



**COMMITTEE ATTACHMENTS
ORDINARY MEETING OF COUNCIL
WEDNESDAY 15 OCTOBER 2024**

REPORT NUMBER	REPORT TITLE AND ATTACHMENT DESCRIPTION	PAGE NUMBER(S)
COM01 – 10/25	Feedback Motion from Chittering Bush Fire Advisory Committee Meeting Attachments 1. Chittering Bush Fire Advisory Committee Meeting Minutes 8 July 2025	1 – 15



Chittering Bush Fire Advisory Committee Meeting Minutes Tuesday, 8 July 2025

Commencement: 7:00PM

Closure: 7:48PM

MEMBERSHIP

Members	Deputies
Shire of Chittering Councillor Cr Carmel Ross	Shire of Chittering Councillor Cr David Dewar
Chief Executive Officer Melinda Prinsloo	Nil
Chief Bush Fire Control Officer Nathan Manning	Nil
Deputy Chief Bush Fire Control Officer Northern Region Kim Haeusler	Nil
Bindoon Brigade representative Neil Harvey	Bindoon Brigade representative Dennis Badcock
Lower Chittering Brigade representative Donald Jamieson	Lower Chittering Brigade representative Graham Furlong
Muchea Brigade representative Shelly Pannell	Muchea Brigade representative James Marotta
Upper Chittering Brigade representative Aaron Cover	Upper Chittering Brigade representative Will Lee
Wannamal Brigade representative Clayton Smith	Wannamal Brigade representative Daniel Smith
Chittering Incident Support Brigade representative Paul Groves	Chittering Incident Support Brigade representative Ian Wright

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

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 14 July 2025.

**Confirmed Minutes**

These minutes were confirmed at a meeting held on 14 October 2025.

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 have confirmed their attendance (Quorum – 6 Members):

Members:	Cr Carmel Ross	Council Member (Chairperson)
	Melinda Prinsloo	Chief Executive Officer
	Nathan Manning	Community Emergency Services Chief Bushfire Control Officer
	Aaron Cover	Upper Chittering Volunteer Bush Fire Brigade
	Daniel Smith	Wannamal Volunteer Bush Fire Brigade
	Graham Furlong	Deputy Chief Bushfire Control Officer
	James Marotta	Muchea Volunteer Bush Fire Brigade
	Paul Groves	Chittering Incident Support Brigade
	Neil Harvey	Bindoon Volunteer Bush Fire Brigade
	Ian Wright	Chittering Incident Support Brigade
	Shelly Pannell	Muchea Volunteer Bush Fire Brigade
	Kim Haeusler	Deputy Chief Bush Fire Control Officer - North
	Will Lee	Upper Chittering Volunteer Bush Fire Brigade
	Dennis Badcock	Bindoon Volunteer Bush Fire Brigade

Minute Secretary: Jodie Connell

Observers:	Murray McBride	Department of Fire and Emergency Services
	Nic Walter	Bindoon Volunteer Bush Fire Brigade
	Donald Jamieson	Lower Chittering Volunteer Bush Fire Brigade
	Ben Riddle	Lower Chittering Volunteer Bush Fire Brigade
	Johan Rossouw	Lower Chittering Volunteer Bush Fire Brigade
	Ray Jordan	Muchea Volunteer Bush Fire Brigade
	Tammy Foster	Muchea Volunteer Bush Fire Brigade
	Josh Hayes	Muchea Volunteer Bush Fire Brigade
	Dean Troake	Muchea Volunteer Bush Fire Brigade
	Tracey Troake	Muchea Volunteer Bush Fire Brigade
	Jeff Reeves	Chittering Incident Support Brigade
	Jeremy Tennant	Lower Chittering Volunteer Bush Fire Brigade
	Mike Illingworth	Muchea Volunteer Bush Fire Brigade
	Natjira Kranse	Muchea Volunteer Bush Fire Brigade

2.2 Attendance (continued)

Andrew Dwyer	Muchea Volunteer Bush Fire Brigade
Bruce White	Bindoon Volunteer Bush Fire Brigade
Phill Humphry	Upper Chittering Volunteer Bush Fire Brigade
Gerry Starr	Bushfire Service Association
Matthew Morris	Muchea Volunteer Bush Fire Brigade

2.3 Apologies

Nil

2.4 Approved leave of absence

Nil

3. DISCLOSURE OF INTEREST

Nil

4. CONFIRMATION OF PREVIOUS MINUTES

4.1 Chittering Bushfire Advisory Committee meeting: 11 March 2025

4.1 OFFICER RECOMMENDATION

Moved Shelly Pannell / Seconded Kim Haeusler

That the minutes of the Chittering Bushfire Advisory Committee meeting held on Tuesday, 11 March 2025 be confirmed as a true and accurate record of proceedings.

