



**COMMITTEE ATTACHMENTS
ORDINARY MEETING OF COUNCIL
WEDNESDAY 16 APRIL 2024**

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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.



Chittering Bush Fire Advisory Committee Meeting Minutes Tuesday, 11 March 2025

Council Chambers, 6177 Great Northern Highway, Bindoon
Commencement: 7:01pm Closure: 7:58pm

MEMBERSHIP

Members	Deputies
Shire of Chittering Councillor Cr Carmel Ross	Shire of Chittering Councillor Cr David Dewar
Chief Executive Officer Melinda Prinsloo	Nil
Chief Bush Fire Control Officer Nathan Manning	Nil
Deputy Chief Bush Fire Control Officer Northern Region Kim Haeusler	Nil
Bindoon Brigade representative Neil Harvey	Bindoon Brigade representative Dennis Badcock
Lower Chittering Brigade representative Donald Jamieson	Lower Chittering Brigade representative Graham Furlong
Muchea Brigade representative Shelly Pannell	Muchea Brigade representative James Marotta
Upper Chittering Brigade representative Aaron Cover	Upper Chittering Brigade representative Will Lee
Wannamal Brigade representative Clayton Smith	Wannamal Brigade representative Daniel Smith
Chittering Incident Support Brigade representative Paul Groves	Chittering Incident Support Brigade representative Ian Wright

Objectives

To make recommendations and advise Council on all matters relating to the Bush Fires Act 1954, Section 67(1).

To liaise with other emergency organisations and relevant bodies with regard to Fire and Emergency Management within the Shire of Chittering. The Committee will advise the local government all matters relating to:

- Preventing, controlling and extinguishing of bush fires
- The planning of the layout of firebreaks in the district
- Prosecutions for breaches of the Bush Fire Act 1954
- The formation of bush fire brigades and the grouping thereof under group brigade officers
- The ensuring of co-operation and co-ordination of bush fire brigades in their efforts and activities
- Any other matter relating to bush fire control whether of the same kind, as, or a different kind from, those specified.

Tenure of Membership

Shall be in accordance with the *Local Government Act 1995, Section 5.11*.

Attendance by Government Agencies

The following are invited (non-voting) to attend meetings of the CBFAC:

- DFES District Officer – North East Metropolitan
- Department of Biodiversity, Conservation & Attractions / Parks and Wildlife Service

Delegated Authority

Nil

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Preface

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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 14 March 2025.

**Confirmed Minutes**

These minutes were confirmed at a meeting held on 8 July 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 7:01PM.

Good evening 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 – 6 Members):

Members:	Cr Carmel Ross Melinda Prinsloo Nathan Manning Shelly Pannell James Marotta Daniel Smith Paul Groves Will Lee Kim Haeusler Ian Wright	Council Delegate (Chairperson) Chief Executive Officer Community Emergency Services Manager & Chief Bushfire Control Officer Muchea Volunteer Bush Fire Brigade Muchea Volunteer Bush Fire Brigade Wannamal Volunteer Bush Fire Brigade Chittering Incident Support Brigade Upper Chittering Volunteer Bush Fire Brigade Wannamal Volunteer Bush Fire Brigade Chittering Incident Support Brigade
Observers:	Murray McBride Graham Furlong Gerry Starr Jarrod McCulloch Tammy Foster Greg Hodgson Brad Hasson	Department of Fire and Emergency Services Bushfire Risk & Ranger Coordinator Bushfire Volunteer Association Muchea Volunteer Bush Fire Brigade Muchea Volunteer Bush Fire Brigade Forest Products Commission Forest Products Commission
Minute Secretary:	Jodie Connell	

2.2 Apologies

Aaron Cover Neil Harvey	Upper Chittering Volunteer Bush Fire Brigade Bindoon Volunteer Bush Fire Brigade
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2.3 Approved leave of absence

Nil

3. DISCLOSURE OF INTEREST

Nil

4. CONFIRMATION OF PREVIOUS MINUTES

4.1 Chittering Bushfire Advisory Committee meeting: 29 October 2024

4.1 OFFICER RECOMMENDATION

Moved Shelly Pannell / Seconded Paul Groves

That the minutes of the Chittering Bushfire Advisory Committee meeting held on Tuesday, 29 October 2024 be confirmed as a true and accurate record of proceedings.

CARRIED UNANIMOUSLY

5. REPORTS

5.1 Community Emergency Services Manager / Chief Bushfire Control Officer

Nathan Manning spoke to the following:

- Several training courses have been held with brigade members including Incident Controller training, Bushfire Safety Awareness and Firefighting Skills for new members – a training calendar was circulated to the Committee with Nathan's report.
- A few incidents have occurred across the Shire with the most notable being the Bindoon Bushfire on 17 February 2025 – there was an overall good response from brigades.
- IRS Reporting needs to be addressed by all brigades as there are many still outstanding and not closed.
 - Nathan will be organising training to be for members to be able to close IRS reports.
- Meeting held recently with Graham and the Captains about the proposed Local Law.
- LGGS applications have opened, and Nathan has emailed all brigades asking for suggested purchases of eligible items – Nathan is still waiting for response from some brigades.
- Vehicle replacement updates were provided with specific reference to Muchea's 2.4 to be replaced with a 3.4, Wannamal's 2.4 to be replaced with a 4.4 and Lower Chittering's 3.4 is yet to be confirmed.
- The AFAC Autumn Outlook has been circulated to the Committee.
- DFES Circulars circulated to the Committee.

