



**Shire of Murray**

# **Minutes**

**Local Emergency Management  
Committee Meeting**

**Wednesday 2 September 2026 at  
9:00am (Via Teams)**

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**MINUTES OF SHIRE OF MURRAY  
LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING  
HELD ONLINE VIA TEAMS  
ON WEDNESDAY, 2 SEPTEMBER 2026 AT 9.00AM**

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

The Presiding Member Cr S Kirkham declared the meeting open the time being 9:22am.

**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 Manager MALC - Ben Jordan, LEMC Deputy Chair / OIC Pinjarra Police - Clyde Pearson, OIC Dwellingup Police – Dan Forman, Department of Communities Regional Coordinator South Metro - Teigan Reilly, Murray SES Unit Manager - Paul Dwyer and St John Ambulance Peel Operations Lead - Aaron Dean.

**Ex-Officio Members**

SoM Manager Environmental Health - Phil Stevens, Water Corporation Snr Tech Adv - Water Operations (TaRR) - Teagan Allen, Peel Health Campus A/Disaster Preparedness Lead - Elle Reed.

**Guests**

SoM Emergency Management and Mitigation Coordinator - Nicole Stevens, SoM Director Corporate Services - Louise Pleasance and SoM Manager Governance and Risk - Lauren Townsend.

**APOLOGIES**

**Voting Members**

SoM CBFCO - Robert “Bluey” Wilson, Alcoa Emergency Services Supervisor - Mark Rodgers, DFES District Officer Wellington - Ricky Southgate and Pinjarra Senior High School Principal - Janice Stone.

**Ex-Officio Members**

SoM DCBFCO - Justyn Bennett.

**Guests**

Community Rep - Christine Thompson.

**3 CONFIRMATION OF MINUTES OF MEETING**

**3.1 Local Emergency Management Committee Meeting – 5 August 2026**

**Recommendation**

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

**4 BUSINESS ARISING FROM THE PREVIOUS MEETING**

Nil.

## 5 BUSINESS ARISING

### 5.1 New Local Emergency Management Arrangements

|                          |                                                                                                                                                                                                                                                                                                                                                                     |
|--------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| File Ref:                | D26/37979                                                                                                                                                                                                                                                                                                                                                           |
| Previous Items:          | Nil.                                                                                                                                                                                                                                                                                                                                                                |
| Applicant:               | Nil.                                                                                                                                                                                                                                                                                                                                                                |
| Author and Title:        | Louise Pleasance, Director Corporate Services                                                                                                                                                                                                                                                                                                                       |
| Declaration of Interest: | Nil.                                                                                                                                                                                                                                                                                                                                                                |
| Voting Requirements:     | Simple Majority                                                                                                                                                                                                                                                                                                                                                     |
| Appendices:              | Item 5.1 - Appendix 1 - Emergency Risk Management Report 2026 by Karen Edmeades - Link EM (Page 4-69)<br>Item 5.1 - Appendix 2 - Local Emergency Management Plan 2026 (Page 70-90)<br>Item 5.1 - Appendix 3 - Local Emergency Management Evacuation Plan 2026 (Page 91-126)<br>Item 5.1 - Appendix 4 - Local Emergency Management Recovery Plan 2026 (Page 127-146) |

#### Recommendation/Committee Decision LEMC26/003

Moved: C Goff

Seconded: P Dwyer

That the Local Emergency Management Committee:

1. Endorse the Emergency Risk Management Report 2026 prepared by Link-EM as shown in Appendix 1.
2. Endorse the following plans as part of the Shire of Murray Local Emergency Management Arrangements
  - a. Local Emergency Management Plan 2026 (Appendix 2)
  - b. Local Emergency Management Evacuation Plan 2026 (Appendix 3)
  - c. Local Emergency Management Recovery Plan 2026 (Appendix 4)
3. In accordance with section 41(5) of the *Emergency Management Act 2005*, a copy of the abovementioned Local Emergency Management Plans be provided to the State Emergency Management Committee for their noting of the abovementioned plans.

**CARRIED UNANIMOUSLY 9:0**

#### In Brief

The Shire of Murray (**Shire**) was successful in obtaining grant funding from the All West Australians Reducing Emergencies (**AWARE**) program to undertake the review of the Shire's Local Emergency Management Arrangements (**LEMA**). Now the review has been finalised the Local Emergency Management Plans (**EM Plans**) that form part of the Shire's LEMA are provided for Local Emergency Management Committee (**LEMC**) endorsement.

#### Background

In 2024, the Shire undertook an interim review of its LEMA when the Shire separated from the joint LEMC with the Shire of Waroona. The interim plans were endorsed by the LEMC in April 2025 and adopted by Council at its Ordinary Council Meeting on 22 May 2025 (OCM25/052).

## Report Detail

In November 2025 a consultant, Ms Karen Edmeades of Link-EM, was engaged to undertake the comprehensive review of the Shire's EM Plans with assistance from relevant Shire staff. The review followed the requirements as established by the State Emergency Management Committee (**SEMC**) in accordance with:

- State Emergency Management Policy,
- State Emergency Risk Management Guideline,
- Local Emergency Management Arrangements (LEMA) Guideline, and
- Local Recovery Guideline.

The review also considered the Shire's Project Management procedures, Shire's Stakeholder Engagement Framework and relevant Council policies and strategies.

As a result of the review, an Emergency Risk Management Report 2026, **Appendix 1**, was prepared to assist the Shire in the development of the LEMA documentation.

