



Reports of Committee Attachments Wednesday, 20 August 2014

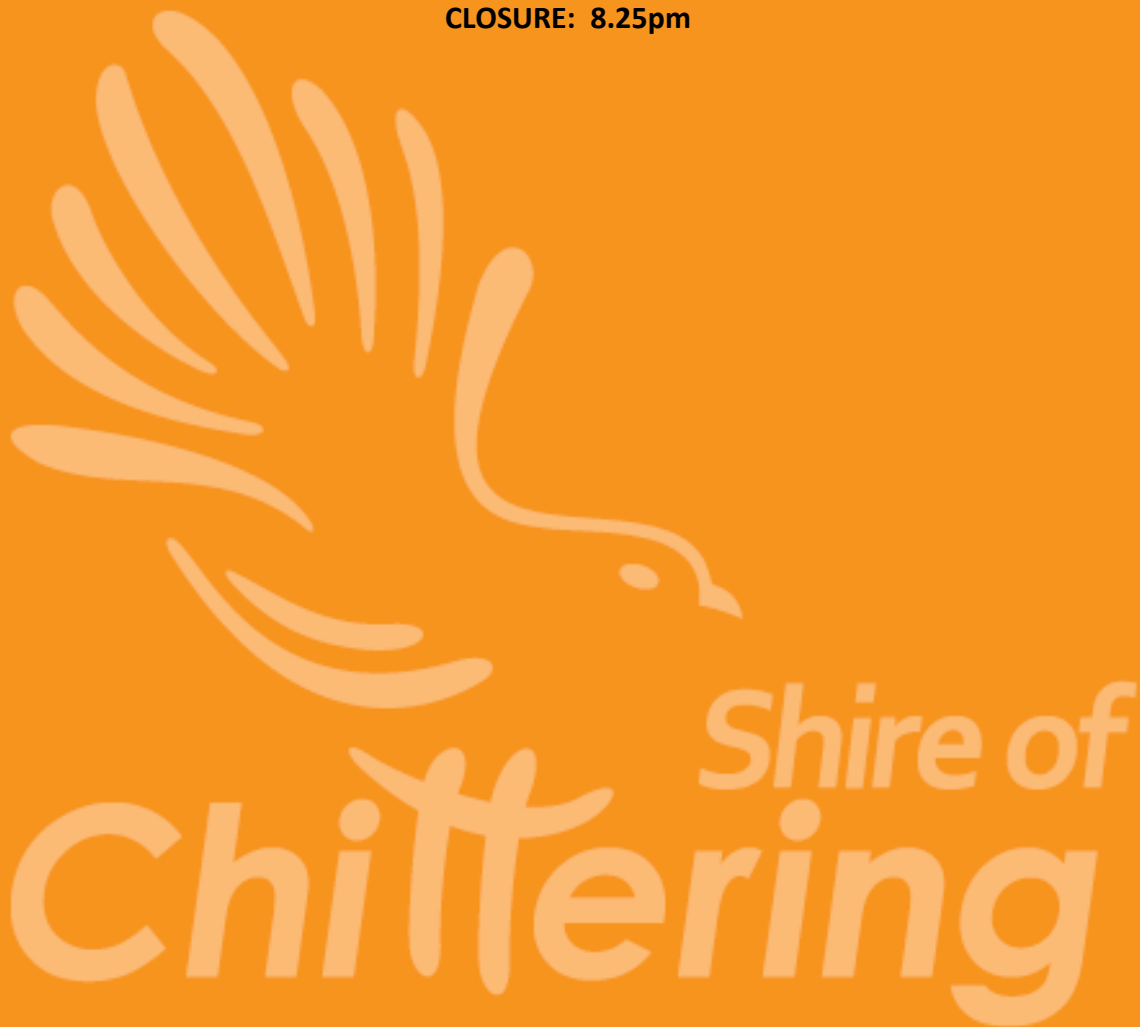
REPORT NUMBER	REPORT TITLE AND ATTACHMENT DESCRIPTION	PAGE NUMBER(S)
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**MINUTES OF THE CHITTERING BUSHFIRE ADVISORY
COMMITTEE MEETING**

Tuesday, 5 August 2014

Council Chambers
6177 Great Northern Highway
Bindoon

COMMENCEMENT: 7.30pm
CLOSURE: 8.25pm



These minutes will be confirmed at the next meeting of the Chittering Bushfire Advisory Committee to be held on 7 October 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.

