

**Local Emergency Management Committee
Meeting Minutes
26 February 2025**

Council Chambers, 6177 Great Northern Highway, Bindoon
Commencement: 10:00am Closure: 10:40am

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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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 6 March 2025.



Confirmed Minutes

These minutes were confirmed at a meeting held on 28 May 2025.

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 10:02AM.

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
	Melinda Prinsloo	Chief Executive Officer
	Nathan Manning	Chief Bushfire Control Officer & Community Emergency Services Manager
	Alison Reliti	Shire of Chittering
	Adam Robertson	WAMIA
	Ryan Hamblion	Department of Communities
	Danielle Clark	Department of Communities
	Graham Furlong	Shire of Chittering
	Jude Seivwright	WA Police – Gingin
	Amanda Robinson	Bindoon Primary School
	Matt Trozzo	St John Ambulance
	Shelley Walter	CWA – Bindoon Bells
	Michael Phillips	Department of Communities

Minute Secretary: Jodie Connell

2.2 Apologies

Shelby Robinson	Department of Fire & Emergency Services
Sammantha Da Luz	Immaculate Heart College
Daryl Coleman	Swan SES
Murray McBride	Department of Fire & Emergency Services
Dennis Badcock	Tronox

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 November 2024

4.1 OFFICER RECOMMENDATION

Moved Adam Robertson / Seconded Jude Seivwright

That the minutes of the Local Emergency Management Committee meeting held on Wednesday, 27 November 2024 be confirmed as a true and accurate record of proceedings.

CARRIED UNANIMOUSLY

Cr Kylie Hughes requested new members to introduce themselves. All members present introduced themselves to the Committee.

5. REPORTS

5.1 St John Ambulance – Matt Trozzo, Community Paramedic

- Relatively quiet season to date.
- Mountain Bike Championships are planned in April. St John Ambulance planning for potential incidents at the event and how to extract potential casualties from the Mountain Bike Park.

5.2 WA Police – Jude Seivwright, Officer in Charge, Gingin Police

- Assisted at the recent bushfire in Bindoon. There were some issues regarding traffic matters which need to be debriefed.

5.3 Shire of Chittering / Department of Fire & Emergency Services – Nathan Manning, Community Emergency Services Manager and Chief Bushfire Control Officer

- Commenced with the Shire of Chittering on 30 December 2024. Originally from the Lower South West region.
- Outlook for the season has been reasonable
- Bindoon Incident on 17 February 2025 – 300 hectares burnt and incident remains open.
- Storm on 19 February 2025 – has resulted in some properties with significant damage. The Shire is currently working towards applying for Disaster Recovery Funding.
- The Shire of Chittering LEMA is due for review. The review is to commence after the high threat period.

5.4 Department of Communities – Michael Phillips, Regional Coordinator, Regional Preparedness and Coordination

- Department of Communities have been busy with efforts due to Tropical Cyclone Zelia.
- There has been some confusion with Local Governments using the wrong contacts when activating the Department of Communities when an Evacuation Centre is required. There is an On-call number that is to be used – The correct number is 0418 943 835.

5.5 Shire of Chittering – Melinda Prinsloo, Chief Executive Officer

- Thanks was given to everyone involved and the efforts that went into securing infrastructure and ensuring safety for the community.
- People affected by the storm have been contacted and the Shire has offered support.
- The Shire is currently working on applying for Disaster Recovery Funding for the clean-up efforts for the microburst storm

5.6 CWA – Bindoon Belles – Shelley Walter

- Assisted the Salvation Army with welfare at the Bindoon Bushfire on 17 February 2025.

5.7 Bindoon Primary School – Amanda Robinson, Principal

- The school has reviewed its plan and was prepared for the bushfire.
- Bushfire mitigation works have been scheduled to be conducted at the school.
- The school requested consideration to be given to evacuation requirements for students when the Emergency WA maps are updated and endeavoured to speak to the Incident Controller to determine the appropriate advance warning the school would require for it to be updated in the Emergency WA system for the future.
- Amanda Robinson contributed some information from the school's perspective during the incident. Ryan Hamblion asked Amanda about their evacuation plan for the school which was detailed by Amanda. Ryan's advice to Amanda was to make sure to have early conversations with the ISG. Further discussion was held about the bushfire incident, evacuation and Bindoon Primary School's emergency plans.

5.8 WAMIA – Adam Robertson, Operations Manager

- Working on emergency plans for the facility.
- Adam Robertson stated that WAMIA has many facilities that can assist during an emergency. Michael Phillips enquired about the possibility of cats and dogs being at the property. Adam detailed what facilities and paddocks are available and added that it would be more beneficial to do a site visit. The possibility of a LEMC meeting being held at WAMIA was discussed. Ryan enquired about DPIRD being contacted for animal welfare possibility at WAMIA facilities. Adam requested contact details for DPIRD to liaise with on the matter.

5.9 Shire of Chittering – Graham Furlong, Bushfire Risk Officer & Ranger Coordinator

- Working on the funding for the Disaster Recovery for the Microburst on 19 February 2025.
- Bushfire on Flat Rocks - Graham confirmed that a debrief with Gingin Police and Main Roads WA would be beneficial as the fire was a good scenario to plan for future incidents. Graham detailed some of the matters dealt with during the bushfire incident.

The Committee discussed Main Roads potentially being a part of the Committee and issues experienced dealing with them during the bushfire incident.

5.10 Shire of Chittering – Alison Reliti, Community Development

Community Development are currently looking at working with people in the community to hold some resilience training - particularly making sure to ensure certain groups have appropriate plans in place to cater for their individual needs.

6. GENERAL BUSINESS

6.1 Local Emergency Relief & Support Plan – Department of Communities

A copy of the Local Emergency Relief & Support Plan was circulated to the Committee. Michael confirmed that this plan had been shortened and detailed the contents and purpose of the document. Jodie to circulate the plan to the Committee to be considered and ready to be tabled at the next Committee meeting.

7. NEXT MEETING

That the next meeting of the Local Emergency Management Committee is scheduled for Wednesday, 28 May 2025 commencing at 10am.

8. CLOSURE

The Chairperson declared the meeting closed at 10:40AM.