

**MINUTES FOR THE  
CHITTERING BUSH FIRE ADVISORY COMMITTEE**  
TUESDAY, 11 OCTOBER 2016

Council Chambers  
6177 Great Northern Highway  
Bindoon

Commencement: 7.00pm  
Closure: 8.10pm



Shire of  
**Chittering**

**Preface**

When the Chief Executive Officer approves these Minutes for distribution they are in essence "Unconfirmed" until the following Chittering Bush Fire Advisory Committee (CBFAC) Meeting, where the minutes will be confirmed subject to any amendments.

The "Confirmed" Minutes are then signed off by the Chairperson.

Attachments that formed part of the agenda, in addition to those tabled at the CBFAC Meeting are put together as an addendum to these Minutes.

**Unconfirmed Minutes**

These minutes were approved for distribution on 14 October 2016.



Alan Sheridan  
**Chief Executive Officer**  
**Shire of Chittering**

**Confirmed Minutes**

These minutes will be confirmed at a meeting held on 14 March 2017.

Signed .....

*Note: The Chairperson at the meeting at which the minutes were confirmed is the person who signs above.*

## TABLE OF CONTENTS

<b>1.</b>	<b>DECLARATION OF OPENING OF MEETING / ANNOUNCEMENTS OF VISITORS.....</b>	<b>1</b>
<b>2.</b>	<b>RECORD OF ATTENDANCE / APOLOGIES / APPROVED LEAVE OF ABSENCE.....</b>	<b>1</b>
	2.1 Attendance.....	1
	2.2 Apologies.....	1
<b>3.</b>	<b>CONFIRMATION OF PREVIOUS MINUTES.....</b>	<b>1</b>
	3.1 Chittering Bushfire Advisory Committee meeting: Tuesday, 12 July 2016.....	1
<b>4.</b>	<b>ANNOUNCEMENTS WITHOUT DISCUSSION .....</b>	<b>1</b>
	4.1 Community Emergency Services Manager / Chief Bushfire Control Officer .....	2
	4.2 DFES District Manager North East.....	3
	4.3 Chief Executive Officer* .....	4
	4.4 Chittering Fire Services Training Coordinator* .....	4
	4.5 Department of Parks and Wildlife.....	4
<b>5.</b>	<b>BRIGADE REPORTS .....</b>	<b>4</b>
	5.1 Bindoon Brigade.....	4
	5.2 Lower Chittering Brigade .....	5
	5.3 Muchea Brigade .....	6
	5.4 Upper Chittering Brigade .....	7
	5.5 Wannamal Brigade.....	8
	5.6 Incident Support Brigade .....	8
<b>6.</b>	<b>CHITTERING BUSHFIRE ADVISORY COMMITTEE ACTION LIST AND COMMITTEE RECOMMENDATIONS.....</b>	<b>9</b>
	6.1 Outstanding actions and recommendations.....	9
<b>7.</b>	<b>GENERAL BUSINESS.....</b>	<b>10</b>
	7.1 Setting of meeting dates for 2017 .....	11
<b>8.</b>	<b>NEXT MEETING.....</b>	<b>11</b>
<b>9.</b>	<b>CLOSURE.....</b>	<b>11</b>

\* indicates separate attachments

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

The Presiding Member declared the meeting open at 7pm.

**2. RECORD OF ATTENDANCE / APOLOGIES / APPROVED LEAVE OF ABSENCE**

**2.1 Attendance**

The following members were in attendance:

Ian Hollick	Deputy Chief Bushfire Control Officer – South (Presiding Member)
Jamie O’Neill	Chief Bushfire Control Officer
Alan Sheridan	Chief Executive Officer, Shire of Chittering
Cr Michelle Rossouw	Delegate, Shire of Chittering
Janice Billen	Incident Support Brigade (Minute Secretary)
Matthew Whelan	Bindoon Bushfire Brigade
Scott Ormsby	Bushfire Risk Coordinator
Gordon Carter	FCO Upper Chittering Bushfire Brigade
Steve Browne	FCO Lower Chittering Bushfire Brigade

The following non-voting members were in attendance:

Craig Garrett	DFES
---------------	------

**2.2 Apologies**

The following non-voting members were an apology:

Michael Pasotti	Department of Parks and Wildlife (District Fire Coordinator, Perth Hills District)
David Wilson	Chittering Fire Services Training Coordinator

**3. CONFIRMATION OF PREVIOUS MINUTES**

**3.1 Chittering Bushfire Advisory Committee meeting: Tuesday, 12 July 2016**

**7.1 OFFICER/COMMITTEE RECOMMENDATION**

Moved Jamie O’Neil/ Seconded Steve Browne

That the minutes of the Chittering Bushfire Advisory Committee meeting held on Tuesday, 12 July 2016 be confirmed as a true and accurate record of proceedings.

