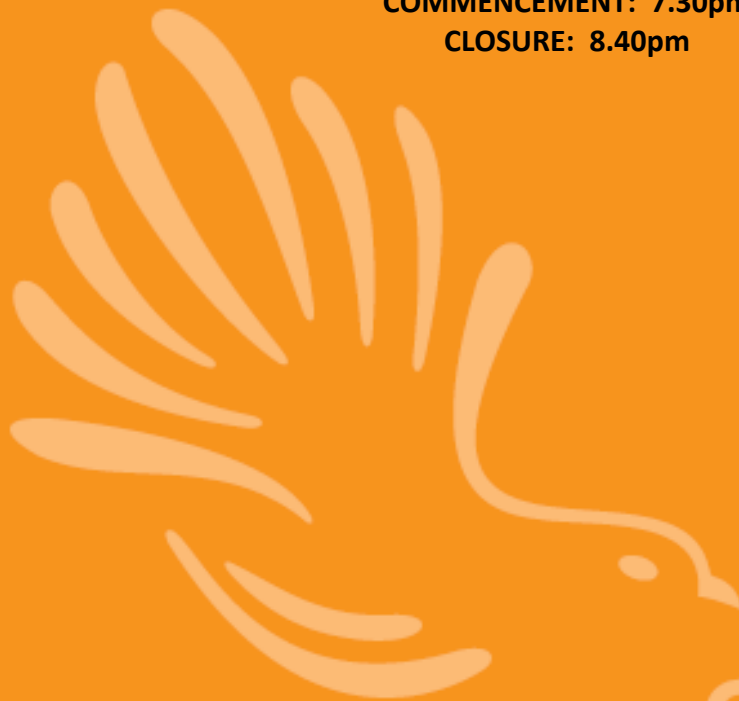


**MINUTES OF THE CHITTERING BUSHFIRE ADVISORY
COMMITTEE MEETING**

Tuesday, 3 June 2014

Council Chambers
6177 Great Northern Highway
Bindoon

COMMENCEMENT: 7.30pm
CLOSURE: 8.40pm



Shire of
Chittering



**MINUTES OF THE CHITTERING BUSHFIRE ADVISORY COMMITTEE MEETING
TUESDAY, 3 JUNE 2014**

These minutes will be confirmed at the next meeting of the Chittering Bushfire Advisory Committee to be held on 5 August 2014.

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.



**MINUTES OF THE CHITTERING BUSHFIRE ADVISORY COMMITTEE MEETING
TUESDAY, 3 JUNE 2014**

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1. DECLARATION OF OPENING OF MEETING / ANNOUNCEMENTS OF VISITORS

The Presiding Member declared the meeting opened at 7.30pm.

2. RECORD OF ATTENDANCE / APOLOGIES

2.1 Attendance

Ian Hollick	Presiding Member
Dennis Badcock	Chief Bushfire Control Officer
Kim Haeusler	Wannamal Brigade
Frank Schubert	Bindoon Brigade
Phillip Humphrey	Upper Chittering Brigade
Steve Browne	Lower Chittering 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 Garrett	DFES
Fred Hoogland	Bindoon Brigade
David Wilson	Training Coordinator
Karen Parker	Manager Human Resources, Shire of Chittering (Minute Secretary)

2.2 Apologies

Greg Cocking	Deputy Chief Bushfire Control Officer
Dennis Harvey	Muchea Brigade
Peter Hall	Muchea Brigade
Bob Smillie	Incident Support Brigade
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, 6 May 2014

OFFICER RECOMMENDATION

Moved Gary Tuffin / Seconded Phillip Humphrey

That the minutes of the Chittering Bushfire Advisory Committee meeting held on Tuesday, 6 May 2014 be received as a true and accurate record of proceedings

CARRIED 9/0



6. NOMINATIONS FOR POSITIONS

Applicant	Shire of Chittering
File ref	09/02/4
Prepared by	Danica Kay, Executive Assistant
Supervised by	Gary Tuffin, Chief Executive Officer
Voting requirements	Simple majority
Documents tabled	Nil
Attachments	Nil

Background

The bush fire brigades are to hold their Annual General Meetings during the month of May each year. At the Annual General Meeting brigade member(s) are to be nominated to the Bush Fire Advisory Committee to serve as bush fire control officers for the brigade area until the next brigade Annual General Meeting.

