



**COMMITTEE ATTACHMENTS
ORDINARY MEETING OF COUNCIL
WEDNESDAY 19 AUGUST 2026**

REPORT NUMBER	REPORT TITLE AND ATTACHMENT DESCRIPTION	PAGE NUMBER(S)
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Chittering Bush Fire Advisory Committee Meeting Draft Minutes Tuesday, 28 July 2026

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

MEMBERSHIP

Members	Deputies
Shire of Chittering Councillor Cr David Dewar	Shire of Chittering Councillor Cr Rebecca Foulkes-Taylor
Chief Executive Officer Melinda Prinsloo	Nil
Chief Bush Fire Control Officer John Idland	Nil
Deputy Chief Bush Fire Control Officer Graham Furlong	Nil
Bindoon Brigade FCO1 Dennis Badcock	Bindoon Brigade FCO 1 Bruce White
Lower Chittering Brigade FCO1 Alistair Hunt	Lower Chittering Brigade FCO2 Don Jamieson
Muchea Brigade FCO1 Shelly Pannell	Muchea Brigade FCO2 James Marotta
Upper Chittering Brigade FCO1 Aaron Cover	Upper Chittering Brigade FCO2 Will Lee
Wannamal Brigade FCO1 Kim Haeusler	Wannamal Brigade FCO2 Clayton Smith

Objectives

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

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

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

Tenure of Membership

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

Attendance by Government Agencies

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

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

Delegated Authority

Nil

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Preface

When the Chief Executive Officer approves these Minutes for distribution they are in essence "*Unconfirmed*" until the following Ordinary Meeting of Council, where the minutes will be confirmed subject to any amendments.

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

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

Unconfirmed Minutes

These minutes were approved for distribution on 4 July 2026.

Confirmed Minutes

These minutes were confirmed at a meeting held on 6 October 2026.

Signed

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

1. DECLARATION OF OPENING OF MEETING ANNOUNCEMENTS OF VISITORS

The Chairperson declared the meeting open at 7:00PM.

Good evening ladies and gentlemen, we wish to acknowledge the traditional custodians of the land within the Shire of Chittering, the Yued and Whadjuk peoples. We would like to pay respect to the Elders of the Nyoongar nation, past and present, who have walked and cared for the land, we acknowledge and respect their continuing culture, and the contributions made to this region.

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

2.1 Attendance

The following members were in attendance (Quorum – 6 Members):

Members:	Cr David Dewar	Council Delegate (Chairperson)
	Melinda Prinsloo	Chief Executive Officer
	John Idland	Chief Bushfire Control Officer
	Graham Furlong	Deputy Chief Bush Fire Control Officer
	Paul Groves	Chittering Incident Support Brigade Representative
	Dennis Badcock	Bindoon FCO Representative
	Bruce White	Bindoon Captain
	Alistair Hunt	Lower Chittering Captain
	Jarrold McCulloch	Muchea Brigade Captain
	Dan Smith	Wannamal Brigade Captain
	Kim Haeusler	Wannamal Brigade FCO
	Aaron Cover	Upper Chittering Brigade FCO
Observers:	Jake Whistler	Executive Manager, Development Services
	Jesse Greenwood	DBCA Representative
	Shelly Pannell	Muchea Brigade FCO
Secretary:	Lucas Hartney	Development Services Support Officer

2.2 Apologies

Shawn Champ	DFES District Officer – North East Metropolitan
Will Lee	Upper Chittering Volunteer Bush Fire Brigade

2.3 Approved leave of absence

Nil

3. DISCLOSURE OF INTEREST

Nil

4. CONFIRMATION OF PREVIOUS MINUTES

4.1 Chittering Bushfire Advisory Committee meeting: 10 March 2026

4.1 OFFICER RECOMMENDATION

Motioned – Graham Furlong, Seconded - Aaron,

That the minutes of the Chittering Bushfire Advisory Committee meeting held on Tuesday, 10 March 2026 be confirmed as a true and accurate record of proceedings.

5. ANNOUNCEMENTS WITHOUT DISCUSSION

5.1 Community Emergency Services Manager / Chief Bushfire Control Officer

John Idland introduced himself to the Committee and advised that this was his first full week with the Shire following his commencement. John thanked members for the warm welcome received from the Shire, Fire Control Officers (FCOs), and brigade representatives.

John advised that he looked forward to working with the brigades and attending future meetings to further develop relationships across the Shire.