THE MOTION WAS PUT AND DECLARED CARRIED 9 / 0

**4. ANNOUNCEMENTS WITHOUT DISCUSSION**

Nil

#### 4.1 Community Emergency Services Manager / Chief Bushfire Control Officer

Jamie to read aloud the following statement he received from the Shire's former Manager Human Resources, Mrs Karen Parker:

*As you know I have resigned from the Shire with my last day being 29 September. Can you please advise the BFAC Members and, as I am not able to say good bye to them all, say it for me and wish them all the very best. I stand in awe of our Volunteer Bushfire Members commitment to their community and the Shire and have enjoyed and appreciated working with them over the last seven plus years.*

*This email is a little delayed as I wanted to be able to let them know who will be taking the minutes for future meetings – Janice Billen will be minute taker for the Committee. We felt that it was important to have someone who has a passion for the Volunteers. Thank you Jamie.*

Ian Hollick advised he had sent a reply to Karen on behalf of BFAC.

Officer	Community Emergency Services Manager / Community Emergency Services Manager
Date	7 October 2016

#### Finance

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

- Local Government Grant Scheme (ESL) operating budget \$205K, acquittal has been submitted working closely with LGGS on ongoing queries with expenditure.

Operating Expenditure	\$
ESL - Plant and Equipment <\$1,200	0
ESL - Maintenance of Plant and Equipment	0
ESL - Maintenance of Vehicles/Trailers	27,501
ESL - Maintenance of Land and Buildings	7,673
ESL - Clothing (PPC)	11,887
ESL - Utilities, Rates and Taxes	4,560
ESL - Other Goods and Services	6,190
ESL - Insurance	16,691
ESL - Administration Allocations	<u>2,800</u>
<b>TOTAL</b>	<b>77,302</b>

#### Prevention

- Bush Fire Risk Planning Coordinator continuing with inspections and stakeholder relations.
- Continuing use Shire of Chittering Bush Fire Ready Facebook page to post DFES community engagement themes, incident information and post various community messages.
- Shire Firebreak Notice has been sent to all residents 5,000m<sup>2</sup> and extending restricted season to 1 October was endorsed by Council.
- Burns scheduled at the following locations:
  - Wannamal rest area
  - Mooliabeenee Road x2
  - Blackboy Ridge x2
- Emergency and fire access routes have been inspected, 25kms requires maintenance.

- Bush Fire Ready information session to be held on Sunday, 9 October at Bindoon Fire Station.

Jamie advised that he had received calls from several members regarding the Fergusson Report. He advised that Government will make decisions in due course and he expected to be able to give a report at the Officers Forum on 2 November 2016.

Monitors on vehicles has started rolling out and that it is expected that 700 vehicles will be fitted prior to Christmas.

#### Preparedness

- Rural Urban Interface firefighting exercise was conducted on Sunday, 9 October in Bindoon.
- Local Emergency Management Committee exercise scheduled for Tuesday, 11 October.
- All brigade vehicles and pumps serviced, radio servicing have been requested through DFES communications.

#### Response

*Incidents 01/07/2016 – 30/06/2016*

Brigade	Incidents	Personnel
Muchea 6443	2	39
Lower Chittering 6387	0	41
Upper Chittering 6138	4	52
Bindoon 6055	1	27
Wannamal 6652	1	54
Chittering Incident Support 6975	0	25

#### Recovery

Nil

#### 4.2 DFES District Manager North East

Craig Garrett addressed the meeting and spoke on the following:

- Completion of a successful Rural Urban Interface(RUI) exercise in Bindoon on 9 October. Thanks to Jamie for his coordination and participating volunteers for their attendance.
- The WAFES Conference was conducted on 10 and 11 September 2016.
- Confirmation that I will be remaining as DO North East.
- The Government has confirmed that they will adopt all 17 recommendations from the Fergusson Special Inquiry.
- The Metro North RTAC is reconvening.
- The State Bush Fire Exercise to be conducted on 28 October 2016.
- Level 3 Pre-formed inter-agency Incident Management Teams to be formed for this BF season.

- Automatic Vehicle Locators (AVL) being fitted to fire vehicles before summer.
- Incident Action Plans have been reviewed and a new version will be used this year. Also a briefing booklet for crews will be launched prior to the season.
- Met with the Australian Defence Force at Bindoon Range to discuss fire response and mitigation planning.
- Works on UCL/UMR lands planned – awaiting budget allocation.
- Aerial suppression resources to come online 1 November 2016, subject to seasonal variations.

