



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

To be held at Council Chambers, 6177 Great Northern Highway, Bindoon
Commencement: 10:03am Closure: 11:05am

MEMBERSHIP

Members	Councillor Proxy
Chair Cr Kylie Hughes	Deputy Chair Cr Nicholas Grayer
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 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	3
7.1	Western Australian Police Force, Gingin – Sergeant Chris Thompson, Officer in Charge	3
7.2	Department of Communities – Jo Spadaccini, District Emergency Services Officer.....	3
7.3	Shire of Chittering – Melinda Prinsloo, Chief Executive Officer.....	3
8.	NEXT MEETING	3
9.	CLOSURE	3

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 9 March 2026.



Confirmed Minutes

These minutes were confirmed at a meeting held on 27 May 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 10:03AM

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
	Melinda Prinsloo	Chief Executive Officer
	Jo Spadaccini	Department of Communities
	Chris Thompson	Western Australia Police Force
	Greg Errington	WAMIA
	Shelley Walter	CWA – Bindoon Belles
	Alison Reliti	Shire of Chittering

Minute Secretary: Jodie Connell

Other:	Catherine Feeney	WALGA
	Jenny Thomas	NBN Co

2.2 Apologies

Adam Robertson	WAMIA
John Saffrey	Swan SES
Nathan Manning	Chief Bushfire Control Officer & Community Emergency Services Manager
Ryan Hamblion	Department of Communities
Heather Taylor-Mayer	Tronox
Maribel Ward	Bindoon Primary School

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 November 2025

4.1 OFFICER RECOMMENDATION

Moved Cr Kylie Hughes / Seconded Cr Nicholas Grayer

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.

CARRIED UNANIMOUSLY

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

Jenny Thomas addressed the Committee and presented.

Cr Grayer addressed the meeting and enquired about the technology currently being used in NBN infrastructure. Jenny provided information about the current technology and plans to upgrade the NBN infrastructure in future. Jenny also confirmed that the STAND ('Strengthening Telecommunications Against Natural Disasters') infrastructure will be upgraded soon also. Jo Spaddacini enquired about another Local Government's STAND that currently operates at a limited capacity when not in use and how to activate its full capacity in the event of an emergency. Jenny confirmed that anyone can call her to activate the infrastructure. The Committee discussed the STAND infrastructure further including how it can be accessed at a 50-metre radius.

6. LEMA PILOT OUTCOMES

Catherine Feeney addressed the Committee and presented on the recent process taken to review the Local Emergency Management Arrangements as part of the Pilot Project. Catherine detailed what some of the outcomes were and the Committee was asked to consider the content and endorsement of the Local Emergency Management Plan, Local Emergency Management Work Plan and the Local Recovery Plan. The Committee moved the following:

MOTION

Moved Cr Hughes / Seconded Cr Grayer

That the Local Emergency Management Committee receives and endorses the Local Emergency Management Plan, Local Emergency Management Work Plan and the Local Recovery Plan and recommend to Council to adopt the plans.

CARRIED UNANIMOUSLY

7. REPORTS

7.1 Western Australian Police Force, Gingin – Sergeant Chris Thompson, Officer in Charge

- Fleet are currently having Starlink infrastructure installed to each vehicle.
- Assisted with the road closures at the bushfire near Muchea South Road in Muchea on Tuesday, 3 March 2026. Subsequently, assistance was required from the Shire of Chittering staff.

7.2 Department of Communities – Jo Spadaccini, District Emergency Services Officer

- A very busy year with activations of evacuation centres.
- Communities have been reviewing some of the improvements that could be made because of experiences during those activations. The main reviews are of contacts for evacuation centres and if any works are being conducted on the designated centres.

Jo enquired about the Lower Chittering Hall being active and Melinda provided information about the Hall and the future facility project.

7.3 Shire of Chittering – Melinda Prinsloo, Chief Executive Officer

- The Shire is currently in contact with Brett Hopley from DPIRD about developing an Animal Welfare Plan
- Thanks were given to Catherine Feeney for her hard work on the LEMA Pilot Project.
- Thanks were given to Jodie Connell for formatting the LEMA documents with a short timeframe.

8. NEXT MEETING

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

9. CLOSURE

The Chairperson declared the meeting closed at 11:05AM.