The LEMA comprise of a series of documentations including but not limited to:

- Local Emergency Management Plan 2026 (**Appendix 2**)
- Local Emergency Management Recovery Plan 2026 (Appendix 3)
- Local Emergency Management Evacuation Plan 2026 (Appendix 4)

These documents so should be read and considered collectively as a suite of documentation rather than individually.

Associated documentation such as the Person at Higher Risk Plan, Animal Welfare Plan are currently being reviewed to ensure that the content is appropriate to be public facing. Further updates will be provided to LEMC as they are available. The Emergency Management Plan, Recovery Plan and Evacuation Plan meet the statutory requirements of the LEMA for the Shire.

## Council Plan

|                       |                                                                                                                                                                     |
|-----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Focus Area</b>     | People                                                                                                                                                              |
| <b>Outcome 1</b>      | A safe community.                                                                                                                                                   |
| <b>Objectives 1.1</b> | Improve community safety on land and water.                                                                                                                         |
| <b>Actions 1.1.4</b>  | Facilitate delivery of community safety programs and initiatives.                                                                                                   |
| <b>Focus Area</b>     | Planet                                                                                                                                                              |
| <b>Outcome 6</b>      | A resilient community equipped to respond to natural disasters and other emergencies.                                                                               |
| <b>Objectives 6.1</b> | Minimise risks and impacts from fires, floods and other natural disasters.                                                                                          |
| <b>Actions 6.1.2</b>  | Implement the Local Emergency Risk Management Plan to raise community awareness, understanding and confidence in what the Shire is doing to address bushfire risks. |
| <b>Actions 6.1.9</b>  | Update and amend Emergency Evacuation Plan to cater for coastal risks.                                                                                              |

## Other Strategic Links

Nil.

## **Statutory Environment**

Local government emergency management responsibilities are established under the *Emergency Management Act 2005*. The relevant sections are outlined below.

### **36. Functions of local government**

It is a function of a local government –

- (a) subject to this Act, to ensure that effective local emergency management arrangements are prepared and maintained for its district; and
- (b) to manage recovery following an emergency affecting the community in its district; and
- (c) to perform other functions given to the local government under this Act.

### **39. Functions of local emergency management committees**

The functions of a local emergency management committee are, in relation to its district or the area for which it is established –

- (a) to advise and assist the local government in ensuring that local emergency management arrangements are established for its district; and
- (b) to liaise with public authorities and other persons in the development, review and testing of local emergency management arrangements; and
- (c) to carry out other emergency management activities as directed by the SEMC or prescribed by the regulations.

### **41. Emergency management arrangements in local government district**

(1) A local government is to ensure that arrangements (local emergency management arrangements) for emergency management in the local government's district are prepared.

(2) The local emergency management arrangements are to set out –

- (a) the local government's policies for emergency management; and
- (b) the roles and responsibilities of public authorities and other persons involved in emergency management in the local government district; and
- (c) provisions about the coordination of emergency operations and activities relating to emergency management performed by the persons mentioned in paragraph (b); and
- (d) a description of emergencies that are likely to occur in the local government district; and
- (e) strategies and priorities for emergency management in the local government district; and
- (f) other matters about emergency management in the local government district prescribed by the regulations; and
- (g) other matters about emergency management in the local government district the local government considers appropriate.

(3) Local emergency management arrangements are to be consistent with the State emergency management policies and State emergency management plans.

(4) Local emergency management arrangements are to include a recovery plan and the nomination of a local recovery coordinator.

(5) A local government is to deliver a copy of its local emergency management arrangements, and any amendment to the arrangements, to the SEMC as soon as is practicable after they are prepared.

### **42. Reviewing and renewing local emergency management arrangements**

(1) A local government is to ensure that its local emergency management arrangements are reviewed in accordance with the procedures established by the SEMC. Local emergency management arrangements may be amended or replaced whenever the local government considers it appropriate.

**Sustainability & Risk Considerations**

*Economic - (Impact on the Economy of the Shire and Region)*

Nil.

*Social – (Quality of life to community and/or affected landowners)*

Nil.

*Environment – (Impact on environment's sustainability)*

Nil.

*Policy Implications*

Nil.

**Risk Management Implications**

| <i>Risk Level</i> | <i>Comment</i>                                                                                                                                                                                                                                                                               |
|-------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Low               | The comprehensive review of all the Local Emergency Management Plans will reduce the level of risk through the development of comprehensive plans, established relationships with key stakeholders with scheduled exercises to effectively coordinate local emergency management activities. |

**Consultation**

There has been comprehensive consultation with the community, businesses, Shire staff and LEMC members as stated in the attached Community Emergency Risk Management Report 2026.. The EM Plans are aligned with the new LEMA template suite which were released by SEMC on 31 July 2026.

The LEMA and associated documents will be made available through the Shire Website and copies will be provided to all relevant stakeholders as defined in Appendix 1 of the Local Emergency Management Plan.

**Resource Implications**

*Financial*

Nil.

*Workforce*

This will be covered by the Shire's current workforce.

**Options**

1. Support the recommendation, as provided,
2. Support the recommendation, with amendments.

**Conclusion**

A significant amount of work has been undertaken to develop the most contemporary, relevant and compliant EM Plans for the Shire of Murray district commensurate with the requirements of the latest advice from the Western Australian Local Government Association, the District Emergency Management Committee and the State Emergency Management Committee.

LEMC is requested to support the recommendation presented in this report to ensure that the Shire is compliant with the obligations for emergency management of the district.

**6 NEXT MEETING**

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

**7 CLOSURE OF MEETING**

There being no further business the Presiding Member declared the meeting closed the time being 9:25am.

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**CHAIRPERSON**