



Committee Attachments
Wednesday, 15 April 2015

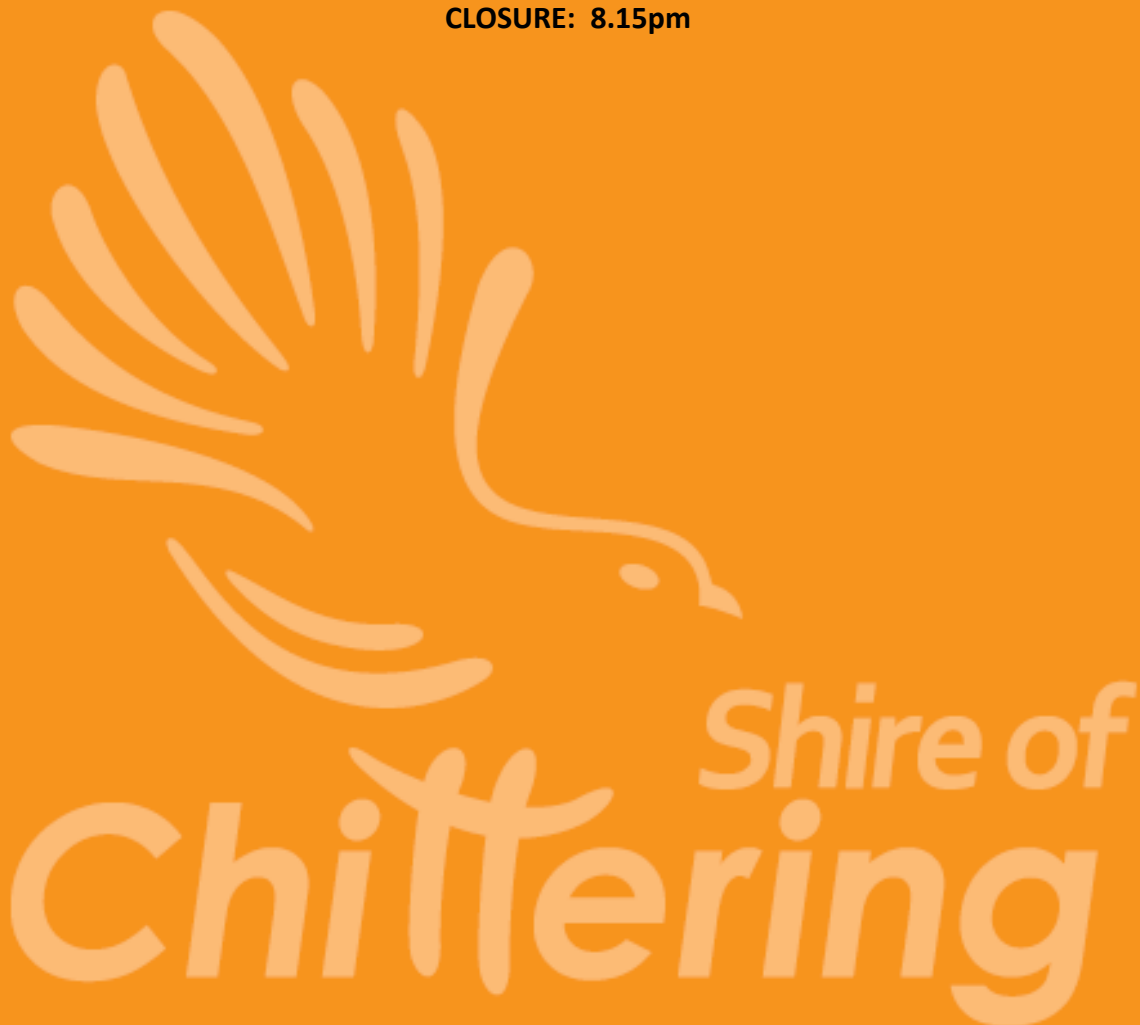
REPORT NUMBER	REPORT TITLE AND ATTACHMENT DESCRIPTION	PAGE NUMBER(S)
10.1	Chittering Bush Fire Advisory Committee – 3 March 2015 1. “Unconfirmed” Chittering Bush Fire Advisory Committee Minutes, 3 March 2015	1 – 15

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

TUESDAY, 3 MARCH 2015

**Council Chambers
6177 Great Northern Highway
Bindoon**

**COMMENCEMENT: 7.30pm
CLOSURE: 8.15pm**



These minutes will be confirmed at the next meeting of the Chittering Bushfire Advisory Committee which is yet to be advised

SIGNED BY _____
Person presiding at the meeting at which minutes were confirmed

DATE _____

Disclaimer

The purpose of this Committee meeting is to discuss and, where possible, make resolutions about items appearing on the agenda.

