



**COMMITTEE ATTACHMENTS
ORDINARY MEETING OF COUNCIL
WEDNESDAY 17 APRIL 2024**

REPORT NUMBER	REPORT TITLE AND ATTACHMENT DESCRIPTION	PAGE NUMBER(S)
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COM02 – 04/24	Chittering Bush Fire Advisory Committee – Unconfirmed Minutes from Tuesday, 26 March 2024 Attachments 1. “unconfirmed” minutes from Chittering Bush Fire Advisory Committee Meeting held on 26 March 2024	10 – 17
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Local Emergency Management Committee Meeting Minutes 21 February 2024

Council Chambers, 6177 Great Northern Highway, Bindoon
Commencement: 10:00am Closure: 11:14am

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 26 February 2024.



Confirmed Minutes

These minutes were confirmed at a meeting held on 22 May 2024.

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
	Melinda Prinsloo	Chief Executive Officer
	Graham Furlong	Chief Bush Fire Control Officer
	Carlson Daniels	WAMIA
	Sammantha Da Luz	Immaculate Heart College
	Shelley Walter	CWA Bindoon Belles
	Jo Spaddacini	Department of Communities
	Michael Phillips	Department of Communities
	Amanda Robinson	Bindoon Primary
	Alison Reliti	Shire of Chittering
	Murray McBride	Department of Fire & Emergency Services
	Daryl Coleman	Swan SES
Observers:	Jodie Connell	Development Services Support Officer (Minute Secretary)

2.2 Apologies

Jude Seivwright	Gingin Police
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2.3 Approved leave of absence

Nil

3. DISCLOSURE OF INTEREST

Nil

4. CONFIRMATION OF PREVIOUS MINUTES

4.1 Local Emergency Management Committee meeting: 22 November 2023

4.1 OFFICER RECOMMENDATION

Moved Melinda Prinsloo / Seconded Murray McBride

That the minutes of the Local Emergency Management Committee meeting held on Wednesday, 22 November 2023 be confirmed as a true and accurate record of proceedings.

CARRIED UNANIMOUSLY

5. REPORTS

5.1 Department of Communities

Jo Spadaccini spoke to the following:

- Introduction of Michael Phillips to the Committee and described current departmental changes with the addition of Michael Schorer.
- Thanks was given to Bindoon Belles for assistance at the Wanneroo Fire. The Belles assisted with catering at the Resilience Centre in Swan during the incident.
- Jo has had discussions regarding the recovery model with Melinda after the recent Bindoon and Chittering Fires. This was discussed and catered toward the Chittering community in a different way to align with the needs of the community.
- Training will be available during the off season later this year.
- State level report will be circulated to the Committee

5.2 Department of Fire & Emergency Services

Murray McBride spoke to the following:

- The response to the Bindoon/Gingin Complex incident was effective and a debrief is being held with Chittering brigades tomorrow night.
- Career appliances have been around town recently due to the high threat period as a precaution. This has occurred across the state in different areas.
- Two Helitaks are based in Gingin currently for quick response.
- No Community Emergency Services Manager for Chittering currently. Graham currently covering the Chief role.
- A very busy summer for all emergency responders.

5.3 WAMIA

Carlson Daniels spoke to the following:

- Carlson introduced himself to the Committee and gave some context to WAMIA's operations and his role.
- Currently reviewing WAMIA's emergency response plan and other aspects of operations that may be impacted by an emergency.
- Looking to network with other local stakeholders to assist where possible in future.

Graham Furlong enquired about whether anyone tried to evacuate animals to WAMIA during the recent fires. Carlson stated that none had and gave some information about potentially being able to assist in future.

Murray provided information from the Wooroloo incident in 2021 about where animals were evacuated to WAMIA. The evacuation of animals in the Shire of Chittering was discussed by the Committee.

5.4 Chief Executive Officer, Shire of Chittering

Melinda Prinsloo spoke to the following:

- Graham Furlong has been appointed as Chief Bush Fire Control Officer. A new Community Emergency Services Manager to be recruited in near future.
- The recent incidents have been a good test of the Shire's plans and systems and improvements have been identified.
- Recovery efforts are ongoing from the storm.

5.5 CWA Bindoon Belles

Shelley Walter addressed the Committee and detailed the great opportunity CWA had by assisting during the Wanneroo Fire.

Shelley asked Communities regarding the activation of the Bindoon Belles during incidents like the recent Bindoon and Chittering fires. Jo explained the activation process.

Murray stated that RAAF have recently taken over the Resilience Centre in Bullsbrook and it may not be available for evacuation efforts in future. Details of the Wanneroo Fire response and use of the facility were discussed.