**4.3 Chief Executive Officer\***

Alan Sheridan tabled the Shire of Chittering's *Drugs and Alcohol Policy* (attachment 1). As volunteers are to be treated as employees they need to be aware of the Policy as if concerns are raised regarding a Volunteer the Shire must investigate and requiring them to undertake a test may be part of that process.

**4.4 Chittering Fire Services Training Coordinator\***

David Wilson was not in attendance however he provided the Minutes of Northern Regional Training Advisory Committee and the Terms of Reference (see attachment 2).

**4.5 Department of Parks and Wildlife**

Michael Pasotti was not in attendance (due to prescribed burnings) and therefore no report was provided.

**5. BRIGADE REPORTS**

**5.1 Bindoon Brigade**

Brigade	Bindoon
Date	7 October 2016

**New members**

One

**Member resignation**

None

**Brigade incidents**

One call-out which was a false alarm  
Several Hazard Reduction Burns

**Brigade training**

Training is being completed fortnightly on a Friday. Bindoon Brigade has recently adjusted to include one Sunday a month, in order to include any members who cannot make the Friday training sessions.

**Community engagement**

The Chittering Fire Services Ball was enjoyed by all who attended.

**Critical information**

We are well behind in our HRB Agenda, as the result of inclement weather, and unfavourable burning conditions, and will be conducting burns well into permit season with mid-week burns, and high risk premises taking priority over order of arrival.

Preparation for the coming fire season is almost complete, with the RUI exercise the pinnacle of the ramp up to readiness.

Bindoon brigade extended their thanks to Karen Parker.

**5.2 Lower Chittering Brigade**

<b>Brigade</b>	Lower Chittering
<b>Date</b>	12 October 2016

**New members**

Two new members

**Member resignation**

One lieutenant

**Brigade incidents**

None  
One hazard reduction burn completed  
Thirteen still to be completed

**Brigade training**

Skills testing underway  
BART training to be arranged with David Wilson

**Community engagement**

RUI  
Targa West  
Taste of Chittering





**Critical information**

None

**5.3 Muchea Brigade**

<b>Brigade</b>	Muchea
<b>Date</b>	7 October 2016

**New members**

One: Mahmoud Warda, V176034; still to do IFF/BFF

**Member resignation**

Muchea Brigade has written letters to six (6) members about their commitment; waiting response from: P Martin, B Martin, S Clarke, M Williams, M Godsell and R Galliot.

**Brigade incidents**

Muchea Brigade attended two (2) traffic accidents to undertake traffic control and some first aid. Muchea Brigade also undertook various burns in local area.

**Brigade training**

Commenced 1st June and will be running every fortnight until 30 Oct 2016.  
Linfox RUI with West Swan/ Bullsbrook Brigades

**Community engagement**

July

Perth Tin Rattle

August

IGA Tin Rattle

September

Visit to Edgewater Primary School with 2.4  
Firewood Raffle  
Taste of Chittering  
WA FES Conference (2 attendees: Shelly Pannel and Shane R)

Dates to be confirmed for

Visit to Julimar Brigade (Toodyay Shire)  
Bunning Sausage sizzle – October  
Gingin Day-care Centre

**Critical information**

Brigades vehicles were serviced in September.  
Two (2) representatives for Muchea for volunteer Association matters: Peter Hall and Shane Robertson  
Total on 000 list – 28(to be adjusted dependant on skill set achievement)  
Member’s upskilled – 18  
Member’s on BART – 14  
Member’s still to achieve skill sets – 10 (30 October 2016 is the deadline)  
Two (2) Auxiliary members  
Two (2) members have requested 12 months leave: Martin Frowen and Ben Udy  
BGI’s ratified at executive meeting

**5.4 Upper Chittering Brigade**

Brigade	Upper Chittering
Date	7 October 2016

**New members**

None

**Member resignations**

None

**Incidents**

Three call-outs which were all false alarms  
One other call out was to a controlled burn that got away 400sqm burnt

**Training**

Upper Chittering Brigade undertaking regular monthly training with good attendance averaging 12 members. The last training focused on the BART system. The Huw Davies Day was well attended by members. The brigade has conducted three (3) hazard reduction burns resulting in an excellent training opportunity for all members.

**Critical information**

Continuing rain will make it hard for firebreaks to remain weed free after the due date. A free roast carvery night was held for members to boost morale and comradery, a great night with about 36 members and families.

**Community engagement**

Brigade has conducted two (2) hazard reduction burns, several individual property owners given advice and recommendations for safely conducting their own hazard reduction burns. One (1) hazard reduction burn has now been booked for next season.



