



Committee Attachments
Wednesday, 19 April 2017

REPORT NUMBER	REPORT TITLE AND ATTACHMENT DESCRIPTION	PAGE NUMBER(S)
10.1	Chittering Bushfire Advisory Committee: 14 March 2017 1. Unconfirmed Chittering Bushfire Advisory Committee Minutes from 14 March 2017	1 – 30
10.2	Audit Committee: 15 March 2017 1. “Unconfirmed” Chittering Audit Committee meeting minutes from 15 March 2017	31 – 50
10.3	Local Emergency Management Committee: 22 March 2017 1. “Unconfirmed” Chittering Local Emergency Management Committee meeting minutes from 22 March 2017	51 – 64

MINUTES FOR THE CHITTERING BUSH FIRE ADVISORY COMMITTEE

TUESDAY, 14 MARCH 2017

**Council Chambers
6177 Great Northern Highway
Bindoon**

**Commencement: 6.58PM
Closure: 9.55PM**



Preface

When the Chief Executive Officer approves these Minutes for distribution they are in essence “Unconfirmed” until the following Chittering Bushfire Advisory Committee (CBFAC) Meeting, where the minutes will be confirmed subject to any amendments.

The “Confirmed” Minutes are then signed off by the Chairperson.

Attachments that formed part of the agenda, in addition to those tabled at the CBFAC Meeting are put together as an addendum to these Minutes.

Unconfirmed Minutes

These minutes were approved for distribution on 27 March 2017.



Alan Sheridan
Chief Executive Officer
Shire of Chittering

Confirmed Minutes

These minutes will be confirmed at a meeting to be held on 13 June 2017.

Signed

Note: The Chairperson at the meeting at which the minutes were confirmed is the person who signs above.

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**MINUTES FOR THE CHITTERING BUSHFIRE ADVISORY COMMITTEE
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1. DECLARATION OF OPENING OF MEETING / ANNOUNCEMENTS OF VISITORS

The Presiding Member declared the meeting open at 6.58pm.

2. RECORD OF ATTENDANCE / APOLOGIES

2.1 Attendance

The following members attended:

Members	Jamie O'Neill	Community Emergency Services Manager/Chief Bushfire Control Officer
	Michelle Rossouw	Councillor, Shire of Chittering
	Ian Hollick	Deputy Chief Bushfire Control Officer Southern Region
	Greg Cocking	Deputy Chief Bushfire Control Officer Northern Region
	Paul Groves	Incident Support Brigade representative
	Steve Browne	Lower Chittering Volunteer Bushfire Brigade representative
	Peter Hall	Muchea Volunteer Bushfire Brigade representative
	Kim Haeusler	Wannamal Volunteer Bushfire Brigade representative
	Gordon Carter	Upper Chittering Volunteer Bushfire Brigade representative

Quorum – 6 members

Observers	Craig Garrett	DFES
	David Wilson	Local Government Training Coordinator, Meta Solutions
	Tim Gregson	Acting Operations Officer, DPaW
	Matt Cooper	Fire Operations Officer, DPaW
	Scott Ormsby	Bushfire Risk Planning Coordinator, Shire of Chittering

2.2 Apologies

Janice Billen	Incident Support Brigade representative/Compliance Officer
Alan Sheridan	Chief Executive Officer
Bronwyn Southee	Executive Manager Development Services

3. DISCLOSURE OF INTEREST

Nil



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4. CONFIRMATION OF PREVIOUS MINUTES

4.1 Chittering Bushfire Advisory Committee Meeting – Tuesday, 11 October 2016

4.1 OFFICER/COMMITTEE RECOMMENDATION

Moved Steve Browne / Seconded Peter Hall

That the minutes of the Chittering Bushfire Advisory Committee meeting held on Tuesday, 11 October 2016 be accepted.

THE MOTION WAS PUT AND DECLARED CARRIED 8/0

5. ANNOUNCEMENTS BY THE CHIEF BUSHFIRE CONTROL OFFICER WITHOUT DISCUSSION

Finance (Budget issues – unbudgeted items/overtime)

- (i) Local Government Grant Scheme (ESL) has offered \$203,960 for 2017/18 year, as this is less than that previous year counter offer will be sent before 17 March 2017.
- (ii) Static water tanks for Wannamal and Upper Chittering; also FDI LED notice boards included in the Shire of Chittering budget review.

Operating Expenditure

ESL - Plant & Equipment < \$1,200	\$1,044
ESL - Maintenance Of Plant & Equipment	\$241
ESL - Maintenance Of Vehicles/Trailers	\$60,477
ESL - Maintenance Of Land & Buildings	\$15,415
ESL - Clothing (PPC)	\$19,992
ESL - Utilities, Rates & Taxes	\$11,830
ESL - Other Goods & Services	\$23,693
ESL - Insurance	\$18,051
ESL - Administration Allocations	\$6,490

Prevention

- (i) The Bush Fire Risk Planning Coordinator has submitted the Shire of Chittering Bushfire Risk Plan to Council (15 March 2017).
- (ii) Continuing use Shire of Chittering Bush Fire Ready Facebook page to post DFES community engagement themes, incident information and post various community messages.

Preparedness

- (i) Brigades continuing with ongoing maintenance training.
- (ii) Training calendar completed and entered onto DFES e-academy.



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Response

- (i) The Shire has taken receivership of three new light tankers for Wannamal, Bindoon and Lower Chittering.
- (ii) Automatic Vehicle Locators (AVL) have been fitted to all ESL funded vehicles.
- (iii) Vehicle crew protection upgrades have been fitted to light tankers at Lower Chittering, Muchea and Upper Chittering.

Incidents 01/07/2016 – 30/06/2016

Brigade	Incidents	Personnel
Muchea 6443	16	33
Lower Chittering 6387	13	38
Upper Chittering 6138	16	57
Bindoon 6055	19	37
Wannamal 6652	7	58
Chittering Incident Support 6975	3	22

Recovery

- (i) Nil

6. ANNOUNCEMENTS BY THE DFES DISTRICT MANAGER NORTH EAST WITHOUT DISCUSSION

Craig Garrett provided the following information:

- LGGS Application from LG's due in by this week. Regional support given to the Shires application.
- The Copley Road Fire debrief was undertaken and final minutes to be released shortly.
- Volunteer ID cards are being sent direct to Brigades. Thanks to Brigades for their assistance.
- Good result with an arrest made recently in regard to arson incidents in Swan.
- AVL installations have been completed.
- Nominations are now open for the 2017 Fire and Emergency Services Awards, closing on 3 May 2017.
- Review of Shire of Chittering CESM MOU to commence shortly, prior to re-signing in June.
- Please ensure members are aware of DFES Circulars, particularly the Safety circulars.
- 2017 DFES Metropolitan Volunteer Training Calendar is now out, applications via eAcademy.
- Thanks to Shire of Chittering, BFB members and their families for their support over the fire season. Thanks also to Parks and Wildlife for their assistance during the summer.
- Thanks to Ian Hollick for the dedication and support he has provided over the years to the community, the Shire of Chittering and DFES, in the roles of Deputy Chief Bush Fire Control Officer, the Chairperson of BFAC, an FCO and Brigade volunteer.



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7. ANNOUNCEMENTS BY THE CHIEF EXECUTIVE OFFICER WITHOUT DISCUSSION

Nil

8. ANNOUNCEMENTS BY THE CHITTERING FIRE SERVICES TRAINING COORDINATOR WITHOUT DISCUSSION

New members

Not applicable

Member resignation

Not applicable

Brigade incidents

Not applicable

Brigade Training

1. As an outcome of Northern Regional Training Advisory Committee NRTAC a combined 2017 Metro North East Training Calendar has been released (an electronic copy is included).
2. NRTAC have provided feedback to eAcademy via DOAC across a number of areas that need review (attached).
3. As a direct result of lobbying by NRTAC, all Metro North East Brigade Training Officers and Captains now have access to DFES eAcademy Reporting capability. Meetings underway with individual Brigade Training Officers to train in reporting capability. A 'Quick Guide' has been circulated by to all Brigade TOs and Captains.
4. Brigades are implementing 'My Pathways' strategy to identify 2017 professional development activities for members. Important these are established by no later than end of March 2017 to avoid issues with meeting course pre-requisites and/or registering on courses.
5. Training Officer/Captain meeting was held on Wednesday, 15 February 2017. Meeting was well attended. A copy of the meeting minutes will be circulated to all CBFAC members in due course. Meeting highlighted the desire of Brigades to work more closely together with joint training activities. A joint online training calendar has been created to support this endeavour. Agreed to hold Training Officer meeting's every three months instead of every six months.
6. Important for Brigades to identify potential future Chittering Fire Services trainers to enhance capacity to offer training within local area.
7. Bush Fire Games: New committee has been formed. Next games at Kalamunda on Saturday, 23 September 2017. Regional games proposed for next year. More information to be provided as this comes to light.

Community engagement

Not applicable



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Critical information

Not applicable

NORTH METRO REGION BFB Combined Training Programme 2017						
Date		SWAN	MUNDARING	WANNEROO	CHITTERING	GG
Sun 1 Jan	SH					
Mon 2 Jan		Public Holiday - New Year				
Sat 7 Jan						
Sun 8 Jan						
Sat 14 Jan						
Sun 15 Jan						
Sat 21 Jan						
Sun 22 Jan						
Thurs 26 Jan		Australia Day - Sky Show				
Sat 28 Jan						
Sun 29 Jan	SH					
Sat 4 Feb						
Sun 5 Feb						
Sat 11 Feb						
Sun 12 Feb						
Sat 18 Feb						
Sun 19 Feb						
Sat 25 Feb						
Sun 26 Feb						
Sat 4 Mar						
Sun 5 Mar						
Mon 6 Mar		Public Holiday - Labour Day				
Sat 11 Mar		IFF	IFF			
Sun 12 Mar			IFF			
Sat 18 Mar			WAERN			
Sat 18 Mar			BFF			
Sun 19 Mar			BFF			
Sat 25 Mar		Structural	Structural		IFF	
Sun 26 Mar		Structural	Structural			
Sat 1 Apr		BFF	AIIMS 4			

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NORTH METRO REGION BFB Combined Training Programme 2017						
Date		SWAN	MUNDARING	WANNEROO	CHITTERING	GG
Sat 1 Apr			Pump OPS			
Sun 2 Apr		BFF	AIIMS 4			
Sun 2 Apr			Pump OPS			
Sat 8 Apr	SH	WAERN	WAERN	AIIMS	BFF	
Sun 9 Apr					BFF	
Sat 15 Apr						
Sun 16 Apr						
Sat 22 Apr		Advanced FF	IFF		Applied 1 st Aid	
Sun 23 Apr			IFF		Applied 1 st Aid	
Tues 25 Apr	SH					
Sat 29 Apr			Machine Supervision			
Sat 29 Apr			BFF			
Sun 30 Apr			BFF			
Sat 6 May		Structural	Basic Prescription Burning (M)	IFF/BFF*		
Sun 7 May		Structural		IFF/BFF*		
Sat 13 May			Initial Control (M)		Advanced FF	
Sun 14 May						
Sun 14 May						
Sat 20 May		Crew Leader	Structural			
Sun 21 May			Structural			
Sat 27 May			Level 1 IC - Theory		AIIMS	
Sun 28 May			Level 1 IC - Theory		WAERN	
Sat 3 Jun						
Sun 4 Jun						
Mon 5 Jun						
Sat 10 Jun		IFF	Adv BFF			
Sun 11 Jun			Adv BFF Crew Leader			
Sat 17 Jun			Level 1 IC - Prac	Structural		
Sun 18 Jun			Level 1 IC - Prac	Structural	Ground	



