



# **Local Emergency Management Committee Meeting Minutes Wednesday, 26 November 2025**

To be held at Council Chambers, 6177 Great Northern Highway, Bindoon  
Commencement: 10:05AM    Closure: 10:35AM



**MEMBERSHIP AS AT 24 OCTOBER 2025**

Members	Councillor Proxy
<b>Chair</b> Cr Kylie Hughes	<b>Deputy Chair</b> Cr Nicholas Grayer
<b>Executive Officer</b> 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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### **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 10 December 2025.



### **Confirmed Minutes**

These minutes were confirmed at a meeting held on 25 February 2026.

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 10:05AM

*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 Nathan Manning  Jake Whistler Ryan Hamblion Michael Phillips Chris Mullally Greg Errington Shaun Champ	Chairperson Chief Bushfire Control Officer & Community Emergency Services Manager Executive Manager Development Services Department of Communities Department of Communities Western Australia Police Force WAMIA Department of Fire & Emergency Services
Minute Secretary:	Jodie Connell	

### 2.2 Apologies

Shelby Robinson Graham Furlong Melinda Prinsloo Shelley Walter Nicholas Grayer Sammantha Da Luz	Department of Fire & Emergency Services Bushfire Risk & Ranger Coordinator Chief Executive Officer CWA – Bindoon Belles Councillor, Shire of Chittering Immaculate Heart College
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### 2.3 Approved leave of absence

Nil

### 3. DISCLOSURE OF INTEREST

Nil

### 4. CONFIRMATION OF PREVIOUS MINUTES

#### 4.1 Local Emergency Management Committee meeting: 27 August 2025

##### 4.1 OFFICER RECOMMENDATION

Moved Nathan Manning / Seconded Kylie Hughes

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.

**CARRIED UNANIMOUSLY**

### 5. LOCAL EMERGENCY RELIEF & SUPPORT PLAN

Michael Phillips addressed the Committee and presented the *Local Emergency Relief & Support Plan – Wheatbelt Region – Moora District*.

##### MOTION

Moved Kylie Hughes / Seconded Michael Phillips

That the Local Emergency Management Committee tables the *Local Emergency Relief & Support Plan – Wheatbelt Region – Moora District* as an attachment to the November Meeting Minutes to be circulated to Committee members only.

**CARRIED UNANIMOUSLY**

Ryan Hamblion stated that the Evacuation Centre and contact information in the document should be redacted when the meeting minutes are presented to Council.

Michael stated that the Local Emergency Relief & Support Plan (LERSP) replaced the previous document known as a 'LEWP' – the LERSP version is significantly shorter than the LEWP. Jake Whistler enquired about the appropriate adoption of the LERSP and whether it should be included as an addendum to the LEMAs. Committee members confirmed that it should form part of the suite of Emergency Management documents held by Local Governments.

### 6. REPORTS

#### 6.1 Department of Communities – Michael Phillips, Regional Coordinator

- Already one Evacuation Centre opened this season which was in Cunderdin.
- Department is still looking at gaps between long term and short-term accommodation in reference to displaced people from Kimberley Floods.
- Latest report has been circulated to the Committee.

**6.2 Shire of Chittering Council – Cr Kylie Hughes, Chairperson**

- Council Elections were held in October
- Cr Mark Campbell has been appointed as President and Cr David Dewar as Deputy.
- Two new Councillors – Nicholas Grayer and Rebecca Foulkes-Taylor
- Melinda has given apologies and introduced Jake Whistler to the Committee.

**6.3 Shire of Chittering – Jake Whistler, Executive Manager Development Services**

**Community Resiliency Project Funding**

- Alison Reliti from Community Development has confirmed that the Shire's application for the Community Resiliency Project under the National Emergency Management Agency's Disaster Ready Fund was unsuccessful. Alison plans to either resubmit the application in the next round with relevant changes or explore alternative funding options.

**Pre-Season Emergency Briefing**

- Shire staff and management held a pre-season briefing in late October to review internal procedures for emergency support during major incidents. A key action item arising from the meeting was creating guidelines for staff operating the Shire Water Cart at bushfire incidents. Jodie is finalising a draft document for staff kits and the water cart.
- Graham Furlong has delivered Rural Fire Awareness training to six staff who will crew the water cart.

**Evacuation Centre Familiarisation**

- Following the pre-season briefing, the Evacuation Centre group met at Muchea Recreation Centre in early November to review and document facility access points. This was identified as an action as during February's activation, Jodie and Sasha identified issues with multiple keypads and access complexities whilst preparing the facility to be used. Jodie is preparing a document to assist staff and the Department of Communities when using the facility as an Evacuation Centre. During group discussions about Muchea Recreation Centre, it has been determined that the Evacuation Centre Group will do an exercise at the Muchea Recreation Centre as a refresher each season purely due to its complexity.
- Members of the Evacuation Centre Group have confirmed their availability over the Christmas period

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

- Local Emergency Management Arrangements Pilot – DFES have provided a report on the document, and the Shire is reviewing the report.
- Shire is commencing Prohibited Burning Time on 1 December 2025.
- Structure Fire on Barracca Road, two displaced persons as a result of the fire.
- Seeking feedback for next year's LEMC exercise. Nathan is taking suggestions and considering possible truck collision involving Ammonium Nitrate.

Jake Whistler enquired regarding the accommodation arrangements for the two displaced people from the Barracca Road Structure fire. Michael Phillips gave an overview on how Department of Communities assist in these scenarios.

**6.5 Western Australian Police – Chris Mullally, Acting Sergeant**

- Experiencing staffing issues in some areas.

**6.6 Department of Communities – Ryan Hamblion, North Metro Regional Coordinator**

- Ryan has been running multiple sessions of Evacuation Centre training held over the last few months with staff members from Chittering attending the Wanneroo one.
- Bags of supplies that are disposable have been made to issue to people at Evacuation Centres. They are currently being made and stored statewide at the Department.
- Evacuation Centre setup guide has been sent to Local Governments as a step-by-step guide for anyone who hasn't set one up before. Jodie to send to the Committee for reference.

**6.7 Department of Fire & Emergency Services - Shaun Champ, District Officer Metropolitan North East**

- New District Officer for Metropolitan North East area - taking over from Murray McBride.
- Entering high threat period, average rainfall, high fuels.
- Two Black Hawks stationed at the Gingin airport.
- Road crash rescues have increased over the last 6 months.
- Staffing levels for on call will increase in early December.

Kylie Hughes enquired about the Black Hawks being refuelled in a location other than the Muchea Recreation Centre oval. Shaun stated that he would enquire whether they can be refuelled elsewhere but it may be problematic due to the proximity to RAAF Airbase. Jake Whistler asked about whether the locations were preapproved for refuelling which Shaun confirmed that they were.

Shaun stated that the LAT is based in Busselton and refuels at Pearce.

Chris Mullally referred to his earlier statement during the meeting and clarified that staffing for the Gingin area is sufficient and that staffing is low in the Moora area.



## 7. 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

### 7.1 OFFICER RECOMMENDATION

Moved Ryan Hamblion / Seconded Nathan Manning

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.

**CARRIED UNANIMOUSLY**

## 8. CLOSURE

The Chairperson declared the meeting closed at 10:35AM.