

# **Chittering Bush Fire Advisory Committee Meeting Agenda 9 March 2021**

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

## MEMBERSHIP AS AT 9 JUNE 2020

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

### Objectives

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

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

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

### Tenure of Membership

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

### Attendance by Government Agencies

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

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

### Delegated Authority

Nil

# TABLE OF CONTENTS

1.	DECLARATION OF OPENING OF MEETING ANNOUNCEMENTS OF VISITORS.....	4
2.	RECORD OF ATTENDANCE / APOLOGIES / APPROVED LEAVE OF ABSENCE.....	4
2.1	Attendance .....	4
2.2	Apologies .....	4
2.3	Approved leave of absence .....	4
3.	DISCLOSURE OF INTEREST .....	5
4.	CONFIRMATION OF PREVIOUS MINUTES.....	5
4.1	Chittering Bushfire Advisory Committee meeting: 13 October 2020 .....	5
5.	ANNOUNCEMENTS WITHOUT DISCUSSION .....	5
5.1	Community Emergency Services Manager / Chief Bushfire Control Officer .....	5
5.2	DFES District Officer – North East Metropolitan .....	5
5.3	Chief Executive Officer .....	5
5.4	Department of Biodiversity, Conservation & Attractions / Parks and Wildlife Service .....	5
6.	PREVENTION (MITIGATION, COMPLIANCE AND ENFORCEMENT) .....	6
6.1	Fire Danger Rating Sign, Great Northern Highway near Wandena Road.....	6
6.2	Shire Mitigation Activities under Mitigation Activity Funding .....	6
6.3	Strategic Firebreak Mapping .....	6
6.4	Emergency Access Tracks, Escape Tracks & Gate Locks.....	7
6.5	Burning on Sundays in the Restricted Burning Time .....	7
7.	RESPONSE .....	7
7.1	Shire of Chittering’s Response during Emergencies.....	7
8.	RECRUITMENT & TRAINING.....	7
8.1	Training Coordinator Report .....	7
9.	RESOURCES & FACILITIES.....	7
9.1	Enhancement of Shire of Chittering Brigades .....	7
10.	COMMUNITY ENGAGEMENT & EDUCATION.....	7
11.	NEXT MEETING .....	8
11.1	Setting of meeting date for June .....	8
12.	CLOSURE .....	8

Notice is hereby given that a meeting of the Chittering Bushfire Advisory Committee will be held on Tuesday, 9 March 2021 in the Council Chambers, 6177 Great Northern Highway, Bindoon commencing at 7.00pm.

**Matthew Gilfellow**  
**Chief Executive Officer**

## **1. DECLARATION OF OPENING OF MEETING ANNOUNCEMENTS OF VISITORS**

The Chairperson to declare the meeting open.

*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
	Aaron Cover	Upper Chittering Volunteer Bush Fire Brigade
	Peter Hall	Chittering Incident Support Brigade
	David Wilson	Deputy Chief Bush Fire Control Officer – South
	Johan Rossouw	Lower Chittering Volunteer Bush Fire Brigade
	Peter Watterston	Bindoon Volunteer Bush Fire Brigade
	Shelly Pannell	Muchea Volunteer Bush Fire Brigade
Observers:	Cr John Curtis	Council Deputy
	Cr Peter Osborn	Councillor, Shire of Chittering
	Cr Kylie Hughes	Councillor, Shire of Chittering
	Cr Mary Angus	Councillor, Shire of Chittering
	Murray McBride	Department of Fire and Emergency Services
	Jodie Connell	Development Services Support Officer (Minute Secretary)
	Graham Furlong	Bushfire Risk Officer
	Scott Ormsby	Chittering Fire Services Training Coordinator
	Will Lee	Upper Chittering Volunteer Bush Fire Brigade

### **2.2 Apologies**

### **2.3 Approved leave of absence**

Nil

### 3. DISCLOSURE OF INTEREST

Members must declare to the Chairperson any potential conflict of interest they have in a matter before the Committee as soon as they become aware of it.

### 4. CONFIRMATION OF PREVIOUS MINUTES

#### 4.1 Chittering Bushfire Advisory Committee meeting: 13 October 2020

##### 4.1 OFFICER RECOMMENDATION

That the minutes of the Chittering Bushfire Advisory Committee meeting held on Tuesday, 13 October 2020 be confirmed as a true and accurate record of proceedings.

### 5. ANNOUNCEMENTS WITHOUT DISCUSSION

#### 5.1 Community Emergency Services Manager / Chief Bushfire Control Officer

Dave Carroll to address the meeting.

#### 5.2 DFES District Officer – North East Metropolitan

Murray McBride to address the meeting.

#### 5.3 Chief Executive Officer

Matthew Gilfellon to address the meeting.

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

A representative of the Parks and Wildlife Service to address the meeting.

