Shire of Murray

Appendices

Local Emergency Management Committee Meeting

Wednesday 4 November 2026 at 10:00am

Table of Contents

5.1 Review of Meeting Action Register

Appendix 1 Item 5.1 - Appendix 1 - LEMC Meeting Action Register 4

5.2 Local Emergency Management Committee (Standing Meeting Items)

Appendix 1 Item 5.2 - Appendix 1 - LEMC Membership Contact List (Confidential)..... 6

6.1 Agency and Member Reports

Appendix 1 Item 6.1 - Appendix 1 - Shire of Murray Senior Administration Officer Rangers and Emergency Management - LEMC Report 8

Appendix 2 Item 6.1 - Appendix 2 - Shire of Murray Emergency Management Resilience Coordinator - LEMC Report 9

Appendix 3 Item 6.1 - Appendix 3 - St John Ambulance - LEMC Report 11

Appendix 4 Item 6.1 - Appendix 4 - Main Roads WA - LEMC Report 13

Appendix 5 Item 6.1 - Appendix 5 - Department of Communities - LEMC Report..... 20

Shire of Murray

Local Emergency Management Committee
Meeting Action Register

Meeting Date Raised	Item №	Agenda Item №	Subject	Action	Responsible Officer	Completion Date / Status
27 November 2013	09/13	7.1 Appendix 4	**AWARE ERM Report** *Risk Reference 35 – Flood/Flash flooding* Develop a Local Flood Management Plan	**03/11/2021** – SES to follow up. **12/03/2025** – Murray River flood exercise currently being developed by DO Emergency Management – Brian Penman. The exercise is scheduled for Thursday 8 May 2025. LEMC membership will be invited to attend. **08/05/2025** - Murray River flood exercise conducted however a Local Flood Management Plan is still to be developed.	D/O Natural Hazards DFES Unit Manager Murray SES	Deferred
17 February 2021	01/21	6.6	Evacuation Workshop to be organised with Bedingfeld Aged Care Facility	**01/11/2023** – J Kowal to follow up previous information about the Evacuation Workshop with Bedingfield Aged Care Facility. **02/04/2025** – Discussed at LEMC meeting. 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. **28/07/2025** – Letter sent to Bedingfeld Aged Care Facility requesting meeting to discuss emergency evacuation planning. **06/08/2025** - Bedingfeld Aged Care Facility CEO – Zoe Bouwmeester has advised that the emergency plan is currently under review and being revised by FVS who manage the internal fire alarm system. She mentioned that once it has been completed, she will arrange a meeting with the Shire.	Bedingfeld Aged Care Facility and LEMC membership	In Progress
~~1 November 2023~~	~~01/23~~	~~4.1~~	~~Murray Airfield Plane Crash exercise.~~	~~**01/11/2023** – J Kowal to arrange a meeting with the LEMC Chairpersons, DFES and Police to discuss and develop LEMC exercise that may include a Murray Airfield Plane Crash scenario.~~ ~~**06/08/2025** – J Kowal has been liaising with B Penman regarding this and will provide an update an update at the next meeting.~~ ~~**21/10/2025** - Future exercises and dates to be determined and included as part of LEMC Business Plan.~~	~~Shire of Murray~~	~~Removed – Added to EM Workplan~~

Meeting Date Raised	Item Nº	Agenda Item Nº	Subject	Action	Responsible Officer	Completion Date / Status
				~~**28/10/2026** – J Kowal has developed a draft Emergency Management Workplan which will include the Murray Airfield Plan Crash exercise in the exercise schedule. Therefore, this will be removed from the action register.~~		

LEMC Membership Contact Register

(As at 28 October 2026)

NOTE: The contents of this LEMC contact register are considered as strictly private & confidential and the contents are not to be provided to any member of the public unless prior approval is provided by the Shire of Murray CEO.

