



**Shire of Murray**

# **MINUTES**

**Local Emergency Management  
Committee Meeting**

**2 April 2025 at 10:00am**

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**MINUTES OF SHIRE OF MURRAY  
LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING  
HELD AT THE LESSER HALL, 1915 PINJARRA ROAD, PINJARRA  
ON WEDNESDAY, 2 APRIL 2025 AT 10:00 AM**

**1 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS**

The Presiding Member Cr S Kirkham declared the meeting open the time being 10:00am.

**2 ATTENDANCES/APOLOGIES/LEAVE OF ABSENCE**

**PRESENT**

SoM LEMC Chairperson - Cr Stuart Kirkham, SoM Emergency Management Officer/Ranger Admin - Chantelle Goff (Proxy for J Kowal and Minute Taker), SoM Coordinator Ranger and Community Safety/CBFCO - Nicole Stevens, Dwellingup Police Station - Dan Forman, Department of Communities - Kirrily Clarke, DFES - Brett Finlay, Pinjarra VFRS - Ken Jones, St John Ambulance - Christine Hunter and Pinjarra Senior High School Principal - Janice Stone.

**IN ATTENDANCE**

SoM Ranger/Bushfire Mitigation Officer - Adrian Eppen, SoM Deputy LRC/Director Corporate Services – Tracie Unsworth, DCBFCO – Justyn Bennett, Red Cross - Karen Famlonga, Community Rep – Christine Thompson, St John Ambulance – Carla Robson, DFES – Mark McQueen, Main Roads – Michael Jordan and SoM Executive Support Corporate Services – Rikki Gardiner.

**APOLOGIES**

SoM LEMC Executive Officer/Manager Ranger and Community Safety - John Kowal, SoM CEO – Dean Unsworth, SoM Manager Environmental Health - Phil Stevens, SoM Manager MALC - Ben Jordan, Harvey Water - Cameron Norris, Alcoa – John Humphreys, DFES DEMA – Cate Willey, DFES - Brian Penman, DFES - Hayley Hibbitt, Department of Health - Karl Gill, Red Cross – David Howard, LEMC Deputy Chair / OIC Pinjarra Police - Clyde Pearson.

**LEAVE OF ABSENCE**

Nil.

There was one (1) staff in attendance at this time.

**3 CONFIRMATION OF MINUTES OF MEETING**

**3.1 Local Emergency Management Committee Meeting – 11 September 2024**

**Recommendation/Committee Decision LEMC25/001**

**Moved: C Hunter**

**Seconded: K Clarke**

**That the Minutes of the Local Emergency Management Committee Meeting held on Wednesday 11 September 2024 be confirmed as a true and correct record.**

**In Favour: Cr Stuart Kirkham, Nicole Stevens, Clyde Pearson, Dan Forman, Kirrily Clarke, Brett Finlay, Ken Jones, Christine Hunter and Janice Stone**

**Against: Nil.**

**CARRIED UNANIMOUSLY 9:0**

**4 BUSINESS ARISING FROM THE PREVIOUS MEETING**

Nil.

## 5 BUSINESS ARISING

### 5.1 Review of Meeting Action Register

File Ref: D25/9335  
Previous Items: Nil.  
Applicant: Nil.  
Author and Title: Chantelle Goff, Emergency Management Officer / Ranger Administration  
Declaration of Interest: Nil.  
Voting Requirements: Simple Majority  
Appendices: Item 5.1 - Appendix 1 - LEMC Meeting Action Register - 2 April 2025

#### In Brief

The updated Meeting Action Register is attached in **Appendix 1**.

Update to Item Number 09/13 – A Murray River flood exercise is currently being developed by DFES District Officer Emergency Management – Brian Penman and will be held on Thursday 8 May 2025. Discussed further in Item 5.3.3 - Exercise.

Item 01/21 – Evacuation workshop for Bedingfeld Aged Care Facility was discussed. If the building was to be impacted they can't shelter in place. DoC would assist with temporary accommodation in the case of an emergency. It was raised that this is a risk and needs to be followed up with the Bedingfeld Aged Care CEO – Leanne Hay and Shire. B Finlay advised that DFES would be happy to be involved and assist as well.

