



Local Emergency Management Committee Meeting Minutes Wednesday, 9 September 2026

Council Chambers, 6177 Great Northern Highway, Bindoon
Commencement: 10:00 Closure: 11:18

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 Defense 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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Unconfirmed Minutes

These minutes were approved for distribution on 23 September

Confirmed Minutes

These minutes were confirmed at a meeting held on 25 November 2026

Signed: _____

Presiding Member

Preface

These minutes are unconfirmed until confirmed by the Local Emergency Management Committee at a subsequent meeting. Any attachments tabled or considered at the meeting should be compiled as an addendum to the final minutes.

1. DECLARATION OF OPENING OF MEETING ANNOUNCEMENTS OF VISITORS

The Chairperson declared the meeting open at 10:00

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 were recorded as being in attendance (quorum: 9 members):

Members:	Cr Kylie Hughes	Chairperson
	John Idland	Chief Bush Fire Control Officer and CESM
	Melinda Prinsloo	Chief Executive Officer
	Nigel Hassen	DFES District Officer, Swan
	Ryan Hamblion	Department of Communities
	Chris Thompson	Western Australia Police Force
	Tamara Carpenter	Immaculate Heart College Representative
	Marcel Ryan	Department of Communities
	Richard Denny	Department of Communities Representative
	Maria Ward	Bindoon Primary School Representative

Minute Secretary: Lucas Hartney

Other:

Alison Reliti

Shire of Chittering Community Development and
Grants Coordinator

2.2 Apologies

Samantha Da Luz
Cr Nicholas Grayer
Shaun Champ
Adam Robertson
Shelly Walter

Immaculate Heart College Representative
Councillor
DFES District Officer
Western Australian Meat Industry Authority
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: 4 March 2026

COMMITTEE RESOLUTION

Moved: Marcel Ryan / Seconded: John Idland

That the minutes of the Local Emergency Management Committee meeting held on Wednesday, 4 March 2026 be confirmed as a true and accurate record of proceedings.

CARRIED UNANIMOUSLY

5. REPORTS

Committee members provided the following agency and organisational updates:

5.1 Shire of Chittering / Community Emergency Services Manager

Melinda Prinsloo introduced John Idland as the Shire's new Community Emergency Services Manager and provided an update on brigade activities and emergency planning. Planned activities were progressing well. Meetings had also been held with Western Power in relation to weather events, infrastructure and road-related issues.

The challenges with road and driver behaviour was raised, as there were several accidents on Wandena/Muchea East roads in a short timeframe, despite additional signage on the road surface and next to the road. Melinda also raised that Chalice seems to have selected Chittering road as their

preferred transport corridor, which will place additional traffic burdens on the road. She asked WAPOL and other stakeholders to take note and keep abreast of possible additional monitoring that would be required to ensure safety if this eventually happens.

Preparations for the high-threat period were discussed, including the protection of high-value assets, water tank availability and mitigation activities. The Committee noted the importance of maintaining current emergency contact numbers, role-holder details and Responsible Hazard Agency information. Funding opportunities are to be explored where available.

The Local Recovery Plan remains a work in progress and is to be finalised using the correct version. The document is not to be published on the Shire website, as it contains personal information, but will be available to this group. The final document as presented to Council and with updated contact information is to be circulated at the next meeting. Proposed contact detail updates will not affect operations.

5.2 Department of Communities

Ryan Hamblion provided an update on the support available following single-house fire incidents and advised of upcoming training sessions. Community evacuation centre arrangements were also considered.

The Committee endorsed three principal evacuation centre locations, with the final number and locations to be verified against the meeting notes. Bindoon Hall and the new Community Hub were identified for inclusion. The Wannamal location is to be removed because of limited communications reception and suitability concerns. Evacuation centre locations are to be reviewed again in the future.

Moved: Marcel Ryan / Seconded: John Idland

That the Committee endorse the identified community evacuation centre locations, subject to the final list being confirmed and reviewed as required.

CARRIED UNANIMOUSLY

5.3 Western Australia Police Force, Gingin

Chris Thompson confirmed that the Officer in Charge of Gingin Police remains the Local Emergency Coordinator under the Emergency Management Act 2005. The LEMC Deputy Chair was confirmed as the Local Emergency Coordinator (Chris Thompson).

WAPOL assistance was requested in relation to traffic and road safety concerns, with monitoring to continue. Communications outage scenarios were discussed and police advice is to be sought. Satellite phone capability was recommended as an option to improve communications resilience.

A WAPOL update was provided on the Bullsbrook exercise and simulation activities planned for October.

5.4 Department of Fire and Emergency Services

The Committee discussed emergency preparedness and the need to keep the active contact list, role-holder information and Responsible Hazard Agency details current. The Bullsbrook exercise and simulation activities were noted.

A PFAS-related tour was scheduled for the following week, with relevant stakeholders to be made aware of the opportunity. Community engagement activities were continuing to support trust and positive working relationships.

5.5 Other member reports

Members discussed the impacts that emergencies may have on their organisations and the broader community. Matters raised included animal welfare and biosecurity support, evacuation centre

arrangements and continuity of online schooling during emergencies.

It was recommended that all schools maintain current emergency management plans and clear internal decision-making processes for emergency situations. The Committee also discussed the importance of ensuring arrangements remain workable during communications outages.

6. GENERAL BUSINESS

6.1 LEMC roles review exercise

The Committee reviewed the roles and responsibilities of member organisations and noted that previous periods without clearly defined roles had affected the Shire's emergency management capacity. With this in mind, John Idland talked through a presentation clarifying all the roles (presentation attached as Annexure A).

The Committee confirmed that the Gingin Police Officer in Charge (Chris Thompson) remains the Local Emergency Coordinator and therefore also the Deputy Chair of the LEMC. The active contact list and Responsible Hazard Agency information are to be updated and circulated.