**5.5 Wannamal Brigade**

No report submitted

**5.6 Incident Support Brigade**

<b>Brigade</b>	Incident Support
<b>Date</b>	7 October 2016

**New members**

None

**Member resignation**

One – Lynette Prendergast

**Brigade incidents**

None

**Brigade training**

Most members now fully trained, however ongoing training is being conducted on a regular basis. Huw Davies Day was conducted within the Brigade as a training opportunity.

Training officer and captain attended Mundaring brigade to observe the IMT training exercise. Learning outcomes from that will be integrated into ISB training over the coming months. The Training officer (Debra Wilson) and Captain (Janice Billen) are working closely with Wanneroo, Swan, and Mundaring incident support Brigades to plan a joint training exercise using multiple ICV's as forward control points. This exercise is planned for early November.

**Community engagement**

Will be attending the RUI on 9 October and Swan SES will also be sending some attendees to observe.

**Critical information**

None

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

### 6.1 Outstanding actions and recommendations

Meeting Date	Brigade/Report title	Details of required action	Person responsible	Current status	Action completed
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. Jamie/ Janice to discuss with planners if anything can be put in place to stop developers piling up stacks.	
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		
15/03/16	12.1	CESM to follow-up with EMTS to have no camping signs placed at reserves used for camping, particularly Blackboy Ridge and corner Julimar and Chittering Road Reserves where unauthorised advertising lists the reserves as free camping spots.	CESM	CESM has requested from Technical Services. Julimar has been requested.. Blackboy Ridge Completed Wannamal has been requested <b>ONGOING</b>	
15/03/16	13.5 Firebreaks in general	Karen Parker to include the additional resources required to undertake initial and follow-up firebreak and hazard reduction inspections.	CESM	This will be assessed following the Strategic Community Plan review. Development Services are to	

Meeting Date	Brigade/Report title	Details of required action	Person responsible	Current status	Action completed
				<p>monitor follow-ups for the next season.</p> <p>CEO advised the situation will be monitored and if extra resources are required he will get them BFAC advised they wish to put a motion to Council.</p>	

**7. GENERAL BUSINESS**

The Committee resolved to put the following recommendations to Council:

**7.a COMMITTEE RECOMMENDATION**  
**Moved Steve Browne / Seconded Gordon Carter**  
 That Council consider the possibility of employing extra staff to assist with firebreak inspections.

**THE MOTION WAS PUT AND DECLARED CARRIED 9 / 0**

**7.b COMMITTEE RECOMMENDATION**  
**Moved Matthew Whelan / Seconded Jamie O'Neill**  
 That Council consider funding an end of season dinner/awards night for emergency services volunteers in the Shire.

**THE MOTION WAS PUT AND DECLARED CARRIED 9 / 0**



#### 7.1 Setting of meeting dates for 2017

Meeting dates for 2017 to be discussed by Members and agreed upon. Dates suggested are:

- (i) Tuesday, 14 March
- (ii) Tuesday, 13 June
- (iii) Tuesday, 10 October

#### 7.1 OFFICER RECOMMENDATION

Moved Gordon Carter / Seconded Jamie O'Neill

That:

1. The Chittering Bush Fire Advisory Committee meeting dates for 2017 are as follows:
  - a. Tuesday, 14 March;
  - b. Tuesday, 13 June; and
  - c. Tuesday 10 October.
2. The Chittering Bush Fire Advisory Committee meetings will be held in the Council Chambers, 6177 Great Northern Highway, Bindoon commencing at 7pm.

THE MOTION WAS PUT AND DECLARED CARRIED 9 / 0

#### 8. NEXT MEETING

That the next meeting of the Chittering Bush Fire Advisory Committee is scheduled for **Tuesday, 14 March 2017 commencing at 7pm.**

#### 9. CLOSURE

The Presiding Member declared the meeting closed at 8.10pm.

## Item 4.3

## Attachment 1

### Policy Statement

#### *The Shire of Chittering's Commitment*

The **Shire of Chittering** and its employees must take all reasonable care not to endanger the safety of themselves or others (including customers) in the workplace. Alcohol and other drug usage become an occupational safety and health issue if a worker's ability to exercise judgment, coordination, motor control, concentration and alertness at the workplace is impaired. For the purposes of this policy, the term "employee/s" shall extend to cover contractors, volunteers and any person performing work for or with the **Shire of Chittering** in any capacity.

The **Shire of Chittering** is committed to providing the safest possible workplace for its employees and to achieve the highest standards of safety and health, all employees are encouraged and expected to be free of alcohol and or other drugs in excess of specified standards whilst at work. The underlying principles of the **Shire of Chittering** are fairness and transparency and providing a safe workplace that promotes and protects the well-being of all employees within the **Shire of Chittering**.

