



**Committee Attachments**  
**ORDINARY MEETING OF COUNCIL**  
**Wednesday 21 November 2018**

REPORT NUMBER	REPORT TITLE AND ATTACHMENT DESCRIPTION	PAGE NUMBER(S)
10.1.1	<b>Bushfire Advisory Committee: 23 October 2018</b> 1. "Unconfirmed" minutes from the Bushfire Advisory Committee held 23 October 2018	1-22

**MINUTES FOR THE  
CHITTERING BUSHFIRE ADVISORY COMMITTEE  
TUESDAY 23 OCTOBER 2018**

**Council Chambers  
6177 Great Northern Highway  
Bindoon**

**Commencement: 7.00PM  
Closure: 8.46PM**



**Objectives**

To make recommendations and advise Council on all matters relating to the ***Bush Fires Act 1954, Section 67(1)***.

To liaise with other emergency organisations and relevant bodies with regard to Fire and Emergency Management within the Shire of Chittering

The Committee will advise the local government all matters relating to:

- (a) Preventing, controlling and extinguishing of bush fires
- (b) The planning of the layout of fire-breaks in the district
- (c) Prosecutions for breaches of the ***Bush Fire Act 1954***
- (d) The formation of bush fire brigades and the grouping thereof under group brigade officers
- (e) The ensuring of co-operation and co-ordination of bush fire brigades in their efforts and activities
- (f) Any other matter relating to bush fire control whether of the same kind, as, or a different kind from, those specified.

**Meetings**

Meetings shall be open to the public pursuant to the Local Government Act 1995, Section 5.23 and is not required to have questions from the public as there are no Council delegations.

**MEMBERSHIP**Membership

As at 18 July 2018:

<b>Members</b>	<b>Deputies</b>
<b>Shire of Chittering Councillor</b> Cr Peter Osborn	<b>Shire of Chittering Councillor</b> Cr Carmel Ross
<b>Chief Executive Officer</b> Alan Sheridan	Nil
<b>Community Emergency Services Manager / Chief Bush Fire Control Officer</b> David Carroll	Nil
<b>Deputy Chief Bush Fire Control Officer Southern Region</b> David Wilson	Nil
<b>Deputy Chief Bush Fire Control Officer Northern Region</b> Kim Haeusler	Nil
<b>Deputy Chief Bush Fire Control Officer Central Region</b> Phillip Humphry	Nil
<b>Muchea Brigade representative</b> Arthur Blewitt	<b>Muchea Brigade representative</b> Shelly Pannell
<b>Lower Chittering Brigade representative</b> Jeff Reeves	<b>Lower Chittering Brigade representative</b> Graham Furlong
<b>Upper Chittering Brigade representative</b> Gordon Carter	<b>Upper Chittering Brigade representative</b> Aaron Cover
<b>Bindoon Brigade representative</b> Peter Watterston	<b>Bindoon Brigade representative</b> Scott Ormsby
<b>Wannamal Brigade representative</b> Greg Cocking	<b>Wannamal Brigade representative</b> Richard Rose
<b>Incident Support Brigade representative</b> Paul Groves	<b>Incident Support Brigade representative</b> Sam Murray Whelan

Tenure of MembershipShall be in accordance with the *Local Government Act 1995, Section 5.11*.**ATTENDANCE BY GOVERNMENT AGENCIES**The following are invited (*non-voting*) to attend meetings of the CBFAC:

- (a) DFES Fire Services Manager Perth North Coastal
- (b) DEC Conservation and Land Management Officer

**DELEGATED AUTHORITY**

Nil

**Preface**

When the Chief Executive Officer approves these Minutes for distribution they are in essence "Unconfirmed" until the following Chittering Bushfire 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 Thursday 8 November 2018.



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

**Confirmed Minutes**

These minutes will be confirmed at a meeting to be held on Tuesday 12 March 2019.

Signed .....

