



**Local Emergency Management Committee  
Meeting Minutes  
Wednesday, 4 March 2026**

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

## MEMBERSHIP

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

# 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 November 2025.....	2
5.	NBN'S EMERGENCY RESPONSE APPROACH TO THE DECEMBER FIRES AND ASSOCIATED POWER OUTAGE.....	2
6.	LEMA PILOT OUTCOMES .....	2
7.	REPORTS .....	2
8.	GENERAL BUSINESS .....	2
9.	NEXT MEETING .....	3
10.	CLOSURE.....	3

Notice is hereby given that a meeting of the Local Emergency Management Committee will be held on Wednesday, 4 March 2026 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
	Cr Nicholas Grayer	Councillor
	Nathan Manning	Chief Bushfire Control Officer & Community Emergency Services Manager
	Melinda Prinsloo	Chief Executive Officer
	Ryan Hamblion	Department of Communities
	Michael Phillips	Department of Communities
	Chris Thompson	Western Australia Police Force
	Heather Taylor-Mayer	Tronox
	Adam Robertson	WAMIA
	Maribel Ward	Bindoon Primary School

Minute Secretary: Jodie Connell

Other: Catherine Feeney WALGA  
Jenny Thomas NBN Co

### 2.2 Apologies

John Saffrey Swan SES

### 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: 26 November 2025

<p><b>4.1 OFFICER RECOMMENDATION</b></p>
--

<p>That the minutes of the Local Emergency Management Committee meeting held on Wednesday, 26 November 2025 be confirmed as a true and accurate record of proceedings.</p>
--

### 5. NBN'S EMERGENCY RESPONSE APPROACH TO THE DECEMBER FIRES AND ASSOCIATED POWER OUTAGE.

Jenny Thomas to address the Committee and present.

### 6. LEMA PILOT OUTCOMES

Catherine Feeney to address the Committee.

### 7. REPORTS

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

### 8. GENERAL BUSINESS

**9. NEXT MEETING**

That the next meeting of the Local Emergency Management Committee is scheduled for Wednesday, 27 May 2026 commencing at 10am.

**10. CLOSURE**

The Chairperson to declare the meeting closed.