## 6. PREVENTION (MITIGATION, COMPLIANCE AND ENFORCEMENT)

### 6.1 Fire Danger Rating Sign, Great Northern Highway near Wandena Road

Matthew Gilfellow to speak to the following:

Following the Committee's recommendation at the October meeting, Council resolved the following at their Ordinary Meeting of Council on 18 November 2020:

*SUBSTANTIVE MOTION / COUNCIL RESOLUTION 221120*

*Moved Cr Ross / Seconded Cr Curtis*

*That Council by an ABSOLUTE MAJORITY:*

- 1. Authorises the Shire to consult Main Roads Western Australia on placement of the sign prior to purchase of the sign.*
- 2. Authorises the purchase of a Fire Danger Rating sign in accordance with the purchasing policy after a favourable agreement is made with Main Roads Western Australia.*
- 3. Authorises the placement of the purchased electronic Fire Danger Rating sign on Great Northern Highway (near Wandena Road) to notify the public of Fire Danger Ratings in preparation for the 2020/21 Fire Season.*
- 4. That if there is an undue delay for the Fire Danger Rating Sign to be installed by 31 January 2021 for the 2020/21 fire season that this purchase be considered as part of the 2021/22 budget.*

*CARRIED 6/0*

Following this resolution, the Shire contacted Main Roads WA (Wheatbelt division) to initiate discussions about the Fire Danger Rating sign and its placement. The reception from Main Roads WA was positive however more information such as drawings and an exact location was requested to inform a decision. Subsequently, two quotes and drawings have been requested from suppliers. To date, one quote has been received from a supplier and the second is pending.

As the Shire has been unable to install the sign by 31 January 2021, the costings for the purchase and installation of the Fire Danger Rating sign will now form part of the Shire of Chittering Budget 2021/22.

### 6.2 Shire Mitigation Activities under Mitigation Activity Funding

David Wilson to address the meeting to request a report on current Mitigation Activities under Mitigation Activity funding.

### 6.3 Strategic Firebreak Mapping

David Wilson to address the meeting to discuss the Strategic Firebreak document and request for the document to be updated and distributed.

#### **6.4 Emergency Access Tracks, Escape Tracks & Gate Locks**

Peter Watterston to address the meeting to request information regarding the upkeep and checking of tracks in the Shire and the use of combination locks on the gates.

#### **6.5 Burning on Sundays in the Restricted Burning Time**

Peter Watterston to address the meeting.

### **7. RESPONSE**

#### **7.1 Shire of Chittering's Response during Emergencies**

David Wilson to address the meeting and request what are the response plans that are in place in the event of Emergency Warnings being issued during an incident in the Shire of Chittering.

### **8. RECRUITMENT & TRAINING**

#### **8.1 Training Coordinator Report**

Scott Ormsby to address the meeting to discuss the 2021 Combined Training Calendar and his resignation as the Shire of Chittering Training Coordinator.

### **9. RESOURCES & FACILITIES**

#### **9.1 Enhancement of Shire of Chittering Brigades**

Matthew Gilfellow to address the meeting.

### **10. COMMUNITY ENGAGEMENT & EDUCATION**

## 11. NEXT MEETING

### 11.1 Setting of meeting date for June

In accordance with Council Resolution 211120, the Chittering Bushfire Advisory Committee are required to determine whether a meeting is required to be held in June. The decision will require a unanimous vote from the Committee.

The following was resolved at Council's November Ordinary Meeting:

*OFFICER RECOMMENDATION / COUNCIL RESOLUTION 211120*

*Moved Cr Ross / Seconded Cr Osborn*

*That Council:*

*1. Endorses the Chittering Bushfire Advisory Committee meeting dates for 2021 as follows:*

*a. Tuesday 9 March; and*

*b. Tuesday 12 October.*

*2. Endorses that if the Committee require a third meeting in June, a date will be decided and minuted at the meeting held 9 March 2021.*

*3. Endorses that a minimum of two meetings will be held each year – one in March following the fire season and one in October before the fire season.*

*4. Endorses that meetings will be held in the Council Chambers, 6177 Great Northern Highway, Bindoon commencing at 7pm.*

*5. Endorses that the agenda of the meetings will no longer include operational information and will focus on strategic issues. Agenda items must be submitted one fortnight in advance.*

*6. Receives the "unconfirmed" Chittering Bushfire Advisory Committee Minutes from the meeting held on 13 October 2020.*

*CARRIED 6/0*

If the Committee deems that a June meeting is not required, the next meeting will be held on Tuesday, 12 October 2021 at 7:00pm.

**11.1 COMMITTEE RECOMMENDATION**

**That the next meeting be held on \_\_\_\_\_ in accordance with Council Resolution 211120.**

## 12. CLOSURE

The Chairperson to declare the meeting closed.