CARRIED UNANIMOUSLY

5. REPORTS

5.1 Community Emergency Services Manager / Chief Bushfire Control Officer

Nathan Manning addressed the Committee and spoke to the following:

- Thanks were given to all brigades for the last fire season. There was 340ha lost over the past season.
- A discussion was held at a recent Captains meeting about minimising call outs over the unrestricted burning time and encouraging residents to register their burns on Emergency WA.
- A Bushfire Safety Awareness course was recently held in June. A Bushfire Fighting Skills course is due to be held on 19 July 2025. More courses are currently being considered, once booked in, Nathan will inform brigades.
- WAERN course that was booked for early June was cancelled due to trainer availability and will potentially be booked again in conjunction with another Local Government.
- Structural Firefighting training to potentially be held in conjunction with Bullsbrook in August.

- Work on the Brigade Operating Procedures continues. Nathan is developing a roadmap to be sent to brigades.
- A Volunteer Culture & Satisfaction Survey is being developed and will be sent to members. The outcome of the survey will help drive what needs to be improved for brigades.
- The submitted Local Government Grant Scheme application is still to be confirmed.
- Update provided on vehicles including the new Upper Chittering Light Tanker. Additional updates were given on future Muchea and Wannamal appliances.
- Urgent replacement of HeartSine Samaritan AED Pads has been conducted in accordance with DFES Safety Circular 04/2025.

Carmel invited questions from the Committee and Observers. Carmel enquired about the Structural Firefighting training. Nathan provided information on the brigade's duties in response to a structural fire. Daniel Smith asked for more information about the Structural Firefighting course and Nathan provided more detail and confirmed that it would be a practical drill.

5.2 DFES District Officer – North East Metropolitan

Murray McBride addressed the meeting and spoke to the following:

- There has been a third deployment to Canada. Murray received an email with short timeframes. If anyone is interested to go on deployment, please register on the Deployment Register.
- A Sector Commander Course is planned to be delivered for the first time since its revision in North East Metropolitan region. Details of the course will be circulated when determined.
- A joint Incident Control Vehicle exercise is planned for September in Forrestfield at the Academy. The objective of the exercise is to refine the process with multiple Incident Control Vehicles at large incidents.

Phill Humphry enquired if there was an age limit for the Canada deployment which Murray confirmed that there was. Daniel Smith asked about the Sector Commander course being available to bushfire brigades. Murray confirmed that it would be and further information will be made available.

5.3 Chief Executive Officer

Melinda Prinsloo addressed the meeting and spoke to the following:

- Following the Flat Rocks Road fire in February, one of the key challenges identified was the difficulty in contacting property owners regarding the incident and its impacts.
 - In response, on 19 May 2025, the Shire conducted a bulk mailout to landowners with incomplete contact details on our records, requesting updates to ensure effective communication during future emergencies.
 - Recruitment flyers for the brigades were included in the mailout.
 - We have had a good response to both the letter and flyers. The Shire has had about ten recruitment responses through the website, and each have been sent to the Captains as they have been received.

6. FIRE CONTROL OFFICER NOMINATIONS

Author	Support Officer – Bushfire, Emergency Services & Rangers
Disclosure of interest	The officer has an impartiality interest as a member of the Upper Chittering Volunteer Bushfire Brigade
Voting requirements	Simple Majority

Executive Summary

The Committee is requested to endorse the Fire Control Officers nominations for the 2025/2026 financial year.

Background

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

Consultation Summary

Local

Upper Chittering Volunteer Bush Fire Brigade
Lower Chittering Volunteer Bush Fire Brigade
Muclea Volunteer Bush Fire Brigade
Bindoon Volunteer Bush Fire Brigade
Wannamal Volunteer Bush Fire Brigade

