

**Chittering Bush Fire Advisory Committee  
Meeting Agenda  
Tuesday, 8 July 2025**

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



## MEMBERSHIP

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

- (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

### 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: 11 March 2025.....                        | 5  |
| 5.  | REPORTS .....                                                                             | 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.  | FIRE CONTROL OFFICER NOMINATIONS.....                                                     | 6  |
| 7.  | MEMBERSHIP OF THE COMMITTEE.....                                                          | 10 |
| 8.  | GENERAL BUSINESS .....                                                                    | 13 |
| 9.  | NEXT MEETING .....                                                                        | 13 |
| 10. | CLOSURE.....                                                                              | 13 |

Notice is hereby given that a meeting of the Chittering Bushfire Advisory Committee will be held on Monday, 8 July 2024 in the Council Chambers, 6177 Great Northern Highway, Bindoon commencing at 7.00pm.

**Melinda Prinsloo**  
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 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   | Bushfire Risk & Ranger Coordinator                          |
|          | James Marotta    | Muchea Volunteer Bush Fire Brigade                          |
|          | Paul Groves      | Chittering Incident Support Brigade                         |

Minute Secretary: Jodie Connell

Observers: Murray McBride Department of Fire and Emergency Services

### 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 Shire Council as soon as they become aware of it.

### 4. CONFIRMATION OF PREVIOUS MINUTES

#### 4.1 Chittering Bushfire Advisory Committee meeting: 11 March 2025

|                                          |
|------------------------------------------|
| <p><b>4.1 OFFICER RECOMMENDATION</b></p> |
|------------------------------------------|

|                                                                                                                                                                         |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>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.</p> |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

### 5. REPORTS

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

Nathan Manning to address the meeting.

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

Murray McBride to address the meeting.

#### 5.3 Chief Executive Officer

Melinda Prinsloo 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. FIRE CONTROL OFFICER NOMINATIONS

|                               |                                                                                                         |
|-------------------------------|---------------------------------------------------------------------------------------------------------|
| <b>Author</b>                 | Development Services Support Officer                                                                    |
| <b>Disclosure of interest</b> | The officer has an impartiality interest as a member of the Upper Chittering Volunteer Bushfire Brigade |
| <b>Voting requirements</b>    | 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  
Muchea 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 2024/2025 Annual Budget.

### Strategic Assessment / Implications

#### Local

- 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**

That the Committee recommend to Council the following appointments:

- 1. Fire Control Officer:**
  - a. James Marotta and Tammy Foster representing Muchea Volunteer Bush Fire Brigade.
  - b. Daniel Bates representing Lower Chittering Volunteer Bush Fire Brigade.
  - c. Aaron Cover representing Upper Chittering Volunteer Bush Fire Brigade.
  - d. Dennis Badcock and Paul Groves representing Bindoon Volunteer Bush Fire Brigade.
  - e. Clayton Smith representing Wannamal Volunteer Bush Fire Brigade.
  - f. Graham Furlong, Barry Cilliers, Scott Simeons, Robert Butler and Zane Keighley representing the Shire of Chittering.
  
- 2. Captain and Fire Control Officer**
  - a. Shelly Pannell, Captain of Muchea Volunteer Bush Fire Brigade.
  - b. Graham Furlong, Captain of Lower Chittering Volunteer Bush Fire Brigade.
  - c. Will Lee, Captain of Upper Chittering Volunteer Bush Fire Brigade.
  - d. Neil Harvey, Captain of Bindoon Volunteer Bush Fire Brigade.
  
- 3. Deputy Chief Bush Fire Control Officer:**
  - a. Kim Haeusler representing the North Region.
  
- 4. Nathan Manning as the Chief Bush Fire Control Officer for the Shire of Chittering**

## 7. MEMBERSHIP OF THE COMMITTEE

|                               |                                                                                                         |
|-------------------------------|---------------------------------------------------------------------------------------------------------|
| <b>Author</b>                 | Development Services Support Officer                                                                    |
| <b>Disclosure of interest</b> | The officer has an impartiality interest as a member of the Upper Chittering Volunteer Bushfire Brigade |
| <b>Voting requirements</b>    | 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**

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

| <b>Member</b>                                                                          | <b>Deputy</b>                                                |
|----------------------------------------------------------------------------------------|--------------------------------------------------------------|
| 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                                                          |
| Neil Harvey, Bindoon Volunteer Bush Fire Brigade                                       | Dennis Badcock, Bindoon Volunteer Bush Fire Brigade          |
| Daniel Bates, Lower Chittering Volunteer Bush Fire Brigade                             | Graham Furlong, 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              |



**8. GENERAL BUSINESS**

**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 to declare the meeting closed.