Voting Members			
Organisation	Name	Address	Contact Details
Shire of Murray	Cr. Stuart Kirkham (Councillor / LEMC Chairperson)	[redacted]	
	Chantelle Goff (LEMC Executive Officer / Senior Administration Officer Rangers and Emergency Management)		
	John Kowal (Local Recovery Coordinator / Emergency Management Resilience Coordinator)		
	Robert "Bluey" Wilson (Chief Bush Fire Control Officer)		
	Ben Jordan (Manager Murray Aquatic & Leisure Centre)		
WAPOL (Pinjarra)	Snr Sgt. Clyde Pearson (LEC / LEMC Deputy Chairperson / Pinjarra – OIC)		
WAPOL (Dwellingup)	Sgt. Dan Forman (Dwellingup Police Station)		
Alcoa Australia (1 x Representative per meeting)	Mark Rodgers (Emergency Services Supervisor - Pinjarra Refinery) Jake Webb (Emergency Management Principal)		
Bedingfeld Park Inc	Zoe Bouwmeester (Chief Executive Officer)		
Department of Communities - Child Protection and Family Support	Kirrily Clarke (Acting Regional Manager)		
Department of Fire and Emergency Services (DFES) (1 x Representative per meeting)	Brian Penman (District Officer – Emergency Management) Ricky Southgate (Acting District Officer Rural)		
Murray SES	Paul Dwyer (Unit Manager)		
Pinjarra Volunteer Fire & Rescue Service	Ken Jones (Brigade Captain)		
St John Ambulance (1 x Representative per meeting)	Christine Hunter (Station Manager – Pinjarra Sub Centre) Carla Robson (District Operations Lead) Aaron Dean (Operations Lead Peel)		

Network of Schools Representative	(Pinjarra Senior High School Principal) Jen McCarthy (Pinjarra Primary School Principal)	[redacted]	

Ex-Officio Members			
Organisation	Name	Address	Contact Details
Shire of Murray	Dean Unsworth (Chief Executive Officer)	[redacted]	
Shire of Murray	TBC (Deputy Local Recovery Coordinator)		
Shire of Murray	Phil Steven (Manager Environmental Health)		
Shire of Murray (1 x Representative per meeting)	Justyn Bennett (Deputy Chief Bush Fire Control Officer) Brendan Webster (Deputy Chief Bush Fire Control Officer) Jarron Van Elst (Deputy Chief Bush Fire Control Officer)		
DFES (Emergency Management)	Cate Willey (District Emergency Management Advisor – Metropolitan Operations)		
Department of Health Peel Health Campus	Elle Reed (A/Disaster Preparedness Lead)		
DBCA - Parks and Wildlife Service	Dylan Isles (Senior Ranger – Lane Poole Reserve)		
Department of Primary Industries and Regional Development	TBC		
Harvey Water	Cameron Norris (WHS Advisor)		
Main Roads WA	Bruce Hancock (Maintenance Planning Manager)		
Water Corporation	Teagan Allen (Snr Tech Adv - Water Operations (TaRR)		
Western Power	Tim Cooper (Team Leader - Pinjarra)		
Red Cross	Vacant		

Guests			
Organisation	Name	Address	Contact Details
Community Representative - Shire of Murray	Christine Thompson JP (Representative)	[redacted]	

Local Emergency Management Committee
Member Report

Agency	**Shire of Murray**
Position	**Senior Administration Officer Rangers and Emergency Management**
Report Author [Name]	**Chantelle Goff**
Report Date	**28 October 2026**

1.1 Priorities / Risks / Critical Issues

Evacuation Centre Annual Review
I am currently working on the annual review of the Evacuation Centres (Pinjarra Civic Centre and Murray Aquatic and Leisure Centre) to send through to Department of Communities.

1.2 Training / Meetings

WALGA LEMA Masterclass
I attended the WALGA LEMA Masterclass held on 31 August and 1 September 2026 in West Leederville.

Day 1 was for building an understanding of the new LEMA templates/guidance and applying the knowledge within our own LG context for the Local Emergency Management Plan (LEMP). Day 2 focused on practical information, actions and processes required for the Incident Support Handbook and Emergency Management Workplan.

As mentioned in John Kowal's report the new Shire of Murray LEMP has been endorsed by Council, noted at the South Metro DEMC meeting and is going to be tabled at the next SEMC meeting.

Next steps -
Donna Walker and John Kowal have registered for the LEMA Masterclass being held on 29-30 March 2027.

WALGA LEMA Implementation Project Officer – Catherine Feeney has been providing online peer support and coaching for all LG's that attended the masterclass. Donna, John and I are arranging to meet with Catherine prior to the next masterclass to go through next steps for the Shire of Murray.

Key Resources
- **New LEMA Resources:** Local Emergency Management Arrangements (LEMA) | Engage WA Emergency Management
- **Further Information on LEMA Implementation:** Local Emergency Management Arrangements (LEMA) | WALGA

Shire of Murray

Local Emergency Management Committee
Member Report

Agency	Shire of Murray
Position	Emergency Management and Resilience Coordinator
Report Author [Name]	John Kowal
Report Date	4 November 2026

Please do not change the format of this report. Delete the headings that may not be applicable to your report.