5.2 Chief Executive Officer

Melinda Prinsloo provided the following updates:

- Thanked members for their contributions and feedback regarding the annual firebreak notice.
- The notice has now been finalised and will remain largely consistent with previous years while the new Community Emergency Services Manager settles into the role.
- Advised that the Shire's Local Laws have been advertised for public comment and encouraged members to review the proposed changes and provide feedback.
- Noted that WALGA has circulated a statewide model template for bushfire-related local laws, and the Shire is working to align its Local Laws with this template.
- Welcomed newly appointed Brigade Captains, including Bruce, Alistair and Jarrett, and acknowledged the service of outgoing Captains Shelly, Graeme and Nick.
- Provided an update on new fire appliances, advising that three new trucks have been received, with further upgrades to continue through DFES.
- Requested feedback from brigades regarding the recent Volunteer Appreciation event to assist with improving future events.

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

Jesse Greenwood provided an update on behalf of the Department of Biodiversity, Conservation and Attractions / Parks and Wildlife Service.

- The Swan Coastal District has been undertaking its winter prescribed burning program and preparing for the upcoming spring burn season.
- Two planned burns are scheduled within the Shire of Chittering area, west of Muchea, with brigade involvement anticipated.
- The restricted burning period is expected to commence on 25 August, with the official roster commencing later in September.
- No significant changes to district capacity were reported.
- Jesse advised that further information and maps would be provided to the Shire.

6. GENERAL BUSINESS

6.1 FCO Naming Convention Structure Review

John Idland presented a review of the Fire Control Officer (FCO) naming convention structure.

Key discussion points included:

- The purpose of the review is to establish a consistent FCO structure and clearly identify seniority and responsibilities across brigade areas.
- John advised that the proposed structure would introduce locality-based FCO numbering (e.g. FCO 1, FCO 2, FCO 3) to identify seniority and assist with incident management.
- The proposed naming convention would not change the operational responsibilities of FCOs but would provide clarity for emergency coordination and incident control.
- John clarified the distinction between:
 - **Full Power FCOs**, who have authority to take control of bushfire incidents.
 - **Limited Power FCOs**, who may have restricted responsibilities such as issuing permits or inspecting firebreaks.
- It was noted that FCO appointments are made by Council, with recommendations provided through the Bush Fire Advisory Committee.
- Discussion occurred regarding the importance of selecting FCOs based on operational capability, experience, and suitability rather than popularity or brigade position alone.
- John clarified that Brigade Captains are not automatically required to be FCOs, and FCO appointments should be considered separately from brigade management roles.
- Members discussed the importance of succession planning, mentoring future leaders, and providing opportunities for developing officers.
- John advised that the proposed structure aligns with practices being adopted by other local governments and assists with consistent communication during incidents.

The Committee supported progressing the FCO naming convention structure review and acknowledged the need for clearer identification of FCO roles and responsibilities.

6.2 Confirmation of FCO nominees

John Idland facilitated discussion regarding the proposed FCO nominees for each brigade/locality. The Committee reviewed nominations and discussed appropriate FCO rankings based on operational experience and capability.

FCO Nominations

- Lower Chittering:
 - o Alistair Hunt, Don Jamieson and Ben Riddle were nominated as Full Power FCOs.
 - o Alistair was allocated FCO1, Don as FCO2 and Ben as FCO3.
 - o The Committee indicated support for the nominations.
- Upper Chittering:
 - o Aaron Cover and Will Lee were nominated as Full Power FCOs.
 - o Aaron was allocated FCO1 and Will as FCO2.
 - o The Committee indicated support for the nominations, with final ranking to be confirmed following brigade discussion.
- Muchea:
 - o Shelly Pannell and James Marotta were nominated as Full Power FCOs.
 - o Shelly was allocated FCO1 and James as FCO2.
 - o The Committee indicated support for the nominations.
- Bindoon:
 - o Dennis Badcock and Bruce White were nominated as Full Power FCOs.
 - o Dennis was allocated FCO1 and Bruce as FCO2.
 - o Nominations were to be confirmed following the Brigade meeting.
- Wannamal:
 - o Kim Haeusler was nominated as a Full Power FCO and Clayton Smith to be a Limited Power FCO (Region Limited).
 - o Kim was allocated as FCO1 and Clayton as FCO2.
 - o The Committee indicated support for the nominations.

John advised that final recommendations would be submitted to Council for endorsement.

7. PRESENTATION

7.1 “New developments and subdivisions in the Shire of Chittering” Presentation

Jake Whistler, Executive Manager of Development Services, provided an overview of current and future developments and subdivisions occurring within the Shire of Chittering, with a focus on bushfire planning considerations.

Key developments discussed included:

Wildflower Ridge Subdivision

- Development nearing completion with approximately 331 residential lots planned.
- Reticulated water supply provided through Muchea Water.
- Hydrant access points installed throughout the development.

Discussion occurred regarding the need for improved identification and signage of hydrants.