Each brigade Secretary is to forward a copy of the minutes of the Annual General Meeting to the Chief Bush Fire Control Officer within one month after the meeting. The Chief Bush Fire Control Officer will table the minutes at the next meeting of the Chittering Bush Fire Advisory Committee. The Chittering Bush Fire Advisory Committee is then required to recommend to the local government the person(s) nominated from each bush fire brigade.

Table 1: Brigade nominations for Fire Control Officer:

Brigade	Name
Lower Chittering Volunteer Bush Fire Brigade	Ian Hollick Martin Lee
Upper Chittering Volunteer Bush Fire Brigade	Phil Humphrey
Bindoon Volunteer Bush Fire Brigade	Dennis Badcock Fred Hoogland
Muchea Volunteer Bush Fire Brigade	Dennis Harvey
Wannamal Volunteer Bush Fire Brigade	Greg Cocking Kim Haeusler

Along with nominations of Fire Control Officers, the position of the Deputy Chief Bush Fire Control Officer is also due for renewal.

Table 2: Positions whose terms are not due for renewal:

Position	Brigade and Name	Term
Bushfire Control Officer	Bindoon VBFB – Nick Walter	1 July 2013 – 30 June 2015
Bushfire Control Officer	Lower Chittering VBFB – Steve Browne	1 July 2013 – 30 June 2015
Bushfire Control Officer	Muchea VBFB – Peter Hall & Paul Martin	1 July 2013 – 30 June 2015
Bushfire Control Officer	Upper Chittering VBFB – Bob Wainwright	1 July 2013 – 30 June 2015



Consultation

Community Emergency Services Manager
Chief Bush Fire Control Officer

Statutory Environment

Bush Fire Brigades Local Law 2012
Bush Fires Act 1954

Policy Implications

Not applicable

Financial Implications

Not applicable

Strategic Implications

Not applicable

Site Inspection

Not applicable

Triple Bottom Line Assessment

Economic implications

There are no known significant economic implications associated with this proposal.

Social implications

There are no known significant social implications associated with this proposal.

Environmental implications

There are no known significant environmental implications associated with this proposal.

Comment

The Committee is to consider the nominations presented from each brigade's Annual General Meeting for the position of Fire Control Officer. The position of Chief Bush Fire Control Officer will be filled by the Shire's Community Emergency Management Officer.

All Fire Control Officer positions from each brigade will become vacant annually in May. It will be the responsibility of each brigade to provide their nominations (this can be in the form of the brigades Annual General Meeting minutes) to the Chittering Bush Fire Advisory Committee after their Annual General Meeting.

Jamie O'Neill nominated Ian Hollick for the position of South Deputy Bush Fire Control Officer, Seconded Phillip Humphrey

Ian Hollick accepted the nomination, there were no other nominations and Ian was elected unopposed in the position of South Deputy Chief Bushfire Control Officer.

Phillip Humphrey nominated Kym Haeusler for the position of North Deputy Bush Fire Control Officer, Kym declined the nomination.

Phillip Humphrey nominated Greg Cocking for the position of North Deputy Bush Fire Control Officer / Seconded Dennis Badcock

As Greg is not at the meeting to accept the nomination, Kym Haeusler advised that he will accept the nomination if Greg Cocking declines the nomination.

Greg Cocking was declared the North Bush Fire Control Officer subject to his acceptance of the nomination. Members agreed unanimously to declare Kym Haeusler the North Bushfire Control Officer should Greg Cocking decline the nomination.

ACTION:

Jamie O'Neill to telephone Greg Cocking Wednesday, 4 June 2014, and provide Karen Parker with the outcome prior to the completion of the minutes, so that the accepted nomination can be included in the recommendation to Council.

Greg Cocking accepted the nomination on 4 June 2014.

COMMITTEE RECOMMENDATION

Moved Gary Tuffin / Seconded Phillip Humphrey

That the Chittering Bushfire Advisory Committee recommends to Council to appoint:

- (1) the following as Bushfire Control Officers:**
 - (a) Dennis Badcock and Fred Hoogland representing Bindoon VBFB;**
 - (b) Ian Hollick and Martin Lee representing Lower Chittering VBFB;**
 - (c) Dennis Harvey representing Muchea VBFB;**
 - (d) Phil Humphrey representing Upper Chittering VBFB; and**
 - (e) Greg Cocking and Kim Haeusler representing Wannamal VBFB.**
- (2) The following as Deputy Chief Bush Fire Control Officers:**

Ian Hollick, South Deputy Bush Fire Control Officer
Greg Cocking, North Deputy Bush Fire Control Officer

7. ANNOUNCEMENTS BY THE CHIEF BUSHFIRE CONTROL OFFICER

Dennis Badcock spoke on the following:

Chittering Fire Services BFAC meeting 3rd June 2014

CBFCO Report

Members, as most of you may be aware, this is my last meeting as the volunteer CBFCO for the Shire of Chittering. The Shire's Executive and the majority of Shire Councillors have deemed that the local fire services would be better supported by a paid career person, as per the recommended MOU from DFES.