1.1 Emergency Management Achievements

- The Local Emergency Management Plan, Local Emergency Management Recovery Plan and Local Emergency Management Evacuation Plan (Plans) were endorsed at the Ordinary Council Meeting held on the 24 September 2026. The DEMC noted the Plans at its meeting held on the 21 October 2026 and the Plans were circulated to SEMC members on the 22 October 2026 to be tabled at the next SEMC meeting for noting.
- Final stages for the development of the following plans:
  - Incident Support Handbook
  - Plan for Animal Welfare in Emergencies (PAWE)
  - Plan for Persons at Higher Risk

The abovementioned plans will be reviewed by Shire EM staff prior to being circulated to LEMC members.

1.2 Priorities / Risks / Critical Issues

- The development of the Shire's new Bushfire Risk Management Plan has been completed and has been reviewed by the Office of Bushfire Management (OBRM). OBRM has provided its informal endorsement of the BRMP and Shire staff are currently undertaking the process for formal OBRM endorsement and once this has been achieved, the new BRMP will go to the Ordinary Council Meeting in November 2026 for consideration.
- The draft Workplan for 2026 – 2028 has been completed and currently being reviewed by Shire EM staff and DEMC Advisor.

1.3 Exercises

A suite of exercise documents has been developed to coincide with the risks as identified with the recent review of the LEMA. The exercise suite of exercise documents has been developed to comply with the SEMC Western Australia Managing Exercises Guideline and includes the various exercise templates as provided by SEMC.

1.4 Training

Nil formal training to report - apart from bushfire season outlook webinar's.

1.5 Operations

- Inspections are currently being undertaken of Shire owned and managed properties to arrange the bushfire mitigation treatments that are required for each of the properties. Along with the property inspections, there are inspections being conducted of the Shire's fire water storage tank infrastructure to ensure that they are operational for the bushfire season.
- The initial work has commenced with the project to upgrade two water storage tanks that are used for filling fire appliances at Woodlands Parade, Stake Hill and at Tranquil Retreat, Barragup.

1.6 Reviews

As stated in 1.1 and 1.1.

1.7 Other Information/Comments

- Disaster Ready Fund - Round 4 – Application has been submitted for installation of water storage tanks to support firefighting operations. Informed that the announcement of successful applications will be towards the end of October 2026, early November.
- Alcoa Bushfire Ready Fund – The Shire was successful with its application for the installation of a Fire Danger Rating (FDR) sign in Dwellingup – Pinjarra Williams Rd/Vandals Rd. Currently finalising procurement, scheduling of installation etc.

Shire of Murray

Local Emergency Management Committee
Member Report

Agency	**St John WA**
Position	**Operations Lead**
Report Author [Name]	**Aaron Dean**
Report Date	**28/10/2026**

Please do not change the format of this report. Delete the headings that may not be applicable to your report.

1.1 Emergency Management Achievements

1.2 Priorities / Risks / Critical Issues

1.3 Exercises

Emergency Management Discussion – Exercise Shield

Funded by Australian New Zealand Counter Terrorism Committee (ANZCTC)

1.4 Training

1.5 Operations

1.6 Reviews

1.7 Other Information/Comments

Main Roads Local Emergency Management Committee Report

1. General

Main Roads South West Region is committed to supporting the relevant agencies involved in Emergencies and Incidents.

It has recently reviewed and restructured its resources to be more responsive to the increasing number of Emergencies and Incidents.

We endeavour to have a representative in attendance at the Oct-Dec and Apr-June LEMC meetings. We will also have a representative at the DEMC meetings and a minimum of 2 at any Exercise.

This ensures our sustainability, rapport and knowledge is spread through the team and does not become person dependent.

We have a Customer Information Centre which is resourced 24 hours a day. They can be contacted on 138 138 for all Emergencies and Incidents.

This team will immediately notify the region of any Emergency/Incident by contacting our 24hr on Call Duty Manager.

The Duty Manager will dispatch resources as required/requested to the Emergency/Incident.

Should the situation warrant, the Duty Manager will activate the On Call Incident Manager.

The Incident Manager may then take charge as the point of contact with IC for the Incident and will activate other resources as required.