Whilst Council has the power to resolve such items and may in fact, appear to have done so at the meeting, no person should rely on or act on the basis of such decision or on any advice or information provided by a member or officer, or on the content of any discussion occurring, during the course of the meeting.

Persons should be aware that the provisions of the *Local Government Act 1995* (section 5.25 (e)) establish procedures for revocation or rescission of a Council decision. No person should rely on the decisions made by Council until formal advice of the Council decision is received by that person.

The Shire of Chittering expressly disclaims liability for any loss or damage suffered by any person as a result of relying on or acting on the basis of any resolution of Council, or any advice or information provided by a member or officer, or the content of any discussion occurring, during the course of the Council meeting.

TABLE OF CONTENTS

1.	DECLARATION OF OPENING OF MEETING / ANNOUNCEMENTS OF VISITORS.....	4
2.	RECORD OF ATTENDANCE / APOLOGIES	4
2.1	Attendance	4
2.2	Apologies	4
3.	DISCLOSURE OF INTEREST	4
4.	PUBLIC QUESTION TIME	4
5.	CONFIRMATION OF PREVIOUS MINUTES	5
5.1	Chittering Bushfire Advisory Committee meeting – Tuesday, 7 October 2014	5
6.	ANNOUNCEMENTS BY THE CHIEF BUSHFIRE CONTROL OFFICER / COMMUNITY EMERGENCY SERVICES MANAGER	5
7.	ANNOUNCEMENTS BY THE DFES DISTRICT MANAGER NORTH EAST WITHOUT DISCUSSION ...	7
8.	ANNOUNCEMENTS BY THE CHIEF EXECUTIVE OFFICER	7
9.	ANNOUNCEMENTS BY THE CHITTERING FIRE SERVICES TRAINING COORDINATOR.....	7
10.	ANNOUNCEMENTS BY DPAW	7
11.	BRIGADE REPORTS.....	8
11.1	Bindoon Brigade	8
11.2	Lower Chittering Brigade.....	8
11.3	Muchea Brigade.....	8
11.4	Upper Chittering Brigade.....	9
11.5	Wannamal Brigade	9
11.6	Incident Support Brigade.....	9
12.	CHITTERING BUSHFIRE ADVISORY COMMITTEE ACTION LIST AND COMMITTEE RECOMMENDATIONS	10
12.1	Outstanding Actions and Recommendations.....	10
13.	GENERAL BUSINESS	11
13.1	Stacking of large timbers for burning.....	11
13.2	Annual fire break notice review	12
13.3	Removal of handrails / handles.....	12
13.4	Julimar Road Tank	13
13.5	Memorandum of Understanding for ISB Vehicle	13
13.6	Presentation to Shire staff member.....	13
14.	CLOSURE	13



1. DECLARATION OF OPENING OF MEETING / ANNOUNCEMENTS OF VISITORS

The Presiding Member declared the meeting opened at 7pm.

2. RECORD OF ATTENDANCE / APOLOGIES

2.1 Attendance

Ian Hollick	Presiding Member
Jamie O'Neill	CESM / CBFCO
Greg Cocking	Deputy Chief Bushfire Control Officer
Kim Haeusler	Wannamal Brigade
Fred Hoogland	Bindoon Brigade
Phillip Humphrey	Upper Chittering Brigade
Peter Hall	Muchea Brigade
Janice Billen	Incident Support Brigade
Cr Robert Hawes	Shire President

The following non-voting members were in attendance:

