



**Chittering Bush Fire Advisory Committee  
Meeting Minutes  
18 October 2022**

Commencement: 7:00PM

Closure: 7:55PM

## MEMBERSHIP AS ENDORSED - 20 JULY 2022

Members	Deputies
<b>Shire of Chittering Councillor</b> Cr Carmel Ross	<b>Shire of Chittering Councillor</b> Cr David Dewar
<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> Jeremy Tennant	<b>Lower Chittering Brigade representative</b> Max Brown
<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> Paulette Embling	<b>Chittering Incident Support Brigade representative</b> Peter Hall

### Objectives

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

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

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

### Tenure of Membership

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

### Attendance by Government Agencies

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

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

### Delegated Authority

Nil

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**Preface**

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 19 October 2022



**Matthew Gilfellon**  
Chief Executive Officer

**Confirmed Minutes**

These minutes were confirmed at a meeting held on 14 March 2023.

Signed .....

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

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

The Chairperson declared the meeting open at 7:00PM

*Good evening ladies and gentlemen, we wish to acknowledge the traditional custodians of the land we are meeting on, the Yued people. We would like to pay respect to the Elders of the Nyoongar nation, past and present, who have walked and cared for the land, we acknowledge and respect their continuing culture, and the contributions made to this region.*

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

### 2.1 Attendance

The following members have confirmed their attendance (Quorum – 6 Members):

Members:	Cr Carmel Ross	Council Delegate (Chairperson)
	Matthew Gilfellow	Chief Executive Officer
	Dave Carroll	Chief Bushfire Control Officer
	Peter Watterston	Bindoon Volunteer Bush Fire Brigade
	Phill Humphry	Deputy Chief Bush Fire Control Officer – Central
	Shelly Pannell	Muchea Volunteer Bush Fire Brigade
	Jeremy Tennant	Lower Chittering Volunteer Bush Fire Brigade
	Aaron Cover	Upper Chittering Volunteer Bush Fire Brigade
	Kim Haeusler	Deputy Chief Bush Fire Control Officer - North

Observers:

Jodie Connell	Development Services Support Officer (Minute Secretary)
Melinda Prinsloo	Executive Manager Corporate Services
Gordon Carter	Upper Chittering Volunteer Bush Fire Brigade
Cr David Dewar	Deputy Member for Council
Will Lee	Upper Chittering Volunteer Bush Fire Brigade
Ben O’Keefe	Upper Chittering Volunteer Bush Fire Brigade
James Marotta	Muchea Volunteer Bush Fire Brigade

### 2.2 Apologies

David Wilson	Deputy Chief Bush Fire Control Officer – South
Paulette Embling	Chittering Incident Support Brigade
Peter Hall	Chittering Incident Support Brigade
Clayton Smith	Wannamal Volunteer Bush Fire Brigade
Murray McBride	Department of Fire and Emergency Services

### 2.3 Approved leave of absence

Nil

### 3. DISCLOSURE OF INTEREST

Nil

### 4. CONFIRMATION OF PREVIOUS MINUTES

#### 4.1 Chittering Bushfire Advisory Committee meeting: 14 June 2022

##### 4.1 OFFICER RECOMMENDATION

Moved Peter Watterston / Seconded Aaron Cover

That the minutes of the Chittering Bushfire Advisory Committee meeting held on Tuesday, 14 June 2022 be confirmed as a true and accurate record of proceedings.

**CARRIED UNANIMOUSLY**

### 5. ANNOUNCEMENTS WITHOUT DISCUSSION

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

Dave Carroll spoke to the following:

- Please spare a thought for the community and emergency services in the eastern states who have been and will continue to have a difficult time with the ongoing rainfall and flooding affecting them. On Sunday evening there were 172 alerts and 26 emergency warnings across NSW, Vic and Tasmania with substantial damage to housing and infrastructure as flood waters continue to ebb and flow across the eastern states.
- The Shire of Chittering is in the Restricted Burning Time, October, and November 2022
- Seasonal Outlook: For the fortnight 17 to 30 October, parts of Western Australia have a moderate chance (greater than 60%) of below median rainfall. November to January maximum temperatures are likely to be above median for much of Western Australia; Minimum temperatures are generally likely to be warmer than median for November to January across Australia.
- Grass growth and curing are occurring quickly with low humidity and dew point days becoming more common
- Soil Dryness is climbing steeply and is at approximately 70