State

Nil

Legislative Implications

Local

- *Bush Fire Brigades Local Law 2012*
 - 3.6 Holding of annual general meeting**
A bush fire brigade is to hold its annual general meeting during the month of May each year.
 - 3.7 Nomination of bush fire control officers to Bush Fire Advisory Committee**
At the annual general meeting of a bush fire brigade, brigade member/s are to be nominated to the Bush Fire Advisory Committee to serve as the bush fire control officer for the brigade until the next brigade annual general meeting.
 - 3.8 Minutes to be tabled before the Bush Fire Advisory Committee**
 - (1) *The brigade Secretary is to forward a copy of the minutes of the annual general meeting of a bush fire brigade to the Chief Bush Fire Control Officer within one month after the meeting.*
 - (2) *The Chief Bush Fire Control Officer is to table the minutes of the bush fire brigade's annual general meeting at the next meet of the—*
 - (a) *Bush Fire Advisory Committee; or*
 - (b) *Council, if there is no Bush Fire Advisory Committee.**following their receipt under subclause (1)*
 - 3.9 Functions of Advisory Committee**

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

3.10 Advisory Committee to nominate bush fire control officers

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

3.11 Local government to have regard to nominees

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

3.12 Advisory Committee to consider bush fire brigade motions

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

State

- Bush Fires Act 1954

43. Election and duties of officers of bush fire brigades

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

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

Policy Implications

State

Nil

Local

Nil

Financial Implications

There will be costs incurred for the advertising of the appointed Fire Control Officers, which has been allowed for in the Shire's draft 2025/2026 Annual Budget.

Strategic Assessment / ImplicationsLocal

- Strategic Community Plan 2017-2027

Focus area: Our community

Objective: S1.2 Strong sense of community

Strategy: S1.2.1 Actively support community, volunteer groups and networks

Objective: S1.3 A safe and healthy community

Strategy: S1.3.1 Improve the safety of our community

Focus area: Our natural environment

Objective: S2.3 Protection of life and property

Strategy: S2.3.1 Improve Bush Fire preparedness and recovery

State

Nil

Site Inspection

Not applicable

Risk Assessment / Implications

Low likelihood of medium risk

Officer Comment/Details

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

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

6.0 OFFICER RECOMMENDATION**Moved Daniel Smith / Seconded Aaron Cover****That the Chittering Bush Fire Advisory Committee:****1. Recommend to Council the following appointments:****a. Fire Control Officer:**

- i. James Marotta and Tammy Foster representing Muchea Volunteer Bush Fire Brigade.
- ii. Daniel Bates representing Lower Chittering Volunteer Bush Fire Brigade.
- iii. Aaron Cover representing Upper Chittering Volunteer Bush Fire Brigade.
- iv. Dennis Badcock and Paul Groves representing Bindoon Volunteer Bush Fire Brigade.
- v. Clayton Smith representing Wannamal Volunteer Bush Fire Brigade.
- vi. Barry Cilliers, Scott Simeons, Robert Butler and Zane Keighley representing the Shire of Chittering.

b. Captain and Fire Control Officer:

- i. Shelly Pannell, Captain of Muchea Volunteer Bush Fire Brigade.
- ii. Will Lee, Captain of Upper Chittering Volunteer Bush Fire Brigade.
- iii. Neil Harvey, Captain of Bindoon Volunteer Bush Fire Brigade.

c. Deputy Chief Bush Fire Control Officer:

- i. Kim Haeusler representing the North Region.
- ii. Graham Furlong representing the Shire of Chittering (in accordance with clause 6.10 of the DFES & Shire of Chittering Memorandum of Understanding)

2. Requests Council to note the following appointment made by the FES Commissioner in accordance with clause 4.2 of the DFES & Shire of Chittering Memorandum of Understanding:

- a. Nathan Manning as the Chief Bush Fire Control Officer for the Shire of Chittering

CARRIED UNANIMOUSLY

7. MEMBERSHIP OF THE COMMITTEE

Author	Support Officer – Bushfire, Emergency Services & Rangers
Disclosure of interest	The officer has an impartiality interest as a member of the Upper Chittering Volunteer Bushfire Brigade
Voting requirements	Simple Majority

Executive Summary

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

Background

As at 11 June 2024, the membership of the Committee was as follows:

- Cr Carmel Ross Council Member (Member)
- Cr David Dewar Council Member (Deputy)
- Melinda Prinsloo Chief Executive Officer
- Graham Furlong Chief Bush Fire Control Officer
- Kim Haeusler Deputy Chief Bush Fire Control Officer - Northern Region
- Neil Harvey Bindoon Brigade representative (Member)
- Dennis Badcock Bindoon Brigade representative (Deputy)
- Donald Jamieson Lower Chittering Brigade representative (Member)
- Graham Furlong Lower Chittering Brigade representative (Deputy)
- Shelly Pannell Muchea Brigade representative (Member)
- James Marotta Muchea Brigade representative (Deputy)
- Aaron Cover Upper Chittering Brigade representative (Member)
- Will Lee Upper Chittering Brigade representative (Deputy)
- Clayton Smith Wannamal Brigade representative (Member)
- Daniel Smith Wannamal Brigade representative (Deputy)
- Paul Groves Chittering Incident Support Brigade representative (Member)
- Ian Wright Chittering Incident Support Brigade representative (Deputy)

