

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

Tuesday, 7 October 2014

**Council Chambers
6177 Great Northern Highway
Bindoon**

**COMMENCEMENT: 7.30pm
CLOSURE: 9.10pm**



These minutes will be confirmed at the next meeting of the Chittering Bushfire Advisory Committee to be held on 2 December 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.

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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
Jamie O'Neill	CESM / CBFCO
Kim Haeusler	Wannamal Brigade
Fred Hoogland	Bindoon Brigade
Phillip Humphrey	Upper Chittering Brigade
Steve Browne	Lower Chittering Brigade
Mark Smith	Muceha Brigade
Cr Doreen Mackie	Councillor, Shire of Chittering
Gary Tuffin	Chief Executive Officer, Shire of Chittering

The following non-voting members were in attendance:

Craig Garrett	DFES
Michael Pasotti	DPaW
Cr Michelle Rossouw	Councillor, Shire of Chittering
Cr Barni Norton	Councillor, Shire of Chittering
Karen Parker	Manager Human Resources, Shire of Chittering (Minute Secretary)

2.2 Apologies

Greg Cocking	Deputy Chief Bushfire Control Officer
Peter Hall	Muceha Brigade
David Wilson	Training Coordinator
Bob Smilie	Incident Support Brigade

3. DISCLOSURE OF INTEREST

Nil

4. PUBLIC QUESTION TIME

Nil

5. CONFIRMATION OF PREVIOUS MINUTES

5.1 Chittering Bushfire Advisory Committee meeting - Tuesday, 5 August 2014

OFFICER RECOMMENDATION
 Moved Ian Hollick / Seconded Jamie O'Neill
 That the minutes of the Chittering Bushfire Advisory Committee meeting held on Tuesday, 5 August 2014 be received as a true and accurate record of proceedings
CARRIED 9/0

6. ANNOUNCEMENTS BY THE CHIEF BUSHFIRE CONTROL OFFICER / COMMUNITY EMERGENCY SERVICES MANAGER

Jamie O'Neill spoke on the following:

Report	<i>CESM Chittering</i>
Date	<i>05/08/2014</i>

Finance

- Brigades have completed vehicle weights and currently collaring required documents.
- 2014 -2014 Budget is tracking well.

Operating Budget	YTD
ESL - Plant & Equipment < \$1,200	764
ESL - Maintenance Of Plant & Equipment	0
ESL - Maintenance Of Vehicles/Trailers	4,766
ESL - Maintenance Of Land & Buildings	3,274
ESL - Clothing (Ppe)	9,191
ESL - Utilities, Rates & Taxes	3,959
ESL - Other Goods & Services	9,985
ESL - Insurance	29,219
ESL - Administration Allocations	2,811
	63,968



Governance

(MOUs / Policy Review / Business Planning).

- CESM currently working on Animal Welfare plan to be included in LEMA’s
- Review of LEMA’s Scheduled for late October including update to contact list
- Mitigation contractors commenced work throughout the Shire

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.
- Nonstandard tried for heavy appliances, Lower Chittering 3.4 front tyres will be changed out Muchea will continue with current configuration due to its better capabilities in sand driving

Incidents/Personnel

Brigade	Incidents	Personnel
Muchea	1	43
Lower Chittering	5	59
Upper Chittering	2	61
Bindoon	4	35
Wannamal	0	53
Chittering Incident Support	0	15

Training

- Brigades ongoing maintenance training
- Hue Davies day, Brigades conducted a series of exercises base on basic skills and SOP’s.
- With the DFES handover of Incident Control Vehicle on 8th October CESM will be attending ICV training 9th October and will receive the ICV Operations TRK.
- AIIMS Awareness training scheduled for 19th October.

Mitigation

- Mitigation Tender awarded to Entire Fire Management, mitigation works have commence with work on Strategic breaks and fuel reduction throughout Hart Drive.
- CESM has met with DPaW representative to discuss mitigation option on some shire reserves. DPaW has expressed interest in taking over management of Payne St reserve, Muchea South road reserve and possibly McKenzie St reserve.
- Ranger have issued some fire break warnings to date inspection will commence 16th October



Community Engagement

- Continuing to advertise Community Engagement Monthly themes via Shire of Chittering Facebook
- Bush fire Action week 18th – 25th of October
- Bindoon and Incident Support attending Bindoon Show

