



## Notice of Local Emergency Management Committee Meeting

To be held on 12 November 2024 and commence at 9:00am

To be held at the Donnybrook SES

*(80 Bentley Street, Donnybrook)*

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**Authorised:**

A handwritten signature in black ink, appearing to read "Ross Marshall", is written over a horizontal line.

Ross Marshall, Director Operations

**Prepared:**

4 November 2024

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**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 to acknowledge 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 to declare the meeting open and welcomed the public gallery.

## 2. Attendance

### **Committee Members:**

Shire of Donnybrook Balingup	Cr Vivienne MacCarthy (Chairperson)
WA Police	Phil Nation (Deputy Chairperson)
Shire of Donnybrook Balingup	Jess Cooper (CESM, LEMC Executive)
Balingup Progress Association	Wendy Trow
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 Hatherly Steve Ward
Department of Biodiversity, Conservation and Attractions (Wellington)	Darren Harvey
Department of Communities	Renee Flaxman
Dept Fire and Emergency Services	Chris Sousa
Dept Fire and Emergency Services	Phil Bresser
Dept Primary Industries & Regional Development	Tyler Hall
DEMC	Erin Hutchins
Donnybrook SES	Julie Carrick
Donnybrook SES	Sue Tooke
Donnybrook Hospital	Sally Shaw
Fire and Rescue Service	Ben Anderson
Main Roads WA	Bruce Hancock
Red Cross	Karen Edmeades
Shire of Donnybrook Balingup	Nicholas O'Connor (Chief Executive Officer)
Shire of Donnybrook Balingup	Loren Clifford (Acting Director Finance & Corporate)
Shire of Donnybrook Balingup	Ross Marshall (Director Operations)
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)
Shire of Donnybrook Balingup	Susie Delaporte (Local Recovery Coordinator, SCEO)
St John Ambulance	Garry Davis (Proxy)
St John Ambulance	Gary Halliday
Tuia Lodge	Iona Dix
WA Country Health Service	Barry Moroney
Water Corporation	Mel Robertson
Water Corporation	Steve Collins
Western Power	Gary Smith

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### 2.1. Apologies

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### 3. Declarations from the Presiding Member

The Chairperson to deliver the Committee's functions as per S.39 of the *Emergency Management Act 2005*:

- a) *To advise and assist the local government in ensuring that local emergency management arrangements are established for its district*
- b) *To liaise with public authorities and persons in the development, review and testing of local emergency management arrangements; and*
- c) *To carry out other emergency management activities as directed by SEMC or prescribed by the regulations.*

### 4. Declarations of Interest

Nil.

## 5. Confirmation of Minutes

### 5.1. Local Emergency Committee Meeting held on 20 August 2024

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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 20 August 2024 be confirmed as a true and accurate record.**

<b>MOVED BY:</b>	Choose an item.	<b>SECONDED BY:</b>	Choose an item.
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Choose an item.:/

## 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 – Refer 'Information Tabled'
Establish proposed training schedule for 2024/25	CESM	Ongoing
Recovery Plan interim review	SCEO/CESM/Director	Ongoing

## 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)
WA Police	Phil Nation (Deputy Chairperson)
Shire of Donnybrook Balingup	Jess Cooper (CESM, LEMC Executive)
Balingup Progress Association	Wendy Trow
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 Hatherly Steve Ward
Department of Biodiversity, Conservation and Attractions (Wellington)	Darren Harvey
Department of Communities	Renee Flaxman
Dept Fire and Emergency Services	Chris Sousa
Dept Fire and Emergency Services	Phil Bresser
Dept Primary Industries & Regional Development	Tyler Hall
DEMA	Erin Hutchins ( <i>Attachment 9.1</i> )
Donnybrook SES	Julie Carrick
Donnybrook SES	Sue Tooke
Donnybrook Hospital	Sally Shaw
Fire and Rescue Service	Ben Anderson
Main Roads WA	Bruce Hancock
Red Cross	Karen Edmeades
Shire of Donnybrook Balingup	Nicholas O'Connor (Chief Executive Officer)
Shire of Donnybrook Balingup	Loren Clifford (Acting Director Finance & Corporate)
Shire of Donnybrook Balingup	Ross Marshall (Director Operations)
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)
Shire of Donnybrook Balingup	Susie Delaporte (Local Recovery Coordinator, SCEO)

St John Ambulance	Garry Davis (Proxy)
St John Ambulance	Gary Halliday
Tuia Lodge	Jane Goff
WA Country Health Service	Barry Moroney
Water Corporation	Mel Robertson
Water Corporation	Steve Collins
Western Power	Gary Smith

## 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



### 9 October 2024

- Dept. Water & Environmental Regulations Permit
- Engagement with Gnaala Karla Boodja (Aboriginal Cultural Heritage)
- Insurance Assessor inspection
- Special Council meeting to release budget for works

### 16 – 30 October 2024

- 15% design development

### 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

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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 important .....with 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 to advise that the next Local Emergency Management Committee Meeting will be held on Tuesday 4 February 2025 at 09:00AM, at the Donnybrook SES.

The Chairperson declared the meeting closed at ##:##AM.