Endeavour Drive Subdivision

- Located near Tea Tree Road and Donaldson Road.
- Approximately 51 residential lots planned.
- Reticulated water and hydrant infrastructure to service the subdivision.

Discussion occurred regarding water capacity concerns in the Bindoon area and the need for ongoing communication with Water Corporation.

Merryville Heights Subdivision

- Final stage complete.
- Northern access route provides an additional emergency evacuation option.
- Static water supply infrastructure included within the development.

Ridgewood Estate Subdivision

- Subdivision includes approximately 18 lots.
- A 50,000 litre static water supply has been provided.
- Emergency access tracks have been incorporated to improve brigade access.

Discussion occurred regarding future opportunities for bore infrastructure to maintain water supplies.

Grey Road Subdivision

- Located south of the Bindoon Cemetery.
- Approximately 46 lots proposed.
- Bushfire planning requirements have been a significant consideration.
- A 1000000L static water supply and emergency access route are proposed.

Industrial and Commercial Developments

- Made mention to an updated design change of Fire Break Access Routes to increase accessibility.
- Industrial developments near the Muchea Employment Precinct.
- Neoen Battery Energy Storage Facility on Burn Road, including emergency response planning and engagement with DFES.
- Landing Seven, including fire safety infrastructure (1000000L Static water tank with Hydrants and booster) and emergency planning.

Nature-Based Caravan Parks

Discussion occurred regarding nature-based camping facilities within the Shire. It was advised these developments require consideration of bushfire risk due to visitors potentially being unfamiliar with local conditions. Seasonal operating restrictions may apply to these areas.

Discussion following the Presentation

Members discussed:

- The importance of ongoing brigade involvement in development planning.
- Ensuring hydrants are clearly marked and accessible.
- The importance of bushfire management plans and local input during subdivision approvals.
- The benefits of maintaining communication between Development Services, CESM, and brigades.

8. ADDITIONAL ITEM**FCO Development Training**

Shelly Pannell advised that an FCO Development Program will be held on 18–19 September 2026.

The program will:

- Focus on first response, incident control, and escalation management.
- Be expanded beyond FCOs to include crew leaders and other officers.
- Include practical exercises involving the Incident Support Brigade.

Members were encouraged to participate.

9. NEXT MEETING

The next meeting of the Chittering Bush Fire Advisory Committee is scheduled for Tuesday, 6 October 2026 commencing at 7pm.

10. CLOSURE

The Chairperson declared the meeting closed at 8.21pm.



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CHITTERING BUSH FIRE ADVISORY COMMITTEE

TERMS OF REFERENCE

These Terms of Reference were adopted by the Shire of Chittering Council on ~~22-October-2019~~ 19 August 2026 by Council Resolution ~~XX1019~~ XX0826

Version	Decision Ref	Date	Change
1.0	XXXX 1019	22/10/2019	Initial Adoption – as Council Committees and Advisory Groups Membership Booklet
<u>2.0</u>	<u>XX0826</u>	<u>19/08/2026</u>	<u>Amendment of membership to reflect the updated structure for Bush Fire Control Officers.</u>

NAME

The name of the Committee shall be the Chittering Bush Fire Advisory Committee hereinafter referred to in its abbreviated form as CBFAC.

DISTRICT

The CBFAC shall operate within the local government boundaries of the Shire of Chittering.

VISION

~~Our vision is for the Shire of Chittering to have an efficient and responsible fire service and as a Committee to educate and inform the community of the dangers of fire.~~ To provide Council with informed guidance on all fire-related matters within the Shire of Chittering, drawing on the Committee's extensive experience, while supporting and educating the community to enhance fire awareness, preparedness, and resilience.

GUIDING PRINCIPLES

Nil

ESTABLISHMENT

The CBFAC is established pursuant to the *Local Government Act 1995*, section 5.8 and the *Bush Fires Act 1954*, section 67.

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 on 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.

MEMBERSHIP

Membership

- (a) One Shire of Chittering Councillor as member and one Councillor as deputy
- (b) Chief Executive Officer as member
- (c) Community Emergency Services Manager/Chief Bush Fire Control Officer as member