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

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

The Chairperson declared the meeting open at 7.00pm.

## 2. RECORD OF ATTENDANCE / APOLOGIES

### 2.1 Attendance

The following members were in attendance:

Members:	Cr Peter Osborn	Council Delegate (Chairperson)
	Alan Sheridan	Chief Executive Officer
	Dave Carroll	Chief Bushfire Control Officer
	David Wilson	Deputy Chief Bushfire Control Officer (South)
	Jeff Reeves	Lower Chittering Volunteer Bushfire Brigade
	Paul Groves	Incident Support Brigade
	Shelly Parnell	Muchea Volunteer Bushfire Brigade
	Peter Watterston	Bindoon Volunteer Bushfire Brigade
	Phill Humphry	Deputy Chief Bushfire Control Officer (Central)
	Gordon Carter	Upper Chittering Volunteer Bushfire Brigade
Quorum – 6 members		
Observers:	<u>Internal</u>	
	Cr Carmel Ross	Council Deputy
	Aaron Cover	Upper Chittering Volunteer Bushfire Bridge (Deputy)
	Natasha Mossman	Executive Support Officer (Minute Secretary)

### 2.2 Apologies

Paul Musarra	Department of Biodiversity, Conservation and Attractions
Graham Furlong	Lower Chittering Volunteer Bushfire Brigade
Peter Hall	Muchea Volunteer Bushfire Brigade

## 3. DISCLOSURE OF INTEREST

Nil



#### 4. CONFIRMATION OF PREVIOUS MINUTES

##### 4.1 Chittering Bushfire Advisory Committee meeting: 10 July 2018

###### 4.1 OFFICER/COMMITTEE RECOMMENDATION

Moved Alan Sheridan / Seconded Jeff Reeves

That the minutes of the Chittering Bushfire Advisory Committee meeting held on Tuesday 10 July 2018 be confirmed as a true and accurate record of proceedings.

[CARRIED]

#### 5. ANNOUNCEMENTS

The Chairperson addressed the meeting and congratulated the Shire employees; Dave Carroll, Lisa Kay (and former employee Karen Dore) for their hard work and professionalism in producing the fire safe videos, where the Shire received funding through AWARE.

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

David Carroll addressed the meeting and spoke to the following items:

- Current Situation: Restricted Burning Time as of 1 October.
- Prevention:
  - Bushfire risk reduction being carried out by the Shire of Chittering works crew ongoing across the Shire, upgrading and spraying 79km of strategic and bush reserve firebreaks.
  - Shire Ranger private property fire hazard inspections commenced on 16 October with an increased level of scrutiny being applied to Firebreak and Bushfire Hazard Reduction Notice compliance for greater community protection, an emphasis on this work needing to be completed for the protection of the community.
  - Minor changes to the Firebreak and Bushfire Hazard Reduction Notice, including the conditional use of wood fired pizza ovens and solid fuel BBQs during the restricted burning times.
  - Paul Groves started with the Shire in the Fire Hazard Inspector position on 23 October.
  - Mitigation Activity Funding of \$19,500 has been received to carry out mitigation activities on UCL in Wannamal, applied for by Dave when he was in the BRPC position.
  - Two shire staff have been trained in the use of the DFES BRMS system for monitoring of bush fire risk and management of treatments, hoping to combine and use with firebreak inspections to determine priority areas.
  - Permits to burn commenced on 1 October, on time.
- Preparedness:
  - Firebreak Notice Distribution 2018/19
    - a. was published in the Government Gazette on 18 September 2018;
    - b. shared on the Shire's website and Facebook pages on 22 September 2018; and
    - c. was posted out to residents by On Press Digital on 19 September 2018.