## 5.2 Terms of Reference

File Ref: D25/9351  
Previous Items: Nil.  
Applicant: Nil.  
Author and Title: John Kowal, Manager Ranger and Community Safety  
Declaration of Interest: Nil.  
Voting Requirements: Simple Majority  
Appendices: Item 5.2 - Appendix 1 - Shire of Murray Draft LEMC Terms of Reference (ToR) - April 2025

### **Recommendation/Committee Decision LEMC25/002**

**Moved: B Finlay**

**Seconded: N Stevens**

**That the Local Emergency Management Committee:**

**Recommends the adoption of the amended Shire of Murray LEMC Terms of Reference as circulated at Appendix 1.**

**In Favour: Cr Stuart Kirkham, Nicole Stevens, Clyde Pearson, Dan Forman, Kirrily Clarke, Brett Finlay, Ken Jones, Christine Hunter and Janice Stone**

**Against: Nil.**

**CARRIED UNANIMOUSLY 9:0**

### **In Brief**

To endorse the amended Shire of Murray Local Emergency Management Committee Terms of Reference (ToR) that details the purpose, scope, functions, authority, roles and responsibilities of the Committee.

### **Background**

The Shire of Murray LEMC brings together key stakeholders in emergency management within its boundaries to plan and prepare for emergency management incidents and to meet the requirements of relevant legislation, policy statements and other emergency management related standards.

On 17 February 2021 the Shire of Murray & Waroona LEMC recommended that the original Terms of Reference be adopted. LEMC recommendation LEMC21/003 was carried by the Shire of Murray Council at the 22 April 2021 Ordinary Council Meeting as per resolution OCM21/058 and the Shire of Waroona Council at the 27 April 2021 Ordinary Council Meeting as per resolution OCM21/04/038.

In September 2023, it was determined by the Shire of Murray and the Shire of Waroona that the Resource Sharing contract would cease as of the 30 June 2024 for the provision of the administration and management for Emergency Management that also included the LEMC and therefore due to this, the joint LEMC would also cease as of the 30 June 2024. On 11 September 2024 a standalone Shire of Murray ToR was adopted as per LEMC recommendation LEMC24/001.

The Emergency Management Officer/Ranger Administration role was not included in the ToR. The updated ToR changes the LEMC Executive Officer from the Manager Ranger and Community Safety to the Emergency Management Officer/Ranger Administration with both roles listed as members. Red Cross WA has been added to the Ex-Officio member list as well.

Therefore, the LEMC ToR has been amended to reflect these changes and is identified in **Appendix 1**.

**Report Detail**

It is proposed for LEMC to seek Councils formal endorsement of the amended Terms of Reference as provided, to ensure the LEMC has adequate plans and structures established to effectively coordinate emergency management planning.

**Consultation**

*Emergency Management Act 2005,*

*Local Government Act 1995,*

State Emergency Management Committee, Local Emergency Management Committee; and, Relevant internal staff.

### **5.3 Local Emergency Management (Standing Items)**

File Ref: D25/9376  
Author and Title: Chantelle Goff, Emergency Management Officer / Ranger Administration  
Appendices: Item 5.3 - Appendix 1 - LEMC Membership Contact Register - 18 March 2025

#### **In Brief**

##### **5.3.1 Post Incident Reports**

Nil.

##### **5.3.2 Post Exercise Reports**

Nil.

##### **5.3.3 Exercise - discuss objectives, scenario, and dates.**

A Murray River flood exercise is currently being developed by DFES District Officer Emergency Management – Brian Penman. The exercise will be scheduled for Thursday 8 May 2025 and will be a 1 in 100 year flood. An ICC will be set up at Murray SES and the Evacuation Centre will be set up at the MALC with DoC in attendance to assist. An ISG meeting will be scheduled. Maps will be provided on the day. The LEMC membership will be invited to attend.

##### **5.3.4 Review Local Emergency Management Arrangements**

Dealt with in Item 5.4 – Shire of Murray Local Emergency Management Arrangements (LEMA) and Sub Plans.

##### **5.3.5 Risk management update**

Nil.

##### **5.3.6 Review LEMC business plan**

Waiting for finalisation of SEMC Strategic Plan.

##### **5.3.7 Review funding opportunities**

The Shire is applying for MAF 3 year round funding of \$750,000 which is due in September 2025.

##### **5.3.8 LEMC Membership Contact List**

Attendance sheet circulated at meeting. Updated LEMC Membership Contact List attached in **Appendix 1**.



