



# **Minutes**

## **Local Emergency Management Committee Meeting**

**Wednesday 6 May 2026 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 MAY 2026 AT 10.00AM**

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

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

**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 Emergency Services Planning and Mitigation - John Kowal, SoM CBFCCO/Coordinator Bushfire Management - Nicole Stevens, SoM Manager MALC - Ben Jordan, Pinjarra Police A/OIC - Harbir Pandhaal (Proxy), Dwellingup Police OIC - Dan Forman, Alcoa Emergency Services Supervisor - Mark Rodgers, Department of Communities Acting Regional Manager - Kirrily Clarke and Pinjarra Senior High School Principal - Janice Stone.

**IN ATTENDANCE**

SoM Senior Environmental Health Officer – Danica-Lea Larcombe (Proxy), DCBFCO - Justyn Bennett, DCBFCO - Jarron Van Elst and Peel Health Campus A/Disaster Preparedness Lead - Jess Vieira.

**GUESTS**

SoM Manager Ranger and Community Safety - Donna Walker, Community Rep - Christine Thompson, Alcoa EM Principal - Jake Webb, DPIRD Beach Emergency Numbers (BEN) Sign Program Co-ordinator – Marion Massam and Australian Red Cross Senior Officer - Business Development WA - Simon Allan.

**APOLOGIES**

SoM CEO – Dean Unsworth, SoM Deputy LRC/Director Corporate Services – Tracie Unsworth, SoM Manager Environmental Health - Phil Stevens, DCBFCO - Brendan Webster, LEMC Deputy Chair / OIC Pinjarra Police - Clyde Pearson, DFES Acting District Officer Rural - Ricky Southgate, Murray SES Unit Manager - Paul Dwyer, Pinjarra VFRS Captain - Ken Jones, St John Ambulance - Aaron Dean and DFES District Emergency Management Advisor - Cate Willey.

**LEAVE OF ABSENCE**

Nil.

There was one (1) member of staff in attendance.

**3 CONFIRMATION OF MINUTES OF MEETING**

**3.1 Local Emergency Management Committee Meeting – 5 November 2025**

**Recommendation**

**That the Minutes of the Local Emergency Management Committee Meeting held on Wednesday 5 November 2026 be noted.**

**4 BUSINESS ARISING FROM THE PREVIOUS MEETING**

Nil.

**5 BUSINESS ARISING**

**5.1 Review of Meeting Action Register**

File Ref: D26/17342

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

Appendices: Item 5.1 - Appendix 1 - LEMC Meeting Action Register

**In Brief**

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

## **5.2 Local Emergency Management Committee (Standing Meeting Items)**

File Ref: D26/19681  
Author and Title: Chantelle Goff, Emergency Management and Administration Officer  
Appendices: Item 5.2.8 - Appendix 1 - LEMC Membership Contact List

### **In Brief**

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

#### **5.2.1 Post Incident Reports**

Nil.

#### **5.2.2 Post Exercise Reports**

Nil.

#### **5.2.3 Exercises**

Refer to Manager Emergency Services Planning and Mitigation/Local Recovery Coordinator report in **Item 6.1 – Appendix 2**.

#### **5.2.4 Review Local Emergency Management Arrangements**

Refer to Manager Emergency Services Planning and Mitigation/Local Recovery Coordinator in **Item 6.1 – Appendix 2**.

#### **5.2.5 Risk Management Update**

Refer to Manager Emergency Services Planning and Mitigation/Local Recovery Coordinator report in **Item 6.1 – Appendix 2**.

#### **5.2.6 Review LEMC Business Plan**

The SEMC Strategic Plan 2026-29 was distributed at the last LEMC meeting. DFES District Emergency Management Advisor – Cate Willey has advised that the SEMC Business Unit will work with the LEMC to implement the Plan through the development of relevant work plans.

#### **5.2.7 Review Funding Opportunities**

##### **Disaster Ready Fund**

Round 4 of the [Disaster Ready Fund](#) is expected to open in mid-2026.

#### **5.2.8 LEMC Membership Contact List**

The updated LEMC membership list is attached in **Item 5.2.8 - Appendix 1** (confidential).

Murray District Hospital is now under the governance of Peel Health Campus therefore their new contact will be from Peel Health Campus instead of Rockingham Hospital Manager Disaster Preparedness & Emergency Management - Peter Currell. Peel Health Campus A/Disaster Preparedness Lead - Jess Vieira was present at the meeting and has been added to the LEMC membership contact list. She will advise if the contact changes.

Karen Famlonga and David Howard from Australian Red Cross have resigned. Once Australian Red Cross fill the vacant positions we will be advised of the new LEMC contact.

Cherie Sandilands no longer works for Department of Primary Industries and Regional Development (DPIRD) and Felicity Wright is on secondment at the moment. Chantelle Goff will follow up new contact from DPIRD and pass onto the LEMC membership.

### 5.3 Australian Red Cross TeleRedi Heatwave Program

File Ref: D26/19780  
Author and Title: Chantelle Goff, Emergency Management and Administration Officer  
Appendices: Item 5.3 - Appendix 1 - Australian Red Cross TeleRedi Heatwave Program Brochure  
Item 5.3 - Appendix 2 - Australian Red Cross TeleRedi Heatwave Program Poster

#### In Brief

Simon Allan from Australian Red Cross provided a presentation at the meeting regarding their new TeleRedi Heatwave Program. The program is funded by the WA Government and is completely free to use.