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- Fire Management Team Published 2018/19
  - a. In accordance with the Shire's Community Engagement Plan the public notice was:
    - i. published on the Shire's website and Facebook pages on 18 September 2018;
    - ii. posted on the Shire's public notice board on 22 September 2018;
    - iii. published in the Ellenbrook Advocate in September 2018; and
    - iv. also published in the Northern Valleys News, October 2018.
- Metro North East Regional RUI Bushfire Exercise is in planning with Swan and Mundaring Shires and scheduled for Saturday the 17th of November 2018.
- Brigade Training
  - a. Dave Wilson has prepared the 2019 CFS training Calendar
  - b. Huw Davies Day at Muchea 18 August 2018; five brigades were in attendance
  - c. Prescribed Burning short course for FCOs and Captains on 9 June 2018
  - d. Brigade officers currently going through skills refresher training with members
- Community Engagement Education
  - a. The Bindoon Bush Fire Brigade and Chittering Incident Support Brigade attended the Bindoon Show on the 6 October for the provision of a brigade presence, street meet, pamphlets and display.
  - b. Use of Shire website and Facebook page to disseminate Firebreak Notice, prescribed burning notification information.
  - c. As part of the Raising Resilience, Community Empowerment Campaign Lisa Kay and Alison Reliti organised a 000 School Holiday Activity with the Local Police and Fire Brigade, Peter and Justin Watterston of Bindoon Volunteer Bush Fire Brigade demonstrated all of the bells and whistles on the fire appliance to 45 excited school children (refer page 4 and 5 of these Minutes for flyer and media release).
  - d. Main DFES Brochure for distribution is the 5 Minute Fire Chat.
- Response
  - Incidents and Membership: 10/07/2018 – 23/10/2018
 

Brigade	Total	Personnel
Muchea 6443	4	24
Lower Chittering 6387	6	35
Upper Chittering 6138	2	33
Bindoon 6055	2	37
Wannamal 6652	0	57
Incident Support 6975	0	24
		<b>208</b>
  - All brigade appliances and pumps have been serviced including rectification of faults found, commenced September.
  - Brigade officers currently going through skills refresher training with all members.





- Recovery
  - Recovery Awareness training attended by Shire welfare and administration staff in Gingin on 23 October.
- Acknowledgements
  - Craig Garret DFES DO North East for the past few years for his support and expertise.
  - Peter and Matt Watterston for their support at the Bindoon Show, special thanks to Matt for his support of the Shire show team and to Pete and Justin for their assistance at the Show.
  - Dave and Deb Wilson for the massive amount of support they provide to the Chittering Fire Service.
  - Greg Cocking for many years of service to the community as Deputy Chief North.
  - Alan Sheridan has resigned, going to the City of Belmont, thank you for ongoing support of the brigades and volunteers.
  - And everyone else for their time and support of each other and the community.
- General Business
  - Area familiarisation, tank and hydrant inspections and subsequent maintenance required.
  - Any brigade bushfire risk concerns for Council.



## LEARN WHAT TO DO IN AN EMERGENCY

**Designed to help kids feel more confident in the face of an emergency and how to stay safe on the roads**

- St John Ambulance - Basic 1st Aid (kindy - 11yrs)
- SDERA -road awareness
- Bindoon Volunteer Bush Fire Brigade and;
- Gingin Police

**We will all be onsite ready for some fun.**



**Open to kids of  
all ages.**

**When: Thursday, 4 October 2018**

**Time: 10am—1pm**

**Where: Bindoon Town Hall**

**BOOKINGS:**

email registration form to  
[cdo@chittering.wa.gov.au](mailto:cdo@chittering.wa.gov.au)

**Info: Lisa or Alison on**  
**Ph: 08 9576 4600**  
**E: [cdo@chittering.wa.gov.au](mailto:cdo@chittering.wa.gov.au)**



## MEDIA RELEASE

FOR IMMEDIATE RELEASE

DATE: 5 October 2018

### Local Kids learning how to cope in an Emergency

If you were anywhere in the vicinity of Bindoon town site on Thursday, 4 October 2018 you can be forgiven if you thought that there was a major emergency happening due to all the lights and sirens. Never fear, it was just our local and very friendly Gingin Police Constables, Nic and Rachel along with the Bindoon Fire Brigade Captain, Peter and Cadet, Justin showing off all the bells and whistles of emergency vehicles to local kids who were participating in the 000 themed School Holiday Activity.

