

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

TUESDAY, 15 MARCH 2016

**Council Chambers
6177 Great Northern Highway
Bindoon**

**COMMENCEMENT: 7.00pm
CLOSURE: 9.54pm**



These minutes will be confirmed at the the Chittering Bushfire Advisory Committee to be held on 12 July 2016.

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.

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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.....	1
4.	PUBLIC QUESTION TIME	2
5.	CONFIRMATION OF PREVIOUS MINUTES.....	2
	5.1 Chittering Bushfire Advisory Committee meeting – Tuesday, 3 November 2016	2
6.	ANNOUNCEMENTS BY THE CHIEF BUSHFIRE CONTROL OFFICER / COMMUNITY EMERGENCY SERVICES MANAGER WITHOUT DISCUSSION	2
7	ANNOUNCEMENTS BY THE DFES DISTRICT MANAGER NORTH EAST WITHOUT DISCUSSION.....	4
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 DPAW WITHOUT DISCUSSION	4
11.	BRIGADE REPORTS	5
	11.1 Bindoon Brigade.....	5
	11.2 Lower Chittering Brigade	6
	11.3 Muchea Brigade	7
	11.4 Upper Chittering Brigade	8
	11.5 Wannamal Brigade.....	10
	11.6 Incident Support Brigade	10
12.	CHITTERING BUSHFIRE ADVISORY COMMITTEE ACTION LIST AND COMMITTEE RECOMMENDATIONS.....	10
	12.1 Outstanding Actions and Recommendations	10
13.	GENERAL BUSINESS	13
	13.1 Fire Break Notice.....	13
	13.2 ‘Bush Fire Brigades Local Law 2012’ Review	14
	13.3 Constitution.....	14
	13.4 Setting of 2016 meeting dates	14
	13.5 Firebreaks in general.....	15
	13.6 Early Commencement of Restricted Burning Period	15
14.	CLOSURE.....	15

1. DECLARATION OF OPENING OF MEETING / ANNOUNCEMENTS OF VISITORS

The Presiding Member declared the meeting opened at 7.00pm and welcomed the Council's new member representative Cr Michelle Rossouw to the Chittering Bush Fire Advisory Committee.

2. RECORD OF ATTENDANCE / APOLOGIES

2.1 Attendance

The following members were in attendance:

Ian Hollick	Presiding Member
Jamie O'Neill	CESM/CBFCO
Cr Michelle Rossouw	Shire of Chittering
Arthur Blewitt	Muchea Brigade
Steve Browne	Lower Chittering Brigade
Gordon Carter	Upper Chittering Brigade
Fred Hoogland	Bindoon Brigade
Kim Haeusler	Wannamal Brigade
Janice Billen	Incident Support Brigade

The following non-voting members were in attendance:

Craig Garrett	DFES
Will Lee	Upper Chittering Brigade
Shelly Pannell	Muchea Brigade
Karen Parker	Manager Human Resources, Shire of Chittering (Minute Secretary)

2.2 Apologies

Greg Cocking	Deputy Chief Bushfire Control Officer
Phillip Humphrey	Deputy Chief Bushfire Control Officer
David Wilson	Training Coordinator
Doreen Mackie	Bushfire Ready
Peter Hall	Muchea Brigade
Michael Pasotti	DPaW
Paul Musarra	DPaW

3. DISCLOSURE OF INTEREST

Nil

4. PUBLIC QUESTION TIME

Nil

5. CONFIRMATION OF PREVIOUS MINUTES

5.1 Chittering Bushfire Advisory Committee meeting – Tuesday, 3 November 2016

<p>5.1 OFFICER RECOMMENDATION Moved Gordon Carter / Seconded Kim Haeusler That the minutes of the Chittering Bushfire Advisory Committee meeting held on Tuesday, 3 November 2015 be received as a true and accurate record of proceedings.</p> <p style="text-align: right;">CARRIED 9/0</p>

6. ANNOUNCEMENTS BY THE CHIEF BUSHFIRE CONTROL OFFICER / COMMUNITY EMERGENCY SERVICES MANAGER WITHOUT DISCUSSION

Jamie O’Neill, CESM, submitted the following report.

Report	Chittering Bush Fire Advisory Committee - CESM Report
Date	15 March 2016

Finance

(Budget issues – unbudgeted items/overtime).

- Local Government Grant Scheme (ESL) operating budget for 2016/17 is submitted, offer received for 175k submission to LGGS is 219K
- Reimbursement of 61K has been received from LGGS.