Whilst I and a few others are not in agreeance with this decision, I recognise that I only have one vote and can only hope that the local community can continue to remain fire safe and that the needs, best wishes and best intents continue to be afforded to our volunteer fire fighters.

With the personal experience of travelling such a rocky road over the past few months with extremely limited support, one can only hope that lessons can be learnt in how to handle these issues more effectively in the future.

I express my thanks to those that have supported me during my tenure and can only hope that you recognise that any agendas that I have supported have not been of a personal nature to me but for the betterment of the volunteers and of the local community in which we live.

8 ANNOUNCEMENTS BY THE DFES DISTRICT MANAGER NORTH EAST WITHOUT DISCUSSION

Craig Garrett spoke on the following:

- The Concept Paper has been released seeking public comment on the review and amalgamation of the Fire Brigades, Bush Fires and the Fire and Emergency Services Act. Open for comment until 31 July.
- Perth North DOAC meeting is planned for 10 June.
- DFES and DPAW are currently reviewing the Prescribed Burning course, with the hope of having it completed in September.
- Encourage volunteers to apply for training courses over winter either on the DFES Metro Training calendar, or other LG BFB courses.
- The CESM MOU amendments have been forwarded to DFES and that is being progressed for sign off.
- The Fire and Emergency Services Conference details have been released and it will be run on the 3-5 October at the Perth Convention Centre. See Volunteer portal.
- The Department of Planning and WAPC have released draft Planning for Bush Fire Risk Management guidelines and Policy 3.7 for public comment.
- On behalf of DFES, thank you to Dennis Badcock for his dedication, support and service over the years as a volunteer and CBFCO, and look forward to his continued support as an FCO.
- Requested that FCO's and Captains pass on thanks to brigade members, their families and Brigade office bearers for their support and assistance over the fire season.
- A BFAC Member asked about the Prescribed Burning Course: Craig advised that the course would encompass Complex Burns initially with the proposal to then offer courses in Simple Fires, this will be open to FCOs etc.

9. ANNOUNCEMENTS BY THE CHIEF EXECUTIVE OFFICER

Gary Tuffin spoke on the following:

- Thanked Dennis Badcock on behalf of Council, staff and the community for his dedication and contribution as CBFCO for the Shire and advised that Council would like to hold a special function to acknowledge his service to the community.
- Reiterated that the changes made in the CBFCO position was no reflection on Dennis Badcock's skills and abilities and that Dennis is held in very high regard by all.
- Review of Concept Paper for amalgamation of the three Acts (*Fire Brigades Act 1942, Bush Fires Act 1954* and the *Fire and Emergency Services Act 1998*), the CESM would discuss this more during General Business.
- Planning for Bushfire Risk Management Draft Policy 3.7: Planners are currently considering the Policy. Council will be submitting a paper, depends on time constraints whether the submission can be presented to BFAC.

10. ANNOUNCEMENTS BY THE CHITTERING FIRE SERVICES TRAINING COORDINATOR

David Wilson spoke on the following:



CBFAC TRAINING COORDINATOR REPORT

Date: 3rd June 2014
Author: David Wilson
Venue: Chittering Shire Offices
Time: 19:30

Training Delivery Update:

Course Delivery Summary:

Course	Date	Participants
IFF/BFF	January 4 th / 5 th	5
IFF/BFF	March 22 nd / 23 rd	13
IFF/BFF	April 12 th / 13 th	4
Introduction to AIMS	May 24 th	10
WAERN	May 24 th	15
Total:		47

Course Participant Summary:

Course Name	Participants
IFF/BFF	22
Introduction to AIMS	10
WAERN	15

Next Courses:

1. Introduction to Structural Firefighting – Bindoon June 21st/22nd
2. Applied First Aid – Bindoon – Bindoon July 26th/27th
3. Joint ISB / Brigade Training Event @ controlled burn. Seeking a meeting June 11th to commence planning and follow up with Training Officers on June 23rd.