Approximately 45 children ranging in age from 3 – 12 participated in workshop sessions which included learning basic first aid from representatives of St Johns Ambulance; what to consider in an emergency through the assistance of the Redcross Pillow Case Project and the Bindoon Fire Brigade; Road Safety Awareness with the help of Izzy the Dinosaur of the Schools Drug Education and Road Aware Program (SDERA) and the Gingin Police; and finally how to make the right call in an emergency taught by Constable Care.

These activities were organised as part of the Shire of Chittering's "Raising Resilience" Community Empowerment Campaign aiming to improve local children's capacity to cope in the face of a crisis through improved confidence, increased knowledge, understanding and skill development. The above activities were designed to show how easy it is to help the little people in our families cope in the face of an emergency.

How prepared do you feel? Let us know by completing a short survey via <https://www.surveymonkey.com/r/AWAREMidSurvey>

- Ends -

*For further information please contact Lisa Kay, Community Development Coordinator on 9576 4600 or via [chatter@chittering.wa.gov.au](mailto:chatter@chittering.wa.gov.au). This media statement has no regulatory value.*

**5.2 DFES District Manager North East**

The position is currently vacant so no report available.

**5.3 Chief Executive Officer**

Alan Sheridan addressed the meeting and spoke to the following items:

- Tendered resignation with Council and last official working day is 21 December 2018. Will be taking annual leave until commencing with the City of Belmont. The Council has appointed an external consultant to undertake the recruitment of a new Chief Executive Officer.
- Expressed appreciation how the local brigades all work together and cooperate with one another; makes for a better volunteer network and makes residents interested in joining when there is no animosity.

**5.4 Chittering Fire Services Training Coordinator**

Dave Wilson addressed the meeting and spoke to the following items:

- Training meeting held on 12 September – strong attendance by available Brigade Training Officers:
  - List of agreed actions from Training Officers meeting attached (see pages 7-9 of these Minutes).
- Training Officer Document Portal released for storing, accessing and sharing training resources (Training Officers trialling prior to wider release to Brigade Officers).
- Updated Skills Refresher Program was endorsed by the Brigade Training Officers and Brigade Captains for implementation in 2018/19.
- Proposed to review the Probationary Fire Fighters Logbook during 2018/19; review to take into consideration of expressed desire by Captain's for a staged turn out capability for probationary fire fighters upon demonstration of achieved competencies/experience.
- 2019 Training Calendar 'draft' endorsed by the Brigade Training Officers and Brigade Captains; will be formally released following the meeting with the eAcademy next week to review against the DFES Metro Calendar:
  - Following meeting with eAcademy finalised calendar will be submitted to the Northern Regional Advisory Committee for inclusion in the North Metro Combined Calendar for 2019.
- Agreed to develop a 'recommended' training matrix; Brigade training activity guidelines to support new Training Officers.
- Agreed to work with Mundaring Training Academy to trial Prescription Burning Workshop and 'Initial Control at Wildfires' Course.
- Agreed to hold quarterly meetings to facilitate a forum for collaboration, support and sharing across Brigades. Progress on actions will be reported at quarterly meetings.