##### **PREVENTION:**

- DFES Mitigation Activity Funding approved and ongoing, prioritised work to Shire managed lands and strategic verges managed by the Bushfire Risk Officer, Graham Furlong. Power Point presentation provided by Graham.
- Rangers have commenced observing properties for the commencement of fire break inspections on 16 October

##### **PREPAREDNESS:**

- Three new replacement Light Tankers have been received from DFES, 1 each for Muchea, Lower and Upper
- AFDRS is now in full swing, Shire FDI signs have been updated to the new graphic while waiting for replacement by DFES, contractors have been appointed to progress the signs
- State Legislation changes - amalgamation of 3 EM Acts into 1 Emergency Management Act may be available for comment in Feb 2023, Bush Fires, Fire Brigades and FESA Acts as we know them will cease to exist

- Servicing of brigade appliances has gone on over the winter months and is almost completed with the Incident Control Vehicle and Fire Support Vehicle remaining to be completed.
- Shire Fire Control Officers met in September to discuss the Act, permits and response procedures for the upcoming season

**RESPONSE:**

- Four station turnout has been improved with refinements to brigade primary turnout procedures made with DFES Computer Aided Despatch (CAD). Brigades are now more clearly defined as Primary Responders for their identified areas
- Following concerns raised from the Bindoon Training Area fire on Boxing Day last year a DRAFT response plan has been developed and will be shared when ready
- Thanks to the brigades and crews that responded and assisted with the Gingin fire last Saturday

