

**MINUTES OF THE CHITTERING BUSHFIRE ADVISORY  
COMMITTEE**

**Tuesday, 1 April 2014**

**Council Chambers  
6177 Great Northern Highway  
Bindoon**

**COMMENCEMENT: 7.35pm  
CLOSURE: 9.06pm**



These minutes will be confirmed at the next meeting of the Chittering Bushfire Advisory Committee to be held on 8 **October 2013**

SIGNED BY

\_\_\_\_\_ Person presiding at the meeting at which minutes were confirmed

DATE

\_\_\_\_\_

**Disclaimer**

The purpose of this Committee meeting is to discuss and, where possible, make resolutions about items appearing on the agenda.

Whilst Council has the power to resolve such items and may in fact, appear to have done so at the meeting, no person should rely on or act on the basis of such decision or on any advice or information provided by a member or officer, or on the content of any discussion occurring, during the course of the meeting.

Persons should be aware that the provisions of the *Local Government Act 1995* (section 5.25 (e)) establish procedures for revocation or rescission of a Council decision. No person should rely on the decisions made by Council until formal advice of the Council decision is received by that person.

The Shire of Chittering expressly disclaims liability for any loss or damage suffered by any person as a result of relying on or acting on the basis of any resolution of Council, or any advice or information provided by a member or officer, or the content of any discussion occurring, during the course of the Council meeting.

## TABLE OF CONTENTS

1.	DECLARATION OF OPENING OF MEETING / ANNOUNCEMENTS OF VISITORS .....	1
2.	RECORD OF ATTENDANCE / APOLOGIES.....	1
	2.1 Attendance .....	1
	2.2 Apologies.....	1
3.	DISCLOSURE OF INTEREST .....	2
4.	PUBLIC QUESTION TIME.....	2
5.	CONFIRMATION OF PREVIOUS MINUTES .....	2
	5.1 Chittering Bushfire Advisory Committee meeting - Tuesday, 11 February 2014 .....	2
6.	ANNOUNCEMENTS BY THE CHIEF BUSHFIRE CONTROL OFFICER WITHOUT DISCUSSION .....	2
7.	ANNOUNCEMENTS BY THE DFES DISTRICT MANAGER NORTH EAST WITHOUT DISCUSSION.....	3
8.	ANNOUNCEMENTS BY THE CHIEF EXECUTIVE OFFICER WITHOUT DISCUSSION .....	4
9.	ANNOUNCEMENTS BY THE CHITTERING FIRE SERVICES TRAINING COORDINATOR WITHOUT DISCUSSION .....	4
10.	ANNOUNCEMENTS BY THE COMMUNITY EMERGENCY SERVICES MANAGER .....	5
11.	ANNOUNCEMENTS BY DEPARTMENT PARKS AND WILDLIFE (DPW).....	6
12.	BRIGADE REPORTS .....	6
	12.1 Bindoon Brigade .....	6
	12.2 Lower Chittering Brigade .....	6
	12.3 Muchea Brigade .....	6
	12.4 Upper Chittering Brigade .....	6
	12.5 Wannamal Brigade .....	7
	12.6 Incident Support Brigade .....	7
13.	CHITTERING BUSHFIRE ADVISORY COMMITTEE ACTION LIST AND COMMITTEE RECOMMENDATIONS .....	7
	13.1 Outstanding Actions and Recommendations .....	7
14.	GENERAL BUSINESS.....	9
	14.1 Proposed new CESM MOU & Chief Bush Fire Control Officer Role.....	9
	14.2 MOU CESM Program: .....	11
	14.3 Timaru / Brand Highway Fire .....	12
15.	CLOSURE .....	12

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

As the Presiding Member is an apology for the meeting Bob Smilie was nominated as and accepted the position of Acting Presiding Member.

The Presiding Member declared the meeting opened at 7.32pm.