Training Officer Update:

Brigade	Date
Bindoon	Nic Walter
Upper	Will Lee / Reg Redmond
Lower	Chris Parsons
Muchea	Shelly Parnell
ISB	Doreen Mackie
Wannamal	TBD

1. Seeking a meeting of all new training officers on 23rd June – Sausage Sizzle at Bindoon Brigade

Database:

1. Creating a database of all Shire Training Programs.

Training Materials Repository:

1. Training Materials Repository – accessible by all Training Officers to access training materials and copies of course applications etc.



11. ANNOUNCEMENTS BY THE COMMUNITY EMERGENCY SERVICES MANAGER

Jamie O'Neill spoke on the following:

Chittering Bush Fire Advisory Committee

CESM report

Report	<i>CESM Chittering</i>
Date	<i>03/06/2014</i>

Finance

(Budget issues – unbudgeted items/overtime).

- Operational budget for 2014 – 2015 is \$157K still waiting on response from DFES with regards to capital works budget
- 2013 – 2014 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
- SOC developing 3yr tender for management of reserves and fire breaks that the Shire is responsible for.
- MOU negotiations ongoing
- Reviewing 2014 – 2015 Fire Break Notice

Investigations/Reviews

(PIA / Recommendations).

- *Nil*

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: 21*
- *Lower Chittering: 19*
- *Upper Chittering: 24*
- *Bindoon: 24*
- *Wannamal: 11*
- *Incident Support Brigade: 0*
- *CESM: 8*

Training

- Brigades continuing with maintenance training
- *CESM Continues to promote 2014 DFES training Calendar*
- *AIIMS Awareness training held 24/05 with 10 participants & WAERN Training held 24/05 with 15 participants*

- CESM has resubmitted senior Brigade members to be considered AIIMS Level 1 Incident Controller RPL process awaiting DFES response.

Mitigation

- Shire of Chittering Bush Fire risk management plan completed
- CESM developing 2014/2015 mitigation plan
- CESM currently reviewing Fire Management (FMP) Plans for Lot 2 Maddern road, commented on FMP for Chittering Springs,
- CESM currently reviewing changes to Planning for Bush Fire Risk Management Guidelines and State Planning Policy 3.7

Community Engagement

- Continuing to advertise Community Engagement Monthly themes via Shire of Chittering Facebook
- Jamie also thanked Dennis Badcock for the support he has provided to him since he commenced as the CESM and said that he hopes the relationship will continue into the future.

12. ANNOUNCEMENTS BY DPAW

Nil

13. BRIGADE REPORTS

13.1 Bindoon Brigade

Frank Schubert spoke on the following:

- Last report for BFAC as Frank has not re-nominated for BFAC. Frank said it has been an interesting 6 to 8 years.
- Brigade has undertaken a couple of hazard reduction burns.
- Wished Fred Hoogland all the best as the new representative for BFAC.

13.1 Lower Chittering Brigade

Steve Browne spoke on the following:

- Two callouts, one at Blue Plains Estate and the other on the City of Swan boarder.
- Couple of control burns planned.

13.3 Muchea Brigade

Nil

13.4 Upper Chittering Brigade

Phillip Humphrey spoke on the following:

- No callouts since last meeting'
- Committee has a secretary now after nearly two years of people filling in.
- Training on the weekend went well.

13.5 Wannamal Brigade

Kim Haeusler spoke on the following:

- Issued a number of permits (covered over 10,000ha) just before the end of the season. Permit season could have finished earlier than it did in the north of the Shire.

13.6 Incident Support Brigade

Doreen Mackie spoke on the following:

- Feedback from members who attended the training at Upper Chittering very positive, they enjoyed it very much.
- Next weekend Brigade will meet to run through roles.
- Brigade hope to be useful to the other Chittering Fire Services Brigades.
- Thanked Fred for assistance.

14. CHITTERING BUSHFIRE ADVISORY COMMITTEE ACTION LIST AND COMMITTEE RECOMMENDATIONS

14.1 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	Muceha Brigade Report	The Executive Manager Technical Services is to be requested to include the Muceha 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 Muceha, 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. 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.	Completed



Meeting Date	Brigade / Report title	Details of required action	Person responsible	Current status	Action completed
				01/04/2014 Work should start within a fortnight. Ongoing – EMTS advised that the weeds are going to be sprayed this winter.	