**5.4 Shire of Murray Local Emergency Management Arrangements (LEMA) and Sub Plans**

File Ref: D25/9390  
Previous Items: Nil.  
Applicant: Nil.  
Author and Title: Chantelle Goff, Emergency Management Officer / Ranger Administration  
Declaration of Interest: Nil.  
Voting Requirements: Simple Majority  
Appendices: Item 5.4 - Appendix 1 - MASTER VERSION - Shire of Murray Local Emergency Management Arrangements (LEMA)  
Item 5.4 - Appendix 2 - Shire of Murray Local Recovery Plan (LRP)  
Item 5.4 - Appendix 3 - Shire of Murray Local Recovery Resource Manual (LRRM)  
Item 5.4 - Appendix 4 - Shire of Murray Emergency Evacuation Plan (EEP)  
Item 5.4 - Appendix 5 - Shire of Murray Animal Welfare Plan (AWP)

**Recommendation/Committee Decision LEMC25/003****Moved: C Hunter****Seconded: N Stevens****That the Local Emergency Management Committee recommend to Council to:**

- 1. Adopt the Local Emergency Management Arrangements inclusive of the Local Recovery Plan, Local Recovery Resource Manual, Emergency Evacuation Plan and the Animal Welfare Plan;**
- 2. Submit copies of the endorsed Local Emergency Management Arrangements to the State Emergency Management Committee (SEMC) and District Emergency Management Committee (DEMC) - South Metropolitan; and,**
- 3. Note that the Local Emergency Management Arrangements inclusive of the Local Recovery Plan, Local Recovery Resource Manual, Emergency Evacuation Plan, Animal Welfare Plan are live documents that are subject to regular review and amendment in accordance with the requirements of State Emergency Management Policy to ensure effectiveness and currency.**

**In Favour:** Cr Stuart Kirkham, Nicole Stevens, Clyde Pearson, Dan Forman, Kirrily Clarke, Brett Finlay, Ken Jones, Christine Hunter and Janice Stone

**Against:** Nil.

**CARRIED UNANIMOUSLY 9:0****In Brief**

To endorse the Shire of Murray Local Emergency Management Arrangements ('LEMA'), inclusive of the Local Recovery Plan ('LRP'), Local Recovery Resource Manual ('LRRM'), Emergency Evacuation Plan ('EEP') and Animal Welfare Plan ('AWP').

The comprehensive arrangements will provide all stakeholders with clear guidance when responding to and recovering from emergencies. It will also assist the Shire to better manage and coordinate local emergency and recovery activities.

**Background**

In December 2020 the Shire of Murray applied for AWARE grant funding following the amalgamation of the Shire of Murray and Waroona Local Emergency Management Committee's ('LEMC'). The proposal was to develop a joint comprehensive LEMA and sub plans.

On the 8 March 2021 the SoM was informed by the SEMC Secretariat that it had been successful in obtaining \$30,000 to complete the project. The project commenced on 12 April 2021.

In August 2022 LEMC recommended to Council to endorse the joint Shire of Murray and Shire of Waroona LEMA and sub plans. The LEMA and sub plans were adopted by the Shire of Waroona Council at the 23 August 2022 Ordinary Council Meeting as per resolution OCM22/08/104 and the Shire of Murray Council at the 25 August 2022 Ordinary Council Meeting as per OCM22/096.

In September 2023, it was determined by the Shire of Murray and the Shire of Waroona that the Resource Sharing contract would cease as of the 30 June 2024 for the provision of the administration and management for Emergency Management that also included the LEMC and therefore due to this, the joint LEMC would also cease as of the 30 June 2024. It was identified that due to the separation the Shire of Murray would need to undertake a complete review the LEMA suite of documents.

On 3 March 2025 the Manager Ranger and Community Safety - John Kowal sent an email to the LEMC with the amended LEMA suite of documents requesting feedback by 10 March 2025. Feedback was received from the Department of Communities and Manager of the Murray Aquatic and Leisure Centre. Subsequent amendments were made, and the final documents are attached in the appendices.

### Report Detail

It is proposed to seek Council formal endorsement of the Shire of Murray Local Emergency Management Arrangements, inclusive of the Local Recovery Plan, Local Recovery Resource Manual, Emergency Evacuation Plan and the Animal Welfare Plan as provided, pursuant to Section 41(1) of the *Emergency Management Act 2005*.

If the documents are endorsed copies will be submitted to the State Emergency Management Committee (SEMC) pursuant to section 41(5) of the *Emergency Management Act 2005* and to the District Emergency Management Committee - South Metropolitan (DEMC - South Metro).

### Council Plan

<b>Focus Area</b>	People
<b>Outcome 1</b>	A safe community.
<b>Objectives 1.1</b>	Improve community safety on land and water.
<b>Actions 1.1.7</b>	Facilitate delivery of community safety programs and initiatives.