## 2. RECORD OF ATTENDANCE / APOLOGIES

### 2.1 Attendance

Bob Smilie	Acting Presiding Member (Incident Support Brigade)
Dennis Badcock	Chief Bushfire Control Officer
Kim Haeusler	Wannamal Brigade
Frank Schubert	Bindoon Brigade
Phillip Humphrey	Upper Chittering Brigade
Steve Browne	Lower Chittering Brigade
Greg Cocking	Deputy Chief Bushfire Control Officer
Dennis Harvey	Muchea Brigade
Cr Doreen Mackie	Councillor, Shire of Chittering
Gary Tuffin	Chief Executive Officer, Shire of Chittering
Jamie O'Neill	Community Emergency Services Manager, Shire of Chittering

The following non-voting members were in attendance:

Craig Garret	DFES
Will Lee	Upper Chittering Brigade
Fred Hoogland	Bindoon Brigade
Paul Groves	Bindoon Brigade
Paul Martin	Muchea Brigade
Rose Coci	Incident Support Brigade
Cr Barni Norton	Councillor, Shire of Chittering
John Mangini	AVBFB & VVEAC Representative
Karen Parker	Manager Human Resources, Shire of Chittering (Minute Secretary)

### 2.2 Apologies

Ian Hollick	Presiding Member
Dave Wilson	Training Coordinator
Mike Pasotti	DPAW

**3. DISCLOSURE OF INTEREST**

Nil

**4. PUBLIC QUESTION TIME**

Nil

**5. CONFIRMATION OF PREVIOUS MINUTES**

**5.1 Chittering Bushfire Advisory Committee meeting - Tuesday, 11 February 2014**

**OFFICER RECOMMENDATION**

**Moved Phil Humphrey / Seconded Jamie O'Neill**

**That the minutes of the Chittering Bushfire Advisory Committee meeting held on Tuesday, 11 February 2014 be received as a true and accurate record of proceedings**

**CARRIED 11/0**

**6. ANNOUNCEMENTS BY THE CHIEF BUSHFIRE CONTROL OFFICER WITHOUT DISCUSSION**

Dennis Badcock, Chief Bushfire Control Officer, spoke on the following:

*We remain relatively quiet in terms of fires within our Shire since our last meeting with the main focus of brigades being to help at larger incidents outside of our boundaries. These incidents have proven to be both a mental and physical challenge for our members and also a good test for our fleet and equipment so thank you to those that assisted.*

*It was interesting to talk with some senior members that assisted particularly at the Parkerville fires who expressed their concerns over the lack of preparation for fire that local residents had not attended to.*

*Some of these members also expressed their disappointment that the PIA outcomes from last year had still not been released as there may have been some important lessons learnt from the fires, but I can now report that this PIA has been released for viewing. There is also now an opportunity for members that attended the Banjup fire to make comments for consideration for the purpose of developing a PIA.*

*As you are aware our vehicles have now been fitted with burn over blankets and these have generally been accepted except for the LT bracket. Brigades and members wait for a resolution to this issue which we suspect might be an installation behind the seat head rests. These alternative*

*brackets are currently being trialled by other brigades and it is hoped that we might be able to view a trail of the bracket.*

*Mobile phone reception remains an issue and as you may be aware concerns have been expressed locally via the Shire, the LEMC committee and the Ambulance Sub Centre in regards to the poor Telstra mobile phone equipment and facility that covers the area to the south of the Shire. The mobile phone SMS service is a major player to our brigade callouts and severely hampers our communication abilities. Just for your information and further to this issue, all local Chittering Gingin ambulance vehicles have been fitted with Mobile Data Terminals and electronic Patient Care recording systems, both of which rely upon mobile phone reception and hence it is imperative that this service remains available and in good order.*

*Again you may be aware that there have been concerns regarding the lack of response by Western Power to repair their infrastructure during periods of TFB or Harvest Bans even with a pledge of support of maned fire units to assist them whilst they carry out their work and certain actions have been discussed in order to resolve this problem.*