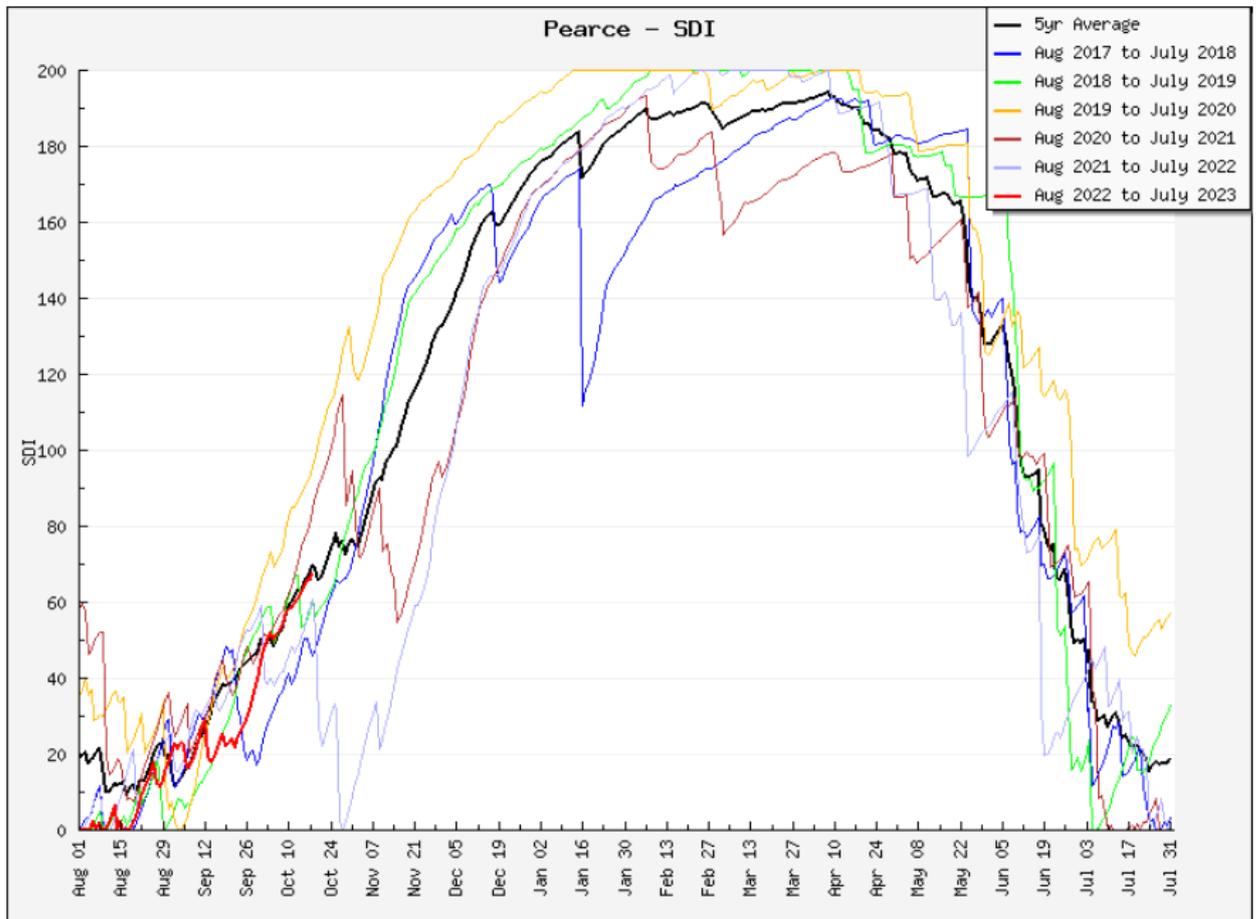
**TRAINING:**

- The Regional RUI exercise is scheduled for 5 November, could anyone interested in an Incident Management Team or Division Com role please contact myself for inclusion.
- Brigade membership Pre-Season Refreshers are well under way.
- Encourage Brigades to have community open days, Muchea & Lower, Upper & Bindoon, brochures and resources available from DFES, How Safe is Your Property, Do You Have a Bushfire Plan etc.
- Thanks to everyone for volunteering their time, please thank all brigade members and their families for their ongoing support and participation. Thanks to Phill Humphry for turning out while I was away.
- Thanks to Councillor Carmel Ross and for their ongoing support of the brigades
- Thanks to Matt Gilfellow for his support, help and counselling in his time as the Shire of Chittering CEO and we wish Matt well in his new career at the City of Albany.

OIS Unit Online Reports/Regional Reports/LG Volunteer Listing Summary Brigade Turnout Summary with Incident Type						
Brigade		Brigade Profile	Registered Members	Incident Turnout 20/21	Incident 21/22	Incident
1	Muchea VBFB	Settlement Brigade	17	45	36	16
2	Lower Chittering VBFB	Urban Defensive Structural	47	52	40	18
3	Upper Chittering VBFB	Settlement Brigade	23	43	34	18
4	Bindoon VBFB	Urban Defensive Structural	19	51	35	20
5	Chittering ISB	Comms/Support	16	4	6	1
6	Wannamal VBFB	Rural	34	7	6	4
Total			156			

18/10/2022

Pearce SDI



Ben O’Keefe made comment on firebreak inspections and dealing with new landowners in the area. Discussion was held by the Committee regarding the process for firebreak inspections and observations over the previous years. Matthew Gilfellon detailed the current firebreak inspection process and how inspections are categorised and the approach for each of those categories. Matthew also detailed the statistics for the previous season and improvements that have been identified.

Aaron Cover discussed the Fire Danger Rating sign that was previously passed through the Committee and moving forward

## **5.2 Chief Executive Officer**

Matthew Gilfellow spoke to the following:

- Wannamal VBFB had their AGM, brigade training with Bindoon
- DFES contact about enhancement
- Gingin Level 3 ICC, Matt attended the mock exercise in his capacity as CEO to observe
- Last meeting finishing at end of October Friday is the last day. Melinda Prinsloo as acting CEO until new CEO is recruited. Thanks given to the Committee and all the best for the next season.

## **6. COMMUNITY ENGAGEMENT & EDUCATION**

### **6.1 Fire Danger Rating Signs**

Shelly Pannell addressed the meeting and detailed points made by Commissioner Darren Klemm at the recent DFES Preseason Forum. Commissioner Klemm stated that he didn't support use of signs and that other states don't use them based on research conducted. Shelly proposed to the committee about the possibility of not using the Fire Danger Rating signs or coming up with an alternative. Shelly stated that all Chittering brigades have social media and these could be used more effectively to educate the public. Will Lee stated that there are demographics in the Shire that don't use social media or the internet. Aaron Cover reiterated previous discussions held regarding the proposed Fire Danger Rating sign near Wandena Road. Aaron stated that the signs are there for non-locals including truck drivers and other parties visiting or passing through the Shire.

