe for vehicular use.

This bridge provides primary access to the locality of Irishtown, with the community now using a pre-established fire escape route to access their properties.

The Shire as been working to maintain this fire escape whilst bridge repairs are facilitated. A full restoration date is not yet known.

The cause of the fire is undetermined.

November 2024

- Final Construction Design to be completed
- Request for Tender to be released

December 2024

- Council to award tender
- Prefabrication and mobilisation works expected to commence

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 were unsuccessful in their recent application for funding consideration.

15. Emergency Risk Management / Treatment Strategies Progress

Mitigation Activity Funding

The Shire of Donnybrook Balingup was awarded \$315,180 via the Mitigation Activity Fund to perform 19 treatments of 'very high' or above risk rating.

To date, 14 of these treatments have been completed as summarised:

Treatment Address	Treatment Type	Treatment Objective	Status
Hetherington Rd, Argyle	Fire Access Track	Construct fire access track for emergency vehicles, divide reserve into smaller sections	Ongoing
Campbell St, Balingup	Mechanical Works	Maintain asset protection zone for dwellings and agricultural assets	Complete
Bovell St, Balingup	Mechanical Works	Maintain asset protection zone for dwellings and agricultural assets	Complete
Grimwade Rd, Balingup	Mechanical Works	Maintain asset protection zone for dwellings and agricultural assets	Complete
Langridge Rd, Brookhampton	Mechanical Works	Create asset protection zone for dwellings and agricultural assets	Complete
Noggerup Townsite	Mechanical Works	Reduce fuel loads on Shire-managed reserved to less than 8 tonnes per hectare, buffer zone creation	Complete
Wade Rd, Brookhampton	Chemical Works	Follow up treatment to target non-native species that may contribute to spread of fire	Complete
Wade Rd, Brookhampton	Mechanical Works	Create asset protection zone for dwellings	Complete
Airstrip Rd, Balingup	Fire Access Track	Upgrade access and create buffer zone for dwellings. Bridge asset protection zone creation.	Complete
Mullalyup Townsite	Mechanical Works	Create asset protection zone for dwellings and critical infrastructure (fire station).	Complete
Castle St, Kirup	Mechanical Works	Create Hazard separation and buffer zone for assets	Complete
SW Highway, Newlands	Mechanical Works	Maintain asset protection zone near infrastructure (Newlands Hall)	Complete
Cherrydale Way, Beelerup	Fire Access Track	Maintain/create fire access tracks for emergency vehicles, divide reserve into smaller sections in preparation for future prescribed burning	Complete
Cherrydale Way, Beelerup	Planned Burning	Reduce fuel loads in Shire-managed reserves adjacent to commercial businesses, asset protection	Ongoing
Wattle Court, Donnybrook	Planned Burning	Reduce fuel loads in Shire-managed reserve (old trotting track), asset protection for dwellings and critical infrastructure (SES Building)	Complete
Balingup Transfer Station	Mechanical Works	Create buffer zone for critical infrastructure – Transfer Station, Highway & Cemetery	Complete
Balingup Transfer Station	Planned Burning	Reduce fuel loads to protect critical infrastructure – Transfer Station, Highway & Cemetery	90% Complete
Lowden Fire Station	Mechanical Works	Create asset protection zone for Lowden Fire Station (Critical Infrastructure)	Ongoing
Russells Rd, Balingup	Planned Burning	Reduce fuel loads in shire-managed reserves to protect dwellings and critical infrastructure	Ongoing

16. LEMA Updates / Review

The Shire of Donnybrook Balingup has completed its interim review of its Recovery Plan. As the changes were minimal and did not affect any arrangements or the documents intent, it was not required to be noted by DEMC

17. Key Achievements

Nil.

18. Guest Presentations

Nil.

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.

19.1. Drought Preparedness

The following suggestions have been raised via email with the Shire:

“Communities may WANT to prepare better for drought, it will only be effective if done with the blessing and full cooperation of local government and, as a minimum, the Local Emergency Management Committee. Both of whom are often constrained by inflexible meeting procedures and concerns for risk management.

- *LEMCS should be encouraged to have a permanent community sub-committee that is free to work on issues that the community considers importantwith no constraints.*
- *The Shire would help a community group to become incorporated and obtain insurance (providing funding and assistance with applications) and the Community Emergency Services Managers would work with the group as an advisor. The CESM role would be to tell the LEMC what is going on and follow up on ideas for improvement (like the showers, laundry problems)”*

The Shire of Donnybrook Balingup LEMC is requested to consider these suggestions and discuss/provide information as appropriate.

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.

21. Closure

The Chairperson declared the meeting closed at 10:38 am and advised that the next Local Emergency Management Committee Meeting will be held on Tuesday 4 February 2025 at 09:00AM, at the Donnybrook SES.

Committee members were invited to participate in an Incident Situation Report exercise, using the PESTLE Analysis guide. Agencies were invited to share Political, Economic, Social, Technological, Legal and Environmental considerations in a bushfire context for the 2024/25 bushfire season.