*I attended a DOAC meeting last Monday 17<sup>th</sup> March at Gingin where I raised the issue of brigades experiencing problems with registering new members onto the DFES SMS callout lists and it is hoped that this process can be streamlined to ensure quick and accurate review of lists which in turn then would ensure good callout results.*

*Further DOAC issues centred around a lack of formal response by DFES to several issues raised by the local government Chiefs with some issues being well dated.*

*The Presumptive Cancer Legislation petition that has been circulating amongst brigades for some time now has been collected and mailed to the originator for further action. I only received submissions from Bindoon and Lower Chittering but I can report that these have been submitted.*

*Chittering Fire Services have completed some training just recently. Jamie and our training committee coordinated an IFF/BFF over the weekend of March 22/23 when some 13 new members completed the course. Further to training the local training committee have mapped out a well-planned calendar for the year and brigades are encouraged to take advantage of these courses.*

## **7. ANNOUNCEMENTS BY THE DFES DISTRICT MANAGER NORTH EAST WITHOUT DISCUSSION**

Craig Garrett, DFES District Manager North East spoke on the following:

- *Fleet Engineering Officer, Ken Bullen has been appointed as project officer for LG ICV project, and has indicated that the Chittering ICV may be delivered in mid-October this year.*
- *The PIA Report for the major fires last season has been released and distributed.*

- *The Local Government Grants Scheme application from Chittering has been received by the DFES Regional office and forwarded to head office.*
- *Two new SWS tanks have been installed in the Avon Valley by Brookfield Rail to assist with fire fighting operations- located at the 38 and 46 km peg.*
- *The DO attended a workshop to discuss and develop requirements for automatic vehicle locators for future brigade vehicles.*
- *A number of Training Resource Kits(TRKs) are being reviewed or developed by the Academy including Sector Commander and Bush Fire Ready Facilitator.*
- *The Major Incident Review for the Parkerville fire is currently under way and feedback is being sort for the Banjup Fire PIA.*
- *The DO is currently meeting with the Academy to follow up on Level 1 Incident Controller skills recognition for Chittering and Swan volunteers. A reminder for members to nominate for the Metro calendar courses as well.*
- *Assistant Commissioner Professional Development, Darren Klemm met with RTAC members and CBFCO/CESM's to discuss training issues and concerns.*
- *The CESM MOU has been reviewed by DFES and Shire of Chittering , and is currently with the LG for confirmation.*
- *Members asked Craig about the Automatic Vehicle Locator, will it be like a SAT NAV? Craig advised that different options are being investigated including whether messaging across the system is available.*

## **8. ANNOUNCEMENTS BY THE CHIEF EXECUTIVE OFFICER WITHOUT DISCUSSION**

Gary Tuffin, Shire of Chittering CEO spoke on the following:

- *Letter being sent to residents advising that the requirement for all property 2ha and above to have fire breaks installed by October 2014 rather than October 2015.*
- *Shire is looking at options for the road verge maintenance program, eg dedicated staff member / team or contractors to manage the program. Because of the length of road verge in the Shire the program will never be perfect but will be a huge improvement on past practices.*

## **9. ANNOUNCEMENTS BY THE CHITTERING FIRE SERVICES TRAINING COORDINATOR WITHOUT DISCUSSION**

As David Wilson is unwell and unable to attend tonight's meeting, the CESM provided a brief update:

IFF BFF Course held at Upper Chittering on 22/23 March 2014 with about 14 people attending. Another course will be run on 11/12 April for those who were not able to attend.

## 10. ANNOUNCEMENTS BY THE COMMUNITY EMERGENCY SERVICES MANAGER

Jamie O'Neill, Community Emergency Services Manager spoke on the following:

### **Finance**

*(Budget issues – unbudgeted items/overtime).*

- Completed LGGs budget submission and submitted the DFES
- Current Budget will over spend due to increase in Helmet replacement and large repairs on Brigade appliances.