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**Training Officers Meeting – September 27, 2018**

**Actions Arising**

**Meeting Attendees:**

Don Buchanan (Upper)  
Anne-Maree Hagge (Bindoon)  
Ray Jordan (Muchea)  
Graham Furlong (Lower)  
Phil Humphrey (Deputy Chief Central)  
Deb Wilson (Deputy Trg Co-ord)  
David Wilson (Trg Co-ord and Chair)

**Absent:**

Alison Brown (Deputy Trg Co-Ord)  
Heather Salter (ISB)

No.	Action	By Whom	By When
1	<b>Training Officers (TO) Contact Details 2019</b> to be corrected – Ray's email address and put up on Portal	David	September 30
2	<b>Draft 2019 Training Calendar</b> – TOs to review and provide feedback to David.  David to raise at the Captain's upcoming meeting to get their feedback as well.  Shire Calendar to be provided to DFES and other Shires to finalise a combined calendar, before circulating both the Shire's Final Calendar and the Combined Calendar via email and Portal and ensuring it goes into eAcademy before the end of the year.	All  David  David	October 5  October 2  October 31 and then December 31
3	<b>Prescribed Burning (PB) Courses</b> need to be designed by initially getting info from Mundairing on their course, discuss with David Carroll (DC) both content and planned dates, particularly March date, then draft Course Plan to be circulated to all TOs for feedback.	David	November 30th
4	Arrange for Mundairing to run a course on ' <b>Initial Control @ Wildfires</b> ' in August 2019 and then determine how we want to run it ourselves.	David	August, 2019
5	<b>Portal –</b> <ul style="list-style-type: none"> <li>TOs to be emailed re access to the Portal</li> <li>TOs to have a go at using it and provide any feedback to David</li> <li>TOs to share their Brigade Training Plans/Calendars and monitor each other's Calendars to promote more cross-training activities.</li> </ul>	David All  All	September 30 Asap and Ongoing Asap and Ongoing





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6	<b>Brigade Training Reports in eAcademy</b> – all to check they can access this and have a go at running Reports.  Access is provided via DFES having the current Training Officer details correct, so let David know if access is not possible, so this may be corrected.	All	October 5
7	<b>IFF/BFF Modularisation</b> – more clarity to be sought on plans to implement to enable further discussion with TOs.	David	November 30
8	<b>Changes to Pathways Structure</b> – Draft document to be obtained and provided to TOs for review and discussion with their Captains, but not to distribute further, to enable feedback to David.	David and All	November 30
9	<b>Annual Skills Refresher 2018/19 Season</b> – all to review and provide feedback to David  David to discuss with DC to finalise and distribute final version.  TOs to ensure implemented	All  David with DC  All	September 30  October 5  November 1
10	<b>Probationary FF Logbook Review and getting new members active on fireground</b> safely and as soon as practicable. All to meet to do review to identify essential -v- desirable skills and procedure for consideration by Captains.	David and All	November 30 (first meeting)
11	<b>Individual FF Training and Development Plan</b> <ul style="list-style-type: none"><li>Form to be put on Portal for use</li><li>TOs asked to use and when completed file in Portal</li></ul>	David  All	September 30  Ongoing
12	<b>LG Course Application Process/Form</b> <ul style="list-style-type: none"><li>Form to be corrected for use and put on Portal.</li><li>Form to be used for any Course that is a non-DFES coded course.</li></ul>	David  All	September 30
13	<b>A proposed/recommended 12-month Training Regime</b> be created based on the work Graham has done and circulated to TOs for feedback	David and Graham	November 30
14	Discuss with DC and Captains how best to <b>increase Brigade activities in Community Events to work together more and being more visible in the Community.</b>	David with DC and Captains	October 2
15	<b>Informal quarterly TO meetings to be organised in addition to the 2 formal meetings held annually.</b>	David	November 30



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**Training Officers  
Contact Details 2019**

(training.officers@chitteringfireservices.org.au)