Operating Expenditure

EsL - Plant & Equipment < \$1,200	1,204
EsL - Maintenance Of Plant & equipment	0
EsL - Maintenance Of Vehicles/Trailers	58,130
EsL - Maintenance Of Land & Buildings	9,785
EsL - Clothing (Ppe)	26,347
EsL - Utilities, Rates & Taxes	11,936
EsL - Other Goods & Services	31,322
EsL - Insurance	15,189
EsL - Administration Allocations	5,623
	159,536



Prevention

- Rangers completed 4,196 inspections; 672 warning issued and 38 infringements
- Shire in partnership with DFES has employed a Bush Fire Risk planning Coordinator who is current conducting risk assessments throughout the Shire
- Continuing use Shire of Chittering Bush Fire Ready Facebook page to post DFES community engagement themes, Incident information and post various community messages.
- Shire Fire Beak Notice reviewed
- Bush Fire Ready workshop conducted 5 September
- Feedback provided on the following developments;
 - Lot 28 Reserve Road
 - Lot 8 Buckthorn Drive

Preparedness

- All vehicles and radios operational
- Brigades are conducting maintenance training
- Currently running with enhanced mobilisation
- Currently purchasing PPC and equipment in readiness for the bush fire season
- Chittering LEMA'S have been updated
- Pre-bush fire season meetings held with ADF reviewed Bindoon training area response plan
- Reviewed Avon response plan

Response

- Brigade enhanced response will commence from December 1, as per last season dual activation of closest Brigades and Zone 2A
- Introduction to third party app, (BART) to assist brigades in response and availability

Incidents 01/07/2015 – 30/06/2016

- Major incident – Gray Road, Bindoon 22/11/2015 Inc#318987

Brigade	Incidents	Personnel
Muchea 6443	23	52
Lower Chittering 6387	29	40
Upper Chittering 6138	26	53
Bindoon 6055	19	26
Wannamal 6652	03	53
Chittering Incident Support 6975	04	23

Recovery

- Bindoon Hall open as a welfare centre during Bindoon Incident #318987, 75 resident attend with approximately 50 staying
- Shire worked with effected residents where required



7 ANNOUNCEMENTS BY THE DFES DISTRICT MANAGER NORTH EAST WITHOUT DISCUSSION

Craig Garrett spoke on the following:

- A high number of fires this season, commenced early with major Esperance fires.
- From a Shire perspective, an early start with the Bindoon fire, but after that Shire assistance at a number of larger fires in other Regions).
- Please pass on thanks to all members re assistance at incidents this summer, especially out of district support.
- Major Incident Review (MIR) of Waroona fire has commenced.
- Please ensure members log onto Single Sign on DFES Portal, to assist with training(as per Circular)
- Launch of eAcademy shortly as per Circular
- LGS Applications for next year have been signed off.
- Volunteer Training Calendar now out.
- VFS and VES now known as Volunteer Fire and Emergency Services (VFES) ie Bullsbrook VFES.
- Air Intel extended until 2 April.

8. ANNOUNCEMENTS BY THE CHIEF EXECUTIVE OFFICER WITHOUT DISCUSSION

Nil as the new Chief Executive Officer has not been appointed as yet.

The Presiding Member advised that he had sent an email to Gary Tuffin prior to Gary's departure as Chief Executive Officer, on behalf of CBFAC, expressing his appreciation for all that he had done for BFAC during his time as Chief Executive Officer at Chittering.

All members had received a copy of the email.

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

Nil

10. ANNOUNCEMENTS BY DPAW WITHOUT DISCUSSION

Nil

11. BRIGADE REPORTS

11.1 Bindoon Brigade

Fred Hoogland presented the following report.

Brigade	Bindoon
Date	15 March 2016

New members

One new member since the last BFAC meeting and seven prospective new members

Member resignation

Nil

Brigade incidents

Bindoon has attended 24 incidents since 3 November 2015. The majority of which have been out of area and several for extended periods of up to four days.

Brigade training

Fortnightly training has continued through the fire season, incidents permitting.

Community engagement

BVBFB did a Santa run in Bindoon on 19 December 2015

BVBFB and Upper Chittering BVBFB were involved on 27 February 2016 with Red Balloon Day held in Binda Place Bindoon.

Critical information

Nil

Fred also added that a couple of members had gone to assist with the Pinjarra fire today.