### **Governance**

*(MOUs / Policy Review / Business Planning).*

- CESM currently working on Animal Welfare plan to be included in LEMA's
- Maintenance work on Reserves and Strategic fire breaks completed.
- 2090 properties inspected
- 604 work orders issued
- 36 infringements issued

### **Investigations/Reviews**

*(PIA / Recommendations).*

- PIA Report Lennard Brook Glen Forrest Grt Northern Hwy & Avon Valley has been distributed to LEMC and BFAC

### **Safety Issues:**

*(Outstanding reports captured within the On-line Hazard Reporting system)*

- Increased interest from volunteers for issuing of 3M particle mask, this will be addressed in new financial year.
- Implementation of Driver training for the new financial year

### **Incidents**

- Muchea: 17
- Lower Chittering: 17
- Upper Chittering: 22
- Bindoon: 22
- Wannamal: 10
- Incident Support Brigade: 0
- CESM: 7

### **Training**

- Brigades continuing with maintenance training
- CESM Continues to promote 2014 DFES training Calendar
- 2014 DFES training Calendar has been circulated to Brigade Trainers
- IFF & BFF course conducted 22<sup>nd</sup> & 23<sup>rd</sup> March with 14 participants
- Second IFF & BFF in 11<sup>th</sup> – 12<sup>th</sup> April



- *CESM investigating costing for driver training (Drive Vehicles Under Operational Conditions) for volunteers in the new financial year.*

**Mitigation**

- *Shire of Chittering Bush Fire risk management plan is in final stages*

**Community Engagement**

- *Continuing to advertise Community Engagement Monthly themes via Shire of Chittering Facebook*

**11. ANNOUNCEMENTS BY DEPARTMENT PARKS AND WILDLIFE (DPW)**

Nil.

**12. BRIGADE REPORTS**

**12.1 Bindoon Brigade**

Frank Schubert, spoke on the following:

- *Not much to report, attended half a dozen very small fires.*
- *Held a training exercise on Sunday.*

**12.2 Lower Chittering Brigade**

Steve Browne spoke on the following:

- *Also been fairly quiet, have assisted with a couple of small incidents with the Gingin Police being involved in one issue.*

**12.3 Muchea Brigade**

Dennis Harvey spoke on the following:

- *Attended a couple of fires, nothing serious.*
- *Undertaken some training.*

**12.4 Upper Chittering Brigade**

Phil Humphrey spoke on the following:

- *Two calls outs, Brigade stood down for both.*
- *Training exercise held on Sunday.*

### 12.5 Wannamal Brigade

Kim Haeusler spoke on the following:

- *Brigade has attended a couple of incidents.*
- *Several people have contacted him re permits to burn.*

### 12.6 Incident Support Brigade

Doreen Mackie spoke on the following:

- *Meeting held on Saturday, two new volunteers one being a former member.*
- *Secretary standing down, Brigade will be seeking a replacement.*
- *Will need to attract new members.*

## 13. CHITTERING BUSHFIRE ADVISORY COMMITTEE ACTION LIST AND COMMITTEE RECOMMENDATIONS

### 13.1 Outstanding Actions and Recommendations

Meeting Date	Brigade / Report title	Details of required action	Person responsible	Current status	Action completed
18/06/2013	DEFES Letter – option to transfer local bushfire brigades impact assessment	Request that Council take no further action on this matter until a response has been received from DFES addressing Council’s list of concerns	CESM	Motion presented at July Council Report – endorsed by Council.  No reply to date.	
10/12/13	Muchea Brigade Report	The Executive Manager Technical Services is to be requested to include the Muchea drainage system in their maintenance program for 2013/2014	EMTS	Funds have been included in this financial year’s budget to undertake significant maintenance on the drainage in Muchea, however the drains were too wet to work on prior to the summer season for the work to be carried out. The work will be undertaken this financial year and ongoing maintenance is planned for and budgeted in future programs.	

