



Shire of Murray

Minutes

**Local Emergency Management
Committee Meeting**

Wednesday 6 August 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, 6 AUGUST 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 10:01am.

2 ATTENDANCES/APOLOGIES/LEAVE OF ABSENCE

PRESENT

SoM LEMC Chairperson - Cr Stuart Kirkham, SoM LEMC Executive Officer/Emergency Management and Administration Officer - Chantelle Goff, SoM LRC/Manager Ranger and Community Safety - John Kowal, SoM Bushfire Mitigation Officer - Paul Gibson (Proxy), LEMC Deputy Chair / OIC Pinjarra Police - Clyde Pearson, Alcoa - Mark Rodgers, St John Ambulance – Aaron Dean (Proxy).

IN ATTENDANCE

Manager Governance – Louise Pleasance (Proxy), SoM Environmental Health Assistant - Kate Djundiet (Proxy), DCBFCO – Jarron Van Elst, DFES DEMA – Cate Willey, Department of Health - Karl Gill, DBCA Lane Poole Reserve Senior Ranger - Dylan Isles, Western Power – Craig Simmons, Red Cross - Karen Famlonga and Community Rep – Christine Thompson.

ONLINE

Department of Communities - Kirrily Clarke, DPIRD Emergency Preparedness Coordinator - Felicity Wright, , Murray SES Unit Manager – Paul Dwyer and SoM Executive Support Corporate Services – Rikki Gardiner.

APOLOGIES

SoM Deputy LRC/Director Corporate Services – Tracie Unsworth, SoM Coordinator Ranger and Community Safety/CBFCO - Nicole Stevens, SoM Manager MALC - Ben Jordan, SoM Manager Environmental Health - Phil Stevens, Pinjarra VFRS - Ken Jones, DCBFCO – Justyn Bennett, DFES - Brian Penman, St John Ambulance - Christine Hunter, Pinjarra Senior High School Principal - Janice Stone and Western Power – Joel Costin.

LEAVE OF ABSENCE

Nil.

There was two (2) staff in attendance at this time.

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 5.1.3.

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 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**.

In regards to item number 09/13 the Murray River Flood Exercise was conducted on 8 May 2025 however a Local Flood Management Plan is still to be developed.

To progress with item number 01/21 the Shire sent a letter to Bedingfeld Aged Care Facility requesting a meeting to discuss emergency evacuation planning and requesting an up to date copy of their Evacuation Plan. Bedingfeld Aged Care Facility CEO – Zoe Bouwmeester has advised that the emergency plan is currently under review and being revised by FVS who manages the internal fire alarm system. She mentioned that once it has been completed she will arrange a meeting.

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
Item 6.1 - Appendix 9 - Department of Communities Emergency Relief and Support - LEMC Report
Item 6.1 - Appendix 10 - DFES District Emergency Management Advisor - 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**.

Report from Department of Communities was tabled at the meeting and is available for information at **Appendix 9**.

Report from DFES DEMA was tabled at the meeting and is available for information at **Appendix 10**.

It was raised at the meeting by SoM Emergency Management and Administration Officer – Chantelle Goff that DPIRD BEN Sign Program Co-ordinator - Marion Massam emailed information regarding Beach Emergency Number (BEN) signs. This included BEN sign locations, audits and information to share with the community. A copy will be emailed to the LEMC membership.

7 MOTIONS WITHOUT NOTICE FOR DISCUSSION AT THE NEXT MEETING

Nil.

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

There being no further business the Presiding Member declared the meeting closed the time being 10:43am.

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CHAIRPERSON