Position	Name	Email	Mobile
CESM/Chief	David Carroll	David.Carroll@dfes.wa.gov.au	0409529138
Training Coordinator	David Wilson	Training.Coordinator@chitteringfireservices.org.au	0412716577
Deputy Training Coord Central	Debra Wilson	Training.Coorddeputy1@chitteringfireservices.org.au	0421 435 377
Deputy Training Coord South	Alison Brown	Training.Coorddeputy2@chitteringfireservices.org.au	0416 506 050
Bindoon Training Officer	Anne-Mare Hagge	Bindoon.trainingofficer@chitteringfireservices.org.au	0428760069
ISB	Heather Salter	Isb.trainingofficer@chitteringfireservices.org.au	0407981465
Lower Training Officer	Graham Furlong	Lower.trainingofficer@chitteringfireservices.org.au	0417 358 259
Muchea Training Officer	Ray Jordan	Muchea.trainingofficer@chitteringfireservices.org.au	0414226634
Upper Training Officer	Don Buchanan	Upper.trainingofficer@chitteringfireservices.org.au	0401 496 130
Wannamal	TBA	TBA	TBA

**5.5 Department of Parks and Wildlife**

Nil

**6. BRIGADE REPORTS****6.1 Bindoon Volunteer Bushfire Brigade**

Peter Watterston addressed the meeting and spoke to the following items:

- **New members**
  - Two new members (three applications have been taken)
- **Member resignation**
  - Nil
- **Brigade incidents**
  - Two
- **Brigade training**
  - Undertaken every second Friday
  - Skill refresher; five members are yet to complete
- **Community engagement**
  - Chittering Flower Festival – 14 to 16 September
  - Bindoon Farmers Market
  - 000 School Holiday Activity – 4 October
  - Bindoon Show – 13 October
- **Critical information**
  - Brigade appliances have all been serviced and repaired; a big thank you to Liam.
  - New entry system to the Brigade building; a big thank you to the Shire. Brigade is now able to monitor who enters their building.
  - Huw Davies Day was a success.

**6.2 Lower Chittering Volunteer Bushfire Brigade**

Jeff Reeves addressed the meeting and spoke to the following items:

- **New members**
  - Nil
- **Member resignation**
  - One
- **Brigade incidents**
  - One



- **Brigade training**
  - Undertaken third Wednesday of the month, and repeated on the third Saturday for those members who are unable to attend the Wednesday.
  - Skill refresher; five members are yet to complete.
- **Community engagement**
  - Chittering Car Day – 18 November at Immaculate Heart College; to recruit new members and educate residents.
- **Critical information**
  - Brigade needs new members; with most local residents FIFO or employed in the city it is hard to attract new members.

*The Chief Executive Officer advised the meeting that when the NorthLink WA project is completed residents in Ellenbrook will only be 20minutes from our lower boundary; maybe we can attract residents from the outer suburbs to our brigades.*

### 6.3 Mucnea Volunteer Bushfire Brigade

Shelly Pannell addressed the meeting and spoke to the following items:

- **New members**
  - Three new members
- **Member resignation**
  - Two
- **Brigade incidents**
  - Three; Mucnea townsite, Lower Chittering and Brand Highway
- **Brigade training**
  - Fortnightly training.
  - Huw Davies Day; a huge effort and thankyou to Cr Carmel Ross for attending.
- **Community engagement**
  - Private plane club in Mucnea
  - Taste of Chittering – 26 August
  - Edgewater Primary School for education
- **Critical information**
  - Nil





#### 6.4 Upper Chittering Volunteer Bushfire Brigade

Phill Humphry addressed the meeting and spoke to the following items:

- **New members**
  - Nil
- **Member resignation**
  - One
- **Brigade incidents**
  - Three
- **Brigade training**
  - Undertaken monthly – well attended
  - Huw Davies Day
  - Refresher training
- **Community engagement**
  - Hazard Reduction
- **Critical information**
  - Firebreaks hard to maintain
  - New 100,000ltre tank installed. Plumbing was installed by the volunteers. Tank is full, actually has overflowed. New project is to install a pump and stand-by pipe and a concrete pad.
  - Strategic Firebreaks – complaints from residents as to what needs to be undertaken on what is wrong, needs to be more consistency amongst the brigades.
  - With the cost of fuel rising brigade members using their private vehicles to inspect properties how do they go about getting reimbursed.