~~(d) Deputy Chief Bush Fire Control Officer Southern Region as member~~

~~(e) Deputy Chief Bush Fire Control Officer Northern Region as member~~

~~(f)(d) Deputy Chief Bush Fire Control Officer Central Region as member~~

~~(g)(e)~~ Muchea Brigade

i. ~~One~~ Bush Fire Control Officer 1 as member and

ii. ~~One~~ Bush Fire Control Officer 2 as deputy

~~(h)(f)~~ Lower Chittering Brigade

i. ~~One~~ Bush Fire Control Officer 1 as member and

ii. ~~One~~ Bush Fire Control Officer 2 as deputy

~~(i)(g)~~ Upper Chittering Brigade

i. ~~One~~ Bush Fire Control Officer 1 as member and

ii. ~~One~~ Bush Fire Control Officer 2 as deputy

~~(j)(h)~~ Bindoon Brigade

i. ~~One~~ Bush Fire Control Officer 1 as member and

ii. ~~One~~ Bush Fire Control Officer 2 as deputy

~~(k)(i)~~ Wannamal Brigade

i. ~~One~~ Bush Fire Control Officer 1 as member and

ii. ~~One~~ Bush Fire Control Officer 2 as deputy

~~(l) Incident Support Brigade~~

i. ~~One Bush Fire Control Officer as member~~

ii. ~~One Bush Fire Control Officer as deputy~~

Member and Deputy Arrangements

The Bush Fire Control Officer 1 and Bush Fire Control Officer 2 of each brigade are invited to attend meetings of the CBFAC.

The Bush Fire Control Officer 1 is the appointed member of the committee and is entitled to vote on matters before the Committee. Where both officers are present, the Bush Fire Control Officer 2 may participate in discussion but is not entitled to vote.

In the absence of the Bush Fire Control Officer 1, the Bush Fire Control Officer 2 may act in the member's place and is entitled to exercise the member's vote.

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 ~~Fire Services Manager Perth North Coastal~~ District officer Metro Northeast - Rural

(b) DEC Conservation and Land Management Officer

~~(b)(c)~~ One member from the Incident Support Brigade

DELEGATED AUTHORITY

Nil

COMMITTEE

Chairperson

~~The members shall appoint the Chairperson of the CBFAC~~Appointed Councillor or their Deputy in their absence.

Secretary

A Shire staff officer will fulfil the role of Secretary (non-voting).

Standing Ex-Officio Members

Nil

MEETINGS

Annual General Meetings

Nil.

Committee meetings

Meetings shall be as determined by the CBFAC.

Quorum

At least 50% of the members of the Committee. A deputy acting in place of an absent member shall be counted as the member for the purposes of determining quorum.

Voting

Shall be in accordance with the *Local Government Act 1995*, section 5.21.

- | |
|---|
| <ol style="list-style-type: none"> (1) Each council member and each member of a committee who is present at a meeting of the council or committee is entitled to one vote. (2) Subject to section 5.67, each council member and each member of a committee to which a local government power or duty has been delegated who is present at a meeting of the council or committee is to vote. (3) If the votes of members present at a council or a committee meeting are equally divided, the person presiding is to cast a second vote. (4) If a member of a council or a committee specifically requests that there be recorded – <ol style="list-style-type: none"> (a) his or her vote; or (b) the vote of all members present, |
|---|

on a matter voted on at a meeting of the council or the committee, the person presiding is to cause the vote or votes, as the case may be, to be recorded in the minutes.

(5) A person who fails to comply with subsection (2) or (3) commits an offence.

Members are to vote by secret ballot on the Election of Positions to be recommended to Council as if they were electors voting at an election.

Minutes

Shall be in accordance with the *Local Government Act 1995*, section 5.22(1).

(1) The person presiding at a meeting is to ensure that minutes are kept of the meeting's proceedings.

A copy of the unconfirmed minutes shall be forwarded to all CBFAC members within five to 10 days of the meeting for endorsement at the next meeting.

CBFAC recommendations arising from the minutes shall be presented to Council in the next available Council agenda for endorsement and/or action.

The person presiding at the meeting at which the minutes are confirmed is to sign the minutes and certify confirmation.

Who acts if no presiding member?

In accordance with the provisions of the *Local Government Act 1995*, section 5.14.

If, in relation to the presiding member of a committee –
the office of a presiding member and the office of a deputy presiding member are vacant; or the presiding member and the deputy presiding member, if any, are not available or are unable or unwilling to perform the functions of the presiding member, then the committee members present at the meeting are to choose one of themselves to preside at the meeting.

Meetings

Meetings shall be open to the public pursuant to the *Local Government Act 1995*, section 5.23 and is not required to have questions from the public as there are no Council delegations.

Brigade and Shire Training Coordinator reports

Each member brigade shall provide a brigade report to the meeting. The Shire Training Coordinator shall provide a report to the Chief Bush Fire Control Officer for presentation at the meeting.

Working groups

The CBFAC may appoint any of its members to a working group to carry out specific tasks. A working group will undertake only those duties specified by the Committee.

Deputations

The CBFAC may invite any person or organisation to attend any meetings but such persons shall not be entitled to vote on any decision arising from such meetings.

Power of the Council

Nothing herein contained shall restrict the powers of Council.

Code of Conduct

Members must comply with the Shire's Staff ~~Policy 3.1~~ Code of Conduct – Staff, Volunteers and Contractors.