<b>Focus Area</b>	Planet
<b>Outcome 6</b>	A resilient community equipped to respond to natural disasters and other emergencies.
<b>Objectives 6.1</b>	Minimise risks and impacts from fires, floods and other natural disasters.
<b>Actions 6.1.2</b>	Implement the Local Emergency Risk Management Plan to raise community awareness, understanding and confidence in what the Shire is doing to address bushfire risks.

### Other Strategic Links

Nil.

### Statutory Environment

Local government emergency management responsibilities are set out under the *Emergency Management Act 2005*, the relevant sections are outlined below;

**36. Functions of local government**

It is a function of a local government -

- (a) subject to this Act, to ensure that effective local emergency management arrangements are prepared and maintained for its district; and
- (b) to manage recovery following an emergency affecting the community in its district; and
- (c) to perform other functions given to the local government under this Act.

**39. Functions of local emergency management committees**

The functions of a local emergency management committee are, in relation to its district or the area for which it is established -

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

**41. Emergency management arrangements in local government district**

- (1) A local government is to ensure that arrangements **(local emergency management arrangements)** for emergency management in the local government's district are prepared.
- (2) The local emergency management arrangements are to set out -
  - (a) the local government's policies for emergency management; and
  - (b) the roles and responsibilities of public authorities and other persons involved in emergency management in the local government district; and
  - (c) provisions about the coordination of emergency operations and activities relating to emergency management performed by the persons mentioned in paragraph (b); and
  - (d) a description of emergencies that are likely to occur in the local government district; and
  - (e) strategies and priorities for emergency management in the local government district; and
  - (f) other matters about emergency management in the local government district prescribed by the regulations; and
  - (g) other matters about emergency management in the local government district the local government considers appropriate.
- (3) Local emergency management arrangements are to be consistent with the State emergency management policies and State emergency management plans.
- (4) Local emergency management arrangements are to include a recovery plan and the nomination of a local recovery coordinator.
- (5) A local government is to deliver a copy of its local emergency management arrangements, and any amendment to the arrangements, to the SEMC as soon as is practicable after they are prepared.

**42. Reviewing and renewing local emergency management arrangements**

- (1) A local government is to ensure that its local emergency management arrangements are reviewed in accordance with the procedures established by the SEMC. Local emergency management arrangements may be amended or replaced whenever the local government considers it appropriate.

**Sustainability & Risk Considerations**

*Economic - (Impact on the Economy of the Shire and Region)*

Nil.

*Social – (Quality of life to community and/or affected landowners)*

The review of the LEMA inclusive of sub-plans and the subsequent improvement in emergency management planning will have a positive impact on the community.

*Environment – (Impact on environment's sustainability)*

Nil.

**Policy Implications**

SEMC have a number of arrangements in place including the 'State Emergency Management Policy 2.5 and 6.3', 'State Emergency Management Plan 2.1.3, 5.3.2, 6.3 and 6.5', 'Local Emergency Management Arrangements Guideline', 'Local Recovery Guideline' and 'Community Evacuation in Emergencies Guideline' that sets out local government responsibilities for emergency management.

**Risk Management Implications**

<i>Risk Level</i>	<i>Comment</i>
Low	The comprehensive review of the Local Emergency Management Arrangements and sub-plans will reduce the Shire's risk exposure through the development of associated plans, structures and training to effectively coordinate local emergency management activities.

**Consultation**

Emergency Management Act 2005,  
Local Government Act 1995,  
State Emergency Management Committee,  
Local Emergency Management Committee; and,  
Relevant internal staff.

**Resource Implications****Financial**

Nil.

**Workforce**

Internal staff undertook the review of the LEMA and sub-plans.

**Options**

1. Supporting the recommendation, as provided,
2. Supporting the recommendation, with amendments; or,

3. Rejecting the proposal.

**Conclusion**

The LEMC is urged to support the recommendation presented to ensure that adequate Emergency Management plans and structures are in place in the district, to support emergency management functions and responsibilities.