Meeting Date	Brigade / Report title	Details of required action	Person responsible	Current status	Action completed
				EMTS advised that, as he is responsible for the Drainage Maintenance Program not the Community Emergency Services Manager, he is happy for Members to contact him if they have any questions in relation to Shire's drainage and road verge maintenance.  01/04/2014 Work should start within a fortnight.	
10/12/13	Phone fault in Lower Chittering	Karen Parker to contact the Shire's Telstra Account Manager and organise the fire station phones to be registers as priority emergency services facilities and whether volunteers can be provided authority to contact Telstra in emergency situations	MHR	Phone number changed to PESF.  At the February meeting Karen advised that Telstra advised that volunteers will not be provided. Authority to contact them on behalf of the Shire.	Completed
10/12/13	Fire Break Notice	That the Chittering Bush Fire Advisory Committee recommend to Council that: (a) an amendment be made to the gazettal notice to include the above mentioned exemption; and (b) all Shire of Chittering residents are written to and advised that as of October 2014 all blocks 2ha and above will require fire breaks.	CESM	The December minutes will be presented to Council for confirmation at the 19 February 2014 Council meeting.  Letters sent to residents	Completed
10/12/13	General Business	The CESM to investigate funding for a strategic fire tank to be located in the Julimar / Chittering Road location	CESM	ongoing	Completed, submitted for 2014/15 budget

Meeting Date	Brigade / Report title	Details of required action	Person responsible	Current status	Action completed
11/02/14	General Business	<ol style="list-style-type: none"> <li>1. That the Shire trial calling harvest and movement of vehicle and hot works bans for weekends and / or holiday periods where the index is predicated to be 'extreme' or higher over that period;</li> <li>2. The trial period will be for the rest of the summer as a trial; and</li> <li>3. The trial will be reviewed by BFAC at the June 2014 meeting.</li> </ol>	CESM	<p>Council on 19 March 2014 resolved as follows: That Council trial calling harvest and movement of vehicle and hot works bans for weekends and / or holiday periods where the index is predicated to be 'extreme' or higher over that period:</p> <ol style="list-style-type: none"> <li>a) The trial period will be for the rest of the fire season as a trial; and</li> <li>b) The trial will be reviewed by Chittering Bush Fire Advisory Committee at the June 2014 meeting.</li> </ol>	Completed
11/02/14	General Business	CESM to investigate options to ensure Brigades meet the requirements to apply to be a Deductable Gifts Recipient.	CESM	Report to Council April meeting with template that all Brigades can use.	Completed

**14. GENERAL BUSINESS**

**14.1 Proposed new CESM MOU & Chief Bush Fire Control Officer Role**

**COMMITTEE RECOMMENDATION**  
**Moved Phil Humphrey / Seconded Dennis Harvey**  
**That Council consider the Chief Bush Fire Control Officer position to remain as a Volunteer Role and the CBFEO remains a member of the Chittering Volunteer Fire Services.**

**CARRIED 6/5**



Members discussed the pros and cons of the position (CBFCO) being a paid employee vs a volunteer.

- Questioned the autonomy of the CESM given that the role is subsidised by DFES (60% of the operating cost, plus overtime).
- The CEO advised that the CESM is employed directly by Council and reports to Council. DFES has little input into the management of the role other than as stipulated in the MOU.
- Concerns that CESM may not always be available. Jamie advised the local issues always take priority and a replacement will be found if he is attending an incident out of the district so he can return.
- The CEO advised the meeting that the CESM has attended a number of other fires during the last three years without impacting on the CFS. Furthermore, the CEO explained this is no different to the assistance the Chittering brigades provide to other fires outside the shire.
- A number of members stated they thought this was the beginning of a takeover by DFES. The CEO explained that both Council & DFES appreciated the value of the volunteer brigades, and did not believe the changes to the MOU were a takeover move, rather a request for Council's consideration. Council is not obligated to take any action on this matter.
- It was suggested that should the need ever arise that the CBFCO needed to be disciplined, that it would be easier to deal with a paid employee, and not a volunteer, as an employee is being paid to perform the role.
- Succession planning was also briefly discussed, in that the current CFBCO had announced previously his intention to retire from the position 12 months ago. However, now has concerns about doing so if the position doesn't remain with a Chittering volunteer.
- There was some discussion on the changing environment, particularly down the southern end of the Shire where there is now extensive property development in bushland areas, which is now placing even greater responsibility on the CBFCO – no longer bush fires, there is a growing population and many assets that need to be protected.
- A member stated that they did not believe that there was an issue if the CBFCO role was undertaken by a paid employee, the way things are done is changing and the Service needs to move with the times like many other places have already done.