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NORTH METRO REGION BFB Combined Training Programme 2017						
Date		SWAN	MUNDARING	WANNEROO	CHITTERING	GG
					Controller	
Sat 24 Jun		FCO	Mund. Prac Crew Leader			
Sun 25 Jun						
Sat 1 Jul	SH	BFF	Sector Commander			
Sun 2 Jul		BFF	Sector Commander		Crew Leader	
Sat 8 Jul				WAERN		
Sun 9 Jul			Mund. Sector Command Asses			
Sat 15 Jul		IBFF	WAERN	Applied 1 st Aid		
Sun 16 Jul	SH				IFF	
Sat 22 Jul		WAERN	AIIMS 4			
Sat 22 Jul			Leadership Fundamentals			
Sun 23 Jul			AIIMS 4			
Sun 23 Jul			Leadership Fundamentals			
Sat 29 Jul			Basic Prescription Burn (M)			
Sat 29 Jul			WAERN		BFF	
Sun 30 Jul					BFF	
Sat 5 Aug			Pump Ops			
Sun 6 Aug			Pump Ops			
Sat 12 Aug		Structural	Level 1 IC –Theory			
Sun 13 Aug		Structural	Level 1 IC –Theory			
Sat 19 Aug			Advanced FF	Applied 1 st Aid		
Sun 20 Aug			Advanced FF			
Sun 20 Aug			Crew Leader			
Sat 26 Aug		IFF	Level 1 IC – Prac			
Sun 27 Aug			Level 1 IC – Prac		Machine Supervision	
Sat 2 Sep		Advanced FF	Applied 1 st Aid	AIIMS		
Sun 3 Sep			Applied 1 st Aid			



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NORTH METRO REGION BFB
Combined Training Programme
2017

Date		SWAN	MUNDARING	WANNEROO	CHITTERING	GG
Sun 3 Sep		Father's Day				
Sat 9 Sep			Prac Crew Leader (M)			
Sat 9 Sep			Applied 1 st Aid			
Sun 10 Sep			Applied 1 st Aid		Operational Map Reading (C)	
Sat 16 Sep		BFF	Initial Control (M)			
Sat 16 Sep			Pump Operations			
Sun 17 Sep		BFF	Pump Operations		WAERN	
Sat 23 Sep	SH	IBFF	Pump Ops			
Sun 24 Sep			Pump Ops			
Sat 30 Sep			IFF	IFF/BFF*		
Sun 1 Oct			IFF	IFF/BFF*		
Sat 7 Oct			BFF			
Sun 8 Oct	SH		BFF			
Sat 14 Oct			Sector Commander			
Sun 15 Oct			Sector Commander		RUI	
Sat 21 Oct						
Sun 22 Oct			Sect Commander Assessment (M)			
Sat 28 Oct			FCO			
Sat 28 Oct			Structural			
Sun 29 Oct			Structural			
Sat 4 Nov			Advanced FF		Sector Commander	
Sun 5 Nov			Advanced FF		Sector Commander	
Sun 5 Nov			Crew Leader			
Sat 11 Nov			Practical Crew Leader (M)	Structural		
Sun 12 Nov				Structural		
Sat 18 Nov			WAERN			
Sat 18 Nov			INITIAL CONTROL(M)			
Sun 19 Nov						



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NORTH METRO REGION BFB
Combined Training Programme
2017

Date		SWAN	MUNDARING	WANNEROO	CHITTERING	GG
Sat 25 Nov			Machine Supervision			
Sun 26 Nov						
Sat 2 Dec				WAERN		
Sun 3 Dec						
Sat 9 Dec						
Sun 10 Dec						
Sat 16 Dec	SH					
Sun 17 Dec						
Sat 23 Dec						
Sun 24 Dec						
Mon 25 Dec		Public Holiday – Xmas Day				
Tues 26 Dec		Public Holiday – Boxing Day				
Sat 30 Dec						
Sun 31 Dec						
	SH					

KEY:

M - Mundaring

C - Chittering

IFF/BFF* - Supported by 12 week modular training program

SH – School Holidays



**MINUTES FOR THE CHITTERING BUSHFIRE ADVISORY COMMITTEE
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**Chittering Fire Services Volunteer
Firefighter Training Calendar 2017**

Month	Date	Course	Course Code	Venue	Coordinator
March	25 th March (Sat)	Introduction to FF	DFES0400B	Bindoon	David Wilson
April	08/09 April	Introduction to BFF	DFES0610	Bindoon	David Wilson
April	22/23 April	Applied First Aid	DFES0404	Lower Chittering	David Wilson
May	13 May (Sat)	Advanced FF	DFES0420	Upper Chittering	Jamie O'Neill
May	27 May (Sat)	AIMS Awareness	DFES0205BL3	Upper Chittering	David Wilson
May	28 May (Sun)	WAERN Basic & Advance	DFES0542/3	Upper Chittering	Debra Wilson
June	18 June (Sun)	Ground Controller	DFES0054B.V	Bindoon	Jamie O'Neill
July	2 July (Sun)	Crew Leader	DFES0406	Lower Chittering	Jamie O'Neill
July	16 July (Sun)	Introduction to FF	DFES0400B	Upper Chittering	David Wilson
July	29/30 July	Introduction to BFF	DFES0610	Upper Chittering	David Wilson
August	19 August (Sat)	Huw Davies Day	NA	Upper Chittering	Matt Whelan
August	27 August (Sun)	Machine Supervision	DFES0004	Lower Chittering	Jamie O'Neill
September	10 Sept (Sun)	Operational Map Reading	NA	Bindoon	David Wilson
October	15 October (Sun)	RUI	NA	Muchea	Jamie O'Neill
November	4/5 November	Sector Commander	DFES0590L4	Lower Chittering	Jamie O'Neill

CAPTAINS/TRAINING OFFICERS MUST REFER TO BRIGADE PROFILE AND ENSURE COURSE PRE-REQUISITES ARE MET, PRIOR TO NOMINATING PERSONNEL FOR COURSES.


ALL NOMINATIONS ARE TO BE SUBMITTED VIA E-ACADEMY AT LEAST 4 WEEKS BEFORE COURSE SCHEDULE WITH AN EMAIL NOTIFICATION SENT TO THE CHITTERING FIRE SERVICES TRAINING COORDINATOR (CFSTC@OUTLOOK.COM) ADVISING OF YOUR NOMINATION.

NB THIS EXCLUDES NEW RECRUITS ON IFF/BFF COURSES.



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 Government of Western Australia Department of Fire & Emergency Services 2017 METROPOLITAN VOLUNTEER TRAINING CALENDAR 						
MONTH	DATE	COURSE	REGION	LOCATION	COURSE COORDINATOR	CLOSING DATE
FEBRUARY	4-5					
	11-12	Wild Radio Operator	Albion	Academy	DO North Coast	8/02/2017
	18-19	Virtual Rescue Course (Drills)	Albion	Belmont ESC	DO North Coast	4/02/2017
	25-26					
MARCH	7-8	Fire Officer	Albion	Academy	DO North Coast	18/02/2017
	14-15	Virtual Rescue Course	Albion	Belmont ESC	DO North Coast	13/02/2017
	21-22	Virtual Rescue Single Role Exercise	Albion	Belmont ESC	DO North Coast	19/02/2017
	28-29	Fire Officer - 1st	Albion	Academy	DO North Coast	14/02/2017
APRIL	4-5	Fire Officer - 2nd	Albion	Academy	DO North Coast	14/02/2017
	11-12	Fire Officer - 3rd	Albion	Academy	DO North Coast	14/02/2017
	18-19	Fire Officer - 4th	Albion	Academy	DO North Coast	14/02/2017
	25-26	Fire Officer - 5th	Albion	Academy	DO North Coast	14/02/2017
MAY	2-3	Fire Officer - 6th	Albion	Academy	DO North Coast	14/02/2017
	9-10	Fire Officer - 7th	Albion	Academy	DO North Coast	14/02/2017
	16-17	Fire Officer - 8th	Albion	Academy	DO North Coast	14/02/2017
	23-24	Fire Officer - 9th	Albion	Academy	DO North Coast	14/02/2017
JUNE	30-31	Fire Officer - 10th	Albion	Academy	DO North Coast	14/02/2017
	6-7	Fire Officer - 11th	Albion	Academy	DO North Coast	14/02/2017
	13-14	Fire Officer - 12th	Albion	Academy	DO North Coast	14/02/2017
	20-21	Fire Officer - 13th	Albion	Academy	DO North Coast	14/02/2017
JULY	27-28	Fire Officer - 14th	Albion	Academy	DO North Coast	14/02/2017
	3-4	Fire Officer - 15th	Albion	Academy	DO North Coast	14/02/2017
	10-11	Fire Officer - 16th	Albion	Academy	DO North Coast	14/02/2017
	17-18	Fire Officer - 17th	Albion	Academy	DO North Coast	14/02/2017
AUGUST	24-25	Fire Officer - 18th	Albion	Academy	DO North Coast	14/02/2017
	31-01	Fire Officer - 19th	Albion	Academy	DO North Coast	14/02/2017
	07-08	Fire Officer - 20th	Albion	Academy	DO North Coast	14/02/2017
	14-15	Fire Officer - 21st	Albion	Academy	DO North Coast	14/02/2017
SEPTEMBER	21-22	Fire Officer - 22nd	Albion	Academy	DO North Coast	14/02/2017
	28-29	Fire Officer - 23rd	Albion	Academy	DO North Coast	14/02/2017
	05-06	Fire Officer - 24th	Albion	Academy	DO North Coast	14/02/2017
	12-13	Fire Officer - 25th	Albion	Academy	DO North Coast	14/02/2017
OCTOBER	19-20	Fire Officer - 26th	Albion	Academy	DO North Coast	14/02/2017
	26-27	Fire Officer - 27th	Albion	Academy	DO North Coast	14/02/2017
	03-04	Fire Officer - 28th	Albion	Academy	DO North Coast	14/02/2017
	10-11	Fire Officer - 29th	Albion	Academy	DO North Coast	14/02/2017
NOVEMBER	17-18	Fire Officer - 30th	Albion	Academy	DO North Coast	14/02/2017
	24-25	Fire Officer - 31st	Albion	Academy	DO North Coast	14/02/2017
	01-02	Fire Officer - 32nd	Albion	Academy	DO North Coast	14/02/2017
	08-09	Fire Officer - 33rd	Albion	Academy	DO North Coast	14/02/2017



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9. ANNOUNCEMENTS BY THE COMMUNITY EMERGENCY SERVICES MANAGER

Nil

10. ANNOUNCEMENTS BY DPaW

New structure

New District Coordinator – Brett Fitzgerald.