TeleRedi provides critical support for adults (18+) who may be at increased risk during extreme heat, including people who are:

- Physically or socially isolated
- Living with a disability, chronic health condition, or mental health concerns
- Elderly, frail, or recovering from illness
- Caring for someone at risk
- Living alone, with someone equally at risk, or in shared accommodation but socially isolated

Aged care providers are not eligible.

When a heatwave is activated by the Department of Health, Australia Red Cross volunteers proactively call registered clients to:

- Check how they are feeling and identify any signs of heat stress
- Provide reassurance and important safety information
- Support connection and wellbeing
- Provide Psychological First Aid if required
- Escalate concerns to emergency contacts or emergency services where required
- Arrange follow-up calls as needed

Ahead of the season, Red Cross also contact clients to support them with heatwave preparedness activities.

Community members can register themselves or a loved one for the free TeleRedi service by visiting [TeleRedi Eligibility and Registration Form FY2025/2026](#)

The attached flyer and poster can be shared with community members – refer to **Item 5.3 - Appendix 1 and Appendix 2**. Further information is available on <https://www.redcross.org.au/teleredi/> or by contacting **1800 188 071** or [teleredi@redcross.org.au](mailto:teleredi@redcross.org.au)

### 5.4 Beach Emergency Number (BEN) Signs

File Ref: D26/19788  
 Author and Title: Chantelle Goff, Emergency Management and Administration Officer  
 Appendices: Item 5.4 - Appendix 1 - Beach Emergency Number ( BEN ) Signage Installation Map - Shire of Murray

#### In Brief

Marion Massam from Department of Primary Industries and Regional Development (DPIRD) provided a presentation at the meeting on Beach Emergency Number (BEN) Signs.

BEN stands for Beach Emergency Number. The BEN system is a unique coding system designed to improve emergency response times by installing signs with unique numbers at beach access points.

The unique code based on an area prefix followed by a one-to-four-digit number is displayed on green and red signs, referred to as BEN signs, which can be seen on coastal paths and beach access points, harbours, estuaries, rivers, boat ramps and fishing platforms. This code is linked to the coordinates for the location of the sign. The official location name, address, suburb and nearest intersection are also on the signs.

These signs provide specific location information, vital when emergency services are deployed in the event of a shark sighting, attack or other beach emergencies. Information is integrated into computer-aided dispatch systems used by emergency services such as ambulance, police and Surf Life Saving WA.

The below four BEN signs are installed in the Shire of Murray -



Locations of BEN signs can be found here - [www.sharksmart.com.au/staying-safe/beach-emergency-numbers/](http://www.sharksmart.com.au/staying-safe/beach-emergency-numbers/) or as per the attached map in **Item 5.4 - Appendix 1**.

Chantelle Goff thanked Marion Massam for her assistance with the BEN signs. Replacement BEN signs have been ordered from Jason Signmakers for Tonkin Drive, Robert Bay and Herron Point Boat Ramp. Once received they will be installed.

## 6 REPORTS – EXTERNAL AGENCIES

### 6.1 Agency and Member Reports

File Ref: D26/19826  
Author and Title: Chantelle Goff, Emergency Management and Administration Officer  
Appendices: Item 6.1 - Appendix 1 - Shire of Murray Emergency Management and Administration Officer - LEMC Report  
Item 6.1 - Appendix 2 - Shire of Murray Manager Emergency Services Planning and Mitigation/Local Recovery Coordinator - LEMC Report  
Item 6.1 - Appendix 3 - Shire of Murray Chief Bush Fire Control Officer (CBFCO) - LEMC Report  
Item 6.1 - Appendix 4 - Main Roads WA - LEMC Report  
Item 6.1 - Appendix 5 - Peel Health Campus - LEMC Report  
Item 6.1 - Appendix 6 - Department of Communities - LEMC Report  
Item 6.1 - Appendix 7 - DFES District Emergency Management Advisor - LEMC Report

#### In Brief

Report from Shire of Murray Emergency Management and Administration Officer - Chantelle Goff is available for information at **Item 6.1 - Appendix 1**.

Report from the Shire of Murray Manager Emergency Services Planning and Mitigation/Local Recovery Coordinator - John Kowal is available for information at **Item 6.1 - Appendix 2**.

Report from the Shire of Murray Chief Bush Fire Control Officer - Nicole Stevens is available for information at **Item 6.1 - Appendix 3**. There is a slight change to Item 1.3 Operations on the report that was submitted on 23 April 2026. On 30 April 2026 the Restricted Burning Time was shortened and concluded on 00.01hours on Saturday 2 May 2026.

Report from Main Roads WA - Bruce Hancock is available for information at **Item 6.1 - Appendix 4**.

Report from Peel Health Campus - Acting Disaster Preparedness Lead - Jess Vieira is available for information at **Item 6.1 - Appendix 5**.

Report from Department of Communities A/Regional Manager - Kirrily Clarke was tabled at the meeting and is available for information at **Item 6.1 - Appendix 6**.

Department of Fire and Emergency Services District Emergency Management Advisor - Cate Willey was an apology however she provided a report which is available for information at **Item 6.1 - Appendix 7**.

**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 August 2026 commencing at 10:00am.

**9 CLOSURE OF MEETING**

There being no further business the Presiding Member declared the meeting closed the time being 11:08am.

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**CHAIRPERSON**