11.2 Lower Chittering Brigade

Steve Browne presented the following report:

Brigade	Lower Chittering
Date	3 March 2016

New members

Four new members that are ready for IFF/BBF training

Member resignation

One resignation and one transfer to ISB

Brigade incidents

Nil

Brigade training

Nil

Community engagement

Nil

Critical information

Agenda item for BFAC

Firebreaks / slashing and firebreak maintenance

Steve also advised that one of the Brigade's light-tanker was leaving to assist at the Pinjarra fire tomorrow.

11.3 Muchea Brigade

Arthur Blewitt spoke on the following report, provided by Peter Hall:

Members

New members - 3
Existing active members - 27
Probationary - 5
Non active - 5

Resignations / Transfers / Deletions

1 x transfer
6 x deletions – no attendance in over a year
9 x received letter seeking advice if they wish to remain members – 21 days to rsvp

Brigade incidents

Attended six out of Shire callout
On standby for three task force requests

Brigade training

Recommenced training on 4 March; 14 attendees.
Training will continue each fortnight.

Community engagement

Muchea Youth festival
ANZAC day Bindoon
Plans for extension to fire station progressing
Perth Street appeal tin rattle
Easter collection at IGA Muchea

Brigade meetings

1st Tuesday of the month.
7pm fire Station

New Brigade Secretary

Michelle Udy

11.4 Upper Chittering Brigade

Gordon Carter presented the following report:

Brigade	Upper Chittering
Date	15 March 2016

New members

Five new members; four booked into next IFF/BFF, one will go into a following available course.

Member resignations

Nil

Incidents

Twenty call-outs responded to, plus numerous crews attended Jarrahdale, Waroona/Harvey, Wilbinga and Cervantes Fires, spending up to four days some locations

Training

No training for December or January, training held Sunday, 28 February, good attendance by new members and old.

Critical information

No critical issues at this stage

Community engagement

A hazard reduction workshop is planned to be held at Alex Mackie’s property for Blue Plains/Chittering Springs, date to be set. We held our Christmas tree party for locals at the station on 12 December with great attendance and the Santa lolly run throughout Upper Chittering on the 19 December.

General discussion items

Upper Chittering will be holding its AGM on 19 of March. Some discussion on the *Chittering Fire Services Constitution* regarding *Sections 13.1.1 through 13.1.4* inclusive, our brigade feels that capping maximum terms to office bearer positions could be a detriment to the volunteer brigades as positions such as Treasurer or Secretary are hard to fill ,also if there at any time is a lack of experienced firefighters that have undertaken or committed to ongoing training courses could cause disharmony in the brigade if inexperienced people replace experienced .

At the end of maximum four year term , although the captain can extend a position by a maximum of six months we feel that it would be more practical that at the time of the position being vacant at the AGM if no other person is capable or wants the position ,then the person that had currently held the position should be allowed to re nominate and go to a vote by the members , and that if voted in and approved by all the members then the position should be for 12 months, and be allowed to re nominate each year should no one else be available. Forcing members out of positions that they were happy to undertake, and forcing members to undertake positions they are uncomfortable to do, will have a detrimental effect on all brigades.



A strong brigade membership with experienced members will turn over positions at each AGM, but there may be some periods where due to retirements, resignations or members with other life commitments (e.g. FIFO's) or lack of training or experience that capable experienced replacements are not available to fill positions, on the other end are small or weak membership brigades that may also need continuance of their office bearers.

Gordon also added that, as part of the Brigade's Community Engagement, they will be attending the Bindoon ANZAC Day Service.

Gordon also spoke on the following:

- Three new members and one resignation.
- Refresher training 100% completed.
- Concern at the number of firebreaks in Upper Chittering not completed by the 16 October deadline.
- Brigade has quite a few hazard reduction burns planned for next year and encourage other Brigades to join them in the program.
- Ten permits issued to date, with two refusals and one reported to the Shire (to be discussed in General Business).



11.5 Wannamal Brigade

Kim Haeusler advised that the Wannamal Brigade had no issues or updates to report.

11.6 Incident Support Brigade

Janice Billen advised that it had been a quiet season to date for ISB.

The Brigade has six new members and training is going ahead.

