



Shire of Murray

Minutes

**Local Emergency Management
Committee Meeting**

Wednesday 5 August 2026 at 10:00am

Table of Contents

1	DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS.....	3
2	ATTENDANCES/APOLOGIES/LEAVE OF ABSENCE	3
3	CONFIRMATION OF MINUTES OF MEETING	4
	3.1 Local Emergency Management Committee Meeting – 6 May 2026	4
4	BUSINESS ARISING FROM THE PREVIOUS MEETING	4
5	BUSINESS ARISING.....	5
	5.1 Review of Meeting Action Register.....	5
	5.2 Local Emergency Management Committee (Standing Meeting Items)	6
6	REPORTS – EXTERNAL AGENCIES	7
	6.1 Agency and Member Reports.....	7
7	GENERAL BUSINESS	9
	7.1 Acceptance of Late Item 7.2.....	9
	7.2 Confirmation of facilities on the Department of Communities State Evacuation Register 2026/2027	9
8	MOTIONS WITHOUT NOTICE FOR DISCUSSION AT THE NEXT MEETING.....	11
9	NEXT MEETING.....	11
10	CLOSURE OF MEETING	11

**MINUTES OF SHIRE OF MURRAY
LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING
HELD AT THE LESSER HALL, 1915 PINJARRA ROAD, PINJARRA
ON WEDNESDAY, 5 AUGUST 2026 AT 10.00AM**

1 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The Presiding Member Cr Stuart Kirkham declared the meeting open the time being 10:01am.

2 ATTENDANCES/APOLOGIES/LEAVE OF ABSENCE

ATTENDANCES

Voting Members

SoM LEMC Chairperson - Cr Stuart Kirkham, SoM LEMC Executive Officer/Emergency Management and Administration Officer - Chantelle Goff, SoM LRC/Emergency Management and Resilience Coordinator - John Kowal, SoM CBFCO - Robert "Bluey" Wilson, SoM Manager MALC - Ben Jordan, LEMC Deputy Chair / OIC Pinjarra Police - Clyde Pearson, Alcoa Emergency Services Supervisor - Mark Rodgers, Department of Communities Acting Regional Manager - Korrily Clarke, DFES District Officer Wellington - Ricky Southgate, Murray SES Unit Manager - Paul Dwyer, Pinjarra VFRS Captain - Ken Jones and St John Ambulance Peel Operations Lead - Carla Robson.

Ex-Officio Members

SoM Manager Environmental Health - Phil Stevens, SoM DCBFCO - Jarron Vanelst and DFES District Emergency Management Advisor - Cate Willey.

Guests

SoM Manager Rangers and Emergency Management - Donna Walker, SoM Emergency Management and Mitigation Coordinator - Nicole Stevens, Link EM Consultant - Karen Edmeades, Alcoa Emergency Services Officer - Gabby Leithhead and NBN Community Engagement Specialist South West EMLO - Justine Esmonde.

APOLOGIES

Voting Members

St John Ambulance Station Manager - Christine Hunter and Pinjarra Senior High School Principal - Janice Stone.

Ex-Officio Members

SoM CEO – Dean Unsworth, SoM DCBFCO - Justyn Bennett, Peel Health Campus A/Disaster Preparedness Lead - Elle Reed, Main Roads WA Maintenance Planning Manager – Bruce Hancock.

Guests

Community Rep - Christine Thompson.

3 CONFIRMATION OF MINUTES OF MEETING

3.1 Local Emergency Management Committee Meeting – 6 May 2026

Recommendation

That the Minutes of the Local Emergency Management Committee Meeting held on Wednesday 6 May 2026 be noted.

4 BUSINESS ARISING FROM THE PREVIOUS MEETING

Nil.

5 BUSINESS ARISING

5.1 Review of Meeting Action Register

File Ref: D26/34036

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

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

In Brief

The current Meeting Action Register is attached in **Item 5.1 - Appendix 1**. The outstanding meeting items will be followed up.

