


**Chittering Bush Fire Advisory Committee
Meeting Minutes
Tuesday, 11 June 2024**

Commencement: 7:00pm Closure: 7:59pm



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 Graham Furlong	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	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:

- (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

Member 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
18 June 2024.



Confirmed Minutes

These minutes were confirmed at a meeting held on 8 October 2024.

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)
	Scott Clayton	Acting Chief Executive Officer
	Graham Furlong	Chief Bushfire Control Officer
	Aaron Cover	Upper Chittering Volunteer Bush Fire Brigade
	Paul Groves	Chittering Incident Support Brigade
	Kim Haeusler	Deputy Chief Bush Fire Control Officer – North
	Donald Jamieson	Lower Chittering Volunteer Bush Fire Brigade
	Shelly Pannell	Muchea Volunteer Bush Fire Brigade
	Daniel Smith	Wannamal Volunteer Bush Fire Brigade
	Dennis Badcock	Bindoon Volunteer Bush Fire Brigade
Observers:	Murray McBride	Department of Fire and Emergency Services
	Jodie Connell	Development Services Support Officer (Minute Secretary)
	Will Lee	Upper Chittering Volunteer Bush Fire Brigade
	Ian Wright	Chittering Incident Support Brigade
	Phill Humphry	Upper Chittering Volunteer Bush Fire Brigade
	Peter Messer	Upper Chittering Volunteer Bush Fire Brigade
	Ben O’Keefe	Upper Chittering Volunteer Bush Fire Brigade
	Tammy Foster	Muchea Volunteer Bush Fire Brigade
Guests:	Heath Elkington	Tronox

2.2 Apologies

Nil

2.3 Approved leave of absence

Nil

3. DISCLOSURE OF INTEREST

Nil

4. CONFIRMATION OF PREVIOUS MINUTES

4.1 Chittering Bushfire Advisory Committee meeting: 26 March 2024

4.1 OFFICER RECOMMENDATION

Moved Aaron Cover / Seconded Kim Haeusler

That the minutes of the Chittering Bushfire Advisory Committee meeting held on Tuesday, 26 March 2024 be confirmed as a true and accurate record of proceedings.

CARRIED UNANIMOUSLY

5. ANNOUNCEMENTS WITHOUT DISCUSSION

5.1 Chief Bushfire Control Officer

Graham Furlong presented an update to the meeting by Powerpoint.

Shelly Pannell congratulated Graham Furlong on all the grant money he has obtained on behalf of the brigades and enquired about the chainsaws that have been purchase. Graham provided information about the purpose of the chainsaws. Graham stated that a Brigade Operating Procedure for the use and purpose of the chainsaws in brigades could be created. Daniel Smith asked about potential personal protective equipment or clothing for the use of the chainsaw and Graham confirmed that if the brigade wishes to purchase such items, they were able to do so.

Ben O'Keefe addressed the Committee and thanked Graham and Bindoon Mechanical for their support over the fire season. Ben provided feedback regarding the extension of the Restricted Burning Time and the communication of the change. Graham acknowledged the feedback and thanked Ben for his input.

5.2 DFES District Officer – North East Metropolitan

Murray McBride spoke to the following:

- Declaration of Total Fire Bans – these declarations are done by the Deputy Commissioners and the scope that they use to declare the bans is broad. Murray is on a working group to help standardise the approach to Total Fire Bans in future. A recommendation has been put forward to tweak the Fire Districts and more information about that will be sent when it becomes available.
- A landowner recently requested a large amount of water used by DFES be replaced. The water was used during the Outcamp Fire in January.

6. PRESENTATION - DONATIONS TO BRIGADES FROM TRONOX

Dennis introduced Heath Elkington to the Committee. Heath, on behalf of Tronox, presented donations to Graham Furlong to be given to each of the brigades.

7. PRESENTATION – BUSHFIRE RISK MITIGATION PLAN

Graham Furlong presented an update to the meeting by Powerpoint.