7 ANNOUNCEMENTS BY THE DFES DISTRICT MANAGER NORTH EAST WITHOUT DISCUSSION

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

- The State Bush Fire exercise will be conducted on 15 October in various locations around the state, including Swan and Mundaring.
- An exercise is planned to test Rural Urban Interface firefighting in Chittering in early November.
- The public comment period for the Emergency Legislation review has closed, with feedback being collated.
- DFES had a display at the Perth Royal Show last week which was well received.
- The WA Fire and Emergency Services Conference was held last weekend with a number of awards presented to volunteers.
- The DFES North Region pre-fire season volunteer forum will be held at Joondalup on 25 October. Invites have been sent to BFB's.
- Bush Fire Action Week will be held 18-25 October to raise bush fire awareness with the public.
- Bush Fire information fact sheets and information booklets have been revised and will be available for community engagement.
- The Zone 2A response zone will be extended into the Shires of Chittering and Gingin to enhance response to fires, including automatic dispatch of fire bombers.
- A review of the Shires turn-out protocols will be undertaken pending BFAC and Shire agreement.
- Inspections of UCL/UMR land in the Shire to determine work required including fire breaks.
- The new Chittering Incident Control Vehicle (ICV) will be delivered to the Shire on Wednesday this week.

8. ANNOUNCEMENTS BY THE CHIEF EXECUTIVE OFFICER

Gary Tuffin spoke on the following:

- Meeting held to formally handover of the Chief Bushfire Control Officer's role with Dennis Badcock Thursday 2 October 2014. Need to formally acknowledge Dennis's contribution to the Fire Services as soon as possible and this will be discussed during general business.
- Currently attending a three day Manage Recovery Functions course, costs have been covered by a grant. As Gary is the Local Recovery Coordinator he said felt he needed to learn about the role. Parkerville Fires discussed during the first day, which was very interesting.

9. ANNOUNCEMENTS BY THE CHITTERING FIRE SERVICES TRAINING COORDINATOR

Due to unforeseen circumstances David Wilson was not able to provide a report.

10. ANNOUNCEMENTS BY DPAW

Michael Pasotti said that DPAW had undertaken some assessments and, given the current conditions fire behaviour for this year is predicted to be average, which is good.

11. BRIGADE REPORTS

11.1 Bindoon Brigade

Fred Hoogland spoke on the following:

- Very quiet, nothing to report except to say that the Hue Davies Day was a great event.

11.2 Lower Chittering Brigade

Steve Browne spoke on the following:

- One callout.
- SMS Lists need to be checked.
- Undertaken some control burns, great experience for new members. Still have a number of control burns to do.

11.3 Muchea Brigade

Mark Smith said that he had nothing to report.

11.4 Upper Chittering Brigade

Phillip Humphrey spoke on the following:

- Huw Davies Day very successful. Few things that members need to brush up on identified, e.g. drafting.
- Callout to Julimar Road verge fire.
- Control burn undertaken on York Gum, very successful. One more to be done on Spoonbill.

11.5 Wannamal Brigade

Kim Haeusler spoke on the following:

- AGM held recently, no changes to office bearers.
- Protective burning around the Wannamal Townsite needs to be done.
- Telstra signal booster ordered for the Station.
- Drainage in Station toilets / showers an issue. Rectification planned.
- 70m Police Communications Tower has been installed on North Road. May be a good site for the future if needed. Craig Garrett advised that DFES Radio ComCentre is aware that the installation of the tower was planned and he will advise them that the installation has been completed. Members noted that radio signal is poor in that area.

11.6 Incident Support Brigade

Doreen Mackie spoke on the following:

Brigade	<i>Incident Support Brigade</i>
Date	<i>1/10/2014</i>

New members

ISB membership has now reached fifteen with the recent addition of six new members

Member resignation/changes

- Janice Billen has kindly offered to step in as Acting Captain until the next ISB meeting 1st November
- Sarah and Hannah Lee have returned to ISB for this fire season

Brigade incidents

None

Brigade training

Several training sessions completed or scheduled:

- Huw Davies Day – very successful and useful to all ISB members who were able to attend- thank you to Will Lee for organising



Thank you to Janice Billen and Sarah Lee for offering to provide the following training:

- 27 September - ISB operational review, IPCO, T Cards, Battle boards, Acronyms etc
- 4 October - Radio Training, Message Pads, Red Flag warnings
- 11th October - AIMS review
- 18th October - Vehicle & Technology, callout procedures, crew leaders, groups
- 25th October - Catch up for those who missed anything!
- AIMS training scheduled- one member to complete at this stage
- First Aid training scheduled – expressions of interest requested

Next meeting 1st November

Community engagement

Bindoon & Districts Agricultural Show -Yet to be discussed

Critical information

- Active membership participation is imperative for ISB if we are to be a successful asset to Chittering Fire Services, hence the intensive training schedule
- Incident Support Vehicle scheduled for delivery the middle of October
- Facebook Page has been developed by Dennis Lund (thank you Den!) restricted access for ISB members only

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	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	



Meeting Date	Brigade / Report title	Details of required action	Person responsible	Current status	Action completed
				<p>financial year and ongoing maintenance is planned for and budgeted in future programs.</p> <p>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.</p> <p>01/04/2014 Work should start within a fortnight.</p> <p>Ongoing – EMTS advised that the weeds are going to be spayed this winter.</p>	
3 June 2014	15.3 Concept Paper	<p>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.</p> <p>Recommendations and the submission by the Shire will be emailed to BFAC Members</p>		<p>Sent 3 June 2014</p> <p>Comments being correlated. Preferred options may change based on feedback. Paper to be drafted by Govt Dept</p>	

Craig Garrett thanked all those who commented on the Concept Paper.



