

**Local Emergency Management Committee
Meeting Agenda
Wednesday, 26 November 2025**

To be held at Council Chambers, 6177 Great Northern Highway, Bindoon
Commencing at 10:00am

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

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Notice is hereby given that a meeting of the Local Emergency Management Committee will be held on Wednesday, 26 November 2025 in the Council Chambers, 6177 Great Northern Highway, Bindoon commencing at 10.00am.

Melinda Prinsloo
Chief Executive Officer

1. DECLARATION OF OPENING OF MEETING ANNOUNCEMENTS OF VISITORS

The Chairperson to declare the meeting open.

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
	Nathan Manning	Chief Bushfire Control Officer & Community Emergency Services Manager
	Jake Whistler	Executive Manager Development Services
	Ryan Hamblion	Department of Communities
	Michael Phillips	Department of Communities
	Chris Mullally	Western Australia Police Force
	Matthew Trozzo	St John WA
	Greg Errington	WAMIA

Minute Secretary: Jodie Connell

2.2 Apologies

Shelby Robinson	Department of Fire & Emergency Services
Graham Furlong	Bushfire Risk & Ranger Coordinator
Melinda Prinsloo	Chief Executive Officer

2.3 Approved leave of absence

Nil

3. DISCLOSURE OF INTEREST

Members must declare to the Chairperson any potential conflict of interest they have in a matter as soon as they become aware of it.

4. CONFIRMATION OF PREVIOUS MINUTES

4.1 Local Emergency Management Committee meeting: 27 August 2025

4.1 OFFICER RECOMMENDATION

That the minutes of the Local Emergency Management Committee meeting held on Wednesday, 27 August 2025 be confirmed as a true and accurate record of proceedings.

5. LOCAL EMERGENCY RELIEF & SUPPORT PLAN

Michael Phillips to address the Committee to table the *Local Emergency Relief & Support Plan – Wheatbelt Region – Moora District* (as per the copy circulated).

6. REPORTS

Committee members in attendance to provide individual reports (if any).

7. GENERAL BUSINESS

8. SETTING OF 2026 COMMITTEE MEETING DATES

In accordance with *c1.13.3.11 Meetings* in the "Council Committees and Advisory Group" booklet the Local Emergency Management Committee are to determine the meeting dates for 2026. The dates are to be discussed by Committee Members and agreed upon.

The dates that are suggested for 2026 are as follows:

- a. Wednesday 25 February
- b. Wednesday 27 May
- c. Wednesday 26 August
- d. Wednesday 25 November

8.1 OFFICER RECOMMENDATION

That:

1. The Local Emergency Management Committee meeting dates for 2026 are as follows:
 - a. Wednesday 25 February
 - b. Wednesday 27 May
 - c. Wednesday 26 August
 - d. Wednesday 25 November
2. The Local Emergency Management Committee meetings will be held in the Council Chambers, 6177 Great Northern Highway, Bindoon commencing at 10am.

9. CLOSURE

The Chairperson to declare the meeting closed.