12. CHITTERING BUSHFIRE ADVISORY COMMITTEE ACTION LIST AND COMMITTEE RECOMMENDATIONS

12.1 Outstanding Actions and Recommendations

Meeting Date	Brigade/Report title	Details of required action	Person responsible	Current status	Action completed
18/06/2013	DFES 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.	
03/03/2015	13.1 Stacking of large timbers for burning	Community Emergency Services Manager to discuss possible solutions with the Shire’s Executive Manager Development Services.	CESM	Discussed with planning, investigating options to make possible changes in policy or subdivision approvals. 9/6/2015 Planners are looking at options. 15/03/2016: Info sheet has been done; CESM to follow-up with neighbouring Shires re Policy for stack sizes; Rangers following up on issues; Current issues will need to be managed by staff; Still large piles in community causing concern, some near dwellings.	
09/06/2015	14.1 Outstanding Actions and Recommendations	CESM to organise a workshop with Council, Deputy CBFCOs, Council staff and invite Craig Garrett, DFES, to discuss how the Shire will manage fire	CESM	Now a new Council has been elected CESM to arrange a workshop in the	Completed



Meeting Date	Brigade/Report title	Details of required action	Person responsible	Current status	Action completed
		breaks etc for properties under 2ha with the introduction of the new AS359 Bushfire Prone Areas and future increase in development.		near future. 9/11/2015 CBFAC Members to attend are Ian Hollick, Steve Browne and Peter Hall.	
09/06/2015	15.4 Electronic Bushfire Notice Boards	That the Bush Fire Advisory Committee requests Council budget to replace all existing LED fire danger indicator boards with electronic (solar) bush fire danger / community notice boards with a minimum of one sign per annum.	COUNCIL	Council moved the following motion 17/06/2015: <i>"That Council considers in the 2015-2016 budget funds to replace the five fire danger indicator boards with electronic (solar) bush fire danger/community notice boards with a minimum of one sign per annum."</i> 09/11/2015 footings in the ground new LED sign should be installed in next week. CESM to investigate the best location for the old sign, suggestion Cr Ioppolo & Morley Road or Muchea Townsite. 15/03/2016: CESM to include one for budget consideration for 2016/17.	
3/11/2015	12.1	The CESM to investigate the best location for the old fire indicator sign once new LED sign installed, with suggestions from Members being: Cr Ioppolo and Morley Roads or Muchea Townsite.	CESM	To be located at Polinelli Road	Completed
3/11/2016	13.1 Restricted Burning Period	That the Chittering Bush Fire Advisory Committee request that Council amends the restricted burning period for the Shire of Chittering to commence on the 1 st October for each of the ensuing years.	COUNCIL	Completed, approved by Council December 2015	Completed
3/11/2016	13.4 Letter of Support	The CESM to arrange a letter to be sent to the volunteer fire fighter seriously burnt on the weekend from the Chittering Fire Services.	CESM		Completed

Meeting Date	Brigade/Report title	Details of required action	Person responsible	Current status	Action completed
3/11/2016	13.6 Illegal Burns	Fire Control Officers to advise the Shire if they issue a warning pertaining to illegal burning to ensure that people who ignore warnings are dealt with appropriately.	FCO		
3/11/2015	13.7 Blackboy Ridge	The CESM to liaise with Technical Services to have 'no lighting of fire' signs installed on Reserves where people might camp / picnic to reduce the risk of fires. 15/03/2016: Noted that Blackboy Ridge and Cnr Julimar and Chittering Rd Reserves appear in Free Camping spots in a number of publications and Aps.	CESM	CESM to speak to EMTS re signage	

ACTION

CESM to investigate Policies on 'stack' sizes etc with neighbouring Shires.

ACTION

CESM to include an electronic FDI board in the 2016/2017 budget for Council's consideration.

ACTION

CESM to follow-up with EMTS to have no camping signs placed at reserves used for camping, particularly Blackboy Ridge and cnr Julimar and Chittering Road Reserves where unauthorised advertising lists the reserves as free camping spots.