Graham Furlong raised the point made previously by the Edmund Rice College delegate about evacuating their students. Graham asked whether the Resilience centre would be an appropriate location. Discussion was held about the facility and the practicalities of using it.

5.6 Immaculate Heart College

Sammantha da Luz spoke to the following:

- Student numbers are growing exponentially and currently working with the Shire on the masterplan for the school.
- The school is considering different aspects of emergency response plans as part of the masterplan as well as the impact the growth the school is having on those plans.
- Immaculate Heart would like to network with other local stakeholders to assist in future.

5.7 Shire of Chittering

Alison Reliti stated that she was currently working on recovery efforts with Melinda.

Graham Furlong spoke to the following:

- Outlined details of the large incidents and how they impacted Chittering Brigades
- Skills gaps have been identified within our brigades including incident management and succession planning.
- The Shire was much more involved in the incident response compared to previous larger incidents which was of great value to the response.
- A couple of aspects during the incident were new to Graham in his role including evacuation centres.
- The DFES management response and support was excellent.
- There is an opportunity to obtain grant funding for an Animal Welfare Plan for the Chittering Local Emergency Management Arrangements.

Jo provided feedback about other Local Governments who have Animal Welfare Plans.

5.8 Bindoon Primary School

Amanda Robinson spoke to the following:

- Reviewing the plans the school currently has in place and looking to seek feedback from Bullsbrook to gain learning from their recent experience.
- Department of Education has introduced a new system for visitors to sign in and they now have to confirm that they have been made aware of the school's plans.
- Regular drills being held and planned.
- Extreme weather policies have been implemented.

5.9 Swan SES

Daryl Coleman spoke to the following:

- Responded to all recent incidents in Chittering and the Wanneroo incident.
- Responded to the storm event with a few call outs occurring in the Chittering area.
- Swan SES is experiencing some issues with members wanting to fix all issues arising at each call out. Management are finding ways to better manage response times and the scope of work done at each call out.
- Potential for crews to go up north in response to cyclone.
- Celebrating 60 years of Swan SES this year.

6. GENERAL BUSINESS

6.1 Update of Local Emergency Management Arrangements

Updates were provided to the Minute Secretary.

7. NEXT MEETING

That the next meeting of the Local Emergency Management Committee is scheduled for Wednesday, 22 May 2024 commencing at 10am.

8. CLOSURE

The Chairperson declared the meeting closed 11:14AM.



Chittering Bush Fire Advisory Committee Meeting Minutes 26 March 2024

To be held at Council Chambers, 6177 Great Northern Highway, Bindoon
Commencing at 7:00PM

MEMBERSHIP AS ENDORSED 14 DECEMBER 2022

Members	Deputies
Shire of Chittering Councillor Cr Carmel Ross	Shire of Chittering Councillor Cr David Dewar
Chief Executive Officer Melinda Prinsloo	Nil
Community Emergency Services Manager / Chief Bush Fire Control Officer	Nil
Deputy Chief Bush Fire Control Officer Southern Region	Nil
Deputy Chief Bush Fire Control Officer Central Region	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 Jeremy Tennant	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
8 April 2024.



Confirmed Minutes

These minutes were confirmed at a meeting held on 11 June 2024.

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 7:03PM

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	Council Delegate (Chairperson)
	Melinda Prinsloo	Chief Executive Officer
	Graham Furlong	Chief Bushfire Control Officer
	Aaron Cover	Upper Chittering Volunteer Bush Fire Brigade
	Paul Groves	Chittering Incident Support Brigade
	Jeremy Tennant	Lower Chittering Volunteer Bush Fire Brigade
	Dan Smith	Wannamal Volunteer Bush Fire Brigade
	Neil Harvey	Bindoon Volunteer Bush Fire Brigade
	Kim Haeusler	Deputy Chief Bush Fire Control Officer – North

Observers:	Jodie Connell	Development Services Support Officer (Minute Secretary)
	Jake Whistler	Executive Manager Development Services
	Ian Wright	Chittering Incident Support Brigade

2.2 Apologies

Shelly Pannell	Muchea Volunteer Bush Fire Brigade
Murray McBride	Department of Fire and Emergency Services
Tammy Foster	Muchea Volunteer Bush Fire Brigade
Will Lee	Upper Chittering Volunteer Bush Fire Brigade

Shelly, Murray and Will have been deployed to the Waroona Bushfire.