Equipment

Overview of what equipment DPaW have available for use by brigades. If required they can come and assist, providing personnel to operate equipment. For requests, go through Comm Centre.

Burn program

- (i) DPaW's burn program run last spring has been very successful. Their aim is to hit 200,000 hectares by end of program.
- (ii) Swan Coastal Burn plan is available if any members wish to see how it affects the area covered by the Shire of Chittering.

Pinjar fire

DPaW expressed thanks for all volunteers who assisted with the recent Pinjar fire.

Perth Hills

So far there have been 70 fires this fire season. There is a plan to burn in Julimar on the Shire boundary in autumn. A map of area is available if anyone wishes to view it.

Peter Hall asked a question with regard to the location of the equipment and what the turn-around was.

Tim advised the meeting that the equipment help is in Wanneroo and Yanchep and that the estimated time to get fulfill request is approximately one (1) hour.



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11. BRIGADE REPORTS

11.1 Bindoon Brigade

New members

Eight new members

Member resignation

Nil

Brigade incidents

Bindoon VBFB has attended 18 incidents since the 11 October 2016. Six of these were as the primary response organisation, and the remainder as secondary. These figures do not include multiple shifts, or stand down en-route.

Brigade training

Completed fortnightly on a Friday, and one Sunday a month.

Community engagement

- (i) Have been maintaining a presence at the local markets (Bindoon Farmers Markets), as well as providing Fire Protection Officers for the recent burnouts, with the assistance of Upper Chittering.
- (ii) Have upcoming community engagement events which will focus on youth, and the development of youth programs.

Critical information

- (i) Received new light tanker on Friday 3 March 2017; and have since put almost all of our members through the induction and familiarisation of this appliance.
- (ii) BGI's are in final draft phase, and almost ready to be released to the Brigade, for discussion or acceptance at the next GM.



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11.2 Lower Chittering Brigade

New members

- (i) No new members.
- (ii) We shall be conducting a recruitment drive after the fire season with the aim of recruiting between 8-10 new members.

Member resignation

Nil

Brigade incidents

13

Brigade training

Nil

Community engagement

Nil

Critical information

- (i) BGIs in place.
- (ii) New light tanker received, and old light tanker has been revamped.



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11.3 Muchea Brigade

New members

- (i) Ben Whalley
- (ii) Aaron Wickham
- (iii) Danny Whittaker

Member resignation

- (i) Dwayne Stone (Lieutenant)

Brigade incidents

- (i) Wandena Tip
- (ii) Chittering Road
- (iii) Bingham Road (two days)
- (iv) Standby for NE Task Force
- (v) Julimar Forrest
- (vi) Pinjar Road
- (vii) Blue Plains Road
- (viii) Bindoon

Brigade training

- (i) Oxy Viva Session; with Scott Ormsby (Bushfire Risk Planning Coordinator)
- (ii) Burn Over Drills
- (iii) Different training sessions held each fortnight

Community engagement

All quiet in this area at this time

Critical information

- (i) Light tanker had a refurbishment
- (ii) Shane Johns appointed Lieutenant
- (iii) Bart System working well with members
- (iv) AGM to be held in June – nominations needed at April meeting
- (v) New cylinders for oxygen unit on 1.4
- (vi) Upgraded the fire station



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11.4 Upper Chittering Brigade

New members

3 - all attending IFF in March

Member resignation

Nil

Brigade incidents

19 incidents attended.

Brigade training

- (i) Five members booked in for IFF/BFF, monthly training resumed at end of January. Have had excellent turnouts, 10-12 members each month.
- (ii) Training has had, and will continue to have a focus on burn over drills.

Community engagement

- (i) 10 December held Santa Christmas tree party for all residents.
- (ii) 17 December held a Santa lolly run throughout Upper Chittering.
- (iii) Australia Day held a free bbq with waterslides for all.

Critical information

We would like to see a coordinated recruitment campaign supported by the Shire, the idea being that a small working group be established to target events held in the Shire and supported by the Shire. To include a multi-faceted approach to a recruitment campaign as we need recruitment to become a strategic part of business and not as an afterthought.



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11.5 Wannamal Brigade

New members

Nil

Member resignation

Nil

Brigade incidents

Four

Brigade training

Nil

Community engagement

Nil

Critical information

Very quiet recently.



MINUTES FOR THE CHITTERING BUSHFIRE ADVISORY COMMITTEE
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11.6 Incident Support Brigade

New members

- (i) 1 new member
- (ii) Paul Groves taken over as Captain.

Member resignation

Nil

Brigade incidents

One - Julimar

Brigade training

No pathways for academy. Continuing with local training.

Community engagement

Would like to see a volunteer drive held in the monthly Shire newsletter; have contacted *Northern Valley News* and they will advertise for free.

Critical information

- (i) BGIs underway.
- (ii) In talks with Jamie over trailer.
- (iii) Looking for new volunteers in any capacity.



MINUTES FOR THE CHITTERING BUSHFIRE ADVISORY COMMITTEE
TUESDAY, 14 MARCH 2017

12. CHITTERING BUSHFIRE ADVISORY COMMITTEE ACTION LIST AND COMMITTEE RECOMMENDATIONS

12.1 Outstanding Actions and Recommendations

Meeting date	Brigade/Report title	Details of required action	Person responsible	Current status	Action completed
03/03/2015	13.1 Stacking of large timbers for burning	Community Emergency Services Manager to discuss possible solutions with the Shire's Executive Manager Development Services.	CESM	Discussed with planning, investigating options to make possible changes in policy or subdivision approvals. 9/6/2015 Planners are looking at options. Jamie/Janice to discuss with planners if anything can be put in place to stop developers piling up stacks. UPDATE: 14/03/17 Jamie to follow up with EMDS regarding using the planning stage to work with developers to control issue.	14/03/2017 unanimously agreed that action has been completed.
09/06/2015	15.4 Electronic Bushfire Notice Boards	That the Bush Fire Advisory Committee requests Council budget to replace all existing LED fire danger indicator boards with electronic (solar) bush fire danger / community notice boards with a minimum of one sign per annum.	Council	UPDATE: 2016/17 Budget Review requesting LED boards for Bindoon.	
15/03/2016	12.1	CESM to follow-up with EMTS to have no camping signs placed at reserves used for camping, particularly Blackboy Ridge and corner Julimar and Chittering Road Reserves where unauthorised advertising lists the reserves as free camping spots.	CESM	CESM has requested from Technical Services. Julimar has been completed. Blackboy Ridge has been completed. Wannamal has been requested. UPDATE: Ongoing	



MINUTES FOR THE CHITTERING BUSHFIRE ADVISORY COMMITTEE
TUESDAY, 14 MARCH 2017

Meeting date	Brigade/Report title	Details of required action	Person responsible	Current status	Action completed
11/10/2016	7 General Business	That Council consider the possibility of employing extra staff to assist with firebreak inspections.	Council	<p>Tabled at the OCM on 16 November 2016. Council resolved the following:</p> <p><i>Directs the Chief Executive Officer to investigate how current resource levels are allocated and whether there is sufficient justification for additional resources.</i></p> <p>UPDATE: The Shire currently allocates three Officers to the annual Bushfire Inspection Program (Compliance Officer and two Rangers). The inspections are conducted from mid-October to 31st May with predominant action taking place between Oct-Jan. This level of resourcing is considered adequate, at this stage, to undertake the annual bushfire inspection program. However resourcing levels will continue to be monitored and will be further considered as part of the annual review of the Shire's Workforce Plan.</p> <p>Specifically, in relation to the reduction in property sizes in 2016, a considerable effort went into educating the community with regard to the changes. The Shire adopted an "<u>educate, inform and assist</u>" focussed approach rather than a purely compliance based approach and this has proven to be very successful. In addition, Officers</p>	COMPLETED



MINUTES FOR THE CHITTERING BUSHFIRE ADVISORY COMMITTEE
TUESDAY, 14 MARCH 2017

Meeting date	Brigade/Report title	Details of required action	Person responsible	Current status	Action completed
				<p>were also focussed on overall hazard reduction and clearance zones around houses in addition to bushfire breaks.</p> <p>Despite the additional workload, to 1 December 2016, Council staff inspected 1,596 properties (from 3,011 rateable properties in the Shire). From the first inspection, Work Orders issued = 627 (39%). Second Inspection, Work Orders reissued = 27 (4%). Infringements Issued = 2 (0.1%)</p> <p>On further consultation with Rangers, inspections have continued and are on track towards 100% of properties inspected.</p>	



MINUTES FOR THE CHITTERING BUSHFIRE ADVISORY COMMITTEE
TUESDAY, 14 MARCH 2017

Meeting date	Brigade/Report title	Details of required action	Person responsible	Current status	Action completed
11/10/2016	7 General Business	That Council consider funding an end of season dinner/awards night for emergency services volunteers in the Shire.	Council CESM	<p>Tabled at the OCM on 16 November 2016. Council resolved the following:</p> <p><i>That Council requests feedback from each Bush Fire Brigade as to what they would prefer at the end of the season, funded from the existing allocation in the budget:</i></p> <ul style="list-style-type: none"> <i>a. BBQ organised and held by each Brigade; or</i> <i>b. BBQ for all Brigades together, organised by the Shire and done in co-ordination with Thank a Volunteer Day; or</i> <i>c. Formal dinner, funded by the existing budget allocation and if necessary partly funded by brigades or their members.</i> <p>UPDATE: The Shire is now currently organising the annual "Chittering Annual Recognition Event for our Volunteers", which will be held on Saturday, 24 June at the Stringybark in Lower Chittering. Details will be forwarded to the brigades to forward to their members.</p>	COMPLETED



MINUTES FOR THE CHITTERING BUSHFIRE ADVISORY COMMITTEE
TUESDAY, 14 MARCH 2017

Meeting date	Brigade/Report title	Details of required action	Person responsible	Current status	Action completed
11/10/2016	7.1 Setting of meeting dates for 2017	<p>That:</p> <ol style="list-style-type: none"> 1. The Chittering Bush Fire Advisory Committee meeting dates for 2017 are as follows: <ol style="list-style-type: none"> a. Tuesday, 14 March; b. Tuesday, 13 June; and 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. 	Council	<p>Tabled at the OCM on 16 November 2016. Council resolved the following:</p> <p><i>Approves the Chittering Bush Fire Advisory Committee meeting dates for 2017 as follows:</i></p> <ol style="list-style-type: none"> a. Tuesday, 14 March; b. Tuesday, 13 June; and c. Tuesday, 10 October <p><i>And that the meetings commence at 7pm in the Shire of Chittering Council Chambers.</i></p> <p>UPDATE: Public notice was published in <i>the Advocate</i> on 8 March 2017. The Shire's website has been updated. Meeting notifications have been forwarded to Committee members.</p> <p>FURTHER UPDATE: Due to the Brigades having their AGMs during the month of June, the meeting scheduled for 13 June will now be held on Tuesday, 11 July; the time and location will remain the same. As this is a LG Act requirement Council will need to resolve to endorse the amended date.</p>	9/3/2017



MINUTES FOR THE CHITTERING BUSHFIRE ADVISORY COMMITTEE
TUESDAY, 14 MARCH 2017

13. GENERAL BUSINESS

Firebreak Inspections

Steve Browne raised motion for dates of firebreak inspections to be as follows: 1 September rangers and compliance officers have inspections completed and work orders/advices issued. Residents would have six (6) weeks to comply and as of 16 October infringements would be issued.

