

Chittering Bush Fire Advisory Committee Meeting Unconfirmed Minutes Tuesday, 20 October 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 FCO2** 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:

(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 5
2. RECORD OF ATTENDANCE / APOLOGIES / APPROVED LEAVE OF ABSENCE 5
   2.1 Attendance 5
   2.2 Apologies 5
   2.3 Approved leave of absence 5
3. DISCLOSURE OF INTEREST 6
4. CONFIRMATION OF PREVIOUS MINUTES 6
   4.1 Chittering Bushfire Advisory Committee meeting: 28 July 2026 6
5. REPORTS 6
   5.1 Community Emergency Services Manager / Chief Bushfire Control Officer 6
   5.2 DFES District Officer – North East Metropolitan 7
   5.3 Chief Executive Officer 7
   5.4 Department of Biodiversity, Conservation & Attractions / Parks and Wildlife Service 7
6. GENERAL BUSINESS 7
   6.1 BFAC Meeting dates 2027 7
   6.2 FCO Honorarium 8
   6.3 Bindoon Army Training Ground 8
   6.4 Acknowledgement 8
   6.5 Vehicle Stickers 8
7. PRESENTATION 8
   7.1 Nil 8
8. NEXT MEETING 9
9. CLOSURE 9

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

Confirmed Minutes

These minutes were confirmed at a meeting held on

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 David Dewar	Council Delegate (Chairperson)
	Melinda Prinsloo	Chief Executive Officer
	John Idland	Chief Bushfire Control Officer
	Graham Furlong	Deputy Chief Bush Fire Control Officer
	Bruce White	Bindoon Brigade FCO2 (voting)
	Don Jamieson	Lower Chittering Brigade FCO2 (voting)
	Kim Haeusler	Wannamal Brigade FCO1
	Shelly Pannell	Muchea Brigade FCO1
	Aaron Cover	Upper Chittering Brigade FCO1
Observers:	Will Lee	Upper Chittering Brigade FCO2
	James Marotta	Muchea Brigade FCO2
	Jarrod McCulloch	Muchea Brigade Captain
	Lewis Van Bommel	Ac District Officer
	Dan Smith	Wannamal Brigade Captain
	Ben Riddle	Lower Chittering Brigade FCO3
	Greg England	Lower Chittering Brigade Representative
	Katherine Fowkes	Lower Chittering Brigade Representative
Secretary:	Ros Maindok	Development Services Office

2.2 Apologies

Cr Rebecca Foulkes-Taylor	Shire of Chittering Councillor
Dennis Badcock	Bindoon Brigade FCO1
Alistair Hunt	Lower Chittering Brigade FCO1
Clayton Smith	Wannamal Brigade FCO2

2.3 Approved leave of absence

Nil

3. DISCLOSURE OF INTEREST

Nil

4. CONFIRMATION OF PREVIOUS MINUTES

4.1 Chittering Bushfire Advisory Committee meeting: 28 July 2026

Minutes to be adjusted to reflect membership at the time of meeting, not membership once FCO's elected

4.1 OFFICER RECOMMENDATION
Motioned – Aaron, Seconded - Shelly,
That the minutes of the Chittering Bushfire Advisory Committee meeting held on Tuesday, 28 July 2026 be confirmed as a true and accurate record of proceedings once the minutes have been corrected.

5. REPORTS

5.1 Community Emergency Services Manager / Chief Bushfire Control Officer

John Idland addressed the meeting with a power point presentation on the subjects listed below

- Bindoon Army Training Ground Response Plan
  New response plan and roles, responsibilities
  Shelley asked about a combined training with Coondle/Nunile
  Bruce commented on expectations for ratepayers firefighting equipment and what Dept Defence actually has for 17000ha
  Discussion on relatationships, likely a CESM or DFES Manager always in charge, handover questions, area is not a "shire' once inside, more pressure for responsibility, could shire write a letter on behalf of volunteers – see general business, John to talk to Murray regarding BFAC concern on FF capacity.
  Ben asked if all brigades receive a message
- Zone 2 response plan and assistance
  Map of Zone 2 and Zone 2A area. Air support protocols
- Preseason Skills refreshers – CESM Updates
- FCO Call Signs and Responsibilities refresher
  Naming Vehicle, Unit and FCO title, confidence in who is responding, uniform understanding
- Chief turn out requirements / triggers
  Rating on when Chief will attend. Use COMCEN as everything is tracked. If you need Chief assistance use COMCEN, they will send another Chief if John is not available
- Social Media on the Fire Ground
  No photographs or videos as per media policy. No bodycams.
- Daily Fire Weather email
  John sends daily email with Fire weather, rating, forecast, district, subdistrict. Check to see if all are receiving
- Stand down requirements
  All stand downs to be through COMCEN, everything is tracked and recorded