2.3 Approved leave of absence

Nil

3. DISCLOSURE OF INTEREST

Nil

4. CONFIRMATION OF PREVIOUS MINUTES

4.1 Chittering Bushfire Advisory Committee meeting: 17 October 2023

4.1 OFFICER RECOMMENDATION

Moved Aaron Cover / Seconded Paul Groves

That the minutes of the Chittering Bushfire Advisory Committee meeting held on Tuesday, 17 October 2023 be confirmed as a true and accurate record of proceedings.

CARRIED UNANIMOUSLY

5. ANNOUNCEMENTS WITHOUT DISCUSSION

5.1 Chief Bushfire Control Officer

Graham Furlong presented to the Committee. The presentation will be circulated to the Committee with the minutes.

5.2 Chief Executive Officer

Melinda Prinsloo spoke to the following:

- Melinda expressed her gratitude to all members who have turned out to the incidents over the previous season, including members who have also attended fires out of area. Melinda stated that she was grateful to those who have reciprocated for the brigades that helped Chittering.
- Melinda requested that Captains please let her, and Graham know about their Annual General Meeting dates in May, as they would both like to attend.

Daniel highlighted that May is not an ideal time for Wannamal to have a meeting due to farming activities. The Committee discussed the reasons that Annual General Meetings are held in May.

Paul Groves enquired about the process for the brigade books to be audited. The Committee discussed the procedure in relation to the Brigades Local Law.

6. MATTERS ARISING FROM PREVIOUS MINUTES

6.1 Motion Passed – Requesting a Speed Camera in Bindoon Townsite

Melinda Prinsloo stated that she had contact with multiple agencies regarding the possibility of getting a speed camera in Bindoon Townsite. The agencies contacted have stated that they would not be installing a speed camera and that the current signage on either side of town suffices.

6.2 Regulation of Private Waste Facilities in the Shire of Chittering

Melinda Prinsloo provided information about how private waste facilities are regulated by Department of Water and Environmental Regulation. Aaron Cover requested whether it would be up to a brigade to approach DWER about their concerns and Melinda confirmed that would be the case. Details regarding the Propagation View HAZMAT fire were discussed by Committee members.

6.3 Power Connection to Bore in Lower Chittering

Graham Furlong reaffirmed that there was no update as per his presentation. Jeremy requested whether the Shire would be able to provide a generator if required which was confirmed by Melinda and Graham.

7. PREVENTION (MITIGATION, COMPLIANCE & ENFORCEMENT)

7.1 Firebreak Inspections 2023/2024

Graham Furlong presented the statistics on firebreaks for the previous season. Paul Groves enquired about the infringements, work orders and the inspection process. Paul stated that the Shire should be issuing infringements earlier in the season to address non-compliance. Graham and Melinda described the Shire's approach when dealing with non-compliance and how it is difficult to infringe everyone on the first offence due to different factors. Paul provided information about the approach at the Shire of Gingin. The Committee discussed the approach to non-compliance for firebreak inspections and the current strategy in place.

Graham provided information to the Committee about permits and the transition to the Restricted Burning Time on 1 April 2024. Information from the Commissioner was shared with the Committee.

7.2 Review of the Online Permit to Burn System

Jeremy Tennant addressed the Committee and described how all requests for permits received were denied due to non-compliance. Jeremy provided some feedback about the current wording on the online system. Jeremy requested whether the process could be reviewed and provided some suggestions to be considered. Options were discussed by the Committee around how the system could be improved, and how education is implemented. Discussion was held by Committee members about permit holders understanding that they are liable should their burning activity get out of control or cause any damage. Members of the Committee were requested by Melinda to send their feedback to Jodie for collation.

8. GENERAL BUSINESS

8.1 Significant Areas in the Shire of Chittering

Jeremy requested information on how fires can be managed with known significant Aboriginal Heritage areas in the Shire of Chittering. Melinda stated that the request for information would be taken on notice and feedback will be provided to the Committee on how to proceed in future. Graham stated that for now, if requiring heavy machinery needs to be used, speak with DFES management to get an Aboriginal Liaison Officer to assist. The correct procedure was discussed by the Committee. Paul Groves also stated that when FES Maps are provided, the overlay that shows significant areas will be added to assist.

9. NEXT MEETING

The next meeting of the Chittering Bush Fire Advisory Committee is scheduled for Tuesday, 11 June 2024 commencing at 7pm.

10. CLOSURE

The Chairperson declared the meeting closed at 8:33PM.