13. GENERAL BUSINESS

13.1 Fire Break Notice

- Fire Break Notice workshopped as determined at the November 2015 meeting.
- Draft copy with highlighted changes tabled as well as map showing fire danger rating determinations for the Shire entered to date by the Shire's Bushfire Risk Planning Coordinator.
- Main changes are restricted burning period to commence 1 October (from 16 October) and property sizes requiring firebreaks reducing to properties 5000m² and above.
- Changes bring the Shire in line with other local governments.
- Red areas on map classed as 'extreme' and will have enormous impact on the Shire pertaining to compliance and risk management.
- Firebreaks assist to reduce the spread of fire as well as providing access in the case of a bushfire.
- Currently there are properties in the Country Club and on Hideaway Drive that are undefendable due to lack of hazard reduction and access issues.
- Puts the responsibility for hazard reduction back on the property owners. A large number of landowners of smaller blocks are not undertaking any hazard reduction and this is a major concern for BFAC and should be for the Council (no protection zone, no clearing under trees and no removal of leaf litter).
- Provides protection zones and emergency access.
- More thorough inspections required by Shire staff and currently insufficient resources provided by the Shire (i.e. staff) from October to 31 May.
- Cr Rossouw sort clarification and evidence for the changes and there was very strong support from all BFAC Members, with no objections raised.
- To be presented to Council at the April 2016 Council Meeting for consideration.
- Craig Garrett, DFES, added that science and climate change now telling us that this is what the Shire needs to do to reduce the risks resulting from past decisions. The new Building Regulations will only assist with new buildings, still leaving the previous developments at high risk if no action is taken. He also stated that human life takes the highest priority.

13.1 COMMITTEE RECOMMENDATION

Moved Steve Browne / seconded Gordon Carter

1. The CESM update the draft Fire Break Notice with the changes identified by BFAC and present the Notice to Council for endorsement at the April 2016 Council Meeting.
2. Request the Council support and endorse the changes to the Fire Break Notice for 2016/2017 in particular:
 - a. to the Restricted Burning Period to commence 1 October annually; and
 - b. Reduce the minimum size of the properties within the Shire requiring firebreaks to be installed annually from 2 hectares to 5,000m².

CARRIED 9/0

13.2 'Bush Fire Brigades Local Law 2012' Review

Jamie O'Neil, CESM, spoke on this issue.

- Simplify the local law, introduce constitution, brigade general instructions and localised response plans.
- Objective of the review is to develop an up to date workable documents to assist and guide Brigade Member's in effective operations their brigade and activities

13.3 Constitution

Changes to the draft Constitution have been forwarded to the CESM from Brigades.

CESM to make all the relevant changes and forward to Brigades for comment.

Changes required must be provided to the CESM by 30 April to ensure final document approved by Brigades prior to presentation to Council for endorsement at their June 2016 meeting.

Once process has been completed the Bush Fire Local Law will need to be changed.

13.4 Setting of 2016 meeting dates

Meeting dates for 2016 was discussed by Members with meeting dates of 14 June and 11 October 2016 being agreed upon.

13.4 COMMITTEE RECOMMENDATION

Moved Gordon Carter / seconded Steve Browne

That the Chittering Bush Fire Advisory Committee meets on 14 June 2016 and 11 October 2016 at 7:00pm in the Shire of Chittering Council Chambers.

CARRIED 9/0

13.5 Firebreaks in general

Concerns raised that a number of firebreaks in Lower Chittering have not been completed with some properties not maintaining their breaks until 31 May as required by the Act.

- Compliance Officer is currently allocated to undertake inspections for three months of the year and Rangers undertake the balance.
- Shire of Chittering needs to allocate additional resources to ensure inspections are undertaken until 31 May annually.
- Shire needs to understand that FCOs are volunteers, most work and strongly commit to their volunteer role and though they can undertake some backup inspections and report issues, the Shire Council is and needs to take responsibility for undertaking inspections and compliance of the Fire Break Notice.
- Suggestion that Council endorse the appointment of a couple of casual FCOs to assist with compliance.
- Council need to recognise the enormous change in population / properties and therefore the risk now impacting on the Shire and that it is now too arduous to expect volunteers to undertake the volume of inspections and follow-ups, both current and into the future.

ACTION

MHR to include the additional resources required to undertake initial and follow-up firebreak and hazard reduction inspections.

13.6 Early Commencement of Restricted Burning Period

- Kim Haeusler informed the meeting that he had been asked to request the burning permit period be bought forward to allow stubble burning to be undertaken. Kim said there is a lot of bare country and therefore safety risks reduced.
- Concerns raised by Members due to current conditions Shire wide.

13.6 COMMITTEE RECOMMENDATION

Moved Kim Haeusler / seconded

That the Restricted Burning Season be moved forward to 21 March 2015.

MOTION LAPSED DUE TO LACK OF SECONDER

- If there is good rain in the next week Members may reconsider.
- Not supported at least until after Easter.

14. CLOSURE

The Presiding Member declared the meeting closed at 9:54pm.

The next meeting of the Chittering Bush Fire Advisory Committee is to be held on 14 June 2016.

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