- Consolidated Helmet process Cap Style
  All Helmets moving forward that are ordered will be BR9 Cap Style – no more different styles of helmet to be ordered

5.2 DFES District Officer – North East Metropolitan

Lewis Von Bommel addressed the meeting on the Weather Outlook for this season
Seasonal Outlook is indicating reduced soil moisture and drier season currently.
BOM long range forecast at 15th October indicating there could be an above average Nov-Jan with rainfall. As weather is unpredictable, the advice is it is critical to maintain local preparedness.
With the season being currently the driest with soil moisture for the last 5 years, advice is to have a higher level of preparedness. There may be an increase in volunteer demand. Look after people, fatigue, family, share the load. If there is increased demand, DFES can pull from other brigade areas.
Aaron asked re vehicle resources if appliance goes down within the season, is there any improvement with availability. Lewis indicated that it is not likely that vehicles would be available if needed. Fleet is not able to support. However, he will still advocate at the time if in need.
Melinda mentioned the Air support at Gingin with new Blackhawks

5.3 Chief Executive Officer

Melinda Prinsloo provided the following updates:

- Bore/Water tank being installed at Sandown Park to assist Chittering Fire Services and Muchea BFB. Bore being installed Nov 26 and Tank over the next 9 months. This wll help shorten distance for refilling appliances.
- Bore at Landfill on Wandena rd.
- Firebreak Inspections have commenced last week. 12 work orders have been issued.
- Fire Mitigation team and Graham have been out and about doing burns
- Reminder to take care of Brigade members, especially heat stress
- Wish well to everyone for fire season

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

- NIL – no one in attendance

6. GENERAL BUSINESS

6.1 BFAC Meeting dates 2027

In accordance with the Terms of Reference the Chittering Bushfire Advisory Committee are to determine the meeting dates for 2027.

The dates are to be discussed by Committee Members and agreed upon. The dates that are suggested for 2027 are as follows:

- Tuesday, 9 March (Public Holiday 01.03.2027 Labour Day and 26.03.2027 Good Friday)
- Tuesday, 13 July

- Tuesday, 12 October
- Time of meeting being 7pm will stay the same. Light snack 30 mins before the meeting.

6.1 OFFICER RECOMMENDATION
Moved Graham Furlong / Seconded Shelly Pannell
That:

1. **The Chittering Bush Fire Advisory Committee meeting dates for 2027 are as follows:**
   a. **Tuesday 9 March**
   b. **Tuesday 13 July**
   c. **Tuesday 12 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

6.2 FCO Honorarium

Melinda spoke about the honorarium available, if members choose to receive or not. Please fill out creditor forms if new or changes to accounts. Please bring back old badges.

FCO packs were handed out by Ros. Clayton Smith's taken by Dan Smith. Alistair Hunt's taken by Ben Riddle. Dennis Badcock's handed back to John to be received by Dennis when available.

6.3 Bindoon Army Training Ground
From discussion regarding the Bindoon Army Training Ground Response Plan referred to in the John's Report within Section 5.1. It was asked if Melinda could take to council a motion to write to Dept Defence**.**

6.3 OFFICER RECOMMENDATION
Motioned – Bruce White, Seconded – Aaron Cover,
The meeting requests Council to instruct the CEO to advocate to the Department of Defence to increase fire-fighting capacity and mop-up support at the Bindoon Training Grounds.

CARRIED UNANIMOUSLY

6.4 Acknowledgement
Bruce asked for a Thankyou to Paul Groves for his service as an FCO be noted in the minutes

6.5 Vehicle Stickers
Sticker on vehicles discussion with meeting prompted by Graham.

7. PRESENTATION

7.1 Nil

8. NEXT MEETING

The next meeting of the Chittering Bush Fire Advisory Committee is scheduled for Tuesday, 9 March 2027 commencing at 7pm.

9. CLOSURE

The Chairperson to declare the meeting closed. 8.42pm