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

2.2 Apologies

David Wilson	Training Coordinator
Steve Browne	Lower Chittering Brigade
Cr Doreen Mackie	Councillor, Shire of Chittering
Gary Tuffin	Chief Executive Officer, Shire of Chittering
Michael Pasotti	DPaW
Paul Musarra	DPaW
Cr Barni Norton	Councillor, Shire of Chittering

3. DISCLOSURE OF INTEREST

Nil

4. PUBLIC QUESTION TIME

Nil



5. CONFIRMATION OF PREVIOUS MINUTES

5.1 Chittering Bushfire Advisory Committee meeting – Tuesday, 7 October 2014

OFFICER/COMMITTEE RECOMMENDATION
Moved Fred Hoogland / Seconded Phillip Humphrey
That the minutes of the Chittering Bushfire Advisory Committee meeting held on Tuesday, 7 October 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>02/03/2015</i>

Finance

(Budget issues – unbudgeted items/overtime).

- Received the LGGs offer of \$160,170 and recommend a counter offer of 170k – 175k
- Current Budget will over spend due to ongoing Helmet replacement program and unexpected repairs on Brigade appliances.

Fire Prevention - ESL	YTD Actual
Operating Expenditure	
EsL - Plant & Equipment < \$1,200	764
EsL - Maintenance Of Plant & Equipment	0
EsL - Maintenance Of Vehicles/Trailers	51,375
EsL - Maintenance Of Land & Buildings	22,319
EsL - Clothing (Ppe)	17,106
EsL - Utilities, Rates & Taxes	14,610
EsL - Other Goods & Services	26,514
EsL - Insurance	29,219
EsL - Administration Allocations	6,415
	168,323

Governance

(MOUs / Policy Review / Business Planning).

- LEMA’s updated and LRP currently being updated
- First years maintenance work on reserves and strategic fire breaks completed.
- 3,013 properties inspected (1st & 2nd)
- 308 work orders issued





- 34 infringements issued

Investigations/Reviews

(PIA / Recommendations).

- DFES Investigation in Bindoon light tanker burn over ongoing
- Brigades have reported concerns with lack of welfare and extremely long shifts at recent fires in the South West, these concerns have been passed onto DFES to be included in any PIA.

Safety Issues

- Increased interest from volunteers for issuing of 3M particle mask, this will be addressed in new financial year.

Incidents

Brigade	Incidents	Personnel
<i>Muchea 6443</i>	<i>35</i>	<i>53</i>
<i>Lower Chittering 6387</i>	<i>42</i>	<i>32</i>
<i>Upper Chittering 6138</i>	<i>25</i>	<i>67</i>
<i>Bindoon 6055</i>	<i>35</i>	<i>35</i>
<i>Wannamal 6652</i>	<i>11</i>	<i>54</i>
<i>Chittering Incident Support</i>	<i>9</i>	<i>21</i>

Training

- Brigades continuing with regular maintenance training
- 2015 Chittering Fire Service training Calendar has been circulated to Brigade Trainers and DFES
- IFF & BFF course scheduled 21 and 22 March 2015
- Drive Vehicles Under Operational Conditions for volunteers to continue in the new financial year.

Mitigation

- Shire of Chittering Bush Fire risk management plan completed and first year of work is ongoing.

Community Engagement

- Continuing to advertise Community Engagement Monthly themes via Shire of Chittering Facebook
- Face Book exercise 1 December 2015 "Testing your Bush Fire Survival Plan"
- Red Balloon day sausage sizzle and community engagement in Bindoon on 28 February 2015



7 ANNOUNCEMENTS BY THE DFES DISTRICT MANAGER NORTH EAST WITHOUT DISCUSSION

Craig Garrett, DFES District Manager North East has just returned from leave so little to update and spoke on the following:

- It has been a very busy fire season so far and on behalf of himself and DFES extends his thanks to Members and their families for their support.
- Annual Metro Training Calendar released today.
- Investigation into Bindoon Brigade light tanker incident ongoing.
- Everything still very dry so please be on alert.

Cr Robert Hawes (Shire President) also asked that thanks be extended to Members on behalf of Council, Shire staff and the Community. Great to have good experienced operators, gives the community a sense of security.