2. Resources

2.1 Incident Managers

Main Roads South West Region have 6 Incident Managers (IM) that it can call upon to respond to, manage and support the IC.

Large complex Incidents involving a number of roads may require 2 x IM's to manage the Incident.

2.2 On Scene Liaison Officers

Main Roads South West Region has 12 On Scene Liaison Officers (OSLO) to call upon. The OSLO's are generally dispatched to an Incident to make first point of contact with the IC, assess the situation and report back to the MRWA Duty Manager or IM.

The OSLO's can also assist initially by implementing a VCP as required.

They will also support our Vehicle Control Point (VCP) personnel when they are established for the duration of the Emergency/Incident.

2.3 Rapid Response Crews

Main Roads South West Region has 3 Rapid Response Crews (RRC) to call upon. The RRC's area a 2 person crew. They are designed to respond to Emergencies and Incidents and set up the initial VCP control with limited signage.

They will also support our Vehicle Control Point personnel as required.

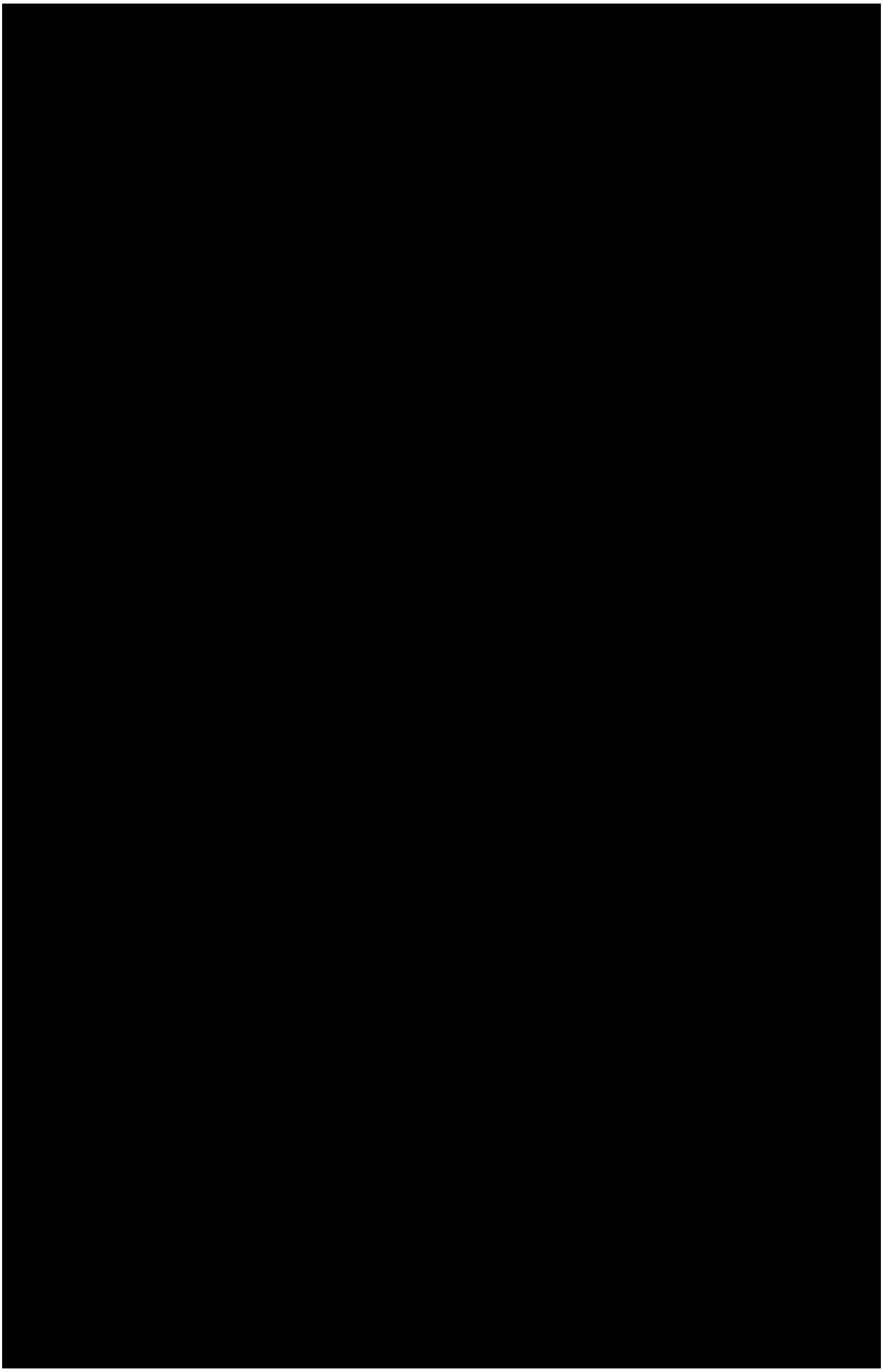
2.4 Traffic Management Crews

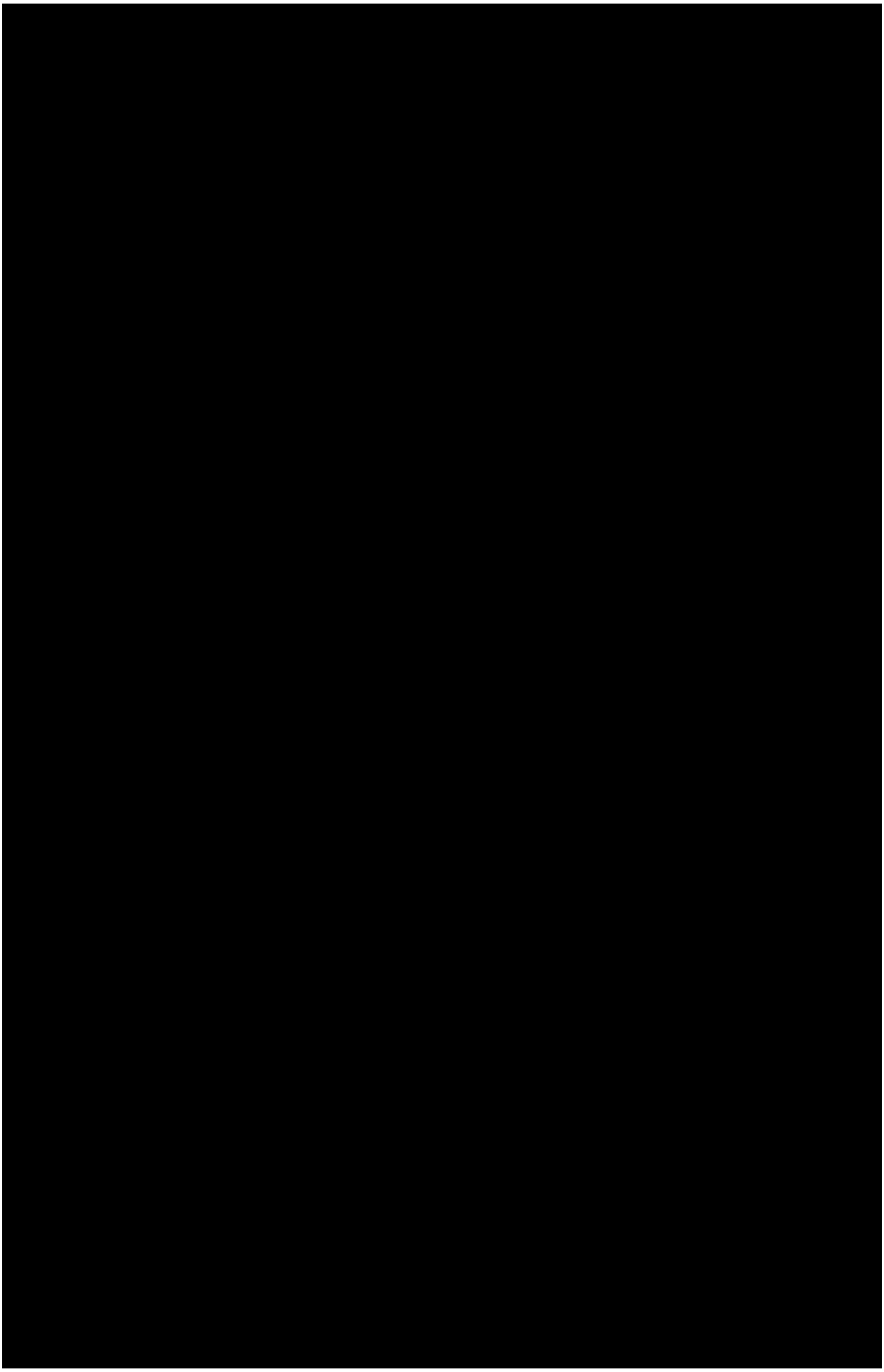
These are contract resources, Main Roads South West Region generally has 3 of these crews engaged on a daily basis. Further to these crews Main Roads is able to call on additional crews from its Contract Traffic Control providers.

