

Local Emergency Management Committee Meeting Minutes

Wednesday, 27 August 2025

Commencement: 10:00am

Closure: 10:20am

MEMBERSHIP AS AT 10 SEPTEMBER 2022

Members	Councillor Proxy
Chair Cr Kylie Hughes	Deputy Chair Cr Aaron King
Executive Officer Community Emergency Services Manager	
Local Recovery Coordinator	
St John Ambulance Gingin Chittering	
Deputy Chief Bush Fire Control Officers	
Local Welfare Liaison Officer	
WA Police – Gingin Representative	
Department of Communities representative	
DFES District Officer – Metropolitan North East	
State Emergency Service (Swan) representative	
Department of Defence representative	
Western Australian Meat Industry Authority representative	
Bindoon Primary School representative	
Edmund Rice College representative	
Immaculate Heart College representative	
Country Women's Association representative	

Objectives

- 3.1 Develop local emergency management arrangements that are practical to all stakeholders and service agencies.
- 3.2 Ensure that arrangements are contemporary and relevant to the community and addresses all possible risks and scenarios.
- 3.3 Participate in inter-local government relations to further emergency management cooperation within the Esperance Goldfields District.
- 3.4 Engage the community through safety and awareness campaigns, and by disseminating information through social media, media outlets, and public events.
- 3.5 Participate in interagency training exercises that improve the capabilities and knowledge of the committee, local stakeholders and hazard management agencies.
- 3.6 Exercise the emergency management arrangements to test their effectiveness in practical applications and actively strive for continuous improvement.
- 3.7 Share meeting minutes, committee member experiences and proposed actions with local government elected members, State agencies and the local community.
- 3.8 Strategise on ways to mitigate potential emergencies and to improve recovery arrangements.

Tenure of Membership

Shall be in accordance with the *Emergency Management Act 2005, Section 38(3)*.

Delegated Authority

Nil

TABLE OF CONTENTS

1.	DECLARATION OF OPENING OF MEETING ANNOUNCEMENTS OF VISITORS	1
2.	RECORD OF ATTENDANCE / APOLOGIES / APPROVED LEAVE OF ABSENCE	1
2.1	Attendance	1
2.2	Apologies	1
2.3	Approved leave of absence	1
3.	DISCLOSURE OF INTEREST	2
4.	CONFIRMATION OF PREVIOUS MINUTES	2
4.1	Local Emergency Management Committee meeting: 26 February 2025	2
5.	REPORTS	2
5.1	Shire of Chittering - Alison Reliti, Community Development Coordinator & Melinda Prinsloo, Chief Executive Officer	2
5.2	Immaculate Heart College – Sammantha Da Luz, Principal	2
5.3	Shire of Chittering / Department of Fire & Emergency Services (DFES) – Nathan Manning, Community Emergency Services Manager and Chief Bushfire Control Officer	3
6.	GENERAL BUSINESS	3
7.	NEXT MEETING	4
8.	CLOSURE	4

Preface

When the Chief Executive Officer approves these Minutes for distribution they are in essence "*Unconfirmed*" until the following Ordinary Meeting of Council, where the minutes will be confirmed subject to any amendments.

The "*Confirmed*" Minutes are then signed off by the Presiding Member.

Attachments that formed part of the agenda, in addition to those tabled at the Ordinary Meeting of Council are put together as an addendum to these Minutes.

Unconfirmed Minutes

These minutes were approved for distribution on 2 September 2025.



Confirmed Minutes

These minutes were confirmed at a meeting held on 26 November 2025.

Signed

Note: The Presiding Member at the meeting at which the minutes were confirmed is the person who signs above.

1. DECLARATION OF OPENING OF MEETING ANNOUNCEMENTS OF VISITORS

The Chairperson declared the meeting open at 10:01AM

Good morning ladies and gentlemen, we wish to acknowledge the traditional custodians of the land within the Shire of Chittering, the Yued and Whadjuk peoples. We would like to pay respect to the Elders of the Nyoongar nation, past and present, who have walked and cared for the land, we acknowledge and respect their continuing culture, and the contributions made to this region.

2. RECORD OF ATTENDANCE / APOLOGIES / APPROVED LEAVE OF ABSENCE

2.1 Attendance

The following members have confirmed their attendance (Quorum – 9 Members):

Members:	Cr Kylie Hughes	Chairperson
	Melinda Prinsloo	Chief Executive Officer
	Nathan Manning	Chief Bushfire Control Officer & Community Emergency Services Manager
	Daniel Hendriksen	A/District Officer North East Metropolitan Shire of Chittering
	Alison Reliti	WAMIA
	Adam Robertson	WAMIA
	Greg Errington	WA Police – Gingin
	Chris Thompson	Tronox
	Heather Taylor	Tronox
	Craig Northcott	Immaculate Heart College
	Sammantha Da Luz	Immaculate Heart College
	Tamara Carpenter	