13.1 ACTION

The Chief Bushfire Control Officer to ensure that future Shire of Chittering Firebreak Inspections be conducted as follows:

- a. As at the 1 September the Shire of Chittering's Rangers and Compliance Officer ensure that inspections are completed and any work orders/advices have been issued.
- b. Shire of Chittering residents have six weeks to comply with work orders/advices issued.
- c. As at 16 October the Shire of Chittering's Rangers and Compliance Officer to issue infringements.

Social media

Jamie O'Neill informed the Committee that photos and posts onto social media should be vetted by a Brigade Senior Officer to ensure they are compliant.

Air support

Jamie O'Neill informed the Committee of the dates that air support will be removed for all areas.

Restriction dates

Greg Cocking informed the meeting that he has received feedback from farmers in Wannamal who would like the dates for the end of the Restricted period to be brought forward as had occurred in Toodyay.

13.2 ACTION

The Chief Bushfire Control Officer to bring forward the Restricted Period to 20 March 2017.



**MINUTES FOR THE CHITTERING BUSHFIRE ADVISORY COMMITTEE
TUESDAY, 14 MARCH 2017**

Constitution Amendments

Paul Groves raised that there is confusion around the dates given to define the Financial Year as defined in the Constitution of the Chittering Fire Service (12 July 2016) the following items be changed:

1. In section 1. GLOSSARY the definition of 'Financial Year' be the period commencing the 1st June each year and ending on the 31st May in the following year.
2. In section 11.3.3 (e) The presentation at the Annual General Meeting of a duly audited statement of receipts and disbursements for the year ending 31st May of that year and a balance sheet showing assets and liabilities of the Brigade as of the 31st May.

In item 2. any reference to a conciliation statement be removed.

The intent of the motion is to ensure all Brigades understand the term of the financial year will be from 1st June – 31st May to ensure enough time to have the accounts audited and presented at the Brigade AGMs to be held in the month of June (12.4.1 AGM) and then presented to CBFAC at the June meeting (13 June 2017). These accounts and elected Officers need to be noted by CBFAC before being presented to Council at the July Meeting.

Currently there is a disparity between the Glossary definition and the Treasurers responsibility for auditing.

13.3 ACTION

That the following items be changed in the Constitution of the Chittering Fire Service:

1. In section 1. GLOSSARY the definition of 'Financial Year' be the period commencing the 1st June each year and ending on the 31st May in the following year.
2. In section 11.3.3 (e) The presentation at the Annual General Meeting of a duly audited statement of receipts and disbursements for the year ending 31st May of that year and a balance sheet showing assets and liabilities of the Brigade as of the 31st May.

ADVICE NOTE

In item 2. any reference to a conciliation statement be removed.

Awards Ceremony

Gordon Carter asked the Committee what the outcome was of the awards ceremony / volunteer bbq. Jamie O'Neill advised that there a Sundowner has been arranged to be held at Stringybark Winery as a combined thank you for all volunteers within the Shire.

13.4 ACTION

The Chief Bushfire Control Officer to follow up with the Shire's Economic Development/Communications Officer if partners are included in the cost.



MINUTES FOR THE CHITTERING BUSHFIRE ADVISORY COMMITTEE
TUESDAY, 14 MARCH 2017

Bush Risk Management Plan

Scott Ormsby advised the Committee that the Shire's Bush Risk Management Plan is going to the March Ordinary Meeting of Council (15 March 2017).

Deputy Chief Role

Ian Hollick informed the Committee that he will be stepping down from the role as Deputy Chief and Chair role; effective once Jamie O'Neill returns from annual leave (i.e. 29 May 2017).

14. NEXT MEETING

The next meeting of the Chittering Bush Fire Advisory Committee is **Tuesday, 13 June 2017**.

Items to be included on the agenda are due on **Tuesday, 6 June 2017**.

The agenda will be distributed on Friday, 9 June 2017.

15. CLOSURE

The Presiding Member declared the meeting closed at 9.55pm.



6177 Groot Northern Highway
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E: chatter@chittering.wa.gov.au
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Office hours: Monday to Friday
8.30am - 4.30pm

MINUTES FOR THE AUDIT COMMITTEE

Wednesday, 15 March 2017

Council Chambers
6177 Great Northern Highway
Bindoon

Commencement: 4.03PM

Closure: 4.21PM



Preface

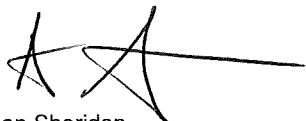
When the Chief Executive Officer approves these Minutes for distribution they are in essence "Unconfirmed" until the following Chittering Audit Committee (CAC) Meeting, where the minutes will be confirmed subject to any amendments.

The "Confirmed" Minutes are then signed off by the Chairperson.

Attachments that formed part of the agenda, in addition to those tabled at the CAC Meeting are put together as an addendum to these Minutes.

Unconfirmed Minutes

These minutes were approved for distribution on 22 March 2017.



Alan Sheridan
Chief Executive Officer
Shire of Chittering

Confirmed Minutes

These minutes will be confirmed at a meeting yet to be confirmed.

Signed

Note: The Chairperson at the meeting at which the minutes were confirmed is the person who signs above.

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1. DECLARATION OF OPENING OF MEETING / ANNOUNCEMENTS OF VISITORS

The Presiding Member declared the meeting open at 4.03PM.

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

2.1 Attendance

Councillors	Cr Gordon Houston	Presiding Member (President)
	Cr Mary Angus	
	Cr Michelle Rossouw	
	Cr Peter Osborn	
	Cr George Tilbury	

Quorum – 4 members

Staff	Mr Alan Sheridan	Chief Executive Officer
	Ms Rhona Hawkins	Executive Manager Corporate Services
	Ms Bronwyn Southee	Executive Manager Development Services
	Mrs Natasha Mossman	Executive Support Officer (Minute Secretary)

Guest	Wen-Shien Chai	Moore Stephens	<i>left the meeting at 4:20PM</i>
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Members of the public	0
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Media	0
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2.2 Apologies

Nil

2.3 Approved leave of absence

Nil

3. DISCLOSURE OF INTEREST

Nil



4. PUBLIC QUESTION TIME

4.1 Public question time

Nil

5. CONFIRMATION OF MINUTES – Tuesday, 22 November 2016

5. OFFICER/COMMITTEE RECOMMENDATION

Moved Cr Rossouw / Seconded Cr Osborn

That the minutes of the Audit Committee meeting held on Tuesday, 22 November 2016 be confirmed as a true and correct record of proceedings.

THE MOTION WAS PUT AND DECLARED CARRIED 5/0
4:05PM

6. PURPOSE OF MEETING

6.1 Teleconference with Moore Stephens (Wen-Shien Chai)

Wen-Shien Chai from Moore Stephens addressed the meeting.

The *Local Government Act 1995* states:

7.12A Duties of local government with respect to audits

(2) *without limiting the generality of subsection (1), a local government is to meet with the auditor of the local government at least once in every year.*

Attached is a copy of the Management Report for the Year ended 30 June 2016 for discussion with the Auditor.

Wen-Shien Chai left the meeting at 4:20PM.



AUDIT COMMITTEE MINUTES
WEDNESDAY, 15 MARCH 2017

Item 6.1

Attachment 1

MOORE STEPHENS

14 October 2016

The Shire President
Shire of Chittering
PO Box 70
BINDOON WA 6502

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Dear Cr Houston

MANAGEMENT REPORT FOR THE YEAR ENDED 30 JUNE 2016

We advise that we have completed our audit procedures for the year ended 30 June 2016 and enclose our Audit Report.

We are required under the Local Government Audit Regulations to report certain compliance matters in our audit report. Other matters which arise during the course of our audit that we wish to bring to Council's attention are raised in this management report.

It should be appreciated that our audit procedures are designed primarily to enable us to form an opinion on the financial statements and therefore may not bring to light all weaknesses in systems and procedures which may exist. However, we aim to use our knowledge of the Shire's organisation gained during our work to make comments and suggestions which, we hope, will be useful to you.

COMMENT ON RATIOS

Ratios provide useful information when compared to industry and internal benchmarks and assist in identifying trends. Whilst not conclusive in themselves, understanding ratios, their trends and how they interact is beneficial for the allocation of scarce resources and planning for the future. Information relating to the statutory ratios disclosed in the financial report is summarised in the table below and commentary provided on the following pages.

	Target Ratio ¹	Actual 2016	2016	Shire's Adjusted Ratios				Shire's 5 Year Trend ²	4 Year Average ³	
				2015	2014	2013	2012		Regional	State
Current Ratio	≥ 1	1.85	1.85	1.80*	1.86*	2.72	2.04	↑	2.48	2.29
Asset Sustainability Ratio	≥ 1.1			1.50	1.46	1.66	1.13	↓	1.38	1.23
Debt Service Cover Ratio	≥ 10	8.77	13.23*	14.41*	6.94*	7.33*	7.38	↑	11.82	14.01
Operating Surplus Ratio	≥ 0.15			(0.00)*	0.00*	(0.08)*	0.12	↓	(0.08)	(0.02)
Own Source Revenue Coverage Ratio	≥ 0.9	0.60	0.60	0.81*	0.81	0.77*	0.96	↓	0.56	0.68
Asset Consumption Ratio	≥ 0.75	0.79	0.79	0.81	0.77	0.75	N/A	↑	0.77	1.16
Asset Renewal Funding Ratio	≥ 1.05	2.11	2.11	2.14	0.65	N/A	N/A	↑	0.97	1.00

¹ Target ratios per Department of Local Government and Communities (DLGC) Guidelines except the Debt Service Ratio which is a target devised by Moore Stephens (and based on experience). For information, DLGC Guidelines indicate a target Debt Service Cover Ratio of 5.

² The 5-year trend compares the adjusted 2016 ratio to the average of the adjusted ratios for the last 5 years (except for the Asset Consumption and Asset Renewal Funding Ratios which are a 4-year trend).