8. ANNOUNCEMENTS BY THE CHIEF EXECUTIVE OFFICER

Nil, included in the Community Emergency Services Manager / Chief Bushfire Control Officer's report.

9. ANNOUNCEMENTS BY THE CHITTERING FIRE SERVICES TRAINING COORDINATOR

Nil, included in the Community Emergency Services Manager / Chief Bushfire Control Officer's report.

10. ANNOUNCEMENTS BY DPAW

Nil



11. BRIGADE REPORTS

11.1 Bindoon Brigade

Fred Hoogland spoke on the following:

Brigade	Bindoon
Date	03 Mar 2015

New members

Adam Pierce
Alan Harding
Gavin Wagner

Member resignation

Nil

Brigade incidents

Bindoon was involved in 25 separate incidents since the last CBFAC meeting on 7 October 2014. Many of which involved multiple attendances over extended periods.

Brigade training

First training session for 2015 was held Sunday 15 February 2015, well attended by 15 members.

Community engagement

- Australia Day Breakfast at Clune Park 26 January 2015
- Red Balloons in Chittering Day held 28 February 2015

11.2 Lower Chittering Brigade

Ian Hollick spoke on the following:

- Like the other Brigades have been busy with incidents in and outside of the Shire
- Several new members have signed up over the last couple of months

11.3 Muchea Brigade

Peter Hall spoke on the following:

- Have sixteen new members and two members have resigned
- Introduced fortnightly training schedule, will provide to Brigades as will be undertaking training with other Brigades
- Red Balloon Day – held an open day at station, trying to engage more with the community and will be part of the Muchea Youth Festival being held at the Polo Crosse Grounds. New members signed up on the day
- A critical issue Brigades needs to deal with is the hammering vehicles took over last few months at fire grounds



- Thanked the team for their efforts as put in eleven days straight at one point
- Jamie O'Neill advised Members that from 30 December to the end of January 2015 Chittering crews were somewhere near every day (this was also a state wide statistic)
- Muchea Brigade had issues with welfare breaks as many members wanted to do double shifts
- Lack of meals provided to volunteers at some fires were discussed

11.4 Upper Chittering Brigade

Phillip Humphrey spoke on the following:

- Like other Brigades attended multiple callouts
- Training going extremely well with attendance rates high
- Having minor equipment issues
- Training in burn offs planned

11.5 Wannamal Brigade

Kim Haeusler spoke on the following:

- Couple of incidents in Brigade area, one being a pole fire with live wires
- Issue with fuel pump reported

11.6 Incident Support Brigade

Janice Billen spoke on the following:

Brigade	<i>Chittering Incident Support</i>
Date	27/02/2015

New members

Chittering ISB has seven new members awaiting training

Member resignation

The President submitted a formal resignation on Tuesday 3 February 2015. The CESM/CBFBO sent a message of thanks for the President's contribution to the Chittering Incident Support Brigade

Brigade incidents

- Nine callouts with 2 false alarms
- Members attended the Bindoon Range, Wanneroo and Lower Houghton fires

Brigade training

- Mostly on the job training
- Formal ICV module training to resume towards the end of the fire season
- One fire fighter from Upper Chittering has been given a driving lesson in the ICV for emergency back up



MINUTES OF THE CHITTERING BUSHFIRE ADVISORY COMMITTEE MEETING TUESDAY, 3 MARCH 2015

- Formal instruction sheets and checklists have been developed for all roles within the ICV and for each ISB procedure

Community engagement

ICV and members attended:

- Bindoon and Districts Agricultural Show 2015
- Australia Day in Clune Park 2015

Critical information

Issues have been identified:

- Within the ICV electrical circuits

Jamie O'Neill spoke about on how well Brigade has been performing.