Mr D Harvey recommended to the meeting that the CFS be handed over to DFES.

**COMMITTEE RECOMMENDATION**

Moved Dennis Harvey / Second Phil Humphrey  
That DFES be handed the running of the Chittering Fire Services.

**LOST 9/2**

#### 14.2 MOU CESM Program:

- Dennis Badcock said that he was disappointed at the handling of the matter at an admin level, but has now moved on. Referred to a letter that he had distributed to FCOs. Believes that the service now has the right balance with a paid employee (being Jamie) and a volunteer Chief Bush Fire Control Officer.
- CEO advised that the Council Resolution from the March meeting authorising the CEO to sign the MOU has not been actioned as an undertaking was given not to do so until the matter was discussed at BFAC.
- CEO said that he admits that in hindsight the matter could have been handled better, however, stated that he thought it was best to get Council direction on the matter first before discussing with the CBFCO & BFAC, and has apologised personally to Dennis (CBFCO) and sent all members an email advising of such.
- Suggestion made that the Deputy CBFCOs could relieve in the CBFCO role if the CESM is not available. Some members were not in agreement, if the Chief's role was to be a paid employee, then his relief should also be a paid employee.
- Concern was raised in regards to a provision in the new MOU that requires the CESM to be made available to DFES for other fires outside of the Shire. The CEO explained this new provision in the MOU is merely to formalise what has already been happening over the last three years. The CESM has attended a number of other fires outside the Shire.
- Concern was also expressed in relation to the possibility of DFES in the future making all appointments within the Brigades (ie FCOs, Captains, Lieutenants etc ).
- The CEO explained that this would not be possible unless the current legislation (*Bushfire Act*) and *Shire of Chittering Bushfire Local Law* were changed. Council is the only body that can make those appointments.
- John Mangini was asked what the Association's position was in relation the CBFCO's role. John said that so long as the position remained totally with the local government the local government can appointment either a paid employee or volunteer as CBFCO.

#### **COMMITTEE RECOMMENDATION**

**Moved Dennis Badcock / Seconded Dennis Harvey**

**That Council's resolution 9.4.1 made at its meeting of 19 March 2014 be deferred until Council has met with its BFAC elected members to further discuss and clarify the Memorandum of Understanding to enable this document to be more transparent and its intended protocols reassessed.**

**CARRIED 7/3**

Note: Bob Smillie abstained from voting.

**14.3 Timaru / Brand Highway Fire**

CESM was asked if the land owner had been prosecuted, Jamie advised that they had.

**15. CLOSURE**

The Presiding Member declared the meeting closed at 9.06pm.

The next meeting of the Chittering Bush Fire Advisory Committee is **Tuesday, 3 June 2014**. Items to be included on the agenda are due on **Tuesday, 27 May 2014**. The agenda will be distributed on Friday, 30 May 2014.



6177 Great Northern Highway  
PO Box 70 Bindoon WA 6502  
T: 08 9576 4600 F: 08 9576 1250  
E: [chitter@chittering.wa.gov.au](mailto:chitter@chittering.wa.gov.au)  
[www.chittering.wa.gov.au](http://www.chittering.wa.gov.au)

Office hours: Monday to Friday  
8:30am - 4:30pm