5.2 Local Emergency Management Committee (Standing Meeting Items)

File Ref: D26/34037
Author and Title: Chantelle Goff, Senior Administration Officer Rangers and Emergency Management
Appendices: Item 5.2 - Appendix 1 - LEMC Membership Contact List (Confidential)

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

Manager Rangers and Emergency Management – Donna Walker advised that the Shire is currently liaising with Police to organise a LEMC exercise for Hostile Act. The exercise will be held on Wednesday 4 November 2026 which will coincide with the next LEMC meeting.

Pinjarra Police OIC – Clyde Pearson will be on leave in November however it will be passed onto the Acting OIC. It was mentioned that Australind Police Sgt – Scott Starkie has previously organised a Hostile Act exercise in Harvey and may be able to share information.

5.2.4 Review Local Emergency Management Arrangements

Karen Edmeades from Link-EM provided a LEMA Review project update presentation at the meeting. A copy of the presentation is included in the LEMC Reports tabled at the meeting attachment.

Donna Walker mentioned that there is a tight timeframe for the LEMA review project which needs to be finalised by 30 September 2026. LEMC membership are requested to provide feedback as soon as possible once the draft LEMA documents are distributed as the final documents will need to be endorsed at the Ordinary Council meeting on 24 September 2026.

5.2.5 Risk Management Update

Refer to Emergency Management Resilience Coordinator – John Kowal report.

5.2.6 Review Funding Opportunities

Refer to Emergency Management Resilience Coordinator – John Kowal report.

5.2.7 LEMC Membership Contact List

The updated LEMC membership list is attached in **Item 5.2 - Appendix 1 (Confidential)**.

6 REPORTS – EXTERNAL AGENCIES

6.1 Agency and Member Reports

File Ref:	D26/34041
Author and Title:	Chantelle Goff, Senior Administration Officer Rangers and Emergency Management
Appendices:	Item 6.1 - Appendix 1 - Shire of Murray Senior Administration Officer Rangers and Emergency Management - LEMC Report Item 6.1 - Appendix 2 - Department of Communities - LEMC Report Item 6.1 - Appendix 3 - Alcoa - LEMC Report Item 6.1 - Appendix 4 - Main Roads WA - LEMC Report

In Brief

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

Report from Department of Communities A/Regional Manager - Kirrily Clarke is available for information at **Item 6.1 - Appendix 2**.

Report from Alcoa Emergency Services Supervisor - Mark Rodgers is available for information at **Item 6.1 - Appendix 3**.

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

Report from Shire of Murray Emergency Management Resilience Coordinator - John Kowal was tabled at the meeting. This report is included in the LEMC Reports tabled at the meeting attachment.

Report from DFES District Emergency Management Advisor - Cate Willey was tabled at the meeting. This report is included in the LEMC Reports tabled at the meeting attachment.

Report from DFES District Officer Wellington - Ricky Southgate was tabled at the meeting. This report is included in the LEMC Reports tabled at the meeting attachment.

Murray SES Unit Manager - Paul Dwyer

Paul Dwyer stated that he will be in Europe in September and October 2026 therefore Lisa Busuttil will be Acting Unit Manager during that time.

St John Ambulance Peel Operations Lead - Carla Robson

Carla Robson advised that she was away for 8 months on secondment but has now returned. St John Ambulance are trying to attract more volunteers to the Dwellingup area with a targeted recruitment drive. This will minimise the impact on Pinjarra and Waroona sub stations.

Manager Rangers and Emergency Management - Donna Walker

Donna Walker introduced herself and advised that the Shire Rangers and Emergency Management has recently had a restructure with changes to titles, roles and responsibilities. Donna Walker will be reviewing the LEMC Terms of Reference which will include title/role changes, include standard quarterly meeting topics for example Seasonal Reviews/Preparedness, LEMC exercise schedule etc... Once amended the draft Terms of Reference will be sent to the LEMC membership for review prior to endorsement at a future meeting.