#### **ACTION**

**The Chief Bushfire Control Officer and Chief Executive Officer to discuss a solution regarding volunteer fuel cards.**

- The FDI sign that is supposed to be on Great Northern Highway, Muchea is still missing and the one in Bindoon townsite.

*The Chief Bushfire Control Officer advised the meeting that Main Roads WA have marked the spot where the sign is to be installed in Muchea; and the drawings for the Bindoon installation indicate where the footings are to be placed. Installation for both signs should occur with the coming weeks.*

#### 6.5 Wannamal Volunteer Bushfire Brigade

Nil



## 6.6 Incident Support Brigade

Paul Groves addressed the meeting and spoke to the following items:

- **New Members**
  - The Incident Support Brigade has two new members since the last CBFAC meeting. Potentially three more after the Bindoon Show day.
- **Member resignations**
  - Six members have resigned from the brigade for various reasons. Most have not been regular attendees at meetings / training / incidents for some time.
- **Brigade Incidents**
  - Nil
- **Brigade training**
  - Two new members have the ICV operations training and Intro to Fire Fighting scheduled. For two others they have the practical assessments scheduled to be completed.
  - All members are scheduled to complete the pre-season refresher training prior to November where possible.
- **Community engagement**
  - The brigade attended the Bindoon Show in 2018. We had contact from a potential three new members and will now wait to see if they follow up. A number of people looked through the ICV and were impressed at the technology available to manage fires.
- **Critical Information**
  - As noted at the last BFAC we have had a number of modifications completed in the ICV. At this stage the ICV is operational with all new IT connectivity, modified access stairs, generator changes and printer alterations completed.
  - We are now ready for the approaching fire season.
  - The Bindoon brigade and the DBFCO Upper Dave Wilson have been working on the collar tank and getting it operational. Once this is done the ISB members will observe how it is set up and we can then decide if they are capable or comfortable in doing this. We may need to engage fire fighters to actually set up the tank for fires.



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

### 7.1 Outstanding actions and recommendations

Meeting Date	Brigade/Report title	Details of required action	Person responsible	Current status	Action completed
01/08/2017	Local Planning Strategy	Shire to ensure that Committee are sent details when the Strategy is made available for public comment.	A/EMDS	Draft Strategy currently advertised for comments. Deadline is 29 October 2018	
10/07/2018	Chief Executive Officer	The Executive Manager Development Services to forward an unmarked copy to Brigade Captains.	EMDS	No further action required	23 October 2018
10/07/2018	Bindoon Volunteer Bushfire Brigade	The Chief Bushfire Control Officer to obtain prices for signage and discuss with the Captains at the next Brigade Captains meeting.	CBFCO	Season signs and sector signs – prices received (between \$30-\$40) from business in Bullsbrook. Can be printed in two days. Need to check budget allocation before ordering.	23 October 2018
10/07/2018	Lower Chittering Volunteer Bushfire Brigade	The Chief Bushfire Control Officer to send a letter of condolences to the family of Phil Dennis.	CBFCO	Letter of condolence sent to the family on 2 August 2018 (ref O1898080)	2 August 2018
10/07/2018	Wannamal Volunteer Bushfire Brigade	The Chief Bushfire Control Officer to liaise with the Executive Manager Technical Services to repair/fix the hardstand area surrounding the new water tank located in Udamong Reserve.	CBFCO EMTS	Completed – a few issues to finalise	23 October 2018
10/07/2018	Bushfire Preparedness	The Chief Bushfire Control Officer to create a flyer for distribution to the local schools to be included in their newsletters.	CBFCO	DBFCO to liaise with the school principles	23 October 2018
10/07/2018	Restricted Burning Times	The Chief Bushfire Control Officer and Executive Manager Development Services to discuss further.	CBFCO EMDS	No further action required. CBFCO will research further and report to next meeting.	23 October 2018
10/07/2018	Corflute Signs	The Chief Bushfire Control Officer to consider this further in discussion with the Brigade Captains.	CBFCO	CBFCO to discuss with the EMCS for available funds in the current Annual Budget.	23 October 2018