The Committee discussed different scenarios where the Fire Danger Rating signs are effective. Gordon Carter stated that the Fire Danger Rating signs act as an additional opportunity to educate people regarding the conditions and seasons. Kim enquired regarding the cost of the electronic sign that had been previously been outside the Shire office. David Carroll and Matthew Gilfellow provided information regarding the costings. The Committee further discussed alternative solutions and signage in the Shire. Cr Carmel Ross enquired regarding the research that Darren Klemm had mentioned and whether it would be worth reviewing the research to make an informed decision in the future. Dave Carroll stated that he would email a DFES officer to enquire for further information. David Carroll detailed alternatives that he had proposed to DFES during the Fire Danger Rating sign discussions.

## 7. LOCAL LAW REVIEW

Matthew Gilfellon spoke to the following:

The Local Government Act 1995 requires that all of the local laws of local governments must be reviewed within an eight year period after their commencement to determine if they should remain unchanged or be repealed or amended. The Shire's current local laws were gazetted between 2001 and 2016 and are therefore well overdue for review.

The Shire's current local laws have undergone a vigorous review. The review examined each local law for:

- Currency and operational requirements of the Shire
- Compliance and consistency with legislative requirements
- Current local government standards
- Continued need for a specific local law
- Appropriateness of modified penalties

The following Local Laws were present to Council last month:

1. Draft Local Law – Bush Fires Repeal Local Law 2022
2. Draft Local Law – Cats Local Law 2022
3. Draft Local Law – Cemeteries Local Law 2022
4. Draft Local Law – Dogs Local Law 2022
5. Draft Local Law – Extractive Industries Local Law 2022
6. Draft Local Law – Local Government Property and Public Places Local Law 2022
7. Draft Local Law – Standing Orders Local Law 2022

All the proposed new local laws were drafted based on the above criteria, with one (1) current local law (being the Bush Fire Brigades Local Law 2012) was identified for repeal as it no longer fit the Shire's needs.

At Council's meeting the above Local Laws were reviewed but not passed. The Local Laws are still to be workshopped and further consultation conducted. This item was presented to the Committee to give brigades an opportunity to make comment should they wish to and to let them know that this may have some future impact. Discussion was held by the Committee about how the brigades would be governed in future.

## 8. AMENDMENT TO MEMBERSHIP

Mucea Volunteer Bushfire Brigade has recently had some changes in their membership and subsequently have requested to amend their Committee membership to align with the changes.

### 8.1 OFFICER RECOMMENDATION

Moved David Carroll / Seconded Jeremy Tennant

That the membership for the Chittering Bushfire Advisory Committee reflects the following to represent the Mucea Volunteer Bushfire Brigade:

1. Shelly Pannell as the Member
2. James Marotta as the Deputy

**CARRIED UNANIMOUSLY**

## 9. 2023 COMMITTEE MEETING DATES & NEXT MEETING

In accordance with clause 1.12.3.11 Meetings in the "Council Committees and Advisory Group" booklet the Chittering Bushfire Advisory Committee are to determine the meeting dates for 2023.

The dates are to be discussed by Committee Members and agreed upon.

The dates that are suggested for 2023 are as follows:

- a. Tuesday 14 March
- b. Tuesday 13 June
- c. Tuesday 10 October

### 9.1 OFFICER RECOMMENDATION

Moved Peter Watterston / Seconded Kim Haeusler

That:

1. The Chittering Bush Fire Advisory Committee meeting dates for 2023 are as follows:
  - a. Tuesday 14 March
  - b. Tuesday 13 June
  - 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.

**CARRIED UNANIMOUSLY**

Peter Watterston requested to discuss an idea that Shelly proposed regarding the maintenance of trucks which was brought up at a Captain's Meeting. Peter detailed the idea of potentially having an additional mechanic for the southern brigades and for the normal mechanic to cover the northern brigades. Discussion was held by the Committee regarding maintaining the vehicles. Matthew Gilfellon provided some background on contractors that the Shire has engaged over previous months. Shelly detailed some of the difficulties experienced with having the vehicles maintained by mechanics based further north. The Committee discussed the different aspects of the idea and it was agreed to be looked into for future servicing.

## 10. CLOSURE

The Chairperson declared the meeting closed at 7:55PM