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.	
07/10/2014	13.7 Templates for Agenda Reports	As an Advisory Committee certain requirement must be met, including submission of all reports using a set template. Template for all future BFAC reports to be distributed to BFAC members	CESM	Distributed, however not being used by all members for this Agenda. Members are reminded to use the template for all future meetings	
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		
	13.2 Annual Firebreak Notice Review	All members to provide feedback on Fire Break Notice to Community Emergency Services Manager by Thursday, 30 April 2015. The CESM will then circulate the final document prior to distribution.	CBFAC		



MINUTES OF THE CHITTERING BUSHFIRE ADVISORY COMMITTEE MEETING TUESDAY, 3 MARCH 2015

Meeting Date	Brigade / Report title	Details of required action	Person responsible	Current status	Action completed
	13.3 Removal of handrails/handles	Community Emergency Services Manager to speak to installers re solution following the removal of handrails making getting into larger trucks a safety issue.	CESM		
	13.3 Removal of handrails/handles	Craig Garrett will check other vehicles to see if there is a safety issue with sharp strip or a one off with the Wannamal vehicle	Craig Garrett		
	13.4 Julimar Road Tank	Community Emergency Services Manager to check with the Shire's Executive Manager Development Services to ensure a smaller tank, being filled from the dam will meet the Development Condition for this subdivision.	CESM		

13. GENERAL BUSINESS

13.1 Stacking of large timbers for burning

Ian Hollick spoke on the following:

Requirement for developers, builders to seek alternative ways to dispose of the timbers pushed up in developments and clearing from building envelopes etc. (Mulching)

Some large stacks in the past have been left close to neighbouring boundaries and newly constructed homes making burning difficult. These stacks tend to burn for a few days causing lingering air pollution and a risk of escape if and when left unattended.

Members discussed this at length including:

- Developers responsibility.
- Metro cannot burn on sites over 2,000m², cannot be taken away and has to be mulched.
- Should the Shire need a Policy or Condition to cover this issue?

Action

Community Emergency Services Manager to discuss possible solutions with the Shire's Executive Manager Development Services.



13.2 Annual fire break notice review

Shire of Chittering Fire Break Notice has been sent out for members to review and the CESM requested members provide any feedback or proposed changes to the Notice. Members discussed the Notice:

- Possibly include definition of controlled flame: is more information needed on the notice eg pizza oven, beaded barbeques etc.
- PR needed to remind people when they can / not use ride on mowers and the like.
- Bushfire Prone changes for the Shire will take effect 1 September 2015.
- Private property water tanks not set up correctly for firefighting use and some not holding the required 10,000lts.
- Fire Safe checks on properties as a condition for prior to sale discussed.

Action

All members to provide feedback on Fire Break Notice to Community Emergency Services Manager by Thursday, 30 April 2015. The CESM will then circulate the final document prior to distribution.

13.3 Removal of handrails / handles

Handrails and handles to assist getting in and out of vehicles were removed when the Fire Curtains were installed. Nothing to assist getting in now, which is an OSH issue particularly with the 2.4s and 3.4s.

Action

Community Emergency Services Manager to speak to installers re solution following the removal of handrails making getting into larger trucks a safety issue.

Kim Haeusler also informed members that there is a razor sharp strip where curtains have been installed. Craig Garrett will follow-up, but members were not concerned as they felt there was no need to put hands in that area.

Action

Craig Garrett will check other vehicles to see if there is a safety issue with sharp strip or a one off with the Wannamal vehicle.



13.4 Julimar Road Tank

- CESM advised that there is a water source currently on the property that is approved water source under the conditions of development and asked if the 50,000ltr tank still required. CESM advised that Captains at the Captains' Meeting thought a smaller tank, to be filled from the dam a better option. CESM will check to ensure this meets the Development Application Condition.

Action

Community Emergency Services Manager to check with the Shire's Executive Manager Development Services to ensure a smaller tank, being filled from the dam will meet the Development Condition for this subdivision.

13.5 Memorandum of Understanding for ISB Vehicle

- Craig Garrett, DFES, advised that the current MOU is up for review and resigning in April 2015. DFES are working on the agreement now before forwarding to the Shire for comment.

13.6 Presentation to Shire staff member

The Presiding Member made a presentation on behalf of the Chittering Bush Fire Advisory Committee to Karen Parker for her support to the Committee.

Karen said that she enjoyed working with the Volunteers and thanked everyone for the gift and certificate.

14. CLOSURE

The Presiding Member declared the meeting closed at 8.15pm.

The next meeting of the Chittering Bush Fire Advisory Committee is to be advised once the date had been determined.



**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