#### *The Individual's Responsibility*

Under the *Occupational Safety and Health Act 1984* (the OSH Act), workers must take reasonable care of their own safety and health and not endanger the safety and health of others at the workplace. The consumption of alcohol and/or drugs while at work is unacceptable (the hazard extends to being adversely effected, possibly as a result of the night before in addition to consumption as work), except in relation to any authorised and responsible use of alcohol at workplace social functions.

Employees are required to present themselves for work and remain, while at work, capable of performing their work duties safely. An employee who is under the influence of alcohol and/or drugs at the workplace, or is impaired, may face disciplinary action including possible termination of employment

All employees are expected to comply with the **Shire of Chittering's** Code of Conduct at all times. They should carry out their duties in a professional, responsible and conscientious manner and refrain from any conduct (including alcohol abuse or substance misuse) which could adversely affect their personal work performance or the safety and well-being of others.

#### *Reporting Requirements*

Under the Occupational Safety and Health Act 1984, employees must report to their employer any situation where they genuinely believe that an employee may be affected by alcohol and/or other drugs, as this presents a hazard in the workplace.

#### *Drug Use on the Premises*

Employees who buy, take, or sell drugs on **Shire of Chittering** premises, may be found to have engaged in serious misconduct. Such behaviour may result in disciplinary action up to and including dismissal and may be referred to the relevant authorities.

## Item 4.3

## Attachment 1

### Prescribed and Over the Counter Medications:

The employee must follow the instructions in respect of prescribed or over the counter medications. If the medication affects their ability to perform a task they must advise their supervisor or manager. Employees taking prescribed or over the counter medication must not commence duties if their doctor or pharmacist indicates that it would not be safe to do so.

The categories of drugs and substances prohibited by the *Shire of Chittering* are outlined as per the Australian Standard AS 4308 for drugs of abuse.

### *Consumption of Alcohol on the Premises*

Except in situations where the *Shire of Chittering* holds a function on the premises and alcohol is provided, employees must not bring in and/or consume/or sell alcohol in the workplace.

Routine shire endorsed activities are, but not limited to, Council meeting attendance, Christmas parties, leaving and work anniversary parties and routine social club functions.

### *Drug/Alcohol Treatment Programs*

Where an employee acknowledges that they have an alcohol or drug problem and are receiving help and treatment, the Shire of Chittering will provide assistance to the employee.

- The *Shire of Chittering* will allow an employee to access any accrued personal or annual leave while they are undergoing treatment; and
- The *Shire of Chittering* will take steps to return an employee to their employment position after completion of the treatment program, if practicable in the circumstances.

Where an employee acknowledges that they have an alcohol or drug problem and are receiving help and treatment, the line manager or members of senior management, will review the full circumstances and agree on a course of action to be taken. This may include redeployment to suitable alternative employment, or possible termination from employment if the employee is unable to safely carry out the requirements of their role.

### *Responsibilities*

The *Shire of Chittering* considers that the use of alcohol or other drugs is primarily a health issue for individual employees, however, where an employee's performance or conduct affects his/her health and safety, and/or others in the workplace, the *Shire of Chittering* is committed to appropriately managing the issue.

A likely outcome of any breach of this policy will be disciplinary action (up to and including termination of employment), however the *Shire of Chittering* may also manage the issue by:

- Providing appropriate education and training to employees;
- Providing professional counselling and support where needed.



## Item 4.3

## Attachment 1

### *Managers' Responsibilities - Consumption of Alcohol at Work Sponsored Functions*

Team managers / supervisors shall:

- Ensure cessation of all
  - Physical and computer based work;
  - Use of equipment and machinery (including plant and mobile plant); and
  - Dealing with enquiries and advisory functions to members of the public.
- Encourage their people to make alternative arrangements for transport to and from work prior to the function;
- Ensure that the following is made available: - Low alcohol beer, soft drinks and water - Beverages: Tea, Coffee and Food;
- If the manager believes a person may be over the BAC 0.05 limit, assist the person with safe transport home (including contacting a family member or arranging a taxi); and
- If the manager has to leave the function early, appoint a delegate to oversee the rest of the function.

### *Pre-Employment Medical Tests*

As part of the recruitment selection criteria, preferred candidates for employment positions may be required to attend a medical assessment which includes drug and alcohol testing.

### *Identification of Impairment & Testing*

If the *Shire of Chittering* has reasonable grounds to believe that an employee is affected by drugs and/or alcohol it will take steps to address the issue.

Reasonable grounds may include (but are not limited to), where an employee's coordination appears affected, has red or bloodshot eyes or dilated pupils, smells of alcohol, acts contrary to their normal behaviour, or otherwise appears to be affected by drugs and/or alcohol.