## **6 REPORTS – EXTERNAL AGENCIES**

### **6.1 Agency/ Member Reports**

File Ref:	D25/9339
Author and Title:	Chantelle Goff, Emergency Management Officer / Ranger Administration
Appendices:	Item 6.1 - Appendix 1 - Department of Communities - Local Emergency Management Committee ( LEMC ) Report - 2 April 2025 Item 6.1 - Appendix 2 - Department of Fire and Emergency Services - Local Emergency Management Committee ( LEMC ) Report - 2 April 2025 Item 6.1 - Appendix 3 - Shire of Murray Emergency Management Officer/Ranger Administration - Local Emergency Management Committee ( LEMC ) Report - 2 April 2025 Item 6.1 – Appendix 4 - Shire of Murray Community Emergency Services Coordinator - Local Emergency Management Committee ( LEMC ) Report - 2 April 2025 Item 6.1 - Appendix 5 - DFES District Emergency Management Advisor - Local Emergency Management Committee ( LEMC ) Report - 2 April 2025

#### **In Brief**

##### **Department of Communities**

Report from Department of Communities is available for information at **Appendix 1**.

##### **Department of Fire and Emergency Services**

Report from Department of Fire and Emergency Services is available for information at **Appendix 2**. Further to this report B Finlay mentioned at the meeting that he will be on six (6) months annual leave in 14 days with Ricky Southgate acting in the role while he is on leave.

B Finlay advised that the DFES high threat period will be ending on 17 April 2025 with the aerial fleet staying. Any changes to this will be advised. It was also mentioned that Dwellingup VBFB will be receiving a new 1.4 tanker on Friday 4 April 2025.

##### **Shire of Murray Emergency Management Officer/Ranger Administration**

Report from Shire of Murray Emergency Management Officer/Ranger Administration is available for information at **Appendix 3**.

##### **Shire of Murray Community Emergency Services Coordinator**

Report from the Shire of Murray Community Emergency Services Coordinator is available for information at **Appendix 4**.

##### **DFES District Emergency Management Advisor**

C Willey was an apology but provided a report which is available for information at **Appendix 5**.

##### **St John Ambulance**

C Robson from St John Ambulance introduced herself and is working 4 on 4 off at Pinjarra Sub Centre. She is the District Operations Lead – Peel and is looking forward to attending more LEMC meetings in the future.

##### **Red Cross**

K Famlonga from Red Cross introduced herself and will now be included as an Ex Officio member. K Famlonga stated that she was volunteering at the time during the Waroona/Yarloop Fire. She said the Evacuation Centre at MARC was set up / managed well and it was a privilege to assist.

**Main Roads**

Brief discussion was held regarding the powerline and tree down on South Western Highway Pinjarra. M Jordan advised that the road was closed at 5:00am but will be open to one lane shortly. St John Ambulance weren't notified of the closure. M Jordan advised to sign up to the Main Roads Traffic Broadcast list to receive future notifications. C Robson stated that St Johns Ambulance should still be notified without signing up as they are impacted and it is time critical.

K Jones mentioned that a detour could have been open through Pinjarra Park races via Racecourse Road and Adelaide Road Pinjarra. There was a lot of traffic in the area. C Robson and M Jordan will discuss further out of the meeting.

**6.2 Acceptance of Late Item 6.3****Recommendation/Committee Decision LEMC25/004****Moved: B Finlay****Seconded: C Hunter**

**That the Local Emergency Management Committee accepts the late Item 6.3 – Endorsement of the Department of Communities Local Emergency Relief and Support Plan – Bindjareb Region the time being 10:32am.**

**In Favour: Cr Stuart Kirkham, Nicole Stevens, Clyde Pearson, Dan Forman, Kirrily Clarke, Brett Finlay, Ken Jones, Christine Hunter and Janice Stone**

**Against: Nil.**

**CARRIED UNANIMOUSLY 9:0**

**6.3 Endorsement of the Department of Communities Local Emergency Relief and Support Plan - Bindjareb Region****Recommendation/Committee Decision LEMC25/005****Moved: B Finlay****Seconded: C Hunter**

**That the Local Emergency Management Committee recommend to Council to:**

- 1. Receive and accept the Department of Communities Local Emergency Relief and Support Plan – Bindjareb Region; and,**
- 2. Note that the Department of Communities Local Emergency Relief and Support Plan – Bindjareb Region is a live document that is subject to regular review and amendment to ensure currency.**

**In Favour: Cr Stuart Kirkham, Nicole Stevens, Clyde Pearson, Dan Forman, Kirrily Clarke, Brett Finlay, Ken Jones, Christine Hunter and Janice Stone**

**Against: Nil.**

**CARRIED UNANIMOUSLY 9:0**



**7        MOTIONS WITHOUT NOTICE FOR DISCUSSION AT THE NEXT MEETING**

**8        NEXT MEETING**

The next Local Emergency Management Committee is to be confirmed.

**9        CLOSURE OF MEETING**

**There being no further business the Presiding Member declared the meeting closed the time being 10:45am.**

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**CHAIRPERSON**