**MINUTES FOR THE CHITTERING BUSHFIRE ADVISORY COMMITTEE  
TUESDAY 23 OCTOBER 2018**

Meeting Date	Brigade/Report title	Details of required action	Person responsible	Current status	Action completed
10/07/2018	Chittering Bushfire Ready Facebook page	The Chief Bushfire Control Officer to liaise with the Shire officer who manages the Facebook page to discuss further.	CBFCO	Comments can be put on by any "friend". EMCS will be available to update with any posts. The Shire will implement a process to be put in place to approve and monitor. The Shire's website and Facebook page to feed visitors to the state's emergency website ( <a href="http://www.emergency.wa.gov.au">www.emergency.wa.gov.au</a> ).	23 October 2018
23/10/2018	Upper Chittering Volunteer Bushfire Brigade	The Chief Bushfire Control Officer and Chief Executive Officer to discuss a solution regarding volunteer fuel cards.	CBFCO CEO		
23/10/2018	Firebreak date	Investigate why the 16 October was chosen as the date for firebreak installation	CBFCO		
23/10/2018	Setting of 2019 Committee Meeting Dates	That: 1. The Chittering Bush Fire Advisory Committee meeting dates for 2019 are as follows: a. Tuesday 12 March; b. Tuesday 11 June; and c. Tuesday 8 October.  2. The Chittering Bush Fire Advisory Committee meetings will be held in the Council Chambers, 6177 Great Northern Highway, Bindoon commencing at 7pm.	CBFCO	Officer report to be tabled at the November OCM for Council's consideration. Will then be advertised in accordance with the Shire's Community Engagement Plan.	



## 8. GENERAL BUSINESS

### 8.1 Setting of 2019 Committee Meeting Dates

In accordance with *c1.12.3.11 Meetings* in the “Council Committees and Advisory Group” booklet the Chittering Bushfire Advisory Committee are to determine the meeting dates for 2019.

The dates are to be discussed by Committee Members and agreed upon.

The dates that are suggested for 2019 are as follows:

- i. Tuesday 12 March
- ii. Tuesday 11 June
- iii. Tuesday 8 October

#### 8.1 OFFICER/COMMITTEE RECOMMENDATION

Moved Phill Humphry / Seconded Dave Wilson

That:

1. The Chittering Bush Fire Advisory Committee meeting dates for 2019 are as follows:
  - d. Tuesday 12 March;
  - e. Tuesday 11 June; and
  - f. Tuesday 8 October.
2. The Chittering Bush Fire Advisory Committee meetings will be held in the Council Chambers, 6177 Great Northern Highway, Bindoon commencing at 7pm.

[CARRIED]

### 8.2 Compliance Date

Paul Groves addressed the meeting and spoke to the following:

- The Shire’s Firebreak Notice has a compliance date of having firebreaks installed 16 October however neighbouring shires have 1 November. Can we investigate why the Shire has chosen the 16 October as our date for firebreaks? Believe that there is a valid reason but not sure why:
  - All depends on the season that you are having
  - If you did it early November residents wouldn’t be compliant until mid-November, which is well into the fire season
  - Condition of fire permit to have firebreaks done
  - Need to educate residents to spray their firebreaks during winter
  - Seasons are changing

#### ACTION

The Chief Bushfire Control Officer to investigate why the 16 October was chosen as the compliance date.



### 9. NEXT MEETING

That the next meeting of the Chittering Bush Fire Advisory Committee is scheduled for **Tuesday 12 March 2019 commencing at 7pm.**

### 10. CLOSURE

The Chairperson declared the meeting closed at 8.46pm.



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