13. GENERAL BUSINESS

13.1 Shire of Chittering Bush Fire Advisory Committee Meetings

Applicant	Chittering Bush Fire Advisory Committee
File ref	09/02/4
Prepared by	Jamie O'Neill, Community Emergency Services Manager
Supervised by	Azhar Awang, Executive Manager Development Services
Voting requirements	Simple majority
Documents tabled	Nil
Attachments	Nil

Background

CESM is to develop a report and recommendation on the number of CBFAC meeting per year for CBFAC Members to consider at the next CBFAC Meeting, as discussed at BFAC meeting 7 October 2014.

The following 3 options were presented to BFAC members for consideration.

Option 1.

Meetings scheduled 3 times per year, ensuring a meeting is held pre-season, post season and the middle of the year (approximately 1 meeting every 4 months)

Option 2.

Meetings are to be scheduled 4 times a year (approximately 1 meeting every 3 months)

Option 3.

Current model BFAC meeting held every 6 weeks.

CESM Received 6 responses as listed below;

Option 1 – 5 responses

Option 2 – 0 responses

Option 3 – 1 response

Consultation

Chittering Bush Fire Advisory Committee

Statutory Environment

Nil

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Nil

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

Nil

OFFICER RECOMMENDATION

Recommendation is to support meetings scheduled 3 times per year, ensuring a meeting is held pre-season, post season and middle of the year (approximately 1 meeting every 4 months)

Members discussed the report at length:

- Operational meeting held considered very successful and will be held regularly.
- This meeting will be considered the pre-season meeting.

COMMITTEE MOTION

Moved Fred Hoogland / Seconded Steve Browne

That the Chittering Bush Fire Advisory Committee meetings be held three (3) times per year, ensuring a meeting is held pre-season, post season and middle of the year.

THE MOTION WAS PUT AND DECLARED CARRIED 9/0

Members also discussed the commencement time for future meetings.

COMMITTEE MOTION

Moved Fred Hoogland / Seconded Phillip Humphrey

That the Chittering Bush Fire Advisory Committee meeting commencement time be changed from 7:30pm to 7:00pm.

THE MOTION WAS PUT AND DECLARED CARRIED 9/0

13.2 Additional Support for Permits

Jamie O'Neill said that, as some people had difficulty in obtaining permits to burn last year the Rangers will be available during business hours to issue permits if required:

- Residents should contact their local FCO/s if they are not available then contact the Shire;
- Rangers will inspect the property if not known to them;
- Rangers will advise the local FCO/s when they issue a permit. Members said that communication is important so that everyone knows what is happening;
- Rangers will not be available on weekends;
- Any concerns regarding the process contact Jamie O'Neill;
- Road verge burns need Shire authorisation. FCOs cannot issue a permit to burn a road verge;
- Communicate with each other.

13.3 Development of Response Plans for the Shire of Chittering

Members were referred to the map provided by Jamie O'Neill:

Ian Hollick said that he had visited ComCentre with Jamie O'Neill to discuss the current 000 agreement and procedure. Currently for a 000 call ComCentre have to contact the CBFCO and if not available the deputies who advise what Brigade/s to activate. This is a very different procedure to what is used by ComCentre for the metro area, which Chittering forms a part of. Ian said he was very impressed with the system used by ComCentre and cannot understand why the Shire had not changed to utilizing it sooner.

- Polygon System discussed;
- System may require some fine tuning, Brigades need to ensure they provide prompt SITREP's to ComCentre ;
- Chittering only Shire not using the system;
- Does not change the 000 Agreement;
- Each brigade has a different number and the brigade number in the Polygon is turned out. Can also elect to have two brigades turned out, this is a BFAC decision;
- Zone 2A currently stops at Chittering southern border. Proposal to extend it North of Bindoon, boundary Dewars Pool Road to Gingin townsite. Will receive auto air and DPAW response. This will commence 1 December.
- Will enhance mobilizing;
- High season and off season responses. When turning out need to remember that air and other support from 1 December 2014 will automatically be deployed and Brigades need to remember to turn them down if support is not required;
- Simple procedures will need to be introduced;
- Issue of emergency calls made from mobile telephone discussed. Often by the time the caller gets to the next cross road quite some distance away from the fire and ComCentre cannot control this;
- System offers improved response which benefits the community
- Need to decide whether to go 'direct turn out' or remain as is.