NBN Community Engagement Specialist South West EMLO - Justine Esmonde

Justine Esmonde was a guest and invited to provide an update. Justine advised that NBN are currently promoting fibre updates through Pinjarra and the South West. From 26 August 2026 the NBN website will be updated to include an address and suburb search function for outages however it will only include fibre areas not wireless and satellite areas. The search will include current and upcoming outages up to twelve days ahead of time.

7 GENERAL BUSINESS

7.1 Acceptance of Late Item 7.2

Recommendation/Committee Decision LEMC26/001

Moved: C Goff

Seconded: J Kowal

That the Local Emergency Management Committee accepts the late Item 7.2 – Confirmation of facilities on the Department of Communities State Evacuation Register 2026/2027 the time being 10:30am.

CARRIED UNANIMOUSLY 12:0

7.2 Confirmation of facilities on the Department of Communities State Evacuation Register 2026/2027

Recommendation/Committee Decision LEMC26/002

Moved: C Goff

Seconded: J Kowal

That the Local Emergency Management Committee:

- 1. Review and endorse the identified facilities for inclusion on the Department of Communities State Evacuation Register for 2026/2027.**
- 2. Confirm that the facilities have been considered against locally identified hazard risks and community requirements.**
- 3. Request Hazard Management Agency representatives to advise of any hazard-specific concerns that may affect the suitability of the identified facilities for evacuation, refuge, or shelter purposes; and,**
- 4. Recommend any additions, removals or amendments to facility records prior to submission to the Department of Communities.**

CARRIED UNANIMOUSLY 12:0

Background

The State Support Plan – Emergency Relief and Support documents the arrangements for the strategic management and coordination of emergency relief and support services under the Western Australian's State Emergency Management arrangements.

Under the State's Emergency Management Arrangements, Local Governments are required to identify evacuation centres suitable for relevant hazards and/or communities. When identifying potential evacuation centre locations, the Local Government Authority, in collaboration with the Local Emergency Management Committee and relevant emergency management agencies, determine that facilities are appropriate for hazards that are high risk to the area.

The Arrangements identifies the Department of Communities to maintain a record of evacuation centres across the State and to provide this to Hazard Management or Controlling Agencies as required, for consideration during emergency evacuation planning and response activities. The State Evacuation Register is not a public register.

Annual review of facilities provides an opportunity for Local Governments and emergency management partners to confirm that facilities remain appropriate having regard to local hazard risks, community requirements and operational considerations.

Current Situation:

The following facilities are currently recorded on the Department of Communities State Evacuation Register for the Shire of Murray.

Facility	Address	Capacity	Hazard Considerations
Murray Aquatic and Leisure Centre	16 Camp Road, Pinjarra	1068 / 217	Flood inundation
Pinjarra Civic Centre	1915 Pinjarra Road, Pinjarra	348 / 80	Flood inundation

The Department of Communities requests that:

1. LEMC members:
 - Review the nominated facilities.
 - Confirm their ongoing suitability for the hazards relevant to the district.
 - Identify any known operational limitations or upcoming infrastructure projects (within the 2026-27 season).
 - Recommend any additions, removals or amendments to the Register.
2. HMA representatives confirm whether any known hazard-specific considerations would affect the suitability of the identified facilities, including:
 - flood inundation;
 - bushfire exposure;
 - cyclone vulnerability;
 - hazardous materials risks;
 - access and egress constraints;
 - isolation risks; and,
 - any other operational considerations.

Where concerns are identified, members are requested to provide recommendations for alternative facilities or mitigation measures.

8 MOTIONS WITHOUT NOTICE FOR DISCUSSION AT THE NEXT MEETING

Nil.

9 NEXT MEETING

The next Local Emergency Management Committee meeting will be held on Wednesday 4 November 2026 commencing at 10.00am.

10 CLOSURE OF MEETING

There being no further business the Presiding Member declared the meeting closed the time being 11:04am.


.....
CHAIRPERSON