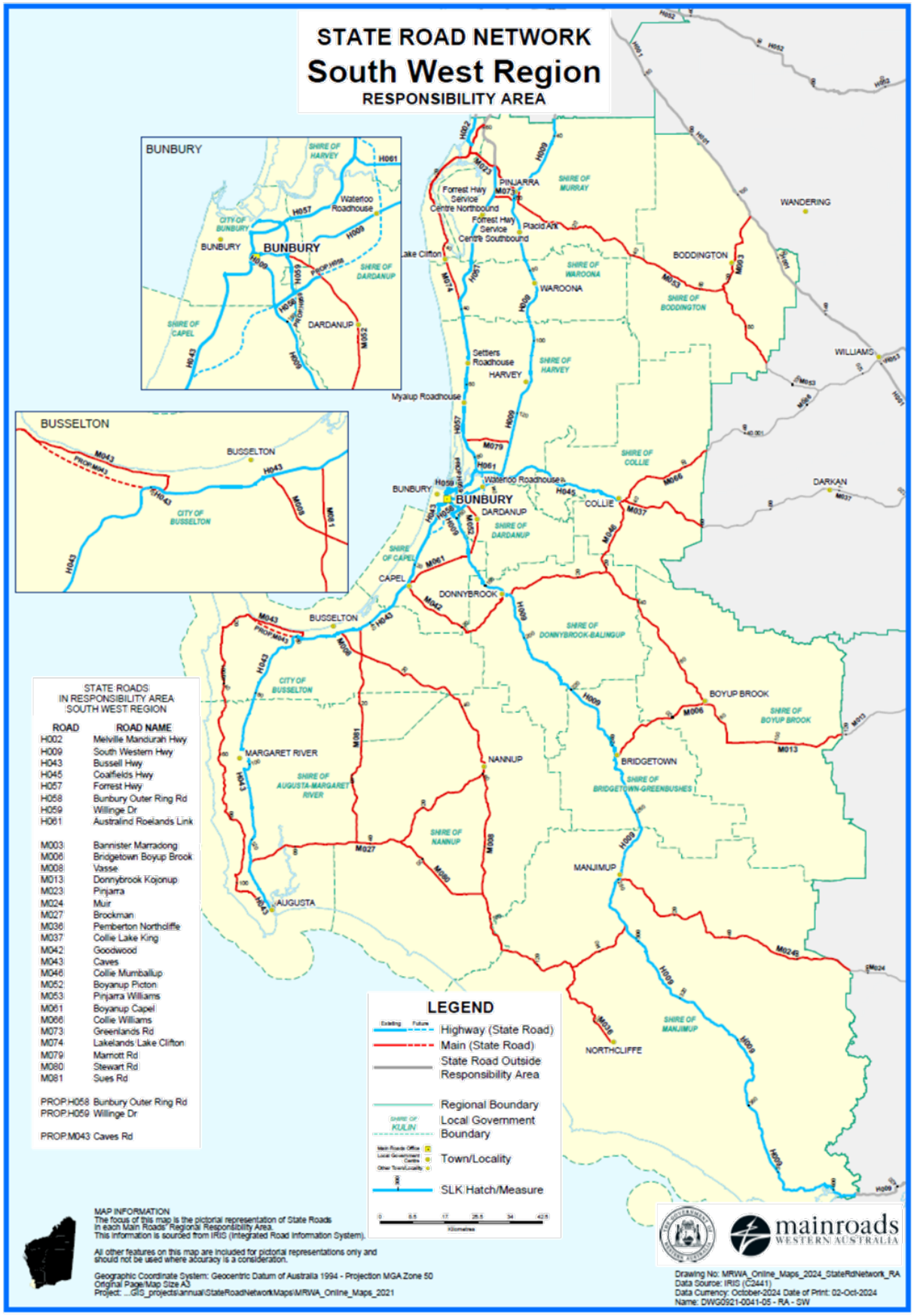
There are 3 companies Main Roads generally uses but can also call on resources outside our Region depending on the scale and location of the Incident.

These crews form the backbone of our VCP resources. Initially Main Roads will operate crews on 12 hour shifts and if the Incident is likely to extend beyond 3 days will reduce the shifts to 8hrs to manage fatigue.