**Chittering Tourism Advisory Group
Meeting Minutes
11 April 2024**

Council Chambers, 6177 Great Northern Highway, Bindoon

MEMBERSHIP AS AT DECEMBER 2023

Members	Deputies
Shire of Chittering Councillor Cr Mark Campbell	Shire of Chittering Councillor Cr Carmel Ross
Chittering Tourist and Business Association Tamiaka Preston	
Bindoon and Districts Historical Society Chris Waldie	
Alan & Eve's Eden BnB Evelyn Brown	Nil
Regional Development Australia (Wheatbelt) Chris Evans	Nil
Muchea Tree Farm Natalie Vallance	Nil

Objectives

To make recommendations and advise Council on select matters relating to tourism. To suggest targets and track the progress made by the Shire in undertaking tourism development activities.

The Advisory Group will advise Council all matters in tourism relating to:

- Stakeholder engagement
- Marketing
- Business support & development
- Investment attraction & infrastructure implementation
- Visitor satisfaction
- Undertaking major projects
- Shire-led tourism-focused events coordination

Tenure of Membership

At each Ordinary Council Election, all positions will be declared vacant and; expressions of interest for committee positions will be advertised every two years in line with Council Elections, at the first meeting following the Elections. Ongoing recruitment will be advertised via the Shire community engagement processes. The Advisory Group has the power to co-opt people with relevant expertise, or where there is a gap in representation.

Interested parties will be invited to complete an application form and send to the Chair of CTAG who will consult with existing membership to consider the application.

Delegated Authority

Nil

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1. DECLARATION OF OPENING OF MEETING ANNOUNCEMENTS OF VISITORS

The Chairperson to declare the meeting open at 5:35pm.

Good evening ladies and gentlemen, we wish to acknowledge the traditional custodians of the land we are meeting on, 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

2.1 Attendance

The following members attendance is requested (Quorum – Shire Councillor and 3 Members):

Members:	Cr Mark Campbell	Council Delegate (Chairperson)
	Cr Carmel Ross	Councillor, Shire of Chittering
	Tamieka Preston	Chittering Tourist and Business Association
	Chris Waldie	Bindoon and Districts Historical Society
	Natalie Vallance	Muchea Tree Farm
	Chris Evans	RDA Wheatbelt
Observers:	Scott Clayton	Deputy Chief Executive Officer, Shire of Chittering

2.2 Apologies

Members:	Evelyn Brown	Alan and Eve's B&B
Observer:	Natasha Muir	Tourism, Events & Marketing Officer, Shire of Chittering

3. TASTE OF CHITTERING

Confirm of the preferred location to recommend to Council.

Feb 2024 meeting minutes

Natasha Muir proposed two suitable venues for the Taste of Chittering: the Bindoon Oval and Nesci Estate. Members discussed the benefits of having it at the Bindoon Oval such as parking and traffic control, versus the negatives such as making it too similar to other markets events and taking away its 'identity'. It was agreed by all members that the most favourable location would be Nesci Estate.

The group was presented with the following information to allow them to make an informed decision as to their preferred location of the event;

- The cost to hire the facilities at Nesci Estate will be \$5,000 inc GST. This is the same amount charged by Nesci Estate in 2020 when the Shire last held the event there.
- The hire includes;
 - 2 x parking areas (paddock along property road at the facility entrance and the paddock at the front of the property.
 - Stage, verandah and grass area.

- Existing toilet facilities (additional toilets will be required, at the Shire's expense)
- Bar area for tasting and purchases.
- Water fountain area for seating.
- Gravel and open areas.
- Existing seating and wine barrels for tables.
- A shift to Nesci Estate would reduce the Shire's costs for traffic management and stage hire.

During the meeting, it was also identified that the proximity of Nesci Estate to Perth would have a positive effect on attendance numbers.

ADVISORY GROUP RESOLUTION

Moved Chris Evans, seconded Chris Waldie

It be recommended to Council that the venue for the 2024 Taste of Chittering be Nesci Estate

CARRIED 6 / 0

In relation to the Taste of Chittering, the following information is requested to be provided to the advisory group at the next meeting;

- Summary of the Shire's responsibilities (Insurance, car park attendants, liquor licencing etc.
- Clarity of what Nesci Estate will provide / supply as part of the venue hire.
- Confirmation as to whether Nesci will be trading at the event.
- Will the gold coin donation remain the entry fee?
- What type of grants / sponsorship is the Shire seeking?
- What were the stallholder fees last year? What fees are proposed for the year?
- Provide a proposed layout map for stall holders at the venue.

4. NEXT MEETING

The next regular meeting of the Chittering Tourism Advisory Group is proposed for Thursday, 2 May 2024 commencing at 6pm.

5. GENERAL BUSINESS

Chris Waldie – Can the Shire investigate appropriate signage for the walk trail from Clune Park to the Brockman Centre. Chris also raised the issue of potable water for uses of this trail.

6. CLOSURE

The Chairperson declared the meeting closed at 5:59pm.