Minute Secretary: Jodie Connell

2.2 Apologies

Amanda Robinson	Bindoon Primary School
Matthew Trozzo	St John Ambulance
Shelby Robinson	Department of Fire & Emergency Services
Graham Furlong	Shire of Chittering
Ryan Hamblion	Department of Communities
Michael Phillips	Department of Communities
Shelley Walter	CWA - Bindoon Belles

2.3 Approved leave of absence

Nil

3. DISCLOSURE OF INTEREST

Nil

4. CONFIRMATION OF PREVIOUS MINUTES

4.1 Local Emergency Management Committee meeting: 26 February 2025

4.1 OFFICER RECOMMENDATION

Moved Nathan Manning / Seconded Adam Robertson

That the minutes of the Local Emergency Management Committee meeting held on Wednesday, 26 February 2025 be confirmed as a true and accurate record of proceedings.

CARRIED UNANIMOUSLY

5. REPORTS

5.1 Shire of Chittering - Alison Reliti, Community Development Coordinator & Melinda Prinsloo, Chief Executive Officer

Alison Reliti addressed the Committee and introduced that the Shire is conducting advertising and surveys for the Strategic Community Plan. Alison encouraged members to do the survey. Melinda Prinsloo added that the Strategic Community Plan is only reviewed once every four years. Melinda stated that the survey gives all stakeholders in the Shire of Chittering the opportunity to have their say on the future and what the priorities should be for the Shire in the coming years. Melinda stated that she would appreciate if all members could provide their input to the survey – Jodie will provide information on completing the survey in the email with the minutes.

Melinda addressed the Committee on a separate matter regarding the trucks carrying Ammonium Nitrate through the townsite. To date, the Shire of Chittering has sent four submissions sent to Main Roads regarding this matter. Melinda detailed the issues that are being caused by the increased of oversized trucks through the townsite due to an increase in projects commencing. Projects have been approved and commenced without the required road infrastructure in place to support the logistics involved. The Shire of Chittering is continuing to advocate for the commencement of the Bindoon Bypass. Adam Robertson provided some information about conflicts that are holding up the Bindoon Bypass project.

5.2 Immaculate Heart College – Sammantha Da Luz, Principal

Sammantha Da Luz addressed the Committee and stated that the College continues to grow and looks forward to future collaboration with other agencies.

5.3 Shire of Chittering / Department of Fire & Emergency Services (DFES) – Nathan Manning, Community Emergency Services Manager and Chief Bushfire Control Officer

Nathan Manning addressed the Committee and stated that the Shire is currently reviewing the Local Emergency Management Arrangements. Nathan gave thanks to those present who participated in the workshop. Currently, Nathan is reviewing the report which will inform on the new Local Emergency Management Arrangements which will eventually be presented to the Committee for their consideration.

Nathan stated that the State Hazard Plan for Fire has recently been updated and is available on the State Emergency Management Committee website and encouraged members to review the new plan. Nathan detailed information in the plan and stated that DFES will be doing a road show to update Local Governments on the changes. Nathan stated that the plan also included roles and responsibilities.

Nathan stated that fire season is commencing in the coming months and requested that members and their respective agencies update their details in the Local Emergency Management Arrangements by emailing Jodie.

Daniel Hendriksen introduced himself to the Committee as Acting District Officer in Murray McBride's absence.

6. GENERAL BUSINESS

Chris Thompson addressed the Committee and enquired about a current copy of the Local Emergency Management Arrangements including an up-to-date contact list. Jodie to email the membership of the Committee to update their details to provide a new list

Nathan Manning provided information about the Local Emergency Management Arrangements Pilot workshop that was held in June and invited Chris to meet to discuss plans. Adam Robertson enquired whether Greg from WAMIA could also be involved any plans for the next season. Alison Reliti enquired about adding Community Resilience aspects to any potential exercise. Nathan stated that they could review what the objective of the exercise is and whether community resilience would fit the context of the exercise. The Committee held discussion about a potential exercise and whether a desktop versus practical exercise would be more appropriate. Chris detailed previous exercises he had been involved in in other areas and the learnings gathered. Nathan suggested about potentially holding an exercise regarding a road crash involving Ammonium Nitrate. Tamara Carpenter added that the exercise could be considered for other areas, as localities like Lower Chittering have the highest population in the Shire.

Melinda stated that the exercise should be planned for a time outside of the high threat period. Adam Robertson and Greg Errington provided information about the WAMIA facilities and how an exercise could be staged on site as well as how the facility could be used in an emergency. Melinda provided information about previous discussions with the former Chief Executive Officer of WAMIA and access to the site without effecting the quarantine requirements of the facility.

7. NEXT MEETING

That the next meeting of the Local Emergency Management Committee is scheduled for Wednesday, 26 November 2025 commencing at 10AM.

8. CLOSURE

The Chairperson declared the meeting closed at 10:20AM.