15. GENERAL BUSINESS

15.1 Firebreak Notice

The firebreak notice for the 2014 /2015 financial year was reviewed by members with the following changes required:

- Change width and height where the 4 metre width and height referred, be consistent throughout the document.
- Move the requirement to notify FCO and neighbours when burning garden refuse to point 1 and highlight.
- Burning of garden refuse: change dimensions to 1m x 1m x 1m high (cubic metre) for clarity.
- Change general grammar errors.

COMMITTEE RECOMMENDATION

Moved Phillip Humphrey / Seconded Steve Brown

That Council endorses the 2014 / 2015 Firebreak Notice with the recommended changes.

CARRIED 9 / 0

Advice of the change in date for properties 2ha and greater to comply with the Firebreak Notice has already been sent out via a letter to all residents, and will also be included in the mail out when the Firebreak Notice is posted as well as media releases and Facebook notifications.

15.2 Membership

The Chittering Bush Fire Advisory Committee Membership is required to be updated. Brigades have provided the CESM with their nominations for consideration by Council.

There are no changes to Council’s representation on the committee.



COMMITTEE RECOMMENDATION	
Moved Phillip Humphrey / Seconded Steve Browne	
That the Chittering Bushfire Advisory Committee (CBFAC) recommends to Council that the CBFAC membership be updated as follows, effective from 1 July 2014:	
Members	Deputies
Cr Doreen Mackie	Cr Barni Norton
Chief Executive Officer	NA
Community Emergency Services Manager / Chief Bush Fire Control Officer	Manager Human Resources
Deputy Chief Bush Fire Control Officer Southern Region Ilan Hollick	NA
Deputy Chief Bush Fire Control Officer Northern Region Greg Cocking	NA
Muchea Brigade: Peter Hall	Nil
Lower Chittering Brigade: Steve Browne	Martin Lee
Upper Chittering Brigade: Phil Humphrey	Bob Wainwright
Bindoon Brigade: Fred Hoogland	Dennis Badcock
Wannamal Brigade: Kim Haeusler	Nil
Incident Support Brigade: Bob Smillie	Rose Coci

CARRIED 9/0

15.3 Concept Paper

Jamie O'Neill spoke about the amalgamation of the three Acts. A copy of the paper has been distributed to members. Seeking members' thoughts on forming a small Working Group from BFAC to provide feedback to assist Council with their formal response.

Working Group consisting of Phillip Humphrey, Ian Hollick, Fred Hoogland, Cr Doreen Mackie and Jamie O'Neill was formed.

Jamie O'Neill to organise meeting of Working Group and outcomes will be emailed to members



ACTION

CESM to organise meetings of the Working Group to provide recommendations to Council for the submission of the amalgamation of the *Fire Brigades Act 1942, Bush Fires Act 1954* and the *Fire and Emergency Services Act 1998* .

Recommendations and the submission by the Shire will be emailed to BFAC Members.

15.4 Members Standing Down / Retiring

Cr Doreen Mackie extended appreciation to Frank Schubert on behalf of Council, staff and BFAC for the support and assistance he has provided whilst a member of BFAC. Dennis Badcock also thanked Frank for his magnificent effort as a representative for Bindoon and the Shire's Fire Services.

Cr Mackie also extended, on behalf of Council, staff and the community, appreciation to Dennis for his dedication and service to the Chittering Fire Services and reiterated Gary Tuffin's comments that the changes pertaining to the Chief's position has nothing to do with Dennis's capabilities, but a necessary change for Council to make to ensure protection for all and compliance into the future.

Members expressed thanks to Max Brown who is standing down this year for his support and assistance.

Dennis Badcock also extended thanks and welcome to the new BFAC Members and Fire Control Officers.

15.4 CESM Role

Gary Tuffin was asked if the CESM would receive extra remuneration for undertaking the Chief Bush Fire Control Officers role. Gary advised that whether the CESM undertakes the role or not has no influence on the CESM salary.

15.5 DFES

Craig Garrett, on behalf of DFES passed on thanks to the Volunteers, Committees, and their families for their committed over the last fire season and to those holding new places, thank you for accepting your nomination.

15. CLOSURE

The Presiding Member declared the meeting closed at 8.40pm.

The next meeting of the Chittering Bush Fire Advisory Committee is **Tuesday, 5 August 2014**.

Items to be included on the agenda are due on **Tuesday, 29 July 2014**.

The agenda will be distributed before Friday, 1 August 2014.



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