Each VCP would require 4 resources for a 12 hour shift and 6 resources for an 8 Hr shift.






STATE ROAD NETWORK
South West Region
RESPONSIBILITY AREA
BUNBURY
BUSSELTON
STATE ROADS IN RESPONSIBILITY AREA SOUTH WEST REGION
ROAD ROAD NAME
H002 Melville Mandurah Hwy
H009 South Western Hwy
H043 Bussell Hwy
H045 Coalfields Hwy
H057 Forrest Hwy
H058 Bunbury Outer Ring Rd
H059 Willinge Dr
H061 Australind Roelands Link
M003 Bannister Marradong
M006 Bridgetown Boyup Brook
M008 Vasse
M013 Donnybrook Kojonup
M023 Pinjarra
M024 Muir
M027 Brockman
M036 Pemberton Northcliffe
M037 Collie Lake King
M042 Goodwood
M043 Caves
M046 Collie Mumballup
M052 Boyanup Picton
M053 Pinjarra Williams
M061 Boyanup Capel
M066 Collie Williams
M073 Greenlands Rd
M074 Lakelands Lake Clifton
M079 Marriott Rd
M080 Stewart Rd
M081 Sues Rd
PROP H058 Bunbury Outer Ring Rd
PROP H059 Willinge Dr
PROP M043 Caves Rd
LEGEND
Highway (State Road)
Main (State Road)
State Road Outside Responsibility Area
Regional Boundary
Local Government Boundary
Town/Locality
SLK Hatch/Measure
MAP INFORMATION
The focus of this map is the pictorial representation of State Roads in each Main Roads' Regional Responsibility Area.
This information is sourced from IRIS (Integrated Road Information System).
All other features on this map are included for pictorial representations only and should not be used where accuracy is a consideration.
Geographic Coordinate System: Geocentric Datum of Australia 1994 - Projection MGA Zone 50
Original Page/Map Size A3
Project: ...GIS_projects\annual\StateRoadNetwork\Maps\MRWA_Online_Maps_2021
mainroads WESTERN AUSTRALIA
Drawing No: MRWA_Online_Maps_2024_StateRdNetwork_RA
Data Source: IRIS (C2441)
Data Currency: October-2024 Date of Print: 02-Oct-2024
Name: DWG0921-0041-05 - RA - SW

Traffic Management at Incidents

Once an Incident has been declared an Incident Controller is appointed.

The agency managing the Incident will be determined by the nature and severity of the Incident.

In the case of a bushfire the responsibility may fall to the Local Government in which case generally the Local Governments Chief Fire Office may be the Incident Controller (IC).

The IC in accordance with the State Emergency Management Plan has significant powers to deal with the Incident in a timely manner and to minimise the loss of life or lose /damage of property.

One of the these powers is to take control of other agencies assets, in this case road infrastructure.

It is often necessary to close roads to prevent people from entering the Incident Site and establish Vehicle Control Points (VCP's).

This is usually delegated to WA Police in the first instance as they can deploy resources quickly to the site. Also the extent of the VCP's in relation to the Incident may rapidly evolve and they make need to be expanded/relocated to meet the demands of the Incident.

Other resources can also undertake the function of establishing VCP's at the direction of the IC. These are Local Government, Main Roads, DFES, DBCA etc.

Depending on availability of resources initially the IC may direct these resources to provide VCP's on assets that they do not normally control.

That is Local Government resources may establish a VCP on a Main Roads and visa-versa Main Roads may establish a VCP on a Local Government Rd.

Main Roads has recently reverted to inhouse Day Labour Resources.

When Main Roads are requested to attend an incident they may choose, depending on availability, to send their own staff or they may send a sub-contract Traffic Management resources.

It is important for agencies who are managing Incidents to make early direct contact with Main Roads to identify any potential or actual impact on our assets so we can best manage our response and support of the IC.

There have been a couple of recent events were an Incident affected a Main Roads asset however a request for our assistance was made very late in the day by the IC.

Due to the timing of these Incidents it meant resources where not readily available and there was a delay in responding to the Incident. This put additional strain on the people dealing with the Incident and WA Police Force (WAPOL) who were providing the VCP's.

Also when the active phase of the Incident concluded, and it moved to recovery the IC was not aware of the process for handing back the Asset to the Asset Owner.

In particular the IC must ensure the Asset is safe prior to hand back to the Asset Owner. The Asset Owner then makes their own determination if any other remedial work is required prior to the Asset Owner reopening the road.