Action: Shire officers to update the LEMC role-holder and contact information, clarify document circulation requirements and distribute the updated material for endorsement at the next meeting.

6.2 Additional community organisations and business leaders for future LEMC meetings

The Committee considered additional organisations that could strengthen LEMC participation and access to specialist advice. It was agreed that the Department of Primary Industries and Regional Development should be included as a LEMC member organisation.

Potential representation or reference contacts were also discussed for Main Roads Western Australia, Western Power, Water Corporation, Australian Red Cross, the Department of Biodiversity, Conservation and Attractions, St John WA and other relevant agencies.

Action: Shire officers to update the membership and reference contact list, approach the agreed organisations as appropriate and circulate the revised list to members.

7. NEXT MEETING

The next meeting of the Local Emergency Management Committee is scheduled for Wednesday, 25 November 2026 commencing at 10.00am.

8. CLOSURE

The Chairperson declared the meeting closed at 11:18am

Local Emergency Management Committee (LEMC)

Overview

- Purpose of LEMC
- Function of LEMC
- Roles and Responsibilities

Purpose of LEMC

- Improve community awareness of emergency risks and potential impacts
- Work with local government to ensure high-quality Local Emergency Management Arrangements (LEMA)
- Develop comprehensive strategies and plans for all stages of emergency management
- Foster coordinated, interagency approach during preparedness
- Enhance community resilience through planning and practices

Prevention – Preparedness – Response – Recovery

Function of LEMC

Core Functions:

- Develop, review, and test Local Emergency Management Arrangements (LEMA)
- Advise and assist local government in establishing LEMA
- Liaise with public authorities and others in LEMA development, review, and testing
- Carry out emergency management activities as directed by SEMC or prescribed by regulations

Additional Responsibilities:

- Submit annual reports to District Emergency Management Committee (DEMC)
- Coordinate with local government on exercising
- Meet regularly
- Update contacts and resources
- Review membership, subcommittees, and working groups

Roles and Responsibilities

Key LEMC Positions:

- LEMC Chair
- LEMC Deputy Chair
- Executive Officer
- Local Emergency Coordinator
- Local Recovery Coordinator
- LEMC Members
- District Emergency Management Advisors

LEMC Role Holders

LEMC Chair:

Typically a representative from the local government. Often, this is the Shire President.

LEMC Deputy Chair:

The Deputy Chair is usually the **Local Emergency Coordinator**.

Executive Officer:

This role is typically filled by a local government employee, often from the emergency management, compliance or community safety department.

Local Emergency Coordinator:

This position is held by the Officer in Charge of the local police sub-district, as prescribed under section 37(1) of the Emergency Management Act 2005.

Local Recovery Coordinator:

This role is typically appointed by the local government and is often a senior local government officer with experience in community development or emergency management.

LEMC Chair

Responsibilities:

- Provide leadership and support to the LEMC
- Ensure appointment of an Executive Officer
- Chair LEMC meetings
- Ensure adherence to Terms of Reference and meeting procedures
- Keep local councils informed of EM within the district
- Ensure LEMA is prepared and up to date
- Provide leadership in emergency management within the local government district

LEMC Deputy Chair

Responsibilities:

- Usually the Local Emergency Coordinator
- Support the Chair in their duties
- Act as Chair in the absence of the appointed Chair
- Assist in ensuring LEMC functions are carried out effectively
- Contribute to the development and review of LEMA
- Promote coordination between agencies in emergency management

Executive Officer

Responsibilities:

- Coordinate the development and submission of LEMC documents
- Provide executive support to the LEMC
- Provide secretariat support including meeting agenda, minutes, and action items
- Coordinate LEMC business between meetings
- Manage LEMC correspondence
- Facilitate the provision of relevant emergency management advice to the Chair and committee
- Participate in the development of LEMA and other plans
- Maintain a current contact list of LEMC members

Local Emergency Coordinator

Responsibilities:

- Provide advice and support to the LEMC in the development and maintenance of LEMA
- Assist hazard management agencies in the provision of a coordinated response during an emergency
- Carry out other emergency management activities in accordance with the directions of the State Emergency Coordinator
- Usually appointed as the LEMC Deputy Chair
- Provide reports to DEMC on LEMC activities and preparedness issues
- Participate in post-incident reviews and exercises

Local Recovery Coordinator

Responsibilities:

- Prepare, maintain, and exercise the Local Recovery Plan as part of the LEMA
- Provide advice on recovery matters to the LEMC
- Generate awareness of recovery processes and best practices
- Advise the LEMC on Local Recovery Coordination Group (LRCG) activities
- Report on evaluation findings from recovery efforts
- Coordinate the recovery process following an emergency event
- Liaise with the State Recovery Coordinator and other relevant agencies
- Ensure the Local Recovery Plan aligns with the State EM Policy and Procedures
- Identify and advocate for resources needed for effective recovery
- Promote community engagement and participation in recovery planning
- Coordinate training and capacity building for local recovery personnel

LEMC Members

- Attend LEMC meetings and participate actively
- Represent their agency or organisation and provide relevant information
- Contribute to the development and implementation of LEMA
- Contribute to agenda items and discussions
- Undertake tasks as assigned by the LEMC
- Share relevant information with their respective organisations
- Participate in emergency management exercises
- Promote emergency management awareness within their organisation and the community

District Emergency Management Advisors

- Provide support and advice to the LEMC on emergency management matters
- Act as a liaison between the LEMC and the DEMC
- Provide guidance on State emergency management policies and procedures
- Assist in the development and review of LEMA
- Support the planning and execution of emergency management exercises
- Facilitate training and capacity building opportunities for LEMC members
- Provide updates on district and state-level emergency management initiatives