³ The average in relation to the Regional and State comparisons is a 4 year average of 2012, 2013, 2014 and 2015.

* Adjusted for "one-off" timing/ non-cash items.

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Item 6.1

Attachment 1

MOORE STEPHENS

COMMENT ON RATIOS (CONTINUED)

Adjustments relating to 2016

Two of the ratios in the accompanying table were distorted by an item of significant revenue relating to the early payment of 2015/16 Financial Assistance Grants (FAGs) totaling \$586,431 received on 30 June 2015. The early payment of the grant increased operating revenue in 2015 and decreased operating revenue in 2016.

This item is considered "one-off" timing in nature and was adjusted when calculating the ratios in the above table (as shown by "**") as were relevant comparative year ratios (which had been affected by similar "one-off" items).

Regional and State 4 Year Averages

Regional and State 4 year averages have not been adjusted for "one-off" items even though these items may have been applicable in prior years as they are based on the statutory ratios which have been reported in published financial reports. However, they still provide a useful reference point as they are indicative of a trend.

Commentary on specific ratios

- **Asset Sustainability Ratio**

The Asset Sustainability ratio expresses capital expenditure on renewal and replacement of existing assets as a percentage of depreciation costs. This ratio is used to identify any potential decline or improvement in asset conditions. A percentage of less than 100% on an ongoing basis indicates assets may be deteriorating at a greater rate than spending on renewal or replacement.

This ratio has significantly decreased in the current year and is below both the Regional and State 4 year averages.

Analysis of the Shire's Statement of Comprehensive Income indicates the main reason for the deterioration of the ratio to be a significant increase in the amount of depreciation expense. Total depreciation increased from \$1,930,321 in 2015 to \$4,525,773 in 2016. This increase in depreciation is attributable to the revaluation of infrastructure assets conducted during the year ended 30 June 2015 which resulted in a significantly higher depreciable asset base especially roads. The Remaining Useful Life (RUL) assessments performed on individual assets was not comprehensive enough to adjust to more realistic conditions which would have resulted in a lower depreciation expense.

Whilst the approach to conditions was considered conservative, we suggest this be reviewed as it provides an unrealistic distortion to the ratios represented. To help ensure the depreciation charged for the year is a true reflection of the Infrastructure value in the years preceding the next revaluation, management should implement a plan to review condition and RUL assessments in the short to medium term. We will continue to monitor this in future years.

Interpretation of this ratio should also be considered together with the Asset Consumption Ratio (above target at 0.79) and the Asset Renewal Funding Ratio (above target at 2.11).

- **Operating Surplus Ratio**

The Operating Surplus Ratio represents the percentage by which the operating surplus (or deficit) differs from the Shire's own source revenue which includes rates and operating grants.

This ratio has also decreased significantly in the current year and is below both the Regional and State 4 year averages.

The increase in the depreciation expense discussed in the comments on the Asset Sustainability ratio above is the main reason for the deterioration of this ratio. If depreciation was at similar levels to the year ended 30 June 2015, then this ratio would have been more in the vicinity of a positive result.

Whilst this is by no means categorical (it is ultimately dependent on what the final depreciation expense is), it does provide some insight and explanation as to the importance of updating condition and RUL assessments as soon as possible.



Item 6.1

Attachment 1

MOORE STEPHENS

Summary

The Shire's ratio position, after adjustment for FAGs and factoring in the depreciation anomaly detailed above, appears reasonably consistent with prior years.

Whilst some ratios are below the accepted industry benchmark, given the relative strength of the other ratios and the Shire's balance sheet, lower ratios may be expected and acceptable in the short term, provided other measures/strategies are maximised.

Notwithstanding this, a number of the ratios do appear to be trending downwards over the longer term and this should be considered moving forward.

We would like to take this opportunity to stress one off assessments of ratios at a particular point in time can only provide a snapshot of the financial position and operating situation of the Shire. As is the case with all ratios and indicators, their interpretation is much improved if they are calculated as an average over time with the relevant trends being considered.

We will continue to monitor the financial position and ratios in future financial years and suggest it is prudent for Council and management to do so also as they strive to manage the scarce resources of the Shire.

If the Shire requires, we have a report available which is able to compare your ratios against other Local Governments across the State and by Region. The report is also able to incorporate a selection of your peer Local Governments, whether they be of near neighbours or similar type in nature. This may be of particular relevance in your case as you are included in the Wheatbelt region when comparison to other, more similar local governments, may be more relevant.

If you are interested in such an expanded report, please contact us.

We noted no other matters we wish to bring to your attention.

UNCORRECTED MISSTATEMENTS

We advise there were no uncorrected misstatements noted during the course of our audit.

We take this opportunity to thank all staff for the assistance provided during the audit.

Should you wish to discuss any matter relating to the audit or any other matter, please do not hesitate to contact us.

Yours faithfully,

WEN-SHIEN CHAI
PARTNER
Encl.



6.2 Local Government Compliance Audit Return

Report date	15 March 2017
Applicant	Shire of Chittering
File ref	04/02/0002
Prepared by	Natasha Mossman, Executive Support Officer
Supervised by	Rhona Hawkins, Executive Manager Corporate Services
Voting requirements	Simple Majority
Documents tabled	Nil
Attachments	1. 2016 Compliance Audit Return

Executive Summary

The Audit Committee is requested to review the 2016 Compliance Audit Return and present to Council for adoption prior to 31 March 2017.

Background

Each local government is to carry out a Compliance Audit for the period 1 January to 31 December against certain requirements included within a Compliance Audit Return (CAR) provided by the Department of Local Government.

The CAR, once completed, is to be presented to the Audit Committee and then a report is to be presented to Council for adoption of the return.

A copy of the completed CAR is attached.

Consultation

Chief Executive Officer

Statutory Environment

State: *Local Government (Audit) Regulations 1996*

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Nil

Site Inspection

Not applicable.

Triple Bottom Line Assessment

Economic 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.

Comment

The CAR for the 2016 calendar year was completed by the Executive Manager Corporate Services and Executive Support Officer in consultation and co-operation with other members of staff.

The 2016 CAR continues in the reduced format introduced in 2011, with the areas of compliance restricted to those considered high risk.

The areas of compliance for 2016 were:

Commercial Enterprise by Local Governments	No noted areas on non-compliance.
Delegation of Power/Duty	No noted areas of non-compliance.
Disclosure of Interest	No noted areas of non-compliance.
Disposal of Property	No noted areas of non-compliance.
Elections	No noted areas of non-compliance.
Finance	No noted areas of non-compliance.
Local Government Employees	No noted areas of non-compliance.
Official Conduct	No noted areas of non-compliance.
Tendering for Providing Goods and Services	No noted areas of non-compliance.

It is recommended that the Audit Committee review the CAR and recommend to Council that the CAR be adopted by Council at the next Ordinary meeting to be held on 15 March 2017.

6.2 OFFICER/COMMITTEE RECOMMENDATION

Moved Cr Tilbury / Seconded Cr Rossouw

That the Audit Committee reviews the Local Government Compliance Audit Return for the period 1 January 2016 to 31 December 2016 and presents to Council for adoption.

THE MOTION WAS PUT AND DECLARED CARRIED 5/0
4:21PM



AUDIT COMMITTEE MINUTES
WEDNESDAY, 15 MARCH 2017

Item 6.2

Attachment 1

Department of Local Government and Communities - Compliance Audit Return



Government of Western Australia
Department of Local Government and Communities

Chittering - Compliance Audit Return 2016

Certified Copy of Return

Please submit a signed copy to the Director General of the Department of Local Government and Communities together with a copy of section of relevant minutes.

Commercial Enterprises by Local Governments					
No	Reference	Question	Response	Comments	Respondent
1	s3.59(2)(a)(b)(c) F&G Reg 7,9	Has the local government prepared a business plan for each major trading undertaking in 2016.	N/A	None undertaken	Natasha Mossman
2	s3.59(2)(a)(b)(c) F&G Reg 7,10	Has the local government prepared a business plan for each major land transaction that was not exempt in 2016.	N/A	None undertaken	Natasha Mossman
3	s3.59(2)(a)(b)(c) F&G Reg 7,10	Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction in 2016.	N/A	None undertaken	Natasha Mossman
4	s3.59(4)	Has the local government given Statewide public notice of each proposal to commence a major trading undertaking or enter into a major land transaction for 2016.	N/A	None undertaken	Natasha Mossman
5	s3.59(5)	Did the Council, during 2016, resolve to proceed with each major land transaction or trading undertaking by absolute majority.	N/A	None undertaken	Natasha Mossman

Delegation of Power / Duty					
No	Reference	Question	Response	Comments	Respondent
1	s5.16, 5.17, 5.18	Were all delegations to committees resolved by absolute majority.	N/A	There are no delegations to committees.	Natasha Mossman
2	s5.16, 5.17, 5.18	Were all delegations to committees in writing.	N/A	There are no delegations to committees	Natasha Mossman
3	s5.16, 5.17, 5.18	Were all delegations to committees within the limits specified in section 5.17.	N/A	There are no delegations to committees	Natasha Mossman
4	s5.16, 5.17, 5.18	Were all delegations to committees recorded in a register of delegations.	N/A	There are no delegations to committees	Natasha Mossman
5	s5.18	Has Council reviewed delegations to its committees in the 2015/2016 financial year.	N/A	There are no delegations to committees	Natasha Mossman
6	s5.42(1), 5.43 Admin Reg 18G	Did the powers and duties of the Council delegated to the CEO exclude those as listed in section 5.43 of the Act.	Yes		Natasha Mossman
7	s5.42(1)(2) Admin Reg 18G	Were all delegations to the CEO resolved by an absolute majority.	Yes		Natasha Mossman
8	s5.42(1)(2) Admin Reg 18G	Were all delegations to the CEO in writing.	Yes		Natasha Mossman
9	s5.44(2)	Were all delegations by the CEO to any employee in writing.	Yes		Natasha Mossman

1 of 9



AUDIT COMMITTEE MINUTES
WEDNESDAY, 15 MARCH 2017

Item 6.2

Attachment 1

Department of Local Government and Communities - Compliance Audit Return



Government of Western Australia
Department of Local Government and Communities

10	s5.45(1)(b)	Were all decisions by the Council to amend or revoke a delegation made by absolute majority.	Yes		Natasha Mossman
11	s5.46(1)	Has the CEO kept a register of all delegations made under the Act to him and to other employees.	Yes		Natasha Mossman
12	s5.46(2)	Were all delegations made under Division 4 of Part 5 of the Act reviewed by the delegator at least once during the 2015/2016 financial year.	Yes	Tabled at the Ordinary Council Meeting on 15 June 2016 (Resolution 130616)	Natasha Mossman
13	s5.46(3) Admin Reg 19	Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record as required.	Yes		Natasha Mossman

