



**COMMITTEE ATTACHMENTS
ORDINARY MEETING OF COUNCIL
WEDNESDAY 14 DECEMBER 2022**

REPORT NUMBER	REPORT TITLE AND ATTACHMENT DESCRIPTION	PAGE NUMBER(S)
COM01 – 12/22	<p>CEO Recruitment Committee Minutes</p> <p>Attachments</p> <p>1. CEO Recruitment Committee Minutes 141122</p>	1 – 11
COM02 – 12/22	<p>Chittering Bush Fire Advisory Committee – Unconfirmed Minutes from Tuesday, 18 October 2022, Amendment to Membership & Scheduling of 2023 Meeting Dates</p> <p>Attachments</p> <p>1. “Unconfirmed” minutes from Chittering Bush Fire Advisory Committee meeting held on 18 October 2022</p>	12 – 23
COM03 – 12/22	<p>Local Emergency management Committee – Unconfirmed Minutes from Wednesday 24 August 2022, 23 November 2022 & Scheduling of 2023 Meeting Dates</p> <p>Attachments</p> <p>1. “Unconfirmed” minutes from Local Emergency Management Committee meeting held on 24 August 2022</p> <p>2. “Unconfirmed” minutes from Local Emergency Management Committee meeting held on 23 November 2022</p>	24 – 39



COMMITTEE MINUTES

CEO Recruitment Committee

6pm, Monday 14 November 2022

Online via Zoom

PREFACE

When the Officer approves these minutes for distribution they are in essence “Unconfirmed” until the following CEO Recruitment Committee meeting, 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 CEO Recruitment Committee meeting are put together as an addendum to these Minutes.

UNCONFIRMED MINUTES

These CEO Recruitment Committee minutes were approved for distribution on 15 November 2022.



Leo Pudhota
Executive Manager Technical Services

CONFIRMED MINUTES

These CEO Recruitment Committee minutes were confirmed at the CEO Recruitment Committee meeting held on

Signed _____

NOTE: the Chairperson at the meeting at which these minutes are confirmed is the person who signs above.

OBJECTIVES

The purpose of the Chief Executive Officer Recruitment Committee is to conduct the recruitment and selection process for a new Chief Executive Officer in accordance with the principles of merit, equity and transparency and consistent with Council’s adopted Policy 3.26 Standards for Recruitment of CEO’s.



TABLE OF CONTENTS

ITEM 1. DECLARATION OF OPENING OF MEETING / ANNOUNCEMENTS OF VISITORS.....	4
ITEM 2. RECORD OF ATTENDANCE / APOLOGIES / APPROVED LEAVE OF ABSENCE.....	4
Attendance	4
Apologies	4
Approved leave of absence.....	4
ITEM 3. DISCLOSURE OF INTEREST.....	4
ITEM 4. PUBLIC QUESTION TIME	5
4.1 Public question time.....	5
ITEM 5. CONFIRMATION OF MINUTES	5
CEO Recruitment Committee: 26 October 2022.....	5
ITEM 6. REPORTS.....	6
CEORC01 – 11/22 CEO Recruitment Committee – Independent Member	6
CEORC02 – 11/22 Travel Reimbursement for Independent Member.....	9
ITEM 7. CLOSURE.....	11

Good evening Councillors and staff, ladies and gentlemen, we wish to acknowledge the traditional custodians of the land we are meeting on, the Yued people. 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.

ITEM 1. DECLARATION OF OPENING OF MEETING / ANNOUNCEMENTS OF VISITORS

The Presiding Member opened the Meeting at 6.07pm

ITEM 2. RECORD OF ATTENDANCE / APOLOGIES / APPROVED LEAVE OF ABSENCE

Attendance

The following members were in attendance:

Cr Carmel Ross	Presiding Member
Cr Mary Angus	Deputy Presiding Member
Cr John Curtis	
Cr Aaron King	

The following staff were in attendance:

Denaye Kerr	EA to the CEO
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Members of the public: 0

Media: 0

Apologies

Nil

Approved leave of absence

Cr Kylie Hughes

ITEM 3. DISCLOSURE OF INTEREST

Nil

ITEM 4. PUBLIC QUESTION TIME

4.1 Public question time

Nil

ITEM 5. CONFIRMATION OF MINUTES

CEO Recruitment Committee: 26 October 2022

OFFICER RECOMMENDATION / COMMITTEE RESOLUTION

Moved Cr Angus, seconded Cr Curtis

That the minutes of the CEO Recruitment Committee Meeting held on Wednesday 26 October 2022, as published on the Shire website, be confirmed.

CARRIED 4 / 0

TIME: 6.09PM

ITEM 6. REPORTS**CEORC01 – 11/22 CEO Recruitment Committee – Independent Member**

Applicant	N/A
File ref	22/02/83
Author	Executive Assistant
Authorising Officer	Chief Executive Officer
Disclosure of interest	Nil
Voting requirements	Absolute Majority (per local government act)
Attachments	1. Expression of Interest #1 (Confidential) 2. Expression of Interest #2 (Confidential)

	Authority / Discretion	Definition
<input type="checkbox"/>	Advocacy	<i>When Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.</i>
<input checked="" type="checkbox"/>	Executive	<i>The substantial direction setting and oversight role of Council. e.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.</i>
<input type="checkbox"/>	Legislative	<i>When Council initiates or adopts a policy position, or a local law</i>
<input type="checkbox"/>	Quasi-Judicial	<i>When Council determines an application/matter that directly affects a person's rights and interests. The judicial character arises from the obligation to abide by the principles of natural justice. Examples of Quasi-Judicial authority include development applications, building licences, applications for other permits/licences (e.g. under Health Act, Dog Act or Local Laws) and other decisions that may be appealable to the State Administrative Tribunal</i>
<input type="checkbox"/>	Information	<i>Includes items for information purposes only and do not require a decision of Council (to 'note' only)</i>

Executive Summary

The Committee is requested to consider an Independent Member to join the CEO Recruitment Committee, and recommend to Council at their next Ordinary Meeting being held 16 November 2022.

Background

The Local Government (Administration) Amendment Regulations 2021 and Shire of Chittering Policy 3.26 Standards for Recruitment of CEO's states that a CEO Recruitment Committee must contain one (1) Independent Member that cannot be a Council Member, an employee of the local government or a human resources consultant engaged by the local government.

The Committee and Council adopted to appoint Ms Rosemary Madacsi as the Independent Member in October, however, after advice received from the Department of Local Government that the Independent Member could not be a Council Member of any local government, not just the local government seeking at CEO, the Committee had to accept the resignation from Rosemary and readvertise the position.

The following was advertised on the Shire's Facebook page and website on Monday 31 October 2022:

"Council is seeking a suitably qualified and/or experienced Independent Committee Member for the CEO Recruitment Committee. The essence of the role of an independent committee member is to bring an impartial perspective to the process. It is important to be aware that this role is not involved in decision-making about the selection of the preferred candidate, rather, it is advisory to the Recruitment Committee.

Applicants should have experience in recruiting senior executive staff. While not essential, it is desirable that the below criteria are met:

- *Experience of senior management of a medium or large organisation (e.g., CFO, COO, CEO, etc.); and/or*
- *Experience as a board director of a medium or large organisation (or on the committee of an incorporated association); and/or*
- *Prior local government experience as an elected member, including as President/Mayor or Deputy President/Deputy Mayor (not currently an elected member)*
- *The above experience should be within the last 10 years.*

A short summary of relevant experience and/or qualifications will need to be provided to allow the committee to make an assessment of their preferred candidate.”

Applications closed 4:00pm on Friday 11 November, 2022.

Two (2) expressions of interest were received by the closing date and are attached to this agenda item. Both applicants have confirmed availability for the proposed interview dates.

Consultation Summary

Local

- CEO Recruitment Committee
- Mills Recruitment

State

Nil

Legislative Implications

State

- The establishment of a committee, CEO Recruitment and Delegation of Power are in accordance with the requirements of the Local Government Act 1995 and Local Government (Administration) Amendment Regulations 2021.

Local

Nil

Policy Implications

State

Nil

Local

- Policy 3.26 Standards for Recruitment of CEO's

Financial Implications

Nil

Strategic Assessment / Implications

Local

- Strategic Community Plan 2022-2032
 Focus area: Administration and Governance
 Objective: S5.2 Accountable and Transparent Governance

Strategy: S5.2.1 Become a leader in the areas of transparency, disclosure and public accountability

State

Nil

Site Inspection

Not applicable

Risk Assessment / Implications

Risk	Likelihood	Consequences	Risk Analysis	Mitigation
Compliance: It is a legal requirement that the Council appoint an Independent Member to the CEO Recruitment Committee	Possible	Moderate	Moderate	By having Council adopt an Independent Member to the CEO Recruitment Committee, compliance will be met.
Opportunity: Nil				

Officer Comment/Details

That the Committee consider an Independent Member to join the CEO Recruitment Committee, and recommend to Council at their next Ordinary Meeting being held 16 November 2022.

OFFICER RECOMMENDATION / COMMITTEE RESOLUTION

Moved Cr Angus, seconded Cr King

That the Committee appoint Craig Spencer as the Independent Member of the CEO Recruitment Committee and recommend to Council at their next Ordinary Meeting being held 16 November 2022.

CARRIED 4 / 0

TIME: 6.13PM

MOTION

Moved Cr Ross, seconded Cr Angus

That the Committee suspend Standing Orders.

CARRIED 4 / 0

TIME: 6.10PM

CEORC02 – 11/22 Travel Reimbursement for Independent Member

Applicant	N/A
File ref	22/02/83
Author	Executive Assistant
Authorising Officer	Chief Executive Officer
Disclosure of interest	Nil
Voting requirements	Absolute Majority (per local government act)
Attachments	Nil

	Authority / Discretion	Definition
<input type="checkbox"/>	Advocacy	When Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.
<input checked="" type="checkbox"/>	Executive	The substantial direction setting and oversight role of Council. e.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.
<input type="checkbox"/>	Legislative	When Council initiates or adopts a policy position, or a local law
<input type="checkbox"/>	Quasi-Judicial	When Council determines an application/matter that directly affects a person's rights and interests. The judicial character arises from the obligation to abide by the principles of natural justice. Examples of Quasi-Judicial authority include development applications, building licences, applications for other permits/licences (e.g. under Health Act, Dog Act or Local Laws) and other decisions that may be appealable to the State Administrative Tribunal
<input type="checkbox"/>	Information	Includes items for information purposes only and do not require a decision of Council (to 'note' only)

Executive Summary

The Committee is requested to consider recommending to Council that a Budget Amendment be made to include travel reimbursement for the Independent Member of the CEO Recruitment Committee.

Background

As the Independent Member of the Committee is a voluntary position and at least one trip is required to a distance >50km from Chambers, it is recommend that any travel costs are reimbursed. As the majority of the Committee meetings will be held online, this item will only be needed for travel costs for the interview process.

Consultation SummaryLocal

- CEO Recruitment Committee

State

Nil

Legislative ImplicationsState

- The establishment of a committee, CEO Recruitment and Delegation of Power are in accordance with the requirements of the Local Government Act 1995 and Local Government (Administration) Amendment Regulations 2021.

Local

Nil

Policy ImplicationsState

Nil

Local

Nil

Financial Implications

Nil

Strategic Assessment / ImplicationsLocal

- Strategic Community Plan 2022-2032

Focus area: Administration and Governance

Objective: S5.2 Accountable and Transparent Governance

Strategy: S5.2.1 Become a leader in the areas of transparency, disclosure and public accountability

State

Nil

Site Inspection

Not applicable

Risk Assessment / Implications

Risk	Likelihood	Consequences	Risk Analysis	Mitigation
Financial:	Possible	Insignificant	Low	This is not a paid position.
Opportunity: Nil				

Officer Comment/Details

That the Committee recommend to Council that a Budget Amendment be made to include travel reimbursement for the Independent Member of the CEO Recruitment Committee:

1. Eligible travel includes attendance at the interviews of short-listed applicants and any other meeting being held in-person.
2. The reimbursement will be applicable only to travel by motor vehicle
3. The reimbursement rate will be at the level paid to Councillors for approved travel
4. The maximum distance will be 200km return for each approved journey

OFFICER RECOMMENDATION / COMMITTEE RESOLUTION

Moved Cr Curtis, seconded Cr Angus

The Committee recommend to Council that a Budget Amendment be made to include travel reimbursement for the Independent Member of the CEO Recruitment Committee:

1. Eligible travel includes attendance at the interviews of short-listed applicants and any other meeting being held in-person.
2. The reimbursement will be applicable only to travel by motor vehicle
3. The reimbursement rate will be at the level paid to Councillors for approved travel
4. The maximum distance will be 200km return for each approved journey

CARRIED 4 / 0

TIME: 6.16PM

MOTION

Moved Cr Ross, seconded Cr Angus

That the Committee resume Standing Orders.

CARRIED 4 / 0

TIME: 6.16PM

ITEM 7. CLOSURE

The Presiding Member closed the meeting at 6.16pm.



Chittering Bush Fire Advisory Committee Meeting Minutes 18 October 2022

Commencement: 7:00PM Closure: 7:55PM

MEMBERSHIP AS ENDORSED - 20 JULY 2022

Members	Deputies
Shire of Chittering Councillor Cr Carmel Ross	Shire of Chittering Councillor Cr David Dewar
Chief Executive Officer Matthew Gilfellon	Nil
Community Emergency Services Manager / Chief Bush Fire Control Officer David Carroll	Nil
Deputy Chief Bush Fire Control Officer Southern Region David Wilson	Nil
Deputy Chief Bush Fire Control Officer Central Region Phillip Humphry	Nil
Deputy Chief Bush Fire Control Officer Northern Region Kim Haeusler	Nil
Bindoon Brigade representative Peter Watterston	Bindoon Brigade representative Nic Walter
Lower Chittering Brigade representative Jeremy Tennant	Lower Chittering Brigade representative Max Brown
Muchea Brigade representative Shelly Pannell	Muchea Brigade representative Shane Robertson
Upper Chittering Brigade representative Aaron Cover	Upper Chittering Brigade representative Gordon Carter
Wannamal Brigade representative Richard Rose	Wannamal Brigade representative Clayton Smith
Chittering Incident Support Brigade representative Paulette Embling	Chittering Incident Support Brigade representative Peter Hall

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:

- (a) Preventing, controlling and extinguishing of bush fires
- (b) The planning of the layout of fire-breaks in the district
- (c) Prosecutions for breaches of the Bush Fire Act 1954
- (d) The formation of bush fire brigades and the grouping thereof under group brigade officers
- (e) The ensuring of co-operation and co-ordination of bush fire brigades in their efforts and activities
- (f) 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:

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

Delegated Authority

Nil

TABLE OF CONTENTS

1.	DECLARATION OF OPENING OF MEETING ANNOUNCEMENTS OF VISITORS.....	5
2.	RECORD OF ATTENDANCE / APOLOGIES / APPROVED LEAVE OF ABSENCE.....	5
2.1	Attendance	5
2.2	Apologies	5
2.3	Approved leave of absence	5
3.	DISCLOSURE OF INTEREST	6
4.	CONFIRMATION OF PREVIOUS MINUTES.....	6
4.1	Chattering Bushfire Advisory Committee meeting: 14 June 2022	6
5.	ANNOUNCEMENTS WITHOUT DISCUSSION	6
5.1	Community Emergency Services Manager / Chief Bushfire Control Officer	6
5.2	Chief Executive Officer	9
6.	COMMUNITY ENGAGEMENT & EDUCATION.....	9
6.1	Fire Danger Rating Signs.....	9
7.	LOCAL LAW REVIEW	10
8.	AMENDMENT TO MEMBERSHIP.....	11
9.	2023 COMMITTEE MEETING DATES & NEXT MEETING.....	11
10.	CLOSURE	12

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 19 October 2022



Matthew Gilfellon
Chief Executive Officer

Confirmed Minutes

These minutes were confirmed at a meeting held on 14 March 2023.

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 7:00PM

Good evening ladies and gentlemen, we wish to acknowledge the traditional custodians of the land we are meeting on, the Yued people. 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)
	Matthew Gilfellon	Chief Executive Officer
	Dave Carroll	Chief Bushfire Control Officer
	Peter Watterston	Bindoon Volunteer Bush Fire Brigade
	Phill Humphry	Deputy Chief Bush Fire Control Officer – Central
	Shelly Pannell	Muchea Volunteer Bush Fire Brigade
	Jeremy Tennant	Lower Chittering Volunteer Bush Fire Brigade
	Aaron Cover	Upper Chittering Volunteer Bush Fire Brigade
	Kim Haeusler	Deputy Chief Bush Fire Control Officer - North

Observers:

Jodie Connell	Development Services Support Officer (Minute Secretary)
Melinda Prinsloo	Executive Manager Corporate Services
Gordon Carter	Upper Chittering Volunteer Bush Fire Brigade
Cr David Dewar	Deputy Member for Council
Will Lee	Upper Chittering Volunteer Bush Fire Brigade
Ben O’Keefe	Upper Chittering Volunteer Bush Fire Brigade
James Marotta	Muchea Volunteer Bush Fire Brigade

2.2 Apologies

David Wilson	Deputy Chief Bush Fire Control Officer – South
Paulette Embling	Chittering Incident Support Brigade
Peter Hall	Chittering Incident Support Brigade
Clayton Smith	Wannamal Volunteer Bush Fire Brigade
Murray McBride	Department of Fire and Emergency Services

2.3 Approved leave of absence

Nil

3. DISCLOSURE OF INTEREST

Nil

4. CONFIRMATION OF PREVIOUS MINUTES

4.1 Chittering Bushfire Advisory Committee meeting: 14 June 2022

4.1 OFFICER RECOMMENDATION

Moved Peter Watterston / Seconded Aaron Cover

That the minutes of the Chittering Bushfire Advisory Committee meeting held on Tuesday, 14 June 2022 be confirmed as a true and accurate record of proceedings.

CARRIED UNANIMOUSLY

5. ANNOUNCEMENTS WITHOUT DISCUSSION

5.1 Community Emergency Services Manager / Chief Bushfire Control Officer

Dave Carroll spoke to the following:

- Please spare a thought for the community and emergency services in the eastern states who have been and will continue to have a difficult time with the ongoing rainfall and flooding affecting them. On Sunday evening there were 172 alerts and 26 emergency warnings across NSW, Vic and Tasmania with substantial damage to housing and infrastructure as flood waters continue to ebb and flow across the eastern states.
- The Shire of Chittering is in the Restricted Burning Time, October, and November 2022
- Seasonal Outlook: For the fortnight 17 to 30 October, parts of Western Australia have a moderate chance (greater than 60%) of below median rainfall. November to January maximum temperatures are likely to be above median for much of Western Australia; Minimum temperatures are generally likely to be warmer than median for November to January across Australia.
- Grass growth and curing are occurring quickly with low humidity and dew point days becoming more common
- Soil Dryness is climbing steeply and is at approximately 70

PREVENTION:

- DFES Mitigation Activity Funding approved and ongoing, prioritised work to Shire managed lands and strategic verges managed by the Bushfire Risk Officer, Graham Furlong. Power Point presentation provided by Graham.
- Rangers have commenced observing properties for the commencement of fire break inspections on 16 October

PREPAREDNESS:

- Three new replacement Light Tankers have been received from DFES, 1 each for Muchea, Lower and Upper
- AFDRS is now in full swing, Shire FDI signs have been updated to the new graphic while waiting for replacement by DFES, contractors have been appointed to progress the signs
- State Legislation changes - amalgamation of 3 EM Acts into 1 Emergency Management Act may be available for comment in Feb 2023, Bush Fires, Fire Brigades and FESA Acts as we know them will cease to exist

- Servicing of brigade appliances has gone on over the winter months and is almost completed with the Incident Control Vehicle and Fire Support Vehicle remaining to be completed.
- Shire Fire Control Officers met in September to discuss the Act, permits and response procedures for the upcoming season

RESPONSE:

- Four station turnout has been improved with refinements to brigade primary turnout procedures made with DFES Computer Aided Despatch (CAD). Brigades are now more clearly defined as Primary Responders for their identified areas
- Following concerns raised from the Bindoon Training Area fire on Boxing Day last year a DRAFT response plan has been developed and will be shared when ready
- Thanks to the brigades and crews that responded and assisted with the Gingin fire last Saturday

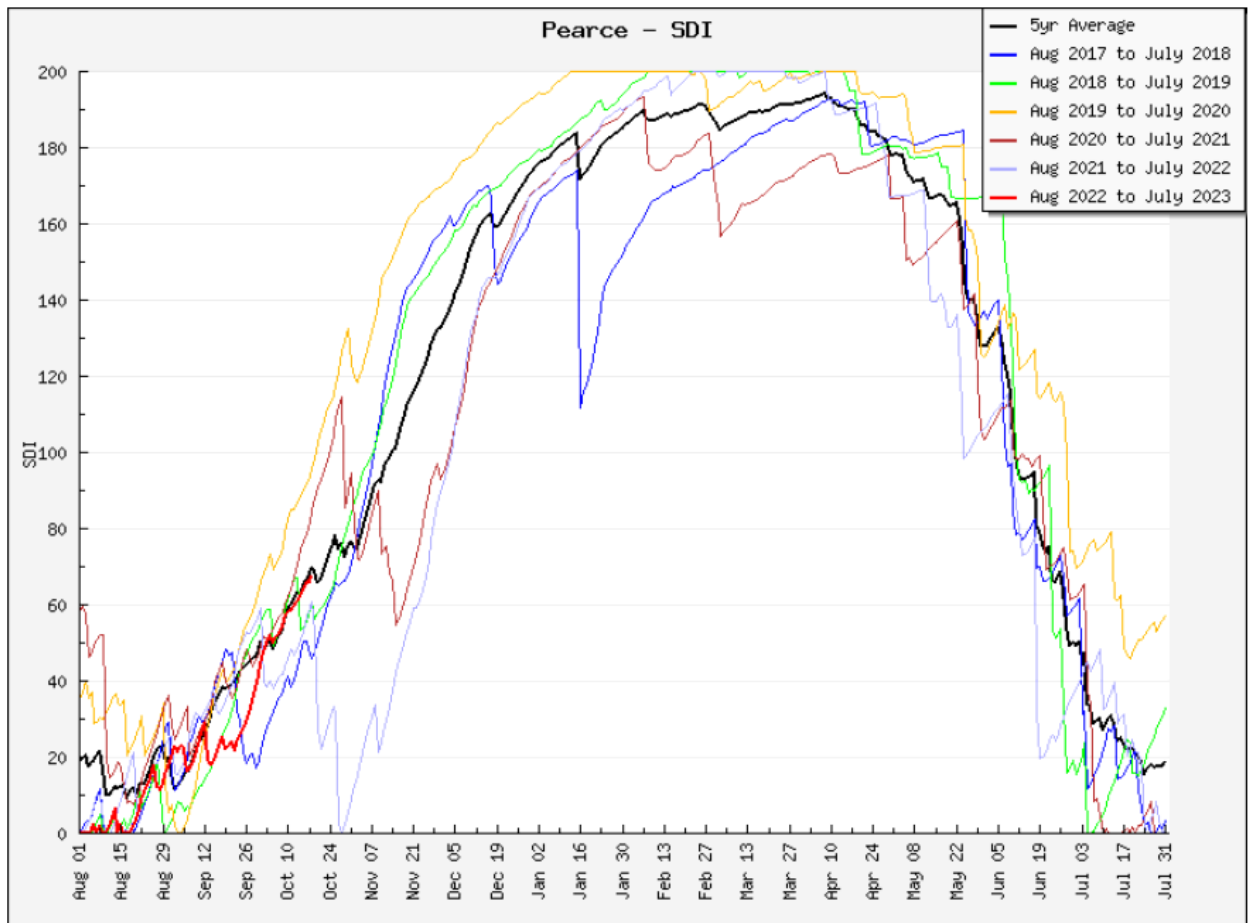
TRAINING:

- The Regional RUI exercise is scheduled for 5 November, could anyone interested in an Incident Management Team or Division Com role please contact myself for inclusion.
- Brigade membership Pre-Season Refreshers are well under way.
- Encourage Brigades to have community open days, Muchea & Lower, Upper & Bindoon, brochures and resources available from DFES, How Safe is Your Property, Do You Have a Bushfire Plan etc.
- Thanks to everyone for volunteering their time, please thank all brigade members and their families for their ongoing support and participation. Thanks to Phill Humphry for turning out while I was away.
- Thanks to Councillor Carmel Ross and for their ongoing support of the brigades
- Thanks to Matt Gilfellow for his support, help and counselling in his time as the Shire of Chittering CEO and we wish Matt well in his new career at the City of Albany.

OIS Unit Online Reports/Regional Reports/LG Volunteer Listing Summary Brigade Turnout Summary with Incident Type						
Brigade		Brigade Profile	Registered Members	Incident Turnout 20/21	Incident 21/22	Incident
1	Muchea VBFB	Settlement Brigade	17	45	36	16
2	Lower Chittering VBFB	Urban Defensive Structural	47	52	40	18
3	Upper Chittering VBFB	Settlement Brigade	23	43	34	18
4	Bindoon VBFB	Urban Defensive Structural	19	51	35	20
5	Chittering ISB	Comms/Support	16	4	6	1
6	Wannamal VBFB	Rural	34	7	6	4
Total			156			

18/10/2022

Pearce SDI



Ben O’Keefe made comment on firebreak inspections and dealing with new landowners in the area. Discussion was held by the Committee regarding the process for firebreak inspections and observations over the previous years. Matthew Gilfellon detailed the current firebreak inspection process and how inspections are categorised and the approach for each of those categories. Matthew also detailed the statistics for the previous season and improvements that have been identified.

Aaron Cover discussed the Fire Danger Rating sign that was previously passed through the Committee and moving forward

5.2 Chief Executive Officer

Matthew Gilfellow spoke to the following:

- Wannamal VBFB had their AGM, brigade training with Bindoon
- DFES contact about enhancement
- Gingin Level 3 ICC, Matt attended the mock exercise in his capacity as CEO to observe
- Last meeting finishing at end of October Friday is the last day. Melinda Prinsloo as acting CEO until new CEO is recruited. Thanks given to the Committee and all the best for the next season.

6. COMMUNITY ENGAGEMENT & EDUCATION

6.1 Fire Danger Rating Signs

Shelly Pannell addressed the meeting and detailed points made by Commissioner Darren Klemm at the recent DFES Preseason Forum. Commissioner Klemm stated that he didn't support use of signs and that other states don't use them based on research conducted. Shelly proposed to the committee about the possibility of not using the Fire Danger Rating signs or coming up with an alternative. Shelly stated that all Chittering brigades have social media and these could be used more effectively to educate the public. Will Lee stated that there are demographics in the Shire that don't use social media or the internet. Aaron Cover reiterated previous discussions held regarding the proposed Fire Danger Rating sign near Wandena Road. Aaron stated that the signs are there for non-locals including truck drivers and other parties visiting or passing through the Shire.

The Committee discussed different scenarios where the Fire Danger Rating signs are effective. Gordon Carter stated that the Fire Danger Rating signs act as an additional opportunity to educate people regarding the conditions and seasons. Kim enquired regarding the cost of the electronic sign that had been previously been outside the Shire office. David Carroll and Matthew Gilfellow provided information regarding the costings. The Committee further discussed alternative solutions and signage in the Shire. Cr Carmel Ross enquired regarding the research that Darren Klemm had mentioned and whether it would be worth reviewing the research to make an informed decision in the future. Dave Carroll stated that he would email a DFES officer to enquire for further information. David Carroll detailed alternatives that he had proposed to DFES during the Fire Danger Rating sign discussions.

7. LOCAL LAW REVIEW

Matthew Gilfellow spoke to the following:

The Local Government Act 1995 requires that all of the local laws of local governments must be reviewed within an eight year period after their commencement to determine if they should remain unchanged or be repealed or amended. The Shire's current local laws were gazetted between 2001 and 2016 and are therefore well overdue for review.

The Shire's current local laws have undergone a vigorous review. The review examined each local law for:

- Currency and operational requirements of the Shire
- Compliance and consistency with legislative requirements
- Current local government standards
- Continued need for a specific local law
- Appropriateness of modified penalties

The following Local Laws were present to Council last month:

1. Draft Local Law – Bush Fires Repeal Local Law 2022
2. Draft Local Law – Cats Local Law 2022
3. Draft Local Law – Cemeteries Local Law 2022
4. Draft Local Law – Dogs Local Law 2022
5. Draft Local Law – Extractive Industries Local Law 2022
6. Draft Local Law – Local Government Property and Public Places Local Law 2022
7. Draft Local Law – Standing Orders Local Law 2022

All the proposed new local laws were drafted based on the above criteria, with one (1) current local law (being the Bush Fire Brigades Local Law 2012) was identified for repeal as it no longer fit the Shire's needs.

At Council's meeting the above Local Laws were reviewed but not passed. The Local Laws are still to be workshopped and further consultation conducted. This item was presented to the Committee to give brigades an opportunity to make comment should they wish to and to let them know that this may have some future impact. Discussion was held by the Committee about how the brigades would be governed in future.

8. AMENDMENT TO MEMBERSHIP

Mucea Volunteer Bushfire Brigade has recently had some changes in their membership and subsequently have requested to amend their Committee membership to align with the changes.

8.1 OFFICER RECOMMENDATION

Moved David Carroll / Seconded Jeremy Tennant

That the membership for the Chittering Bushfire Advisory Committee reflects the following to represent the Mucea Volunteer Bushfire Brigade:

1. Shelly Pannell as the Member
2. James Marotta as the Deputy

CARRIED UNANIMOUSLY

9. 2023 COMMITTEE MEETING DATES & NEXT MEETING

In accordance with clause 1.12.3.11 Meetings in the "Council Committees and Advisory Group" booklet the Chittering Bushfire Advisory Committee are to determine the meeting dates for 2023.

The dates are to be discussed by Committee Members and agreed upon.

The dates that are suggested for 2023 are as follows:

- a. Tuesday 14 March
- b. Tuesday 13 June
- c. Tuesday 10 October

9.1 OFFICER RECOMMENDATION

Moved Peter Watterston / Seconded Kim Haeusler

That:

1. The Chittering Bush Fire Advisory Committee meeting dates for 2023 are as follows:
 - a. Tuesday 14 March
 - b. Tuesday 13 June
 - c. Tuesday 10 October
2. The Chittering Bush Fire Advisory Committee meetings will be held in the Council Chambers, 6177 Great Northern Highway, Bindoon commencing at 7pm.

CARRIED UNANIMOUSLY

Peter Watterston requested to discuss an idea that Shelly proposed regarding the maintenance of trucks which was brought up at a Captain's Meeting. Peter detailed the idea of potentially having an additional mechanic for the southern brigades and for the normal mechanic to cover the northern brigades. Discussion was held by the Committee regarding maintaining the vehicles. Matthew Gilfellon provided some background on contractors that the Shire has engaged over previous months. Shelly detailed some of the difficulties experienced with having the vehicles maintained by mechanics based further north. The Committee discussed the different aspects of the idea and it was agreed to be looked into for future servicing.

10. CLOSURE

The Chairperson declared the meeting closed at 7:55PM



**Local Emergency Management
Committee Meeting Minutes
24 August 2022**

Commencement: 10:11am Closure: 10:46am

MEMBERSHIP AS AT 20 OCTOBER 2021

Members	Deputies
Chair Cr Kylie Hughes	Deputy Chair Cr Aaron King
Executive Officer Community Emergency Services Manager / Chief Bush Fire Control Officer	Deputy Chief Bush Fire Control Officers
Local Recovery Coordinator	
Executive Manager Development Services	
Executive Manager Technical Services	
Executive Manager Corporate Services	
Principal Environmental Health Officer	
Principal Building Surveyor	
Local Welfare Liaison Officer	
St Johns Ambulance Gingin/Chittering representative	
WA Police – Gingin representative	
Department of Communities representative	
DFES District Officer – Metropolitan North East	
DFES District Emergency Management Advisor	
Department of Defence representative	
Department of Health representative	
Department of Primary Industries & Regional Development representative	
Western Australian Meat Industry Authority representative	
Bindoon Primary School representative	
Edmund Rice College representative	
Immaculate Heart College representative	

Objectives

- (a) To plan, administer and test the Local Emergency Management Arrangements.
- (b) To keep up to date the Contact details in the Local Emergency Management Arrangements.
- (c) Meet and produce post-incident reports.
- (d) Meet and produce post-exercise reports.
- (e) Produce an Annual report.
- (f) Produce and approve an Annual Business Plan.

The Committee will advise the local government all matters relating to Emergency Management.

Tenure of Membership

Shall be in accordance with the *Emergency Management Act 2005, Section 38(4)*.

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: 23 February 2022.....	2
5.	GENERAL BUSINESS	2
5.1	Feedback from Committee Members	2
6.	REPORTS	3
7.	NEXT MEETING	4
8.	CLOSURE	4

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
25 August 2022.



Matthew Gilfellon
Chief Executive Officer

Confirmed Minutes

These minutes were confirmed at a meeting held on 23 November 2022.

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 10:11AM

Good morning ladies and gentlemen, we wish to acknowledge the traditional custodians of the land we are meeting on, the Yued people. 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 in attendance:

Members:	Matthew Gilfellow	Chairperson
	Cr Aaron King	Deputy Chairperson
	Murray McBride	District Officer North East Metropolitan
	David Carroll	Community Emergency Services Manager
	Phill Humphry	Deputy Chief Bush Fire Control Officer – Central (Zoom)
	Ryan Hamblion	Department of Communities (Zoom)
	Darryl Welsby	Edmund Rice College (Zoom)
	Amanda Robinson	Bindoon Primary School
	John McDonnell	WAMIA (Zoom)
	Danny Jeater	Swan SES (Zoom)
	Leo Pudhota	Executive Manager Technical Services
Observers:	Jodie Connell	Development Services Support Officer (Minute Secretary)
	Daryl Coleman	Swan SES (Zoom)

2.2 Apologies

Claire Dadd	St John WA
Melinda Prinsloo	Shire of Chittering
Natasha Kaweme	Shire of Chittering
Dave Harnett	WA Police – Gingin
David Wilson	Deputy Chief Bush Fire Control Officer - South

2.3 Approved leave of absence

Nil

3. DISCLOSURE OF INTEREST

Nil

4. CONFIRMATION OF PREVIOUS MINUTES

4.1 Local Emergency Management Committee meeting: 23 February 2022

4.1 OFFICER RECOMMENDATION

Moved David Carroll / Seconded Murray McBride

That the minutes of the Local Emergency Management Committee meeting held on Wednesday, 23 February 2022 be confirmed as a true and accurate record of proceedings.

CARRIED UNANIMOUSLY

5. GENERAL BUSINESS

5.1 Feedback from Committee Members

Matthew Gilfellow addressed the meeting to initiate discussion on improving meetings. Matthew stated there has been less than the usual amount of Committee meetings held due to being unable to reach a quorum and requested feedback from those in attendance.

Murray McBride addressed the Committee and stated that being able to build relationships with other members prior to large incidents was of great value. Leo Pudhota stated that it was useful to him being informed from members what he can do to assist in the event of an incident. Murray McBride detailed the importance of having a Local Emergency Management Committee. Amanda Robinson and John McDonnell provided feedback on how the Committee Meetings were helpful with regard to their roles and respective organisations.

Cr Aaron King requested information about Emergency Plans and how they are kept. Matthew Gilfellow detailed the purpose of Local Emergency Management Arrangements, the Shire of Chittering Welfare Committee and Evacuation Centres. Matthew acknowledged that running emergency exercises as part of the Committee should be done more regularly. Cr Aaron King enquired further on how the public know where the evacuation centres are. Matthew elaborated on the usual procedure for evacuation centres and communication to the public during an emergency.

6. REPORTS

Matthew Gilfellon stated that as part of reforms for the Committee, reports moving forward should focus on gaps that have been identified and can be collaboratively worked on by the Committee.

Principal - Bindoon Primary School

Amanda Robinson addressed the Committee and detailed how over the past term the school has been practising their plans. Five plans are in place and two plans, specifically the 'Lock-In' and 'Lock-Down' plans, had been practiced to date. The plans for structure fires, bushfires and gas leaks were still to be tested. Amanda stated that she has been working on the bushfire plan which is to be completed by the end of the month. Murray McBride stated that he had further information to share and would discuss with Amanda after the meeting. David Carroll added that he had previous plans made by Bindoon Primary School and would share them with Amanda. Leo Pudhota provided some input about Bindoon Primary School potentially having a road accident incident management plans in place. Murray McBride added that he would speak to Amanda about a potential Communications plan following the meeting.

Community Emergency Services Manager - Shire of Chittering

David Carroll addressed the Committee and provided the following information:

- Currently in the winter, unrestricted burning time, transitioning to restricted burning time 1 October 2022, when permits to burn will be required for all burning.
- Brigades currently training with skills refreshers being conducted prior to the fire season
- Regional Level 1 incident Controller course delivered last weekend with the follow up practical training in 2 weeks, this was the 2nd Regional L 1 IC course conducted over the past year.
- Transition AFDRS – less ratings, from 6 to 4. From 1 September.
- DFES is currently working with DPIRD in response to Foot and Mouth Disease, especially with regard where bushfires may occur upon effected lands and access to that land is required.

District Officer Metropolitan North East – Department of Fire & Emergency Services

Murray McBride addressed the Committee and detailed the upcoming testing of the newly built Gingin Incident Control Centre which is scheduled to occur 14 October. The exercise will be regional and involve other agencies. The facility is to be used for Level 3 incidents and Murray will extend an invitation to Committee members who wish to attend the exercise. Murray added that Yvette Grigg will be running an Incident Support Group on the day as well which would further enhance the day for those wishing to attend. Murray stated that the new Superintendent for the Metropolitan North East, David Gill, had commenced his new role on Monday. Murray detailed other exercises with lots occurring before the next season. The Committee held further discussion held regarding the Gingin Incident Control Centre.

Deputy Manager - Swan SES

Danny Jeater addressed the Committee beginning with an update on the membership at Swan State Emergency Services. Danny stated that a Bushfire Safety Awareness course was to be held in the next few weeks for new members.

Danny discussed the resources that Swan SES currently have and their pooling of resources with Swan Communications as well as collaboration efforts with Chittering Incident Support Brigade.

Daryl Coleman joined the meeting at 10:38am

Senior District Emergency Service Officer East Metro - Department of Communities

Ryan Hamblion addressed the Committee and stated he had been conducting a lot of internal training at the Department. Ryan stated that with regard to operating evacuation centres, the Shire of Chittering are well placed. Ryan provided a brief description of changes that may occur within the Department of Communities. The changes to date were not official and details will be confirmed once they became so.

Risk & Operations Manager - Edmund Rice College

Darryl Welsby addressed the Committee and provided a brief overview of future activities occurring at Edmund Rice. Darryl stated that they have a bushfire hazard reduction planned and are planning to test emergency management plans in order to identify gaps. Darryl also stated that Edmund Rice would like to engage other parties support bushfire hazard reduction and would enquire with other members after the meeting.

OSH Officer - WAMIA

John McDonnell addressed the Committee and stated that WAMIA are currently testing their emergency plans and conducting training. Matthew Gilfellow enquired on WAMIA's response to Foot and Mouth Disease. John confirmed that planning has commenced and WAMIA is currently working with DPIRD.

Murray McBride added that the Fire Weather District for the Shire of Chittering was also changing to 'Swan Inland North' on 1 September 2022. This district is in place for Fire Weather predictions and the change ensures that forecasting is more accurate for each respective region.

Chief Executive Officer - Shire of Chittering

Matthew Gilfellow addressed the Committee and stated that the Shire is currently looking at how to improve the way meetings are conducted and the content of the agenda. Matthew stated that Yvette Grigg had confirmed that Chittering is not the only Local Government which is experiencing issues with their Committee meetings and that reforms are currently being considered.

Daryl Coleman provided a brief outline of the managerial changes occurring within Swan SES.

7. NEXT MEETING

That the next meeting of the Local Emergency Management Committee is scheduled for Wednesday, 23 November 2022 commencing at 10:00am.

8. CLOSURE

The Chairperson declared the meeting closed at 10:46am



Local Emergency Management Committee Minutes

23 November 2022

To be held at Council Chambers, 6177 Great Northern Highway, Bindoon
Commencement: 10:00am Closure: 10:29am

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

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: 24 August 2022.....	2
5.	REPORTS	2
5.1	Swan SES.....	2
5.2	Bindoon Primary.....	2
5.3	WA Police.....	2
5.4	Edmund Rice.....	2
5.5	Department of Communities.....	3
5.6	DFES _ Emergency Management Advisor.....	3
5.7	Shire of Chittering.....	3
6.	GENERAL BUSINESS	Error! Bookmark not defined.
7.	NEXT MEETING	4
7.1	Setting of 2023 Committee Meeting Dates.....	4
8.	CLOSURE	4

Preface

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Unconfirmed Minutes

These minutes were approved for distribution on 25 November 2022.



Confirmed Minutes

These minutes were confirmed at a meeting held on 22 February 2023.

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

In the absence of Cr Kylie Hughes, David Carroll commenced the meeting as Chairperson and declared the meeting open at 10:04AM.

Good morning ladies and gentlemen, we wish to acknowledge the traditional custodians of the land we are meeting on, the Yued people. 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:

Members:	Melinda Prinsloo	Acting Chief Executive Officer
	David Carroll	Community Emergency Services Manager / Chairperson
	Daryl Coleman	Swan SES
	Dave Harnett	WA Police – Gingin
	Phil Gibbings	RAAF Pearce
	Tash Leam	RAAF Pearce
	Jo Bennett	Department of Communities
	Jo Spaddacini	Department of Communities
	Darryl Welsby	Edmund Rice College
	Amanda Robinson	Bindoon Primary School
Observers:	Jodie Connell	Development Services Support Officer (Minute Secretary)
	Yvette Grigg	District Emergency Management Advisor
	Jo Reimers	Department of Communities
	Ryan Hamblion	Department of Communities

2.2 Apologies

Cr Aaron King	Shire President / Councillor Proxy
Liz Coles	CWA Bindoon Belles
Phill Humphry	Deputy Chief Bush Fire Control Officer – Central
John McDonnell	WAMIA
Maxi McDonald	St John WA

2.3 Approved leave of absence

Nil

3. DISCLOSURE OF INTEREST

Nil

4. CONFIRMATION OF PREVIOUS MINUTES

4.1 Local Emergency Management Committee meeting: 24 August 2022

4.1 OFFICER RECOMMENDATION

Moved David Carroll / Seconded Amanda Robinson

That the minutes of the Local Emergency Management Committee meeting held on Wednesday, 24 August 2022 be confirmed as a true and accurate record of proceedings.

CARRIED UNANIMOUSLY

5. REPORTS

5.1 Swan SES

Daryl Coleman spoke to the following:

- Many divisions of the State Emergency Service have been deployed to the eastern states to assist in their response to the floods.
- Operations moving from response to storm season into bushfire season.
- Swan attended the recent Rural Urban Interface Exercise in Chittering. The exercise was a good training opportunity with some good learning achieved.

5.2 Bindoon Primary School

Amanda Robinson spoke to the following:

- All plans have been finalised and submitted including the Incident Support Plan. Amanda met with Murray McBride to review the plans and made amendments where necessary.
- All plans in place have been exercised with ongoing improvements being made.
- Some bushfire mitigation measures around the school have been implemented.

5.3 WA Police - Gingin

Dave Harnett spoke to the following:

- Gingin has now updated Emergency Management Plans for all areas.
- Attended a meeting with DFES recently in Joondalup. A longer and later summer is anticipated.

5.4 Edmund Rice College

Darryl Welsby spoke to the following:

- Bushfire mitigation activities continuing on school grounds.
- The school is still running drills with students to ensure staff and students are prepared and know what to do in the event of an emergency.

5.5 Department of Communities

Ryan Hamblion addressed the Committee and stated that he was handing over Chittering to Jo Spaddacini and Jo-Anne Bennett due to the change regional coverage by the department. The majority of the Shire of Chittering is covered by the Wheatbelt region which will be managed by Jo Spaddacini. Muchea is covered by the Metro North Region and will be managed by Jo-Anne Bennett.

Jo Spaddacini spoke to the following:

- With the end of State of Emergency, there has been some changes internally but the Department is still managing efforts in relation to the impacts of COVID-19.
- In the event that a Welfare Centre needs to be activated, the Incident Controller needs to contact the Duty on Call staff member. Contact details of this officer will be on the front of the new Welfare Plan.

Melinda Prinsloo entered the meeting at 10:11am

5.6 District Emergency Management Advisor, Department of Emergency & Fire Services

Yvette Grigg spoke to the following:

- Yvette made reference to her latest report which will be circulated with the minutes.
- Workshop and exercise held in the Avon Valley on change of climate and what it meant for the area. Yvette offered to run a similar exercise for Chittering. The workshop yielded good outcomes and there was a reasonable turn out to the workshop.
- Yvette stated that she could run a combined exercise between Chittering, Gingin, Dandaragan and Moora.

5.7 Shire of Chittering

Melinda Prinsloo introduced herself to the Committee as the Acting Chief Executive Officer.

Dave Carroll spoke to the following:

- The Shire of Chittering transitions from the restricted burning time to the prohibited burning time.
- Lightning has started a few fires around the region. Thousands of strikes, with monitoring of conditions to occur over the next few days.
- COVID-19 is still ongoing consideration which could affect efforts in bushfire response should a large incident occur.
- Foot and mouth also a newer consideration – take advice from DPIRD and WA Police and managing it should it escalate.
- Three new Light Tankers have been deployed as part of the Chittering Fire Service fleet.
- Combined Rural Urban Interface Exercise was held at the start of November in Chittering Rise and Wildflower Ridge. A large turnout of brigades all from from Chittering, Swan, Mundaring and SWORD.

6. NEXT MEETING

6.1 Setting of 2023 Committee Meeting Dates

In accordance with *c1.13.3.11 Meetings* in the “Council Committees and Advisory Group” booklet the Local Emergency Management Committee are to determine the meeting dates for 2023.

The dates are to be discussed by Committee Members and agreed upon.

The dates that are suggested for 2023 are as follows:

- a. Wednesday 22 February
- b. Wednesday 24 May
- c. Wednesday 23 August
- d. Wednesday 22 November

6.1 OFFICER RECOMMENDATION

Moved Daryl Coleman / Seconded Dave Harnett

That:

- 1. The Local Emergency Management Committee meeting dates for 2023 are as follows:**
 - a. Wednesday 22 February**
 - b. Wednesday 24 May**
 - c. Wednesday 23 August**
 - d. Wednesday 22 November**
- 2. The Local Emergency Management Committee meetings will be held in the Council Chambers, 6177 Great Northern Highway, Bindoon commencing at 10am.**

CARRIED UNANIMOUSLY

Phil Gibbings addressed the Committee and stated that it was beneficial to know what resources have been obtained for bushfire response. Discussion held regarding bushfire response and previous incidents.

Dave Harnett addressed the Committee and requested what the Shire’s approach to Shire managed traffic management was when there are road closures required in an emergency. It was discussed that there had been previous issues with being able to get management in place. Dave Harnett added that the approach would be to put Shire workers in place as soon as possible to minimise impact on Police resources. David Carroll stated that he would discuss this approach moving forward with Dave Harnett.

7. CLOSURE

The Chairperson declared the meeting closed at 10:29AM