There were also a couple of other incidents where the IC endeavoured to open a road. This is in contravention of the State Emergency Management Plan which clearly states it is the responsibility of the Asset Owner as to when and how the asset will be put back into service.

Early contact with Main Roads when Main Roads assets are or are likely to be affected will ensure a smoother management of the assets, VCP's, handback and opening of the road.

Main Roads can also assist by identifying alternate routes or detours if required for the management of traffic to avoid the incident as well as identifying timber structures such as bridges and culverts on both Main Roads and Local Government Roads.

Government of Western Australia
Department of Communities

Emergency Relief and Support

LEMC Report

Quarter 2 - 2026-2027

Regional Emergency Relief and Support contact	
Activation of Emergency Relief and Support (ERS) services is via Communities Emergency Operations Coordinator (EOC) [redacted]	
Regional Coordinator	Sue Green
Regional Coordinator South Metro	Teigan Reilly
Regional Coordinator North Metro	Ryan Hamblion
Regional Manager	Kirrily Clarke

Region specific update

1. Training

- ERS training is currently being delivered across the region prior to the higher risk season. Training will strengthen evacuation centre preparedness and clarify roles, processes and operational requirements.
- So far, we have conducted 8 sessions and trained 137 people within this region.
- Local governments and partner organisations will continue to be contacted with upcoming training opportunities.

2. Exercising

- Local governments are encouraged to include ERS early in all hazards emergency exercise planning to strengthen coordination across response and recovery.

Emergency Relief and Support update

3. Lessons Identified – Operation of Evacuation Centres

- Activations over the 2025-26 higher risk season highlighted the importance of evacuation centres being fit for purpose (capacity, infrastructure types, continued power supply etc) and assessed as suitable for local hazards.
- Key lessons from operations identified that local facilities identified for evacuation need to be planned with an understanding of their limitations and local knowledge of risks and have continuity plans for disruptions that may affect safe continued operation.

- Another key lesson is the opportunity for local governments to review facilities post activations to inform infrastructure upgrades or continuity measures, such as generators.
- These lessons reinforced the importance of the evacuation centre assessments and endorsement process LEMCs have just been asked to participate to identify risks and operational constraints that may affect facility suitability or availability during certain hazards.
- Recording these considerations and endorsement in LEMC minutes supports shared responsibility and provides a documented basis for local evacuation planning.

4. Western Australian Policy Roundtable on Aboriginal Disaster Resilience

- The National Indigenous Disaster Resilience (NIDR) Program Partnered with Department of Communities and DFES to host the WA Policy Roundtable on Aboriginal Disaster Resilience.
- The event was held on 24 September 2026 at the Bushfire Centre of Excellence, bringing together Aboriginal leaders, community representatives, emergency management practitioners, researchers and senior representatives government agencies.
- Discussions highlighted Aboriginal-led approaches to disaster resilience and identified four priority themes:
    - Improving funding and resourcing
    - Strengthening strategic recovery planning
    - Supporting Indigenous governance and enduring partnerships
    - Recognising Closing the Gap outcomes as a resilience imperative
- The Roundtable outcomes are timely in the context of broader emergency management reform, including the Colvin Review (review into National Disaster Funding arrangements) and the Comprehensive Review of WA's Emergency Management Arrangements.
- A communiqué summarising the Roundtable outcomes and recommendations is currently being finalised and will be released in October 2026 by NIDR.
- The communiqué will provide a useful opportunity to consider how Aboriginal voices and leadership can be further embedded across emergency management governance and decision-making structures. Such as in the LEMC meetings, LEMA and LERSPs.

5. WA Disability Inclusive Emergency Management Planning

- Recent work on Disability Inclusive Emergency Planning (DIEP) has highlighted the need for emergency management arrangements to better recognise the diverse needs and capabilities of people with disability.
- The findings are particularly relevant to LEMCs, supporting greater awareness of community vulnerability, local support networks and the importance of inclusive planning practices before, during and after emergencies.

- ERS has continued to contribute to this work through participation in the WA DIEP Forum and engagement with partners across the emergency management sector to strengthen disability-inclusive preparedness and recovery approaches.

Response ERS activations

- Communities continue to lead and coordinate key social recovery initiatives for major recovery programs, including the Kimberley Floods and STC Narelle.
- This work includes case coordination, wellbeing services, practical support, community recovery planning, and financial assistance programs designed to support individuals, families and communities affected by disaster