Disclosure of Interest					
No	Reference	Question	Response	Comments	Respondent
1	s5.67	If a member disclosed an interest, did he/she ensure that they did not remain present to participate in any discussion or decision-making procedure relating to the matter in which the interest was disclosed (not including participation approvals granted under s5.68).	Yes		Natasha Mossman
2	s5.68(2)	Were all decisions made under section 5.68(1), and the extent of participation allowed, recorded in the minutes of Council and Committee meetings.	Yes		Natasha Mossman
3	s5.73	Were disclosures under section 5.65 or 5.70 recorded in the minutes of the meeting at which the disclosure was made.	Yes		Natasha Mossman
4	s5.75(1) Admin Reg 22 Form 2	Was a primary return lodged by all newly elected members within three months of their start day.	Yes		Natasha Mossman
5	s5.75(1) Admin Reg 22 Form 2	Was a primary return lodged by all newly designated employees within three months of their start day.	Yes		Natasha Mossman
6	s5.76(1) Admin Reg 23 Form 3	Was an annual return lodged by all continuing elected members by 31 August 2016.	Yes		Natasha Mossman
7	s5.76(1) Admin Reg 23 Form 3	Was an annual return lodged by all designated employees by 31 August 2016.	Yes		Natasha Mossman
8	s5.77	On receipt of a primary or annual return, did the CEO, (or the Mayor/ President in the case of the CEO's return) on all occasions, give written acknowledgment of having received the return.	Yes		Natasha Mossman
9	s5.88(1)(2) Admin Reg 28	Did the CEO keep a register of financial interests which contained the returns lodged under section 5.75 and 5.76	Yes		Natasha Mossman
10	s5.88(1)(2) Admin Reg 28	Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70 and 5.71, in the form prescribed in Administration Regulation 28.	Yes		Natasha Mossman

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AUDIT COMMITTEE MINUTES
WEDNESDAY, 15 MARCH 2017

Item 6.2

Attachment 1

Department of Local Government and Communities - Compliance Audit Return



Government of Western Australia
Department of Local Government and Communities

11	s5.88 (3)	Has the CEO removed all returns from the register when a person ceased to be a person required to lodge a return under section 5.75 or 5.76.	Yes		Natasha Mossman
12	s5.88(4)	Have all returns lodged under section 5.75 or 5.76 and removed from the register, been kept for a period of at least five years, after the person who lodged the return ceased to be a council member or designated employee.	Yes		Natasha Mossman
13	s5.103 Admin Reg 34C & Rules of Conduct Reg 1.1	Where an elected member or an employee disclosed an interest in a matter discussed at a Council or committee meeting where there was a reasonable belief that the impartiality of the person having the interest would be adversely affected, was it recorded in the minutes.	Yes		Natasha Mossman
14	s5.70(2)	Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to the Council or a Committee, did that person disclose the nature of that interest when giving the advice or report.	Yes		Natasha Mossman
15	s5.70(3)	Where an employee disclosed an interest under s5.70(2), did that person also disclose the extent of that interest when required to do so by the Council or a Committee.	Yes		Natasha Mossman
16	s5.103(3) Admin Reg 34B	Has the CEO kept a register of all notifiable gifts received by Council members and employees.	Yes		Natasha Mossman

Disposal of Property

No	Reference	Question	Response	Comments	Respondent
1	s3.58(3)	Was local public notice given prior to disposal for any property not disposed of by public auction or tender (except where excluded by Section 3.58(5)).	Yes	Local public notice in The Advocate (Bullsbrook/Gingin) on 13 April 2016 with regard to 21 Binda Place, Bindoon	Natasha Mossman
2	s3.58(4)	Where the local government disposed of property under section 3.58(3), did it provide details, as prescribed by section 3.58(4), in the required local public notice for each disposal of property.	No	The property that was advertised for disposal was later identified to be used as the site office during the Binda Place Redevelopment Project by TRACC Civil.	Natasha Mossman

Elections

No	Reference	Question	Response	Comments	Respondent
1	Elect Reg 30G (1)	Did the CEO establish and maintain an electoral gift register and ensure that all 'disclosure of gifts' forms completed by candidates and received by the CEO were placed on the electoral gift register at the time of receipt by the CEO and in a manner that clearly identifies and distinguishes the candidates.	Yes	No gifts were declared.	Natasha Mossman

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AUDIT COMMITTEE MINUTES
WEDNESDAY, 15 MARCH 2017

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Department of Local Government and Communities - Compliance Audit Return



Government of Western Australia
Department of Local Government and Communities

Finance					
No	Reference	Question	Response	Comments	Respondent
1	s7.1A	Has the local government established an audit committee and appointed members by absolute majority in accordance with section 7.1A of the Act.	Yes	Audit Committee endorsed by Council by an Absolute Majority on 18 November 2015 (Resolution 131115)	Natasha Mossman
2	s7.1B	Where a local government determined to delegate to its audit committee any powers or duties under Part 7 of the Act, did it do so by absolute majority.	N/A	Audit Committee does not have any Delegated Authority	Natasha Mossman
3	s7.3	Was the person(s) appointed by the local government to be its auditor, a registered company auditor.	Yes		Natasha Mossman
4	s7.3, 7.6(3)	Was the person or persons appointed by the local government to be its auditor, appointed by an absolute majority decision of Council.	Yes	Auditors were appointed by Council by an Absolute Majority on 17 August 2016 (Resolution 140816)	Natasha Mossman
5	Audit Reg 10	Was the Auditor's report for the financial year ended 30 June 2016 received by the local government within 30 days of completion of the audit.	Yes	Audit report was received on 14 October 2016; endorsed by Council on 16 November 2016 (Resolution 071116)	Natasha Mossman
6	s7.9(1)	Was the Auditor's report for the financial year ended 30 June 2016 received by the local government by 31 December 2016.	Yes	Endorsed by Council on 16 November 2016 (Resolution 071116)	Natasha Mossman
7	S7.12A(3)	Where the local government determined that matters raised in the auditor's report prepared under s7.9(1) of the Act required action to be taken by the local government, was that action undertaken.	Yes		Natasha Mossman
8	S7.12A (4)	Where the local government determined that matters raised in the auditor's report (prepared under s7.9(1) of the Act) required action to be taken by the local government, was a report prepared on any actions undertaken.	Yes		Natasha Mossman
9	S7.12A (4)	Where the local government determined that matters raised in the auditor's report (prepared under s7.9(1) of the Act) required action to be taken by the local government, was a copy of the report forwarded to the Minister by the end of the financial year or 6 months after the last report prepared under s7.9 was received by the local government whichever was the latest in time.	Yes		Natasha Mossman
10	Audit Reg 7	Did the agreement between the local government and its auditor include the objectives of the audit.	Yes		Natasha Mossman
11	Audit Reg 7	Did the agreement between the local government and its auditor include the scope of the audit.	Yes		Natasha Mossman

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AUDIT COMMITTEE MINUTES
WEDNESDAY, 15 MARCH 2017

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Department of Local Government and Communities - Compliance Audit Return



Government of Western Australia
Department of Local Government and Communities

12	Audit Reg 7	Did the agreement between the local government and its auditor include a plan for the audit.	Yes		Natasha Mossman
13	Audit Reg 7	Did the agreement between the local government and its auditor include details of the remuneration and expenses to be paid to the auditor.	Yes		Natasha Mossman
14	Audit Reg 7	Did the agreement between the local government and its auditor include the method to be used by the local government to communicate with, and supply information to, the auditor.	Yes		Natasha Mossman

Local Government Employees					
No	Reference	Question	Response	Comments	Respondent
1	Admin Reg 18C	Did the local government approve the process to be used for the selection and appointment of the CEO before the position of CEO was advertised.	Yes	Council resolved the process at a Special Meeting of Council on 23 December 2015 (Resolution 261215). CEO commenced in April 2016.	Natasha Mossman
2	s5.36(4) s5.37(3), Admin Reg 18A	Were all vacancies for the position of CEO and other designated senior employees advertised and did the advertising comply with s.5.36(4), 5.37(3) and Admin Reg 18A.	Yes		Natasha Mossman
3	Admin Reg 18F	Was the remuneration and other benefits paid to a CEO on appointment the same remuneration and benefits advertised for the position of CEO under section 5.36(4).	Yes		Natasha Mossman
4	Admin Regs 18E	Did the local government ensure checks were carried out to confirm that the information in an application for employment was true (applicable to CEO only).	Yes		Natasha Mossman
5	s5.37(2)	Did the CEO inform council of each proposal to employ or dismiss a designated senior employee.	Yes	Council resolved to appoint the new Executive Manager Corporate Services on 19 October 2016 (Resolution 211016). EMCS commenced in January 2017.	Natasha Mossman

Official Conduct					
No	Reference	Question	Response	Comments	Respondent
1	s5.120	Where the CEO is not the complaints officer, has the local government designated a senior employee, as defined under s5.37, to be its complaints officer.	Yes	During the period 1 January 2016 to 31 December 2016 the Executive Manager	Natasha Mossman
2	s5.121(1)	Has the complaints officer for the local government maintained a register of complaints which records all complaints that result in action under s5.110(6)(b) or (c).	N/A	There were no complaints received during the period 1 January 2016 to 31 December 2016	Natasha Mossman

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Department of Local Government and Communities - Compliance Audit Return



Government of Western Australia
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3	s5.121(2)(a)	Does the complaints register maintained by the complaints officer include provision for recording of the name of the council member about whom the complaint is made.	Yes	There were no complaints received during the period 1 January 2016 to 31 December 2016	Natasha Mossman
4	s5.121(2)(b)	Does the complaints register maintained by the complaints officer include provision for recording the name of the person who makes the complaint.	Yes	There were no complaints received during the period 1 January 2016 to 31 December 2016	Natasha Mossman
5	s5.121(2)(c)	Does the complaints register maintained by the complaints officer include provision for recording a description of the minor breach that the standards panel finds has occurred.	Yes	There were no complaints received during the period 1 January 2016 to 31 December 2016	Natasha Mossman
6	s5.121(2)(d)	Does the complaints register maintained by the complaints officer include the provision to record details of the action taken under s5.110(6)(b) or (c).	Yes	There were no complaints received during the period 1 January 2016 to 31 December 2016	Natasha Mossman

Tenders for Providing Goods and Services

No	Reference	Question	Response	Comments	Respondent
1	s3.57 F&G Reg 11	Did the local government invite tenders on all occasions (before entering into contracts for the supply of goods or services) where the consideration under the contract was, or was expected to be, worth more than the consideration stated in Regulation 11(1) of the Local Government (Functions & General) Regulations (Subject to Functions and General Regulation 11(2)).	Yes		Natasha Mossman
2	F&G Reg 12	Did the local government comply with F&G Reg 12 when deciding to enter into multiple contracts rather than inviting tenders for a single contract.	N/A		Natasha Mossman
3	F&G Reg 14(1) & (3)	Did the local government invite tenders via Statewide public notice.	Yes		Natasha Mossman
4	F&G Reg 14 & 15	Did the local government's advertising and tender documentation comply with F&G Regs 14, 15 & 16.	Yes		Natasha Mossman
5	F&G Reg 14(5)	If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents or each acceptable tenderer, notice of the variation.	N/A	There were no variations	Natasha Mossman
6	F&G Reg 16	Did the local government's procedure for receiving and opening tenders comply with the requirements of F&G Reg 16.	Yes		Natasha Mossman
7	F&G Reg 18(1)	Did the local government reject the tenders that were not submitted at the place, and within the time specified in the invitation to tender.	Yes		Natasha Mossman

