



Agenda

Local Emergency Management Committee Meeting

Wednesday 6 August 2025 at 10:00am



Notice of Meeting

Notice is hereby given that the Local Emergency Management Committee Meeting will be held at the Lesser Hall, 1915 Pinjarra Road, Pinjarra on Wednesday, 6 August 2025 commencing at 10:00 AM.

A handwritten signature in black ink, appearing to read "Dean Unsworth".

Dean Unsworth
Chief Executive Officer

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1 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

2 ATTENDANCES/APOLOGIES/LEAVE OF ABSENCE

3 CONFIRMATION OF MINUTES OF MEETING

3.1 Local Emergency Management Committee Meeting – 2 April 2025

Recommendation

That the Minutes of the Local Emergency Management Committee Meeting held on Wednesday 2 April 2025 be noted.

4 BUSINESS ARISING FROM THE PREVIOUS MEETING

Nil.

5 BUSINESS ARISING

5.1 Local Emergency Management Committee (Standing Meeting Items)

File Ref: D25/27413
Author and Title: Chantelle Goff, Emergency Management Officer / Ranger Administration
Appendices: Item 5.1.8 - Appendix 1 - LEMC Membership Contact List - Confidential (under separate cover)

In Brief

In accordance with SEMC Procedure 3.7, the following details are provided for information.

5.1.1 Post Incident Reports

Nil.

5.1.2 Post Exercise Reports

Discussed in item 5.2.3.

5.1.3 Exercise

The Murray River Flood Exercise was held on 8 May 2025. This was organised and coordinated by DFES. It was a functional level 2 exercise that was based on a 1:100-year flood scenario which resulted in major parts of the Shire of Murray being flooded including Pinjarra.

The exercise was well organised and involved a multi-agency response with the activation of the MALC as an evacuation centre. The Shire's staff establishing and coordinating the Evacuation Centre at the MALC performed extremely well in the exercise with assistance from Department of Communities.

A post exercise report hasn't been received from DFES yet, however for the Shire of Murray there were lessons learnt from the exercise including alternate sites for the Shire Administration office, animal welfare and the establishment of recovery management. For the MALC team, improvements identified were having standalone translation/language cards, a FAQ sheet and list of pharmacies that were able to process prescriptions.

It also provided a mentoring opportunity for DFES and Shire staff. Thank you to DFES District Officer Emergency Management - Brian Penman for organising and allowing other agencies and the Shire to be involved.

5.1.4 Review Local Emergency Management Arrangements

The LEMA and sub plans were adopted at the last LEMC meeting on 2 April 2025 as per LEMC recommendation LEMC25/003 and at the Ordinary Council Meeting on 22 May 2025 as per Council Decision OCM25/052. This was a minor review to split the documents due to the joint LEMC and Resource Sharing contract with Shire of Waroona ceasing.

The Shire will be applying for AWARE funding to conduct a complete comprehensive review with the the project having to commence prior to March 2026 and be completed within 12 months. The review will include comprehensive community and stakeholder consultation and a review of the Shire's Emergency Risk Register.

5.1.5 Risk Management Update

Refer to Manager Ranger and Community Safety report in Item 6.1 – Appendix 2.

5.1.6 Review LEMC Business Plan

Waiting for finalisation of SEMC Strategic Plan.

5.1.7 Review Funding Opportunities

Refer to Manager Ranger and Community Safety report in Item 6.1 – Appendix 2.

5.1.8 LEMC Membership Contact List

The updated LEMC membership list is attached in **Appendix 1** (confidential under separate cover).

5.2 Review of Meeting Action Register

File Ref: D25/28264

Author and Title: Chantelle Goff, Emergency Management and Administration Officer

Appendices: Item 5.2 - Appendix 1 - LEMC Meeting Action Register

In Brief

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

6 REPORTS – EXTERNAL AGENCIES

6.1 Agency and Member Reports

File Ref:	D25/27414
Author and Title:	Chantelle Goff, Emergency Management Officer / Ranger Administration
Appendices:	Item 6.1 - Appendix 1 - Emergency Management and Administration Officer - LEMC Report Item 6.1 - Appendix 2 - Manager Ranger and Community Safety - LEMC Report Item 6.1 - Appendix 3 - Coordinator Ranger and Community Safety/CBFCO - LEMC Report Item 6.1 - Appendix 4 - Australian Red Cross - LEMC Report Item 6.1 - Appendix 5 - Department of Primary Industries and Regional Development - LEMC Report Item 6.1 - Appendix 6 - Alcoa - LEMC Report Item 6.1 - Appendix 7 - Murray State Emergency Services - LEMC Report Item 6.1 - Appendix 8 - Department of Fire and Emergency Services - LEMC Report

In Brief

Report from Shire of Murray Emergency Management and Administration Officer is available for information at **Appendix 1**.

Report from the Shire of Murray Manager Ranger and Community Safety is available for information at **Appendix 2**.

Report from the Shire of Murray Coordinator Ranger and Community Safety/CBFCO is available for information at **Appendix 3**.

Report from Australian Red Cross is available for information at **Appendix 4**.

Report from DPIRD is available for information at **Appendix 5**.

Report from Alcoa is available for information at **Appendix 6**.

Report from Murray SES is available for information at **Appendix 7**.

Report from DFES is available for information at **Appendix 8**.

7 MOTIONS WITHOUT NOTICE FOR DISCUSSION AT THE NEXT MEETING

8 NEXT MEETING

The next Local Emergency Management Committee meeting will be held at the Lesser Hall, 1915 Pinjarra Road, Pinjarra on Wednesday 5 November 2025 commencing at 10:00am.

9 CLOSURE OF MEETING