Testing may be carried out as a result of all incidents (including, but not limited to, near miss, injury, property damage, and personal altercations).

Testing may also be conducted on all employees. All employees must participate in the testing. If an employee/s is not at work on the day of the test, the employee/s must undertake a test as soon as practicable with the accredited Service Provider.

Random testing may also be conducted. Random testing may utilise a variety of methods for randomly selecting names, such as a predetermined number of tests to be undertaken and that number of names of employees drawn from a bag containing all employee names by the Chief Executive Officer or lottery of selection through coloured marbles in a bag drawn by each employee. All staff must participate in the random selection.

### Item 4.3

### Attachment 1

If the *Shire of Chittering* suspects that an employee is under the influence of drugs and/or alcohol it may pursue any or all of the following actions:

- Direct an employee to attend a medical practitioner and submit to a medical assessment to determine whether the employee is fit to safely perform their duties.
- Require that an employee undergo drug and alcohol testing administered by an accredited service provider nominated by the *Shire of Chittering*.
- A non-negative oral drug test result, administered by the Shire's accredited service provider will result in a referral to an independent National Association of Testing Authorities (NATA) Certified Testing Authority.
- Direct an employee to go home.

A medical assessment may include a drug and/or alcohol test. Testing shall be conducted in accordance with the Australian Standard AS/NZS 4308:2008 - Procedures for specimen collection and the detection and quantitation of drugs of abuse in urine.

In circumstances where an employee indicates the consumption of prescription or pharmacy drugs, the *Shire of Chittering* may request further information from the practitioner conducting the assessment about the effects and proper usage of the prescription or pharmacy drugs being taken. The *Shire of Chittering* may direct the employee to go home following the medical assessment until it can be established that they are fit to undertake their duties.

If an employee refuses to attend a medical examination or refuses to submit to an alcohol or drug test, the employee will be immediately directed to go home. Refusal to attend a medical assessment or refusal to go home constitutes a breach of this policy and may result in disciplinary action being taken against the employee up to and including the termination of employment.

The following steps are to be taken where an employee who has submitted to a medical assessment returns a positive test result for alcohol and/or drugs:

- The employee tested and the supervisor (or respective employer) will be informed of the result;
- A disciplinary discussion will take place in accordance with the disciplinary policies and procedures of the *Shire of Chittering*.

An employee who returns a positive test will be in breach of this policy. A breach of this policy may result in disciplinary action being taken against the employee up to an including the termination of employment.

#### *Education, Training & Awareness*

Employees who recognise that they have a drink or drug problem, or that they are at risk of developing one, are encouraged to come forward so that they can be assisted to the get the appropriate help.

## Item 4.3

## Attachment 1

The *Shire of Chittering* engages the services of an external Employee Assistance Provider who can provide the organisation's people with free and confidential counselling.

### *Consequences of Breaching this Policy*

An employee engaged by the *Shire of Chittering* who breaches the provisions of this policy may face disciplinary action including possible termination of employment.

Other consequences from positive tests and non-negative tests (for drugs) in addition to the disciplinary action as outlined above.

- Non-negative drug test result: salary and wages payment will continue until the NATA test result is confirmed. Disciplinary action cannot progress until a positive result is proven and on confirmation pay will cease.

The employee will be requested not to return to work until an independent test (NATA), organised by the Shire, verifies the result is negative. If the employee returns to work prior to the verification of the previous test/s the Shire will organise a further NATA test prior to employee commencing work and further disciplinary action will be taken should the test results be non-negative.

When the NATA test verifies the result is negative, subject to disciplinary action, the employee will be then permitted to return to work and pay will resume. Personal Leave cannot be utilised during this period.

- A positive blood alcohol reading will require the employee to be sent home and subject to disciplinary procedure. Salary and wages will cease until the employee presents for work the next work day. Personal Leave pay cannot be utilised.
- Any person yielding a positive Drug Test result (NATA Laboratory confirmed positive reading) for drugs or a blood alcohol reading above zero (calibrated hand held BAC test) for staff who drive Shire plant and vehicles will be automatically tested the next three screening sessions (whether random or compulsory).
- Any blood alcohol reading above point zero five (calibrated hand held BAC test) for staff who do not have business use and / or commuting use and / or private use of a Shire owned vehicle, or who are required to drive Shire plant and / or vehicles as a condition of their employment, will be automatically tested the next three screening sessions (whether random or compulsory).

### *Variation to this Policy*

This policy may be cancelled or varied from time to time. All the organisation's employees will be notified of any variation to this policy by the normal correspondence method.