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AUDIT COMMITTEE MINUTES
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Government of Western Australia
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8	F&G Reg 18 (4)	In relation to the tenders that were not rejected, did the local government assess which tender to accept and which tender was most advantageous to the local government to accept, by means of written evaluation criteria.	Yes	Natasha Mossman
9	F&G Reg 17	Did the information recorded in the local government's tender register comply with the requirements of F&G Reg 17.	Yes	Natasha Mossman
10	F&G Reg 19	Was each tenderer sent written notice advising particulars of the successful tender or advising that no tender was accepted.	Yes	Natasha Mossman
11	F&G Reg 21 & 22	Did the local governments' advertising and expression of interest documentation comply with the requirements of F&G Regs 21 and 22.	Yes	Natasha Mossman
12	F&G Reg 23(1)	Did the local government reject the expressions of interest that were not submitted at the place and within the time specified in the notice.	Yes	Natasha Mossman
13	F&G Reg 23(4)	After the local government considered expressions of interest, did the CEO list each person considered capable of satisfactorily supplying goods or services.	Yes	Natasha Mossman
14	F&G Reg 24	Was each person who submitted an expression of interest, given a notice in writing in accordance with Functions & General Regulation 24.	Yes	Natasha Mossman
15	F&G Reg 24AD(2)	Did the local government invite applicants for a panel of pre-qualified suppliers via Statewide public notice.	N/A	Natasha Mossman
16	F&G Reg 24AD(4) & 24AE	Did the local government's advertising and panel documentation comply with F&G Regs 24AD(4) & 24AE.	N/A	Natasha Mossman
17	F&G Reg 24AF	Did the local government's procedure for receiving and opening applications to join a panel of pre-qualified suppliers comply with the requirements of F&G Reg 16 as if the reference in that regulation to a tender were a reference to a panel application.	N/A	Natasha Mossman
18	F&G Reg 24AD(6)	If the local government sought to vary the information supplied to the panel, was every reasonable step taken to give each person who sought detailed information about the proposed panel or each person who submitted an application, notice of the variation.	N/A	Natasha Mossman
19	F&G Reg 24AH(1)	Did the local government reject the applications to join a panel of pre-qualified suppliers that were not submitted at the place, and within the time specified in the invitation for applications.	N/A	Natasha Mossman

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20	F&G Reg 24AH(3)	In relation to the applications that were not rejected, did the local government assess which application(s) to accept and which application(s) were most advantageous to the local government to accept, by means of written evaluation criteria.	N/A		Natasha Mossman
21	F&G Reg 24AG	Did the information recorded in the local government's tender register about panels of pre-qualified suppliers, comply with the requirements of F&G Reg 24AG.	N/A		Natasha Mossman
22	F&G Reg 24AI	Did the local government send each person who submitted an application, written notice advising if the person's application was accepted and they are to be part of a panel of pre-qualified suppliers, or, that the application was not accepted.	N/A		Natasha Mossman
23	F&G Reg 24E	Where the local government gave a regional price preference in relation to a tender process, did the local government comply with the requirements of F&G Reg 24E in relation to the preparation of a regional price preference policy (only if a policy had not been previously adopted by Council).	N/A		Natasha Mossman
24	F&G Reg 24F	Did the local government comply with the requirements of F&G Reg 24F in relation to an adopted regional price preference policy.	Yes		Natasha Mossman
25	F&G Reg 11A	Does the local government have a current purchasing policy in relation to contracts for other persons to supply goods or services where the consideration under the contract is, or is expected to be, \$150,000 or less.	Yes	Policy 2.12 Purchasing	Natasha Mossman

I certify this Compliance Audit return has been adopted by Council at its meeting on _____

Signed by Cr Gordon Houston
President, Shire of Chittering

Signed by Alan Sheridan
CEO, Shire of Chittering



7. CLOSURE

The Presiding Member declared the meeting closed at 4:21PM.



6177 Great Northern Highway
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www.chittering.wa.gov.au

Office hours: Monday to Friday
8.30am - 4.30pm

MINUTES FOR THE LOCAL EMERGENCY MANAGEMENT COMMITTEE

~~Monday, 28 November 2016~~

~~Monday, 12 December 2016~~

Wednesday, 22 March 2017

Council Chambers
6177 Great Northern Highway
Bindoon

Commencement: 10.05am

Closure: 11.05am



Preface

When the Chief Executive Officer approves these Minutes for distribution they are in essence "Unconfirmed" until the following Local Emergency Management Committee (LEMC) Meeting, where the minutes will be confirmed subject to any amendments.

The "Confirmed" Minutes are then signed off by the Chairperson.

Attachments that formed part of the agenda, in addition to those tabled at the LEMC Meeting are put together as an addendum to these Minutes.

Unconfirmed Minutes

These minutes were approved for distribution on 7 April 2017.



Alan Sheridan
Chief Executive Officer
Shire of Chittering

Confirmed Minutes

These minutes will be confirmed at the next meeting of the Chittering Local Emergency Management Committee on 24 May 2017.

Signed

Note: The Chairperson at the meeting at which the minutes were confirmed is the person who signs above.

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1. DECLARATION OF OPENING OF MEETING / ANNOUNCEMENTS OF VISITORS

The Chairperson declared the meeting open at 10.05am.

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

2.1 Attendance

Members

Cr Gordon Houston	President, Shire of Chittering (Chairperson)	
Alan Sheridan	Chief Executive Officer, Shire of Chittering	Arrived at 10.18am
Rhona Hawkins	Executive Manager Corporate Services, Shire of Chittering	
Bronwyn Southee	Executive Manager Development Services, Shire of Chittering	
Jim Garrett	Executive Manager Technical Services, Shire of Chittering	Arrived at 10.09am
Jamie O'Neill	Community Emergency Services Manager, Shire of Chittering	
Sgt Linda Owens	WA Police (Gingin branch)	
Yvette Gregg	District EM Advisor, Office of Emergency Management (OEM)	
Ash Smith	Local Manager, Swan SES	
Craig Garrett	District Officer North East Metropolitan, Department of Fire and Emergency Services	

Quorum: 6 members

Staff

Scott Ormsby	Bushfire Risk Planning Coordinator, Shire of Chittering	Arrived at 10.09am
Natasha Mossman	Executive Support Officer, Shire of Chittering (Secretary)	

Members of the public

Nil

Media

Nil

2.2 Apologies

Cr Peter Osborn	Deputy President, Shire of Chittering
Ms Lian Webb	Team Leader, DCPFS

2.3 Approved leave of absence

Nil



3. DISCLOSURE OF INTEREST

Nil

4. CONFIRMATION OF MINUTES: 25 August 2016

4.1 OFFICER/COMMITTEE RECOMMENDATION

Moved Jamie O'Neill / Seconded Jim Garrett

That the minutes of the Chittering Local Emergency Management Committee meeting held on Thursday, 25 August 2016 be confirmed as a true and correct record of proceedings.

THE MOTION WAS PUT AND DECLARED CARRIED 10/0

5. REPORTS

5.1 WA Police

Sgt Linda Owens addressed the meeting on the following:

- Road crashes and fire traffic management
 - Blue Plains Road
 - One accident involved a grain road train, provided traffic support at the location (blind bend), clearing of initial scene, organising a tow truck from the metropolitan area.
 - Another accident involving a truck and car where the truck had run off the road and the car swerving to miss the truck, directing communications to Main Roads, electric signage, radio broadcast.
 - Complaints with regard to the road surface

ACTION

The Shire of Chittering to write to Main Roads WA highlighting the recent traffic accidents and the state of the road at this location.

5.2 Department of Fire and Emergency Services

Craig Garrett addressed the meeting on the following:

- UCL/UMR works completed and currently assessing budget and possible works in Chittering for next season.
- DFES currently liaising with ADF for the installation of a repeater at the Bindoon Defence Training Area.
- ADF currently seeking exemptions to conduct activities during Total Fire Bans.
- A debrief was held following the Level 2 fire at Copley Road, Upper Swan, in which Chittering Brigades provided assistance; minutes to be released shortly.
- The new Level 3 inter-agency Incident Management Teams have been on-call over the summer but have not been required so far.



- Thanks to the Shire of Chittering, its volunteers and their families for their support and dedication over the summer.
- David Wilson will be the acting CESM whilst Jamie is on leave for 6 weeks.
- Whilst the Government has endorsed the recommendations of the Ferguson enquiry, including the creation of a RFS, still no indication of what form that will take and when it will occur.
- The largest incident of the season that involved Chittering Brigades was the Julimar fire, 650 hectares on Australia Day.
- The DFES Metro Volunteer Training calendar is now out, complementing the Shires own BFB's training calendar, and providing opportunities for volunteers to undertake training prior to next season.

5.3 Department of Child Protection and Family Support

Nil

5.4 Australian Defence Force

Nil

5.5 St John Ambulance

Nil

5.6 Shire of Chittering

Jamie O'Neill addressed the meeting and spoke on the following:

- Status of the Bindoon Brigade:
 - Training provided to volunteers
 - Volunteer Fire and Emergency Services Unit = an enhanced brigade; able to attend road crashes, house fires
 - Funding through DFES
 - Moves away from Local Government control
 - Officers will still be volunteers, i.e. unpaid
 - Bullsbrook Brigade are a Volunteer Fire and Emergency Services Unit
 - Rural Fire Services implementation ~ if like the eastern states
 - Training is more intensive and greater commitment required of members
 - Will be raised with Council during a briefing session
 - The brigade will have more capability

Alan Sheridan addressed the meeting and spoke on the following:

- Chittering Bushfire Advisory Committee meeting:
 - Reduced property sizes (5,000m²) ~ consistent with neighbouring shires
 - Shire took on an education role rather than fining of residents
 - Worked successfully with 100% of properties completed
 - Shire was criticised by residents for being compliance driven; Shire obtained full compliance with only two (2) fines issued
 - Alan to provide details of how many properties vs fines



- Next year may involve issuing of more fines as residents have been educated in the new requirement
- Lake Needoonga Reserve:
 - Trees that overhang onto commercial properties on Binda Place, Bindoon
 - DPaW will not be undertaking as no allocation in their budget
 - Fire threat to business has escalated
 - DpaW have given approval to the Shire to clear zone behind the commercial properties
 - A long standing issue that is now resolved

5.7 Chief Bushfire Control Officer (Shire of Chittering)

Operations

- Primary Incidents and Membership: 01/07/2016 – 30/06/2017

Brigade	Incidents	Personnel
Muchea 6443	16	33
Lower Chittering 6387	13	38
Upper Chittering 6138	16	57
Bindoon 6055	19	37
Wannamal 6652	7	58
Chittering Incident Support 6975	3	22

- Muchea Tip fire on 11/12/2016 #349164
- Multiple pole top fires on 12/01/2017
- Bindoon tip fire on 05/01/2017 #351298
- Great Northern Highway on 16/01/2017 #352208
- Julimar Fire on 26/01/2017 #353048

Training

- Brigades conducting ongoing maintenance training
- Brigade training calendar completed

Mitigation

- Bush Fire Risk Management Coordinator, commences the Shire first stage currently with Office of Bush Fire Risk Management for review.
- Five Hazard reduction Burns to be completed prior to June 2017.
- Next year's mitigation program is being reviewed.