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.

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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, Shire of Chittering
Kim Haeusler	Wannamal Brigade
Fred Hoogland	Bindoon Brigade
Phillip Humphrey	Upper Chittering Brigade
Peter Hall	Muchea Brigade
Steve Browne	Lower Chittering Brigade
David Wilson	Training Coordinator
Cr Doreen Mackie	Councillor, Shire of Chittering
Gary Tuffin	Chief Executive Officer, Shire of Chittering

The following non-voting members were in attendance:

Damien Pumphrey	DFES
Andrew Dewhurst	Muchea Brigade
Cr Michelle Rossouw	Councillor, Shire of Chittering
Karen Parker	Manager Human Resources, Shire of Chittering (Minute Secretary)

2.2 Apologies

Greg Cocking	Deputy Chief Bushfire Control Officer
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3. DISCLOSURE OF INTEREST

Nil

4. PUBLIC QUESTION TIME

Nil



5. CONFIRMATION OF PREVIOUS MINUTES

5.1 Special Chittering Bushfire Advisory Committee meeting – Tuesday, 3 June 2014

OFFICER RECOMMENDATION
Moved Steve Browne / Seconded Phillip Humphrey

That the minutes of the Special Chittering Bushfire Advisory Committee meeting held on Tuesday, 3 June 2014 be received as a true and accurate record of proceedings.

CARRIED 10/0

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

Jamie O’Neill spoke on the following:

Finance

- Operational budget for 2014 – 2015 is \$157K. Still waiting on response from DFES with regard to capital works budget.
- CESM will be investigating possible need to replace non-standard tyres/wheels on heavy vehicles.
- Weighing of brigade vehicles to assess if they are operating overweight.
- 2013/2014 budget break down:

ESL - Plant & Equipment < \$1,200	\$3,408
ESL - Maintenance Of Plant & Equipment	\$7,186
ESL - Maintenance Of Vehicles/Trailers	\$34,679
ESL - Maintenance Of Land & Buildings	\$15,958
ESL - Clothing (Ppe)	\$25,988
ESL - Utilities, Rates & Taxes	\$22,971
ESL - Other Goods & Services	\$20,229
ESL - Insurance	\$33,851
ESL - Administration Allocations	\$19,836
TOTAL	\$184,107

Governance

(MOUs / Policy Review / Business Planning).

- Currently working on Animal Welfare plan to be included in LEMA’s.
- Shire Bush Fire Mitigation tender is out and closes on the August 8, 2014.
- MOU completed and signed off.
- Fire Break Notice has been sent to all residents.
- Shire and CBFAC have review and submitted response to the Concept paper on amalgamation of the Emergency Service Acts.





Investigations/Reviews

(PIA / Recommendations)

- Nil

Safety Issues

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

Incidents

Brigade	Number of Incidents
Muchea	0
Lower Chittering	0
Upper Chittering	0
Bindoon	2
Wannamal	0
Incident Support Brigade	0
CESM	0

Training

- Brigades continuing with maintenance training.
- Continuing promotion of 2014 DFES Training Calendar.
- Driver Training has begun with approximately 22 participants to date.
- Resubmitted senior Brigade members to be considered AIIMS Level 1 Incident Controller RPL process awaiting DFES response.

Mitigation

- Currently reviewing Fire Management (FMP) Plans for Lot 2 Maddern Road; commented on FMP for Chittering Springs - **ONGOING**
- Bush fire Mitigation has been put out to tender and closes 8 August 2014.

Community Engagement

- Continuing to advertise Community Engagement Monthly themes via Shire of Chittering Facebook page.
- Bush fire Action Week: 18 – 25 October 2014.



7. ANNOUNCEMENTS BY THE DFES DISTRICT MANAGER NORTH EAST WITHOUT DISCUSSION

Damien Pumphrey (Acting DFES District Manager North East) gave a report on behalf of DFES:

- Craig Garrett has been seconded to a Legislation Project at Cockburn for 3 months.
- The DFES North Metro Officers Forum is being planned at the moment and will occur in Mid-October.
- The North East Region is planning to facilitate a Level 1 Incident Controller Course this year.
- There are two Rural Urban Interface Exercises to occur in the region (1x Swan and 1x Chittering).
- Please review recent circulars, in particular the recent circular offering the opportunities for volunteers to fill preformed IMT positions.
- The FES Conference will run on the 3-5 October 2014.
- Bushfire Action Week will run from the 18-25 October 2014.