**Item 4.3**

**Attachment 1**

*Related Corporate Documents*

- Disciplinary Policy
- Fitness for Work
- Workplace Behaviours, Grievances, Investigations, & Resolutions Procedure (where applicable)
- **Motor Vehicle and Plant Policies and procedures.**

**Item 4.4**

**Attachment 1**

# Minutes

## Northern Regional Training Advisory Committee

---

State Emergency Services Operations Building  
Bishop Road MIDVALE 6056  
Wednesday 24 August 2016

**1 PRESENT**

David Wilson	LGFTC Shire of Chittering
John Duff	LGFTC, Shire of Mundaring
Tex McPherson	LGFTC, Shire of Swan
Herb Elliot	LGFTC, Shire of GinGin
Jamie O'Neill	CBFCO/CESM Shire of Chittering

**2 APOLOGIES**

Darren Claridge LGFTC, Shire of Wanneroo

**3 WELCOME**

David Wilson welcomed everyone and declared the meeting open at 1835 hours.

Jamie O'Neill extended a welcome to the committee on behalf of DOAC and outlined background to the formulation of NRTAC and the support of DOAC.

**4 CONFIRMATION OF MINUTES**

*Not Applicable.*

**4 BUSINESS ARISING / ACTION LIST**

Nil

**5 AGENDA ITEMS**

**5.1 Terms of Reference**

Committee reviewed the draft Terms of Reference provided by David Wilson.

Some adjustments were made during the meeting and agreed that the draft terms would be circulated amongst members for review and forwarding to David Wilson.

**Item 4.4**

Northern Regional Training Advisory Committee Minutes

**Attachment 1**

24th August 2016

**5.2 2016 / 2017 Office Bearers**

The following office bearers were appointed for 2016/17.

Chairperson – David Wilson

Deputy Chairperson – Tex McPherson

Secretary – To Be Advised

Agreed that the Chairperson and Deputy Chairperson positions would rotate annually with the Deputy Chairperson assuming the role of Chairperson at the end of each term.

**5.3 Meetings**

Discussion was held with reference to the frequency, location and agenda for future meetings.

**5.3.1 Frequency & Timings**

Agreed to meet on 4 occasions per year commencing at 6.30pm. Additional meetings may be scheduled on an as needs basis.

**5.3.2 Location**

Agreed that next 2 meetings will be held at Swan SES.

Consideration will be given to rotating subsequent meetings to other LG Venues and the potential of inviting local Brigade Captains/DCBF/CO/CBF/CO to meet with committee members prior to commencement of meetings.

**5.3.3 Agenda**

Agreed chairperson would circulate a draft agenda template for future meetings for input by committee members.

**5.4 Reporting**

**5.4.1 Frequency & Timings**

Agreed that individual LGFTCs would be responsible for reporting back to member Brigades (including ISB Brigades) and appropriate LG committees e.g. BFAC.

**5.4.2 DOAC**

Agreed that a copy of NRTAC minutes will be provided to DOAC.

NRTAC Chairperson shall provide a report to NRTAC committee members following attendance at DOAC meetings.

**5.5 Documentation Portal**

David Wilson circulated details of a portal that could be utilised by NRTAC to manage committee documentation and training resources.

Agreed to trial the portal and provide feedback on suitability during coming

Page | 2

**Item 4.4**

Northern Regional Training Advisory Committee Minutes

**Attachment 1**

24th August 2016

meetings.

**5.5 Combined Training Calendar**

Agreed that all Brigades would provide a copy of their proposed 2017 Training Calendars by mid November 2016.

Upon receipt of individual Training Calendars NRTAC would meet to discuss the preparation of a joint calendar that would:

- Reduce Duplication of course offerings & provide opportunities for attendance across Shires
- Leverage the Trainer Resources within individual LG's

**5.4 Joint Training Exercises**

Discussion was held on the opportunity for conducting joint training exercise which present the opportunity to build practical firefighting skills/command and control capabilities of Brigades. The Mundaring IMT exercises were cited as an excellent example of this opportunity.

Agreed that NRTAC would consider potential joint exercise opportunities as part of the formulation of a combined 2017 Training Calendar.

**5.5 Training Personnel Support**

All members raised the difficulties associated with the reliance of a finite group of trainers and the challenges of identifying individuals with specific TRKs.

Agreed that NRTAC would:

- Establish a register of Trainers TRK endorsements
- Seek to coordinate the support of Shire trainers across regional training offerings

**5.6 eAcademy**

Members highlighted some of the common issues that they are experiencing with the adoption of eAcademy.

Agreed that NRTAC would prepare a memo outlining challenges and supporting recommendations for submission, via DOAC, to eAcademy.

**6 GENERAL BUSINESS / LATE ITEMS**

Nil

**7 NEXT MEETING**

With no further business arising, the Chairperson closed the meeting at 2035 hours and thanked all members for attending.