8. FIREBREAK & BUSHFIRE HAZARD REDUCTION NOTICE

Graham Furlong addressed the meeting and asked the Committee for any amendments to the Notice for the next fire season to be provided to the Shire. No feedback was given at the meeting however feedback from Ben O’Keefe, Aaron Cover and Shelly Pannell has been tabled and noted.

9. FIRE CONTROL OFFICER NOMINATIONS

Author	Development Services Support Officer
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 2024/2025 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.

At the time of distribution of the Agenda, Bindoon, Chittering Incident Support, Upper Chittering, Lower Chittering and Muchea brigades have forwarded the outcome from their respective Annual General Meetings.

Consultation Summary

Local

Chittering Incident Support Brigade
Upper Chittering Volunteer Bush Fire Brigade
Lower Chittering Volunteer Bush Fire Brigade
Muchea Volunteer Bush Fire Brigade
Bindoon 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 currently filled by the Shire's Bush Fire Risk Officer.

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.

9.0 OFFICER RECOMMENDATION

Moved Paul Groves / Seconded Graham Furlong

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. Graham Furlong 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. Barry Cilliers, Bruce Gilbert, 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. Donald Jamieson, 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. Graham Furlong as the Chief Bush Fire Control Officer for the Shire of Chittering**

CARRIED UNANIMOUSLY

Aaron Cover addressed the Committee and provided feedback that the Fire Control Officer position can be expensive and time-consuming role. Aaron expressed that honorariums in the past have not been processed in a timely manner and asked for this to be rectified in future. Aaron requested that the Honorarium be paid automatically when Fire Control Officers are appointed. Scott Clayton explained that this would not meet the definition of an Honorarium and that a Policy should be developed to define the terms and formalise the process for Honorariums.

10. MEMBERSHIP OF THE COMMITTEE

Author	Development Services Support Officer
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 21 June 2023, 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
- David Carroll Community Emergency Services Manager/Chief Bush Fire Control Officer
- David Wilson Deputy Chief Bush Fire Control Officer - Southern Region
- Phillip Humphry Deputy Chief Bush Fire Control Officer - Central Region
- Kim Haeusler Deputy Chief Bush Fire Control Officer - Northern Region
- Neil Harvey Bindoon Brigade representative (Member)
- Dennis Badcock Bindoon Brigade representative (Deputy)
- Jeremy Tennant 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.

10.0 OFFICER RECOMMENDATION

Moved Aaron Cover / Seconded Kim Haeusler

That the Chittering Bush Fire Advisory Committee recommends to Council that membership effective 11 June 2024 is as follows:

Member	Deputy
Cr Carmel Ross	Cr David Dewar
Melinda Prinsloo, Chief Executive Officer	Scott Clayton, Deputy Chief Executive Officer
Graham Furlong, 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
Donald Jamieson, 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

CARRIED UNANIMOUSLY

11. GENERAL BUSINESS

- Murray McBride stated that the WAFES Conference is in September and positions are available for Captains if they wish to attend.
- Dennis Badcock provided feedback that there were a lot of false alarms during the initial extension of the Restricted Burning Time and brigades were on a four brigade turnout. One brigade has ignored one particular callout. Dennis acknowledged that the fire season had been hectic but was concerned by the disregard shown by this brigade. Graham acknowledged Dennis' concerns regarding the lack of turnout from the brigade and that it was a difficult situation for all brigades. The Committee discussed the difficulties with getting turn outs over a long weekend. Shelly acknowledged that the decision to extend the season was the best one that could be made at the time.
- Aaron Cover provided feedback that he appreciated the Shire holding the Recognition Event every year but would like consideration to be made for transportation to the venue in future.

12. NEXT MEETING

That the next meeting of the Chittering Bush Fire Advisory Committee is scheduled for Tuesday, 8 October 2024 commencing at 7pm.

13. CLOSURE

The Chairperson declared the meeting closed at 7:59PM.