Consultation Summary

Local

Chittering Bush Fire Advisory Committee

State

Nil

Legislative Implications

State

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

Local

Nil

Policy Implications

State

Nil

Local

Nil

Financial Implications

Nil

Strategic Assessment / Implications

- Strategic Community Plan 2017-2027
Focus area: Our natural environment
Objective: S2.3 Protection of life and property
Strategy: S2.3.1 Improve Bush Fire preparedness and recovery

Site Inspection

Not applicable

Risk Assessment / Implications

Low likelihood of medium risk

Officer Comment/Details

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

7.0 OFFICER RECOMMENDATION

Moved Paul Groves / Seconded Kim Haeusler

That the Chittering Bush Fire Advisory Committee recommends to Council that the Committee membership effective 8 July 2025 is as follows:

Member	Proxy
Cr Carmel Ross	Cr David Dewar
Melinda Prinsloo, Chief Executive Officer	Nil
Nathan Manning, Community Emergency Services Manager / Chief Bush Fire Control Officer	Nil
Kim Haeusler, Deputy Chief Bush Fire Control Officer - Northern Region	Nil
Graham Furlong, Deputy Chief Bush Fire Control Officer	Nil
Neil Harvey, Bindoon Volunteer Bush Fire Brigade	Dennis Badcock, Bindoon Volunteer Bush Fire Brigade
Daniel Bates, Lower Chittering Volunteer Bush Fire Brigade	
Shelly Pannell, Muchea Volunteer Bush Fire Brigade	James Marotta, Muchea Volunteer Bush Fire Brigade
Aaron Cover, Upper Chittering Volunteer Bush Fire Brigade	Will Lee, Upper Chittering Volunteer Bush Fire Brigade
Clayton Smith, Wannamal Volunteer Bush Fire Brigade	Daniel Smith, Wannamal Volunteer Bush Fire Brigade
Paul Groves, Chittering Incident Support Brigade	Ian Wright, Chittering Incident Support Brigade

CARRIED UNANIMOUSLY

8. GENERAL BUSINESS

Shelly Pannell addressed the meeting and requested to move a motion to appoint two more Deputy Chief Bush Fire Control Officers. Shelly detailed the dynamic that other Shires have with additional Deputies. The Committee discussed the role of the Deputy Chief, the value they have had in Chittering historically and the reason for only being two in place currently. Melinda Prinsloo outlined the current arrangement and made a recommendation for the consideration to appoint two more Deputies at Chittering to be deferred until the succession planning report has been delivered by Nathan.

Murray McBride detailed previous experiences while Graham acted as Chief Bush Fire Control Officer, and the difficulties faced with not having Deputies in place. Shelly stated that the Shire needs a succession plan in place to ensure the Shire will have future Deputies. Murray detailed the restructure at Swan and the reasons they reduced the number of Deputies they had. Graham Furlong highlighted the importance of the Captain-Fire Control Officer roles. Graham also stated that it had been considered whether there is a need for Deputies if there are no duties for them to perform. Melinda stated that the correct procedure must be followed and affirmed that it was Nathan Manning's role to implement an appropriate plan. Nathan confirmed that he had started looking into the roles and responsibilities of Deputies and outlined high level duties performed by existing Deputies. Nathan also provided an overview of what could be implemented. The Committee discussed different perspectives on having additional Deputies before agreeing on the following motion:

MOTION

Moved Shelly Pannell / Seconded Paul Groves

To recommend to Council that the appointment of up to two additional deputies be investigated, covering the following items:

1. Support provided by DFES personnel to develop the role and responsibility statement for the position.
2. The appropriate recruitment process to identify a suitable candidate or candidates.
3. The outcome of that investigation to be tabled and considered at the October Chittering Bushfire Advisory Committee meeting.

CARRIED UNANIMOUSLY

9. NEXT MEETING

That the next meeting of the Chittering Bush Fire Advisory Committee is scheduled for Tuesday, 14 October 2025 commencing at 7pm.

10. CLOSURE

The Chairperson declared the meeting closed at 7:48PM.