The next NRTAC meeting to be held on 19<sup>th</sup> October 2016 at 1830 hours, commencing with a working meal.

**Item 4.4**

**Attachment 2**

**NORTHERN REGIONAL TRAINING ADVISORY COMMITTEE (NRTAC)**

**Terms of Reference**

**1.0 Purpose of the NRTAC**

NRTAC is a subcommittee of the Perth North District Operational Advisory Committee (DOAC).

The key objectives of the NRTAC include but are not limited to:

- Annual coordination of training calendars for all courses conducted at local and regional level.
- Identification and coordination of joint training exercises
- Discuss, review and make recommendations to CBFCOs and DOACs on training coordination, standards, content, resource development and training needs.
- Coordination of training resources sharing including instructors, programs, lesson plans or other training resources relative to the training of fire fighters.
- Represent the interests, discuss, review and provide feedback to other groups as required.

**2.0 Committee Composition**

NRTAC shall consist of the designated Local Government Fire Training Coordinators (LGFTC) from Mundaring, Swan, Wanneroo, Chittering and GinGin.

**2.1 Chairperson**

The Chairperson and Deputy of the NRTAC shall be rotated annually. The Deputy Chair shall assume the role of Chairperson at the end of this term.

**2.2 Secretary**

The secretary position shall be filled by a volunteer from one of the NRTAC member Brigades. The Secretary shall provide assistance in the preparation and distribution of the agenda, minutes and action sheets resulting from the meeting.

**2.3 DOAC Representative**

The NRTAC Chairperson shall act as the NRTAC representative to DOAC.

**3.0 Meetings**

Four (4) meetings per year shall as determined by the Committee. Any requests for additional meetings are to be forwarded to the Chairperson for consideration

**3.1 Schedule**

Where possible meetings shall be scheduled one month prior to the next DOAC meeting



## Item 4.4

## Attachment 2

### 3.2 Venue

Meetings shall be held at various locations on a rational basis between Local governments as determined and confirmed at the previous meeting.

### 3.2 Agenda

All non-recurrent matters for inclusion in the agenda shall be forwarded at least 14 days prior to the meeting and include a brief on the matter, for distribution with the agenda.

Agendas shall be confirmed by the Chairperson and distributed, along with any agenda item briefs, no less than seven days prior to the meeting.

### 3.3 Urgent Business

Where matters requiring urgent attention arise, the issue can be dealt with through electronic or other means to expedite an outcome. Such matters shall be listed on the agenda of the next meeting for endorsement.

### 3.4 Quorum

For a quorum to exist a minimum of three (of the 5) Local Governments must be represented.

### 3.5 Co-opted members

The committee may co-opt individuals as required. Co-opted members have full participation but no voting rights.

### 3.6 Attendance

Where a LGFTC fails to attend two consecutive meetings, the Chair shall advise the relevant CBFCO who will arrange alternate representation.

### 3.7 Proxies

Where a LGFTC is unable to attend a meeting, they shall nominate a proxy to attend on their behalf and advise the Chair prior to the meeting. Where no such proxy is available to attend the CBFCO shall attend on their behalf.

### 3.8 Observers

Other persons may attend any meeting of the NRTAC as observers, to remain abreast of issues, but do not form part of the committee.

## 4.0 Voting Rights

Each LGFTC or their nominated proxy is entitled to cast a vote. Where a tied vote occurs the vote shall be defeated.

## 5.0 Minutes

Minutes shall be kept of all meetings. All discussions and resolutions are to be recorded in the minutes with all background materials attached to the minutes for distribution.

### 5.1 Minute Approval

Minutes are to be approved by the Chairperson and forwarded by the Secretary to the full membership of the committee, co-opted members and all CBFCOs within 14 days of the meeting.

**Item 4.4**

**Attachment 2**

**5.2 Circulation of Minutes**

NRTAC representatives are responsible for communicating relevant items from the minutes to their LG and LG Brigade Training Officers.

5.2.1 The NRTAC DOAC representative is responsible for presenting relevant items from the minutes to DOAC meetings and ensuring DOAC minutes are included as an agenda item of NRTAC.

5.2.2 Meeting minutes shall be circulated with the NRTAC agenda and endorsed at the next NRTAC meeting.

DRAFT

**This page has been left blank intentionally**





6177 Great Northern Highway  
PO Box 70 Bindoon WA 6502  
T: 08 9576 4800 F: 08 9576 1250  
E: [chatter@chittering.wa.gov.au](mailto:chatter@chittering.wa.gov.au)  
[www.chittering.wa.gov.au](http://www.chittering.wa.gov.au)

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