8. ANNOUNCEMENTS BY THE CHIEF EXECUTIVE OFFICER

Gary Tuffin spoke on the following:

- Shire's Mitigation Tender: the Chief Executive Officer expanded on the information discussed by Jamie O'Neill:
 - All of the strategic firebreaks have been mapped, an assessment undertaken of all reserves and priorities identified.
 - The Scope for the tender is very detailed and two information sessions have been held with interested parties to explain the process. Tender includes a number of pricing options, including burn backs in conjunction with Brigades.
 - In the past the Shire has struggled to maintain the hazard reduction program, the tender is for a three year contract with the highest priority works to be done in the first year, with lower priorities programed over the next two years. This should form a Three Year Program and manage the risk well.
 - Firebreaks are to be managed to a certain standard by the Contractor. When work is completed the Contractor will advise the Shire and the work will be checked to ensure standard is maintained.



9. ANNOUNCEMENTS BY THE CHITTERING FIRE SERVICES TRAINING COORDINATOR

David Wilson spoke on the following:

Training Delivery Update

TABLE 1: Course Delivery Summary:

Course	Date	Participants
IFF/BFF	January 4 th / 5 th	5
IFF/BFF	March 22 nd / 23 rd	13
IFF/BFF	April 12 th / 13 th	4
Introduction to AIMS	May 24 th	10
WAERN	May 24th	15
Driver Training	August - October	22
TOTAL		69

* Introduction to structural firefighting moved from 21-22 June 2014 to 30-31 August 2014

** Applied First Aid Course moved to November 2014

TABLE 2: Course Type Participant Summary:

Course Name	Participants
IFF/BFF	22
Introduction to AIMS	10
WAERN	15
Driver Training	22

Next Courses

- (1) **IFFBFF:** Upper Chittering on 16-17 August 2014. Four (4) candidates from within the Shire and four (4) external to the Shire.
- (2) **Joint ISB / Brigade Training Event:** to be held as part of Hew Davies Day, this is being coordinated by Upper Chittering on 20 September 2014.

Training Officer Meeting / Calendar Update

- (1) Meeting held with new Training Officers on 21 July 2014 at Bindoon Fire Station.
- (2) Shire Training Calendar revised for remainder of year.

Database

- (1) Database released on 21 July 2014 – sample report provided.

Training Materials Repository

- (1) Training Materials Repository released on 21 July 2014– Training Officers are accessing.

10. ANNOUNCEMENTS BY DPAW

Nil



11. BRIGADE REPORTS

11.1 Bindoon Brigade

Fred Hoogland spoke on the following:

- Quiet two months.
- Two callouts, both verge fires in the same locations. Only nominal damage done.

11.2 Lower Chittering Brigade

Steve Browne spoke on the following:

- Driver training undertaken by some members really worthwhile.
- Couple of social events held.
- Quiet couple of months.

11.3 Muchea Brigade

Peter Hall spoke on the following:

- New Committee Members – Peter Hall is the Captain.
- Working well together, holding regular executive meetings.
- Paul Martin has resigned as Fire Control Officer for Muchea.
- Burns organised for the near future.
- SMS needs to be updated, will discuss with the Jamie O'Neill (CESM).
- Will be speaking to Tronox about using their weigh bridge to weigh the vehicles. Confirmed that the weigh bridge is registered.

11.4 Upper Chittering Brigade

Phillip Humphrey spoke on the following:

- Uneventful couple of months.
- 20 September 2014 is Hue Davies Training Day. ISB will be participating.
- Driver training undertaken by some members.

11.5 Wannamal Brigade

Kim Haeusler advised that there are no incidents or issues to report.

11.6 Incident Support Brigade

Doreen Mackie spoke on the following:

- No callouts.
- Brigade is looking forward to the Hue Davies Training Day and joining with other Brigades.
- Two new members, yet to be trained.
- Massive advertising campaign for members, without much success to date.
- