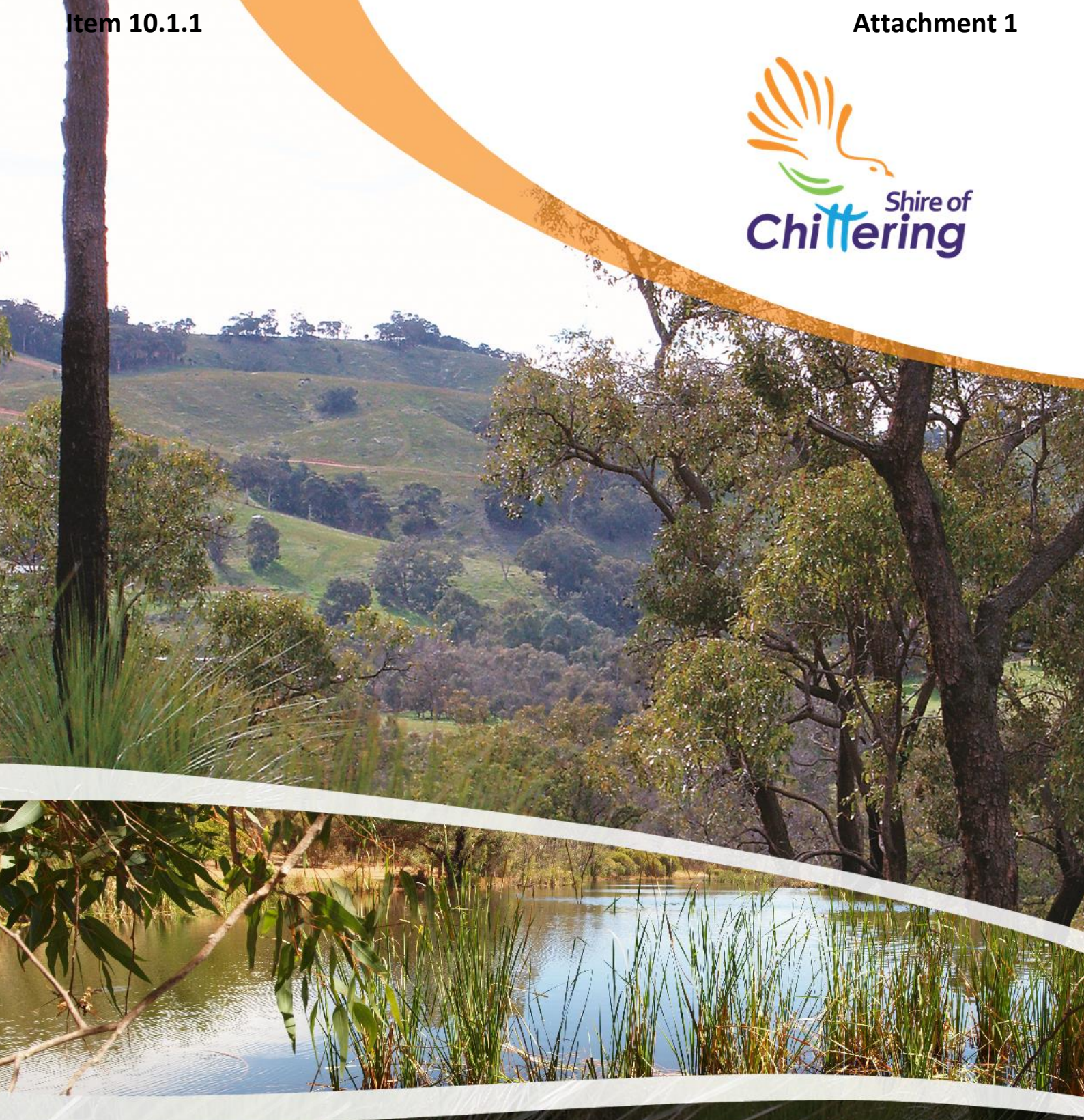




**COMMITTEE ATTACHMENTS
ORDINARY MEETING OF COUNCIL
WEDNESDAY 15 JULY 2020**

REPORT NUMBER	REPORT TITLE AND ATTACHMENT DESCRIPTION	PAGE NUMBER(S)
10.1.1	Local Emergency Management Committee Update to Membership and Unconfirmed Minutes from 27 May 2020 Attachments 1. Unconfirmed minutes from 27 May 2020	1 – 10
10.2.1	Chittering Bushfire Advisory Committee Committee Membership and Unconfirmed Minutes from 9 June 2020 Attachments 1. Unconfirmed minutes from 9 June 2020	11 – 36



Local Emergency Management Committee Minutes

27 May 2020

Teleconference via Cisco Webex Meetings

Commencement: 10:04am

Closing: 10:22am

MEMBERSHIP

Members	Deputies
Chair Shire President, Cr Don Gibson	Deputy Chair Shire Deputy President, John Davis
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	
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

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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 28 May 2020.



Matthew Gilfellon
Chief Executive Officer

Confirmed Minutes

These minutes were confirmed at a meeting held on 26 August 2020.

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 10:04am

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 (Quorum – 9 Members):

Members:	Cr John Davis	Chairman & Councillor, Shire of Chittering
	Matthew Gilfellon	Chief Executive Officer
	David Carroll	Community Emergency Services Manager
	Jim Garrett	Executive Manager Technical Services
	Glenn Sargeson	Principal Environmental Health Officer
	Peter Stuart	Executive Manager Development Services
	Iain Lind	Western Australia Police (Gingin)
	Marie Barton	Edmund Rice College
	Maxi McDonald	St Johns Ambulance (Chittering & Gingin)
	Rick Choules	St Johns Ambulance (Chittering & Gingin)
	Richard Heith	RAAF
Observers:	Jodie Connell	Development Services Support Officer (Minute Secretary)

2.2 Apologies

Cr Don Gibson	Shire President, Shire of Chittering
Andrew Schmidt	Bindoon Primary School
Daryl Coleman	Swan SES
Murray McBride	Department of Fire & Emergency Services

2.3 Approved leave of absence

Nil

3. DISCLOSURE OF INTEREST

Nil

4. CONFIRMATION OF PREVIOUS MINUTES

4.1 Local Emergency Management Committee meetings: 26 February 2020 & 1 April 2020

4.1 OFFICER RECOMMENDATION

Moved David Carroll / Seconded Marie Barton

That the minutes of the Local Emergency Management Committee meeting held on Wednesday, 26 February 2020 and Special Local Emergency Management Committee meeting held on Wednesday, 1 April 2020 be confirmed as a true and accurate records of proceedings.

CARRIED UNANIMOUSLY

5. REPORTS

5.1 Western Australian Police

Iain Lind addressed the committee and stated that there was nothing to report.

5.2 Department of Fire and Emergency Services – District Officer (North East Metropolitan)

Nil

5.3 Department of Fire and Emergency Services – District Emergency Management Advisor

Nil

5.4 Department of Communities

Nil

5.5 Australian Defence Force

Richard Heith spoke to the following:

- RAAF Pearce is operating, business as usual.
- Supporting the COVID-19 task force.

5.6 St John Ambulance (Chittering & Gingin)

Maxi McDonald spoke to the following:

- St John Ambulance are conducting IMT meetings.
- The current focus is on education.
- Approval has been given for normal training to begin with training resuming over next few weeks.
- St John Ambulance have been very busy with a lot of call outs, of which most have been high priority.
- A trend has been recognised that with COVID-19 restrictions, people have been negligent with their health.

Cr John Davis requested whether there had been any issues with social distancing. Maxi replied that secondary triage has been in place. There has not been many issues with distancing as all precautions are taken when there is a suspected case of COVID-19. Maxi added that although there have not been many issues, some people are not always forthcoming with information. Some people have a fear of catching COVID-19 or the stigma of having it.

5.7 Shire of Chittering

Matthew Gilfellow spoke to the following:

- Apologies were given to the Committee as it had been projected that an exercise would have been conducted.
- As per the report given at the meeting in April, the Shire has been actively working on economic and community recovery aspects through subcommittees. These subcommittees are working on proposals to present Council. These proposals will demonstrate solutions that can be implemented to assist in recovering from the impact of COVID-19.
- The Economic Subcommittee has been examining national and local statistics.
 - The three largest industries for Chittering have been determined to be agriculture, construction and mining.
 - There have been job losses agriculture.
 - Accommodation and food services have been impacted the most.
 - Local surveys have been conducted.
 - 63 jobs have been lost in the area with only a gain of seven.
 - 15 businesses have stopped trading in the area, mostly in food services.
 - Arts and recreation has also been impacted.
 - The construction industry still appears to be operating however it is projected that current contracted projects that have already been paid for are going ahead but a drop off is anticipated in some time.
- The Community Subcommittee has also recently completed a survey of the community.
 - Check points have previously stopped a lot of people visiting family and friends.
 - Mental health is a concern.
 - People are spending more time with their kids.
- The Shire has implemented other measures including:
 - Vulnerable person register and volunteer registration.
 - The Library still operating with book pick up system, online story time and rhyme time.
 - Council endorsing the waiving of cat and dog registration fees until 31 October 2020.
- Shire officers are slowly returning to the office with the anticipation of the office operating as normal come mid-June in line with Phase Three of the State Government's roadmap.
- Shire owned facilities opened to community groups on 18 May 2020

5.8 Community Emergency Services Manager & Chief Bushfire Control Officer

David Carroll spoke to the following:

We have moved into the Low Threat Period and Autumn restricted burning time, unrestricted burning commences midnight 31/05, with no impediment. Permits will cease to be issued by this time.

Fairly quiet fire season with only a few fires over 10ha, average turnout per station was 45 incidents.

The storm season with dangerous storms being the most common natural hazard in Australia. Swan SES and Daryl are on hand to assist us with storm issues.

Community engagement:

The Shire web site, Facebook pages and the SMSer continue to be our main tools for disseminating messages to the community

Storm Season Messages: If a storm has badly damaged your home and you can't safely fix it yourself, [SES volunteers](#) are there to help. If you need assistance call 132 500.

For more advice about what to do before, during and after a storm download a copy of the Preparing for Storms Guide below.

<https://www.dfes.wa.gov.au/safetyinformation/storm/Pages/default.aspx>

Brigades; have been carrying out limited maintenance and training during the State of Emergency and practicing physical distancing and carrying out personal and touch point sanitisation when responding to incidents.

Bushfire Risk Officer: Identifying and prioritising land that we can carry out treatments on to reduce bushfire risk, Maximising use of DFES and MAF grant funding.

Shire of Chittering Climate Outlook Overview:

- Winter (June to August) is likely to be wetter than average across most of Australia.
- Winter days are likely to be warmer than average across northern and eastern Australia as well as Tasmania, with much of the southern mainland likely to see cooler days. Winter nights are very likely to be warmer than average nationwide.
- July to September is also likely to be wetter than average for most of Australia (mostly 65–80% chance, with higher chances for the inland southeast of Australia).

The State of Western Australia remains in a State of Emergency due to COVID-19

COVID-19: Hazard Management Authority - Dept of Health (as of Friday 06/03/20)

Symptoms: fever, a cough, sore throat, tiredness or shortness of breath

Treatment: currently no vaccine. To reduce fever - aspirin, ibuprofen or paracetamol.

As of 27 May, Australia has 7,131 confirmed cases of Corona Virus, 6,553 have recovered and there have been 102 fatalities.

Western Australia has 570 confirmed cases, 549 recoveries and 9 fatalities, there have been 78,308 people tested for the virus.

Worldwide there have been 5.58m cases, 2.28m have recovered and there has been 350k fatalities.

Total Incidents	Personnel
-----------------	-----------

Brigade	2018	2019	19/20	2018	2019	2020
Muchea VBFB	17	36	45	24	25	25
Lower Chittering VBFB	22	40	49	35	35	56
Upper Chittering VBFB	22	40	41	33	36	27
Bindoon VBFB	20	45	45	37	38	39
Wannamal VBFB	10	12	12	57	58	53
Incident Support Brigade	1	5	4	24	23	17
				210	215	217

Appliances	Heavy Tankers 8	Light Tankers 7
Muchea	2 – 2.4R, 1.4R	1
Lower Chittering	1 – 3.4U	2
Upper Chittering	1 – 2.4R	2
Bindoon	2 – 2.4R, 3.4U	1
Wannamal	1 – 2.4B	1
Incident Control Vehicle	1	
Fire Support Vehicle	2	
Incident Support Trailer, collar tank	1	
		Total: 19

5.9 Swan SES

Nil

5.10 Bindoon Primary School

Nil

5.11 Edmund Rice College

Marie Barton spoke to the following:

- Redeployed staff have been conducting hazard reduction burns to reduce fuel loads redeployed staff have been doing hazard reduction burns on the property,

Cr John Davis enquired as to the attendance of students has changed. Marie stated that all day time students and only half of the boarding students have returned.

5.12 Immaculate Heart College

Nil

6. GENERAL BUSINESS

6.1 Update to Membership

Representatives from the Department of Health and Department of Primary Industries & Regional Development have requested to be added as members of Shire of Chittering's Local Emergency Management Committee.

6.1 OFFICER RECOMMENDATION

Moved Rick Choules / Seconded David Carroll

That the Local Emergency Management Committee make a recommendation to Council to endorse the membership for the Department of Health and Department of Primary Industries & Regional Development.

CARRIED UNANIMOUSLY

7. NEXT MEETING

That the next meeting of the Local Emergency Management Committee is scheduled for Wednesday, 26 August 2020 commencing at 10:00am.

8. CLOSURE

The Chairperson declared the meeting closed at 10:22am



Chittering Bush Fire Advisory Committee Meeting Minutes 9 June 2020

Council Chambers, 6177 Great Northern Highway, Bindoon.

Commenced: 7:00pm

Closed: 8:26pm

MEMBERSHIP AS AT 22 OCTOBER 2019

Members	Deputies
Shire of Chittering Councillor Cr Carmel Ross	Shire of Chittering Councillor Cr John Curtis
Chief Executive Officer Matthew Gilfellon	Nil
Community Emergency Services Manager / Chief Bush Fire Control Officer David Carroll	Nil
Deputy Chief Bush Fire Control Officer Northern Region Kim Haeusler	Nil
Deputy Chief Bush Fire Control Officer Central Region Phillip Humphry	Nil
Deputy Chief Bush Fire Control Officer Southern Region David Wilson	Nil
Muchea Brigade representative Shelly Pannell	Muchea Brigade representative Shane Robertson
Lower Chittering Brigade representative Graham Furlong	Lower Chittering Brigade representative Max Brown
Upper Chittering Brigade representative Aaron Cover	Upper Chittering Brigade representative Gordon Carter
Bindoon Brigade representative Peter Watterston	Bindoon Brigade representative Scott Ormsby
Wannamal Brigade representative Richard Rose	Wannamal Brigade representative Clayton Smith
Incident Support Brigade representative Peter Hall	Incident Support Brigade representative Sam Murray-Whelan

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

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Preface

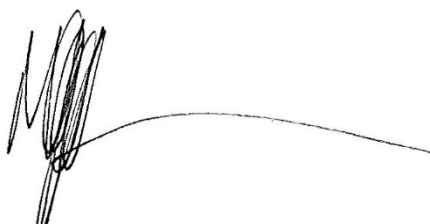
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The *“Confirmed”* Minutes are then signed off by the Presiding Member.

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 15 June 2020.



Matthew Gilfellon
Chief Executive Officer

Confirmed Minutes

These minutes were confirmed at a meeting held on 13 October 2020.

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 Gilfellow	Chief Executive Officer
	Dave Carroll	Chief Bushfire Control Officer
	Peter Hall	Chittering Incident Support Brigade
	Aaron Cover	Upper Chittering Volunteer Bush Fire Brigade
	Graham Furlong	Lower Chittering Volunteer Bush Fire Brigade
	Kim Haeusler	Deputy Chief Bush Fire Control Officer (North)
	Richard Rose	Wannamal Volunteer Bush Fire Brigade
	Peter Watterston	Bindoon Volunteer Bush Fire Brigade
	Shelly Pannell	Muchea Volunteer Bush Fire Brigade

Observers:	Jodie Connell	Development Services Support Officer (Minute Secretary)
	Cr John Curtis	Council Deputy
	Paulette Embling	Chittering Incident Support Brigade

2.2 Apologies

David Wilson	Deputy Chief Bush Fire Control Officer (South)
Emma Clingan	Fire Operations Officer – Parks & Wildlife Service
Phill Humphry	Deputy Chief Bush Fire Control Officer (Central)
Shane Robertson	Muchea Volunteer Bush Fire Brigade

2.3 Approved leave of absence

Nil

3. DISCLOSURE OF INTEREST

Nil

4. CONFIRMATION OF PREVIOUS MINUTES

4.1 Chittering Bushfire Advisory Committee meeting: 10 March 2020

4.1 OFFICER RECOMMENDATION

Moved David Carroll / Seconded Graham Furlong

That the minutes of the Chittering Bushfire Advisory Committee meeting held on Tuesday, 10 March 2020 be confirmed as a true and accurate record of proceedings.

CARRIED UNANIMOUSLY

5. NOMINATIONS FOR POSITIONS

Applicant	Shire of Chittering
File ref	09/02/4
Author	Development Services Support Officer
Disclosure of interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that requires disclosure
Voting requirements	Simple Majority
Attachments	<ol style="list-style-type: none"> 1. Chittering Incident Support Brigade AGM Minutes 2020 2. Muchea VBFB AGM Minutes 2020 3. Lower Chittering VBFB Minutes 2020 4. Upper Chittering VBFB Minutes 2020

Executive Summary

The Committee is requested to endorse the membership of the Chittering Bush Fire Advisory Committee for the coming 2020/2021 financial year.

Background

The Shire's volunteer bush fire brigades conduct their Annual General Meetings during the month of May each year. At the Annual General Meeting, each brigade member(s) are to be nominated to the Chittering Bush Fire Advisory Committee to serve as Fire Control Officers for their brigade until their next Annual General Meeting.

At the time of distribution of the Agenda, Chittering Incident Support Brigade, Muchea Volunteer Volunteer Bush Fire Brigade, Lower Chittering Volunteer Bush Fire Brigade and Upper Chittering Volunteer Bush Fire Brigade have forwarded the outcomes from their respective Annual General Meetings.

Consultation

Local

Chittering Incident Support Brigade
 Muchea Volunteer Bush Fire Brigade

Lower Chittering Volunteer Bush Fire Brigade
Upper Chittering Volunteer Bush Fire Brigade

State

Nil

Statutory Environment

Local

- Bush Fire Brigades Local Law 2013

3.6 Holding of annual general meeting

A bush fire brigade is to hold its annual general meeting during the month of May each year.

3.7 Nomination of bush fire control officers to Bush Fire Advisory Committee

At the annual general meeting of a bush fire brigade, brigade member/s are to be nominated to the Bush Fire Advisory Committee to serve as the bush fire control officer for the brigade until the next brigade annual general meeting.

3.8 Minutes to be tabled before the Bush Fire Advisory Committee

(1) *The brigade Secretary is to forward a copy of the minutes of the annual general meeting of a bush fire brigade to the Chief Bush Fire Control Officer within one month after the meeting.*

(2) *The Chief Bush Fire Control Officer is to table the minutes of the bush fire brigade's annual general meeting at the next meet of the—*

(a) Bush Fire Advisory Committee; or

(b) Council, if there is no Bush Fire Advisory Committee.

following their receipt under subclause (1)

3.9 Functions of Advisory Committee

The Bush Fire Advisory Committee is to have the functions set out in section 67 of the Act and is to include such number of nominees of the bush fire brigades as determined by the local government.

3.10 Advisory Committee to nominate bush fire control officers

As soon as practicable after the annual general meeting of each bush fire brigade in the district, the Bush Fire Advisory Committee is to nominate to the local government from the persons nominated by each bush fire brigade a person for the position of a bush fire control officer for the brigade area.

3.11 Local government to have regard to nominees

When considering persons for the position of a bush fire control officer, the local government is to have regard to those persons nominated by the Bush Fire Advisory Committee, but is not bound to appoint the persons nominated.

3.12 Advisory Committee to consider bush fire brigade motions

The Bush Fire Advisory Committee is to make recommendations to the local government on all motions received by the Bush Fire Advisory Committee from bush fire brigades.

State

- Bush Fire Act 1954

43. Election and duties of officers of bush fire brigades

A local government which establishes a bush fire brigade shall by its local laws provide for the appointment or election of a captain, a first lieutenant, a second lieutenant, and such additional lieutenants as may be necessary as officers of the bush fire brigade, and prescribe their respective duties.

[Section 43 amended by No.51 of 1979 s.5; No.14 of 1996 s.4.]

Policy ImplicationsState

Nil

Local

Nil

Financial Implications

There will be costs incurred for the advertising of the appointed Fire Control Officers, which has been allowed for in the Shire's draft 2020/2021 Annual Budget.

Strategic ImplicationsLocal

- Strategic Community Plan 2017-2027
 - Focus area: Our community
 - Objective: S1.2 Strong sense of community
 - Strategy: S1.2.1 Actively support community, volunteer groups and networks
 - Objective: S1.3 A safe and healthy community
 - Strategy: S1.3.1 Improve the safety of our community

- Focus area: Our natural environment
- Objective: S2.3 Protection of life and property
- Strategy: S2.3.1 Improve Bush Fire preparedness and recovery

State

Nil

Site Inspection

Not applicable

Triple Bottom Line AssessmentEconomic implications

There are no known significant economic implications associated with this proposal.

Social implications

There are no known significant social implications associated with this proposal.

Environmental implications

There are no known significant environmental implications associated with this proposal.

Officer Comment/Details

The Chittering Bush Fire Advisory Committee is to consider the nominations that have been presented from each Brigades Annual General Meeting for the position of Fire Control Officer. The position of Chief Bush Fire Control Officer is filled by the Shire's Community Emergency Services Manager.

All Fire Control Officer positions from each Brigade become vacant annually in May, and it is the responsibility of each Brigade to provide their nominations to the Chittering Bush Fire Advisory Committee Secretary following their Annual General Meeting.

5.1 OFFICER RECOMMENDATION

Moved Peter Watterston / Seconded Aaron Cover

That the Chittering Volunteer Bush Fire Brigade recommends to Council the following appointments:

- 1. Fire Control Officer:**
 - a. Shelly Pannell and Shane Robertson representing Muchea Volunteer Bush Fire Brigade.**
 - b. Graham Furlong and Johan Rossouw representing Lower Chittering Volunteer Bush Fire Brigade.**
 - c. Aaron Cover and Gordon Carter representing Upper Chittering Volunteer Bush Fire Brigade.**
 - d. Nic Walter and Dennis Badcock representing Bindoon Volunteer Bush Fire Brigade.**
 - e. Kim Haeusler and Clayton Smith representing Wannamal Volunteer Bush Fire Brigade.**
 - f. Matthew Johns and Mark Smith representing the Shire of Chittering.**
- 2. Captain/Fire Control Officer:**
 - a. Peter Watterston, Captain of Bindoon Volunteer Bush Fire Brigade.**
 - b. William Lee, Captain of Upper Chittering Volunteer Bush Fire Brigade**
 - c. Richard Rose, Captain of Wannamal Volunteer Bush Fire Brigade.**
- 3. Deputy Chief Bush Fire Control Officer:**
 - a. David Wilson representing the South region.**
 - b. Phillip Humphry representing the Central region.**
 - c. Kim Haeusler representing the North Region.**
- 4. David Carroll as the Chief Bush Fire Control Officer.**

CARRIED UNANIMOUSLY

6. ANNOUNCEMENTS WITHOUT DISCUSSION

6.1 Community Emergency Services Manager / Chief Bushfire Control Officer

Dave Carroll spoke to the following:

We have moved into the Low Threat Period and winter unrestricted burning time, unrestricted burning commenced on 1 June and concludes 1 October.

Fairly quiet fire season with only a few fires over 10ha, average turnout per station was 45 incidents.

The storm season with dangerous storms being the most common natural hazard in Australia. Swan SES and Daryl are on hand to assist us with storm issues and requirements

Community engagement:

The Shire web site, Facebook pages and the SMS system continue to be our main tools for disseminating messages to the community

Storm Season Messages: If a storm has badly damaged your home and you can't safely fix it yourself, [SES volunteers](#) are there to help. If you need assistance call 132 500.

For more advice about what to do before, during and after a storm download a copy of the

Preparing for Storms Guide below.

<https://www.dfes.wa.gov.au/safetyinformation/storm/Pages/default.aspx>

Bush fire brigades may be asked to assist the SES

Brigades; have been carrying out limited maintenance and training during the State of Emergency, practicing physical distancing and carrying out personal and touch point sanitisation when responding to incidents.

Shire Bushfire Risk Officer: Identifying and prioritising land that we can carry out treatments on to reduce bushfire risk, maximising use of DFES BRMS and MAF grant funding.

Shire of Chittering Climate Outlook Overview:

- Winter (June to August) is likely to be wetter than average across most of Australia.
- Winter days are likely to be warmer than average across northern and eastern Australia as well as Tasmania, with much of the southern mainland likely to see cooler days. Winter nights are very likely to be warmer than average nationwide.
- July to September is also likely to be wetter than average for most of Australia (mostly 65–80% chance, with higher chances for the inland southeast of Australia).

The State of Western Australia remains in a State of Emergency due to COVID-19

COVID-19: Hazard Management Authority - Department of Health (as of 08/06/20)

Symptoms: fever, a cough, sore throat, tiredness or shortness of breath

Treatment: currently no vaccine. To reduce fever - aspirin, ibuprofen or paracetamol.

As of 08 June, Australia has 7,265 confirmed cases of Corona Virus, 6,703 have recovered and there have been 102 fatalities.

Western Australia has 599 confirmed cases, 559 recoveries and 9 fatalities, there have been 118,497 people tested for the virus.

Worldwide there have been 5.58m cases, 2.28m have recovered and there has been 350k fatalities.

Brigade	Total Incidents			Personnel		
	2018	2019	19/20	2018	2019	2020
Muchea VFBF	17	36	46	24	25	25
Lower Chittering VFBF	22	40	52	35	35	56
Upper Chittering VFBF	22	40	43	33	36	27
Bindoon VFBF	20	45	46	37	38	39
Wannamal VFBF	10	12	12	57	58	53
Incident Support Brigade	1	5	4	24	23	17
Average 33.8				210	215	217

Appliances	Heavy Tankers 8	Light Tankers 7
Muchea	2 – 2.4R, 1.4R	1
Lower Chittering	1 – 3.4U	2
Upper Chittering	1 – 2.4R	2
Bindoon	2 – 2.4R, 3.4U	1
Wannamal	1 – 2.4B	1
Incident Control Vehicle	1	Total: 19
Fire Support Vehicle	2	
Incident Support Trailer, collar tank	1	

Permit Data Received:

Locality	No of Permits	Total
Wannamal	9	
Mooliabeenee	4	
Bindoon	64	
Chittering	24	
Lower Chittering	67	
Muchea	16	184

Total Permits Issued*	184
Wannamal*	15
Bindoon	37
Upper Chittering	18
Lower Chittering	65
Muchea	11
Deputy Chiefs	6
Shire	32
Refused	8
Total	184

The review of the Brigades Local Law 2012 was discussed by the Committee. Matthew Gilfellow stated to the committee that it's important for members to give any feedback that they have during the review. It's important that all suggestions for changes are captured as the Local Law will be in place and not reviewed for some time after it is adopted. David Carroll added that feedback from members is already being collated.

6.2 DFES District Officer – North East Metropolitan

In Murray McBride's absence, the following was tabled at the meeting:

- DFES is back to the new normal in the work place.
- Training for Volunteers and staff starting to progress.
- DFES is giving influenza injections to all staff and offering subsidised injections for all Volunteers.
- In discussions the Dave Carroll about radio for the Shire Office.
- Working with the Department of Defence with Mutual Aid Agreement for Bindoon Defence Training Area that involves Shire of Chittering, Shire of Toodyay and the Shire of Victoria Plains.
- Mitigation cost to this date for 2019 – 2020 is \$1,620,000 for the Metro North East Region most of the cost have been incurred in the Shire of Mundaring. I have asked for \$920,000 for the Metro North East for 2020 -2021.

6.3 Chief Executive Officer

Matthew Gilfellow spoke to the following:

- On behalf of the Shire of Chittering, thanks was given to all brigades for their efforts and the level of dedication and professionalism exhibited by members. Matthew added that the standard in Chittering exceeded that of brigades that he had experience with in the past.
- The Bush Fire Risk Officer role has been active for half a year. This role focuses on community engagement and education.
- The memorandum of understanding for the Community Emergency Services Manager is going to the next Council meeting to be extended by another three years.

6.4 Bush Fire Risk Officer

Graham Furlong spoke to the following:

- November – February saw focus on completing Firebreak and Hazard Reduction inspections, Shire of Chittering Fire Control Officers completed 3000 properties by late February with room for productivity improvement next year.
- March - May were introduction to Bushfire Risk Management System and the various mapping tools used in LG and DFES. Working on reserves, strategic fire break areas and extreme risk.
- Prescribed Burning – UCL, MAF, Shire of Chittering and Brigade. Advice to residents and property managers.
- Community Education Program – Schools, businesses, community groups, welcome chat with new home owners and new residents and community groups.
- CBFAC/LEMC – Learn and liaise with Chief Bush Fire Control Officer and Deputies, Captains, Fire Control Officers and HMA
- Static Water Supply – Mapping, upgrading and maintenance of Shire of Chittering Tanks
- Strategic Fire Breaks - Mapping, upgrading and maintenance of Shire of Chittering Strategic and alternate firebreaks
- Incident – Response and Support.
- Building the role around keeping community safe from bushfire.

Peter Hall enquired whether there is a contractor that does work on the Shire owned firebreaks.

David Carroll responded that the Shire upgrades and maintains its own firebreaks.

Shelly Pannell enquired about the school program. Graham said that he is currently finding out where the schools are in terms of bush fire education. Shelly stated that Edgewater Primary School runs the program 'Bushfire Patrol' which has been created by DFES. There is an advantage with children learning about bushfires as they take their learning home which filters to their parents. Peter Watterston added that there was an education program created by the Red Cross.

Matthew Gilfellow stated that brigade members who need help with navigating and finding information can contact Graham for assistance.

6.5 Chittering Fire Services Training Coordinator

Nil

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

Nil

7. BRIGADE REPORTS

7.1 Bindoon

Peter Watterston spoke to the following:

New members

Five new prospective members have expressed interest during the hold on operations due to COVID-19.

Member resignation

Nil

Incidents

13 incidents since last meeting.

Training

Previously suspended. Recommencing this week and continuing every fortnight.

Community engagement

- None to date.
- The brigade is looking forward to the Bindoon Farmers Market recommencing.

Critical information

- Members have been missing the comradery with other members. Especially those who don't have a lot of contact with others.
- Mental health amongst members has been a concern with Peter keeping in contact with those in need.

7.2 Lower Chittering

Graham Furlong spoke to the following:

Members

Since previous meeting we have applications from three new members who have not attended any meetings or training. We would like to note the ongoing efforts by Shire of Chittering and Chittering Fire Services Leadership to support local volunteering.

We have no exits that I am aware of although attendance is down due to COVID-19 restrictions, we are keen for a strong rebound of membership activity when restrictions are off.

After 20ish years as Fire Control Officer, Max Brown, has stepped down from the role although continues to coach, mentor and tell tales of fire history in the Shire of Chittering.

Incidents

Since last meeting the period Mar – May there were 11 turnouts.

- March 5 turn outs for 16 members totalling 160-man hours including 2 Brand Hwy Fires.
- April only 1 turnout resulting in 11 members spending 65 hours on the fire ground at Bindoon – Moora Rd.
- May was 5 turnouts with 14 members totalling 45-man hours with 2 illegal burns.

Training

Significant drop from previous period of over 100 hours a month of training to just 34. This has been achieved with 1-hour sessions of 3 modules of online training including Fire Safety, Fire Basics and Fire Behaviour all created by Grahame Beevors. We have maintained weekly vehicle and station maintenance with just 2 members per week.

Community engagement

Have started 3 prescribed burns after planning them during May, 2 of these are for elderly who have become unable to prepare their property to be bushfire ready the other being a full paying resident. We have 8 further requests to assist with burning in the community.

Our social media has been busy updating residents on restricted burning rules, permits and now winter burning program launched recently by DFES. In June we will launch a weekly “Meet our Members Monday” post and planning a recruitment drive over Winter for volunteers to join the auxiliary / fire support team.

Critical information

Significant improvement has been made with Muchea East Rd verges and intersection upgrades and hopefully this can continue for improved egress and expand to include Chittering road to Bindoon as an optional escape route at some stage.

Brigade would like to request council to do all in its power to improve the reliability and coverage of telecommunications network in the Shire of Chittering, in particular Lower Chittering needs improved Wi-Fi as our volunteers rely on this for our fire alert and turnouts.

ACTION:

The Shire of Chittering to organise a letter to recognise Max Brown’s service to Chittering Fire Services

7.3 Muchea

Shelly Pannell spoke to the following:

Members

- Members on 12-month Sabbatical: Jo, Shane and Stacey Johns
- 12 months ends in August, at which time the brigade will know if they will return.

Member resignation

Nil

Incidents

- Call-outs to incidents within the Shire – Seven from March to May, of which the Brand Highway incident on March 26 was a major one.
- Incidents out-of-Shire: Nil
- Reduction Burns: Hampered by COVID restrictions, but at least 3 upcoming for the Brigade.
- Number of planned Hazard Reduction Burns has increased with multiple planned with Tronox over the coming months.

Training

- Fortnightly maintenance, observing COVID restrictions on numbers attending.
- Online video conference training on Turnout Protocols and Reduction Burning.

Community engagement

Social media is quite busy.

Critical information

Nil

7.4 Upper Chittering

Aaron Cover spoke to the following:

New members

One new member (has needing to complete IFF/BFF)

Member resignation

One resignation (member passed away)

Thank you for the flowers that were sent to the family. Brigade is doing something more formal for him in the future.

Incidents

Upper Chittering station responded to 10 incidents since the last BFAC meeting on the 10th of March 2020 –

- 469517 – Electrical Equipment Fire – Gray Rd, Bindoon
- 470762 – Vehicle Fire – Faull St, Muchea – Stood Down
- 470823 – TGS Fire – Brand Hwy, Muchea
- 472153 – TGS Fire – Bindoon Moora Rd, Mooliabeenee – Unable to crew
- 474040 – TGS Fire – Cammeray Cl, Bindoon – Stood down
- 478648 – TGS Fire – Maddern Rd, Chittering
- 480179 – Structure Fire – Cammeray Cl, Bindoon
- 480925 – Rubbish Fire – Chittering Rd, Chittering
- 482636 – Report of Smoke – Dewar Rd, Mooliabeenee – Stood down
- 482925 – Unknown Fire – Teatree Rd, Bindoon – Unable to Crew

Training

All Upper Chittering training activities have been suspended due to COVID19

As per the advice received recently, training will be recommencing as of the 6th of June under the guidelines outlined.

It has been requested that if any “outside” training is going to be conducted at any station that the respective Captain of that station be notified before entry to the station is made.

There has also been concerns raised regarding attracting and retaining new members.

Is there any sign of when courses like IFF & BFF may recommence?

Critical information

Plumbing on the new water tank pump is still on our agenda to have completed by the next fire season. We are desperately hoping the Shire will be able to accommodate us with the installation of some sort of “hard stand” around the hydrants to park on once they are installed. The hope is that this will be included in the early part of next year’s budget to give us a much higher level of safety, faster refilling times and complete this project.

Permit season was particularly painful this year.

- 1) First contributing factor was the large volume of permit requests being made. All Fire Control Officers had to put in a lot of time and travel to accommodate all these requests.
- 2) Secondly, permits this year being issued for “recreational” purposes. We have not traditionally issued permits for “fire pits” and I am of the belief that we shouldn’t be. Burning under permit conditions constitutes a “high risk activity” and in my mind a little bit

unreasonable to expect volunteer Fire Control Officers to accommodate these non-hazard reduction permit requests.

- 3) Great system and makes life easier networking with other Fire Control Officers. Thirdly was the lack of information being published on BART from some Fire Control Officers.

Final note on the permit season is a lighter note, to thank the Shire again for the honorarium payment made to all Fire Control Officers. This is very gratefully received and goes a little way to covering our costs to provide the service.

Community engagement

No community engagement activities were conducted due to COVI19

We do have some community groups that are enquiring when activities at the station may recommence?

Matthew Gilfellow stated that at the time of reviewing access to the Fire Stations, it was deemed to be less complicated by allowing the brigades to operate but not the community groups. There are still a lot of restrictions and rules in place.

Cr Carmel Ross enquired how many fire stations had community groups who used their station. The Committee determined that only Upper Chittering Station was used by community groups. David Carroll stated that if the brigade wished to not allow community groups to use the station, to provide that feedback to him. An alternative space could be identified for them.

7.5 Wannamal

Richard Rose spoke to the following:

New members

Nil

Member resignation

Nil

Incidents

Three since the last meeting.

Training

Nil

Community engagement

Nil

Critical information

Nil

7.6 Chittering Incident Support

Peter Hall spoke to the following:

Peter introduced Paulette Embling to the Committee. Paulette is a new Lieutenant in the Incident Support Brigade who will be joining the Membership for the Chittering Bush Fire Advisory Committee.

New members

Suzie Phillips

Member resignation

Debra Wilson

Andrew Bates

John Williams (retired) – Have a 20 year celebratory event for John for all members. Other brigade members to recognise their service to ISB

Incidents

Nil

Training

Restricted by COVID-19 – online activities conducted where possible. Recent video on line two way radio training conducted via ZOOM. Members who were vulnerable were stood down for their protection.

Community engagement

Nil

Critical information

- Checking properties around the Shire for optimal use at incidents
- Promoting the Shire of Chittering with events that have been bookmarked and help attract members for other brigades
- Mast put in for its maintenance check in May at Welshpool, then e/plex panel/screen is being replaced with new version, then off to DFES Belmont for them to conduct radio and wiring checks. Back on station approx. June 9. The ICV has since been returned to station.
- ICV is used for other incidents not just fire
- Combined training has been projected with other Incident Support Brigades

Carmel requested as to whether all brigades have begun operating. Members of the Committee confirmed collectively that operations have begun to a certain extent with 20 people permitted in the station for training and operations, but kitchens are not permitted.

Shelly Pannell enquired as to whether the limitation on the number of people per appliance still stood. David Carroll confirmed that this restriction was still in place.

8. ACTION LIST AND COMMITTEE RECOMMENDATIONS

8.1 Outstanding actions and recommendations

Meeting Date	Brigade/Report Title	Details of Required Action	Person Responsible	Current Status	Action Completed
23 October 2019	General Business	Murray McBride to provide information to the Chief Executive Officer to clarify what age and the correct wording of a permission form for underage members to go on the fire ground.	DO – North East Metropolitan	<p>The earliest age a person can join a Bush Fire Brigade is 16 years of age.</p> <p>Any person wanting to join a Bush Fire Brigade under the age of 18 years would require a signature from a parent or guardian.</p> <p>A member of 16 years of year can go onto an active fire ground once Shire / DFES approved training has taken place.</p>	2 June 2020
10 March 2020	Discussions arising from Action List and Committee Recommendations	Chief Bush Fire Control Officer to research whether working with Children's Checks are required for members if the brigade has members under 18 years of age.	CBFCO/CESM	Complete – Children's checks are not required.	1 May 2020

Discussion was held by the Committee regarding Working with Children's Checks were required. It was agreed that in some cases it's best for some members of the brigade to hold a Working with Children's Check to cover all bases. If the parents' of cadets are also members of the brigade, this would negate the need for a Working with Children's Check. Further discussion was held and it was agreed that it is up to individual brigade how they choose to manage their cadets.

9. GENERAL BUSINESS

9.1 Membership of the Chittering Bush Fire Advisory Committee

Applicant	Shire of Chittering
File ref	09/02/4
Author	Development Services Support Officer
Disclosure of interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that requires disclosure
Voting requirements	Absolute Majority
Attachments	Nil

Executive Summary

Members of the Chittering Bush Fire Advisory Committee are requested to nominate for positions on the Committee, as following the Brigades Annual General Meeting members may be retired or not nominated for the coming year.

Background

As at 23 October 2019 the membership of the Committee was as follows:

- Cr Carmel Ross Council Member (Delegate)
- Cr John Davis Council Member (Deputy)
- Matthew Gilfellon Chief Executive Officer, Shire of Chittering
- Dave Carroll Chief Bush Fire Control Officer
- David Wilson Deputy Chief Bush Fire Control Officer – Southern Region
- Phillip Humphry Deputy Chief Bush Fire Control Officer – Central Region
- Kim Haeusler Deputy Chief Bush Fire Control Officer – Northern Region
- Shelly Pannell Muchea Volunteer Bush Fire Brigade (Member)
- Shane Robertson Muchea Volunteer Bush Fire Brigade (Deputy)
- Graham Furlong Lower Chittering Volunteer Bush Fire Brigade (Member)
- Max Brown Lower Chittering Volunteer Bush Fire Brigade (Deputy)
- Aaron Cover Upper Chittering Volunteer Bush Fire Brigade (Member)
- Gordon Carter Upper Chittering Volunteer Bush Fire Brigade (Deputy)
- Peter Watterston Bindoon Volunteer Bush Fire Brigade (Member)
- Scott Ormsby Bindoon Volunteer Bush Fire Brigade (Deputy)
- Richard Rose Wannamal Volunteer Bush Fire Brigade (Member)
- Clayton Smith Wannamal Volunteer Bush Fire Brigade (Deputy)
- Peter Hall Incident Support Brigade (Member)
- Sam Murray-Whelan Incident Support Brigade (Deputy)

Consultation/Communication ImplicationsLocal

Chittering Bush Fire Advisory Committee

State

Nil

Legislative ImplicationsState

- *Local Government Act 1995, s5.12 and s5.13*

Local

Nil

Policy ImplicationsState

Nil

Local

Nil

Financial Implications

Nil

Strategic ImplicationsLocal

- *Strategic Community Plan 2017-2027*

Focus area: Our natural environment

Objective: S2.3 Protection of life and property

Strategy: S2.3.1 Improve Bush Fire preparedness and recovery

State

Nil

Site Inspection

Not applicable

Triple Bottom Line AssessmentEconomic implications

There are no known significant economic implications associated with this proposal.

Social implications

There are no known significant social implications associated with this proposal.

Environmental implications

There are no known significant environmental implications associated with this proposal.

Officer Comment/Details

The members present are now required to nominate for positions on the Committee, as following the Brigades Annual General Meeting members may be retired or not renominated for the coming year.

9.1 OFFICER RECOMMENDATION	
Moved Peter Hall / Seconded Kim Haeusler	
That the Chittering Bush Fire Advisory Committee recommends to Council that membership effective 9 June 2020 is as follows:	
Delegate	Deputy
Cr Carmel Ross	Cr John Curtis
Matthew Gilfellon, Chief Executive Officer	Nil
Dave Carroll, Community Emergency Services Manager/Chief Bush Fire Control Officer	Nil
David Wilson, Deputy Chief Bush Fire Control Officer - Southern Region	
Phill Humphry, Deputy Chief Bush Fire Control Officer - Central Region	
Kim Haeusler, Deputy Chief Bush Fire Control Officer - Northern Region	
Peter Watterston, Bindoon Volunteer Bush Fire Brigade	Nic Walter, Bindoon Volunteer Bush Fire Brigade
Graham Furlong, Lower Chittering Volunteer Bush Fire Brigade	Johan Rossouw, Lower Chittering Volunteer Bush Fire Brigade
Shelly Pannell, Muchea Volunteer Bush Fire Brigade	Shane Robertson, Muchea Volunteer Bush Fire Brigade
Aaron Cover, Upper Chittering Volunteer Bush Fire Brigade	Gordon Carter, Upper Chittering Volunteer Bush Fire Brigade
Richard Rose, Wannamal Volunteer Bush Fire Brigade	Clayton Smith, Wannamal Volunteer Bush Fire Brigade
Peter Hall, Chittering Incident Support Brigade	Paulette Embling, Chittering Incident Support Brigade
CARRIED UNANIMOUSLY	

9.2 Other General Business

Shelly Pannell requested whether there would be the facility to have applications for Permits to Burn online in the future. David Carroll confirmed that this was an option that was currently being researched. Toodyay, Wanneroo, Swan have already implemented a process to apply online and Mundaring are currently looking at putting this process in place.

Peter Watterston spoke to the following:

- Peter requested as to whether burning on a Sunday in the Restricted Burning Time will be permitted. David Carroll made this topic open for discussion with the rest of the Committee. David Carroll confirmed that burning on public holidays will remain banned. Peter Watterston stated that from recent experience that he has received more enquiries about this and would allow people more time to burn. Kim Haeusler stated that if people were to burn on Sunday there is the potential that crews would then be required on a Monday. Peter Hall stated that it is nice to have one smoke free day during the Restricted Burning time. David Carroll added that a lot of Local Governments have this restriction and was meant to allow firefighters to have the Sunday off. Further to this if fires lit on a Saturday that are left burning, Sunday is a buffer for firefighters to address this issue without impeding on a working day
- Peter requested as to whether allergy testing could be organised for brigade members. This request was made to assist to identify allergies that a member may not know they have. David Carroll stated that this particular aspect of health is up to individuals. Shelly Pannell stated that this issue is not a danger of fighting fires. David Carroll added that this reinforces the need for brigades to make sure they have attended First Aid training. Scott Ormsby has been asked to identify who in the brigades requires First Aid Training.
- Peter stated that another member had requested whether the Pagers were working. David Carroll stated that at the end of 2020 the Pager system will be defunct and no longer in operation.

David Carroll spoke to the following:

- Reminder to members that the Fire Control honorarium \$100 per year is available for Fire Control Officers and Captains.
- The Shire is looking at going to permits online, potential processes are being identified for the up and coming restricted burning period.
- DFES Burn Smart campaign has commenced, designed to assist residents with planned burning on their properties, information is available for brigades on the volunteer portal and DFES web site for residents.
- The Shire have commenced burning on Shire reserves and State funds have been allocated for risk reduction treatments on UCL in the Shire. DFES regional staff are working together to reduce BF risk across the region.
- All firefighting appliances are currently being serviced and repaired from the fire season. Please provide any outstanding issues.
- Thank you to Jodie and Kat for their assistance to the brigades.
- Thank you to Council and Matthew Gilfellon for their support.
- Shire for Chittering document and process review
- Local Law to be reviewed please provide feedback and suggestions by close of business 30 October 2020
- Fire Break Notice - Please provide feedback and suggestions by close of business 31 July 2020.
- Permit to Burn review - Please provide feedback and suggestions by close of business 31 July 2020.

- Permit issuing - Please use BART and send a photo of permit to Jodie for distribution over BART, must have name, address, phone number and what is being burnt, or if permit was refused and reasons.
- If anyone needs a hand with BART please request assistance.
- Working with Children Checks: Department of Communities advise that members are not eligible to apply because they are not working with underage people and therefore don't need to hold WWC permits. The only time we would need to apply for a WWCP would be for educating/training a dedicated individual or a group consisting of underage people, such as a cadet corp.
- The Committee discussed the prospects of holding the Annual Recognition Event, Huw Davies Day, the Rural Urban Interface and the Bindoon Army Camp drive. Generally the Huw Davies Day and Rural Urban Interface are alternated. David Carroll and other Committee members confirmed that holding the Annual Recognition Event after the Bindoon Army Camp run on 19 September 2020 would be suitable.

Matt Gilfellow spoke the following:

- Western Power are providing grants to Bush Fire Brigades
- Matthew requested feedback from the Committee regarding the annual Bush Fire Brigade recognition event. This event will be just for brigades and is projected to occur in the coming months. Members of the Committee confirmed that an event at a local venue like Chinkabee or Bindoon Hall with a sausage sizzle and refreshments would be appropriate.

10. NEXT MEETING

That the next meeting of the Chittering Bush Fire Advisory Committee is scheduled for Tuesday, 13 October 2020 commencing at 7:00pm.

11. CLOSURE

The Chairperson declared the meeting closed at 8:26PM.