COMMITTEE MOTION

Moved Steve Browne / Seconded Fred Hoogland

That the Chittering Bush Fire Services utilise the direct turn out option for 000 callouts effective immediately with the Community Emergency Services Officer informing the Department Fire and Emergency Services of the change, Enhanced mobilization through fire season only.

THE MOTION WAS PUT AND DECLARED CARRIED 9/0

- Members requested that Rosa Park, Polinelli Road and Morley Road be included in the yellow sections on the map;
- Nothing changes for the Brigades turnout process, but members need to know that there is a possibility if a second Brigade turned out they may need to be stood down for dual turn out.

13.4 Inaugural Fireman's Ball

- Doreen Mackie advised that the ball was very successful and organisers should be congratulated.

13.5 Formal Acknowledgement of the former Chief Bushfire Control Officer

The CEO advised that during the handover meeting with Dennis Badcock, Dennis advised that he was not able to attend the Fireman's Ball to accept a gift from Council and suggested that he would prefer to be formally recognised at a Council Meeting. The Committee discussed the matter:

- CEO to discuss with Council re function.

Phil Humphrey raised the issue of acknowledging Dennis Harvey's contribution to Chittering Fire Services.

The CEO advised that it was his understanding that Dennis Harvey has not left the service, rather has restricted his involvement in the Muchea Brigade.

- CEO to contact Dennis Harvey to confirm whether he is remaining a member of the Chittering Fire Services.

ACTION

The CEO to discuss with Council and organise the formal acknowledgement of Dennis Badcock, former CBFCO.

13.6 Brigade Turnout to Motor Vehicle Accidents

Fred Hoogland said that there was confusion regarding turning out of Bush Fire Brigades following a motor vehicle accident near Hart Drive:

- Fire Services are not the HMA for motor vehicle accidents and therefore cannot stand anyone down.
- Important if Brigades are requested to assist they radio in when leaving the station, arriving at the accident and return to the station.
- Issue discussed with local branch: if ambulance officers need assistance from the local brigade they should go through their COMCENTRE who then contacts DFES COMCENTRE.
- Remember Brigade Members do not sign up to attend accidents and some may not be comfortable attending.
- Brigades need to discuss exposure of members to dangerous situation/s.
- Cr Norton, who was an attending officer at the accident, said that Ambulance Officers would not expect VBF members to help get someone out of a car and that it is handy to have a vehicle with flashing lights ahead of the accident to alert oncoming vehicles. She also suggested that members did not need to look in the vehicle when attending an accident to assist with fire etc.
- FRS are the main respondents for road accidents the VBFB back them up if needed.
- **Main point, make sure Members are comfortable attending an accident before leaving station and ensure COMCENTRE is advised when turning out, arriving at accident and when vehicles return to the station.**

13.7 Templates for Agenda Reports

As discussed at the August 2014 meeting, all Members will need to submit their reports prior to the distribution of the Agenda. Karen Parker is happy to assist those who are unable to use the template if Members provide her with a handwritten report or details via an email.

CESM will distribute the template to all Members.

ACTION

The CESM to distribute the CBFAC Agenda Template to all members prior to the December 2014 meeting.

13.8 Fire Services Vehicle Concession Conditions

Concerns were raised by Kim Haeusler re the licensing conditions placed on some of the Fire Services Vehicles. Some of the conditions appear to be indicate that if the vehicle is not being used for firefighting purposes it is deemed unlicensed.

The CESM is to follow up and provide Members with clarification.

ACTION

The CESM to contact the Department of Transport to seek clarification on conditions placed on some of the Fire Services vehicles.

- Also if the vehicle is overweight what are the options. The CESM advised that Workshops have informed him that they will fix any problem.

15. CLOSURE

The Presiding Member declared the meeting closed at 9:10pm.

The next meeting of the Chittering Bush Fire Advisory Committee is to be advised once the dates have been confirmed by Council.

Chittering Bush Fire Advisory Committee
Brigade report

Brigade	<i>Please complete</i>
Date	<i>Please complete</i>

New members
Please complete

Member resignation
Please complete

Brigade incidents
Please complete

Brigade training
Please complete

Community engagement
Please complete

Critical information
Please complete



6177 Great Northern Highway
PO Box 70 Bindoon WA 6502
T: 08 9576 4600 F: 08 9576 1250
E: chatter@chittering.wa.gov.au
www.chittering.wa.gov.au

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