Community Engagement

- Monthly community engagement themes continue to be uploaded to Face Book and Shire website.
- Funding opportunities being looked at and applied for through NDRP and AWARE for community engagement programs

Investigations/Reviews

Nil



5.8 District EM Advisor (Office of Emergency Management)

Yvette Gregg addressed the meeting and spoke on the following:

- New name "Office of Emergency Management" (OEM)
- AWARE grants
 - Open 10 March close at 4pm on 27 April 2017
 - Keen on Chittering/Gingin/Dandaragan to apply
- \$20,000 funding with regard to Risk Assessment
- Introductory workshop (4hr duration) ~ July/August 2017
- Target of funding
- Application for community engagement currently in place
- WANDRA

5.9 Swan SES

Reporting Period From: 1 December 2016 to 28 February 2017

Major Events and Incident Coordination

Total Number of Incidents: 16

List Event and any critical issues identified:

- Storm from 8-12 February 2017 – 20 RFAs
- Minor flood event 11-12 February 2017

Summary of incidents by type of call:

- Storm / Severe Weather – 4 with 24 premises attended
- Fire/ICV Support – 4
- Car v House – 1
- Land Search – 6
- Structural assessment – 1

Over the week leading up to the flood event on the weekend of the 11-12 February, Swan SES conducted reconnaissance of local areas in anticipation of rising flood waters. We monitored rainfall and river levels and town sites impacted in the Avon catchment areas specifically Northam and York. The Swan Emergency Services Facility operations room was stood up from 0800hrs Saturday until 1600hrs Sunday to manage crews responding to Requests for Assistance (RFAs). Two pre-emptive sandbag walls were constructed but were not impacted (Clayton Street, Midland and Swan Street, Guildford). Sitreps were provided to DFES using WebEOC as required. The majority of RFAs were for the Storm event from Thursday evening 8 February through to Sunday afternoon with 20 RFA's received, predominately to remove trees off homes.

Seasonal Risk Preparation Briefings

The unit stands down from training and regular meetings from late December to the first week of February. Focus for the start of the year is on Basic General Rescue and Storm Damage Operations Training.

The 2017 training calendar is in draft with a training needs analysis conducted to identify gaps in members' skills. Focus for 2017 will include more Community Engagement working with local Associations and attending local events to promote Storm preparedness.



LOCAL EMERGENCY MANAGEMENT COMMITTEE MINUTES
WEDNESDAY, 22 MARCH 2017

Emergency Management exercises attended

LM attended Pearce RAAF for a static display - 27 February 2017.

Any other issues involving Emergency Management

Swan SES role profile reviewed in 2016 – in addition to the traditional HMA roles (storm, flood, cyclone, tsunami, and earthquake) the Swan SES role includes ICV support. Local arrangements at the request of the CESM in regards to Transport and fire support will also continue.

6. GENERAL BUSINESS

6.1 Contact details

6.1.1 Local Emergency Management Committee

NAME	POSITION/ORGANISATION	EMAIL	TELEPHONE
Cr Gordon Houston	President Shire of Chittering	crhouston@chittering.wa.gov.au	0427 137 503
Cr Peter Osborn	Deputy Shire of Chittering	crosborn@chittering.wa.gov.au	0437 272 766
Alan Sheridan	Chief Executive Officer Shire of Chittering	ceo@chittering.wa.gov.au	9576 4606 (ESO)
Jamie O'Neill	Community Emergency Services Manager Chief Bushfire Control Officer	cesm@chittering.wa.gov.au jamie.o'neill@dfes.wa.gov.au	0409 529 138
Ian Hollick	Deputy Chief Bushfire Control Officer – South	ijhollick@bigpond.com	0427 489 287
Phil Humphry	Deputy Chief Bushfire Control Officer – Central	ijhollick@bigpond.com	0427 761 050
Greg Cocking	Deputy Chief Bushfire Control Officer – North	gdcocking@bigpond.com.au	0408 900 462
Jim Garrett	Executive Manager Technical Services Shire of Chittering	emts@chittering.wa.gov.au	0427 760 134
Rick Choules	Committee member St John Ambulance – Gingin/Chittering	buildingcoordinator@chittering.wa.gov.au	0429 108 919
Sgt Iain Lind	Officer in Charge WA Police – Gingin branch	gingin.police.station@police.wa.gov.au	9575 5600
Craig Garrett	District Officer North East Metropolitan Department of Fire and Emergency Services	Craig.Garrett@dfes.wa.gov.au	9478 8306 0417 917 605
Lian Webb	Team Leader Department of Child Protection and Family Services	lian.webb@cpfs.wa.gov.au	9274 9411
Ryan Hamblin	Senior Districts Emergency Services Officer Department of Child Protection and Family Services	ryan.hamblin@cpfs.wa.gov.au	0427 429 042
Ash Smith	Local Manager Swan SES	manager@swanses.org.au	0409 689 188
Yvette Grigg	Executive Officer Wheatbelt District Emergency Management Committee	yvette.grigg@semc.wa.gov.au	0488 907 187

6.2 Post-incident reports

Nil



6.3 Treatment strategies progress

6.3.1 Risk Planning Update – Bushfire Prevention, Preparedness and Response

Scott Ormsby addressed the meeting and spoke on the following:

- Amount of Shire assets 523, of which 93% classified as “Extreme”
- Contract for Scott expires on 30 June 2017; Shire waiting to hear from DFES with regard to future of funding

6.4 LEMC and LRCC membership and meetings

The Local Recovery Coordination Committee will meet with the Local Emergency Management Committee prior to each bushfire season; and will attend the exercise each year. If there is an emergency and the Local Recovery Coordination Committee is activated, meetings will be held as required.

6.5 Exercise: 11 October 2016

Mr Jamie O’Neill to brief the meeting with regard to the exercise conducted on 11 October 2016:

- UHF hand-held or a landline to be kept in welfare kit;
- MOU with neighbouring shires to be able to use their facilities to manage operations;
- What would happen if an incident occurred on a weekend? Staffing is going to be a critical issue;
- Phone diversions: can it be diverted to multiple numbers (i.e. tree setup) / email notifications;
- Imbed someone into IMT is critical, i.e. community liaison – who would it be? Shire’s Executive Manager Development Services (Bronwyn Southee), Economic Development/Communications Officer (Karen Dore), Community & Club Development Officer (Lisa Kay). Staff preparation becomes an operation procedure to monitor who is available/away. Managers to speak to people before the weekend and advise that they will be on call-out; especially if BoM forecast extreme conditions;
- Water: critical infrastructure. In the future the Shire’s mobile phone towers will also be added;
- Mobilisation Procedure: Shire has an external generator available; can designated sites be fitted with a generator? Ideally to have the Town Hall (Bindoon) and Chinkabee Complex (Bindoon) fitted out but if incident was in Bindoon residents/recovery team move to another location;
- Shire office alternative: semi-permanent location, i.e. Gingin reciprocate as Gingin have a secondary office in Lancelin plus a resource centre, and Swan have an office in Bullsbrook’
- Critical: communication with residents;
- Transition to recovery: Comprehensive Impact Assessment; handing back incident back to the local government.
- Community messaging: evacuation; the local government should go strictly by what DFES have stated, especially with regard to roads. Talk with media liaison officer from DFES (they have a whole media unit). Contact DFES and get them involved in media statements. New website from DFES (www.emergency.wa.gov.au).



6.6 Setting of 2017 meeting dates

Under c1.13.3.11 of the *Terms of Reference* the Committee is required to meet quarterly. It is therefore being recommended that the meeting dates for 2017 be as follows:

1. Wednesday, 22 March;
2. Wednesday, 24 May;
3. Wednesday, 23 August; and
4. Wednesday, 22 November.

The meetings will commence at 10.00am and will be held in the Shire of Chittering's Council Chambers, 6177 Great Northern Highway, Bindoon (unless otherwise advised).

6.6 OFFICER/COMMITTEE RECOMMENDATION

Moved Jamie O'Neill / Seconded Jim Garrett

That the:

1. Local Emergency Management Committee meeting dates for 2017 are as follows:
 - a. Wednesday, 22 March;
 - b. Wednesday, 24 May;
 - c. Wednesday, 23 August; and
 - 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 10.00am (unless otherwise advised).

THE MOTION WAS PUT AND DECLARED CARRIED 10/0

6.8 Other Business

6.8.1 Membership

The Committee discussed whether membership of LEMC should include local schools; the Committee was advised that the Local Recovery Coordination Committee incorporates local schools, businesses and community groups. There was general discussion about involving one of the local schools in the next exercise

7. NEXT MEETING

The next scheduled meeting of the Chittering Local Emergency Management Committee is scheduled for **10.00am on Wednesday, 24 May 2017**.

8. CLOSURE

The Chairperson declared the meeting closed at 11.05am.



9. Outstanding Actions and Recommendations

Meeting Date	Report title	Details of required action	Person responsible	Current status	Action completed
20/03/2015	Australian Defence Force	Richard Symons to provide contact details for the Bindoon Training Area.	Richard Symons		Completed
26/05/2016	LEMC	Priority list of top 5 risks in our shire to be discussed by LEMC	LEMC	November 2016 meeting	
26/05/2016	Treatment strategies progress	Bush fire risk mapping to be presented to LEMC	Ian Hollick	November 2016 meeting	
26/05/2016	Emergency Warnings	Cr Houston to look into the community radio further	Cr Houston	Cr Houston put a request to Joe Francis's office to talk to someone about funding for community services/programs. Might be an opportunity to source funding; which is in response to the Yarloop fire. It isn't a quick process, but if we could secure some form of funding it would greatly benefit the community	
22/03/2017	Exercise: 11 October 2016	UHF hand-held or a landline to be kept in welfare kit	CESM		
22/03/2017	Exercise: 11 October 2016	MOU with neighbouring shires to be able to use their facilities to manage operations.	CEO		
22/03/2017	Exercise: 11 October 2016	Phone diversions: can it be diverted to multiple numbers (i.e. tree setup) / email notifications.	CESM		



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