Cr Carmel Ross welcomed Nathan to his first Committee meeting.

5.2 DFES District Officer – North East Metropolitan

Murray McBride spoke to the following:

- Meeting held recently with a new officer at the Bindoon Army Camp. An exercise has been proposed with further discussion required. Murray will disclose further information to Nathan to be circulated to brigades once details are confirmed.
- As a result of the findings from the Wooroloo fire, purpose-built sea containers are available as Level 3 Incident Control Centres. These can be deployed when required. Melinda inquired whether they can be deployed and kept locally. Murray confirmed that they could not.
 - Murray stated that in his absence, he will ask Jamie O'Neill to do a presentation to the Committee at the next meeting.
- DFES have developed a dashboard showing the Replacement Vehicles. The dashboard will be available on the DFES Volunteer Hub for brigades to access and view.
- An after-hours number has been allocated for members to call for DFES management attendance at incidents after 4pm. This is currently being tested.
- Other Local Government Brigades have Operational meetings prior to Bushfire Advisory Committee meetings. Murray stated that this is useful to allow any operational matters to be addressed at the Chittering Bushfire Advisory Committee Meetings.
- A document has been developed to determine catering options for large incidents. Murray detailed the issues experienced at the Bindoon Fire with catering and the purpose of using particular caterers.

Shelly Pannell inquired about neighbouring brigades attending incidents and catering for them when they attend local incidents. Murray confirmed that those members can be catered for also.

5.3 Chief Executive Officer

Melinda Prinsloo spoke to the following:

- Expressed her gratitude to all the brigades for their attendance to the fires over the season, particularly the Bindoon Bushfire on 17 February 2025.
- Chittering is being included in a pilot test for the Shire's Local Emergency Management Arrangements.
- Aboriginal Cultural Heritage – the Shire is currently working on obtaining pre-emptive approval for the areas in the Shire.

5.4 Department of Biodiversity, Conservation & Attractions / Parks and Wildlife Service

Cr Carmel Ross addressed the Committee and acknowledged there was no attendance from the Parks and Wildlife Service tonight. Cr Ross tabled the email from the Swan Coastal section that was circulated to the Committee and provided a short description from the Perth Hills section. The Perth Hills Report will be circulated to the Committee.

5.5 Bushfire Risk & Ranger Coordinator

Graham Furlong addressed the Committee and delivered a presentation, covering fire mitigation works, fire appliances, fire stations, fire equipment, strategic water tanks, grants, fire danger rating signs and firebreak inspections.

6. GENERAL BUSINESS

Murray McBride addressed the Committee to inform them of the handheld radio replacements. Murray stated that a circular will be sent out about conducting an audit. Currently, there is no estimated time on the arrival of the new radios, but the process is commencing shortly. The replacement will be for handheld radios only. Any missing radios that may have been retained by previous members will need to be followed up. Paul Groves enquired about the upgrades to the Incident Control Vehicle radios inside the vehicle. Murray confirmed only the radio in the cab of the vehicle is being replaced.

Greg Hodgson from the Forest Products Commission addressed the Committee and introduced himself. Greg provided information to the Committee about the plantations in the Shire and the purpose of their organisation. Greg stated that the previous season caused a lot of death in the plantations which is being addressed to mitigate the bushfire risk. The Forest Products Commission are looking to salvage the plantations over the coming years. Greg stated that the Forest Products Commission has their own fleet dedicated to fire response. Dan Smith asked for a map of the plantations in the region, which will be provided to Nathan or Graham to circulate. The Committee discussed previous incidents at plantations in the area and the local response that prevented those plantations from being adversely affected. Nathan Manning asked Greg about online mapping being available. Further discussion was held by the Committee about mapping for different plantations. The prospect of using a spent plantation for a training exercise was also discussed by the Committee.

Paul Groves addressed the Committee on behalf of Dennis Badcock. Paul enquired what time of day are Total Fire Bans are being determined and declared. Murray McBride stated that a preliminary determination is made at 12:00pm, and the decision is then finalised at approximately 4:00pm. Paul stated that he would suggest to Dennis to approach DFES directly as a representative of Tronox to enquire further. Paul added that a member of Incident Support Brigade wanted to express her thanks to the brigades for the response during the Bindoon Bushfire. It was confirmed that correspondence from the member had been received and circulated.

Melinda Prinsloo addressed the Committee to inform them that LGIS will be conducting a Work, Health & Safety audit and inspections in the coming months. Murray McBride added that dirty personal protective equipment and clothing is always an issue during audits and inspections. Daniel Smith enquired about the party who is conducting the audit and inspections and Melinda confirmed that this is different to the standard Work, Health and Safety inspections conducted by the Shire.

7. NEXT MEETING

That the next meeting of the Chittering Bush Fire Advisory Committee is scheduled for Tuesday, 8 July 2025 commencing at 7pm.

8. CLOSURE

Cr Carmel Ross reiterated the gratitude felt by the Shire and Council and gave thanks to all brigades and their members.

The Chairperson declared the meeting closed at 7:58PM.