Shire of Murray

Minutes

Local Emergency Management Committee Meeting

Wednesday 4 November 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, 4 NOVEMBER 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

ATTENDANCES

Voting Members

SoM LEMC Chairperson - Cr Stuart Kirkham, SoM LEMC Executive Officer/Senior Administration Officer Rangers and Emergency Management - Chantelle Goff, Emergency Management and Resilience Coordinator - John Kowal, SoM CBFCO - Robert “Bluey” Wilson, LEMC Deputy Chair / Acting OIC Pinjarra Police - Harbir Pandhaal (Proxy), DFES District Officer Wellington - Ricky Southgate, Pinjarra VFRS Captain - Ken Jones and St John Ambulance Operations Lead - Aaron Dean, Pinjarra Senior High School Principal - Janice Stone and Pinjarra Primary School Principal - Jen McCarthy.

Ex-Officio Members

SoM Manager Environmental Health - Phil Stevens, Peel Health Campus Acting Disaster Preparedness Lead - Elle Reed and Western Power - Aiden Fotheringhame (Proxy).

Guests

SoM Manager Rangers and Emergency Management - Donna Walker, SoM Emergency Management and Mitigation Coordinator - Nicole Stevens, SoM Manager Governance and Risk – Lauren Townsend and Western Power – Craig Simmons.

APOLOGIES

Voting Members

SoM Manager MALC - Ben Jordan, LEMC Deputy Chair / OIC Pinjarra Police - Clyde Pearson, Department of Communities Acting Regional Coordinator - Teigan Reilly and Murray SES Unit Manager - Paul Dwyer.

Ex-Officio Members

SoM CEO – Dean Unsworth, SoM DCBFCO - Jarron Vanelst, Main Roads WA Maintenance Planning Manager – Bruce Hancock, DFES District Emergency Management Advisor - Cate Willey.

Guests

Community Representative - Christine Thompson.

3 CONFIRMATION OF MINUTES OF MEETING

3.1 Local Emergency Management Committee Meeting – 2 September 2026

Recommendation

That the Minutes of the Local Emergency Management Committee Meeting held on Wednesday 2 September 2026 be noted.

4 BUSINESS ARISING FROM THE PREVIOUS MEETING

Nil.

5 BUSINESS ARISING

5.1 Review of Meeting Action Register

File Ref: D26/50645
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**.

Shire of Murray Emergency Management Resilience Coordinator - John Kowal is in the process of developing a draft SoM Emergency Management Workplan that will capture item number 01/23 – Murray Airfield Plan Crash Exercise in the exercise schedule. Therefore, the action will be removed from the meeting action register.

5.2 Local Emergency Management Committee (Standing Meeting Items)

File Ref: D26/50647
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

Acting Senior Sergeant - Harbir Pandhaal from Pinjarra Police facilitated a discussion-based Hostile Act exercise at the meeting named “Exercise Murray Shield”.

The purpose of the exercise was to:

- Familiarise LEMC members with the Hazard Management Agency response to a hostile act offender incident.
- Explore how local agencies support WAPOL during the response phase.
- Identify potential recovery requirements and arrangements following a traumatic incident affecting the community.
- Test emergency management considerations for a large community event or busy public location.
- Assess whether hostile act arrangements should be considered in future reviews of local emergency management arrangements.

Participants were requested to bring relevant agency plans, contact lists and local emergency management documents.

Exercise observations, gaps and agreed actions will be recorded for inclusion in a post-exercise report and distributed to the LEMC membership.

5.2.4 Review Local Emergency Management Arrangements

Refer to Emergency Management Resilience Coordinator – John Kowal report.

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: D26/50653
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 - Shire of Murray Emergency Management Resilience Coordinator - LEMC Report
Item 6.1 - Appendix 3 - St John Ambulance - LEMC Report
Item 6.1 - Appendix 4 - Main Roads WA - LEMC Report
Item 6.1 - Appendix 5 - Department of Communities - LEMC Report
Item 6.1 - Appendix 6 - Department of Fire and Emergency Services District Officer - LEMC Report (Under Separate Cover)
Item 6.1 - Appendix 7 - Department of Fire and Emergency Services District Emergency Management Advisor - LEMC Report (Under Separate Cover)

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 the Shire of Murray Emergency Management Resilience Coordinator - John Kowal is available for information at **Item 6.1 - Appendix 2**.

Report from the St John Ambulance Operations Lead - Aaron Dean is available for information at **Item 6.1 - Appendix 3**.

Main Roads WA - Bruce Hancock was an apology however he provided a report which is available for information at **Item 6.1 - Appendix 4**.

Department of Communities - Teigan Reilly was an apology however she provided a report which is available for information at **Item 6.1 - Appendix 5**.

Report from Department of Fire and Emergency Services District Officer Wellington - Ricky Southgate was tabled at the meeting. Included within this report is an update from the DFES Superintendent and DFES Community Preparedness Advisor. This is available for information at **Item 6.1 - Appendix 6 (Under Separate Cover)**.

Department of Fire and Emergency Services District Emergency Management Advisor - Cate Willey was an apology however she provided a report after the meeting. This is available for information at **Item 6.1 - Appendix 7 (Under Separate Cover)**.

7 GENERAL BUSINESS

Nil.

8 MOTIONS WITHOUT NOTICE FOR DISCUSSION AT THE NEXT MEETING

Nil.

9 NEXT MEETING

The next Local Emergency Management Committee meeting will be held at the Lesser Hall, 1915 Pinjarra Road, Pinjarra on Wednesday 3 February 2027 commencing at 10:00am.

10 CLOSURE OF MEETING

There being no further business the Presiding Member declared the meeting closed the time being 11:25am.

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CHAIRPERSON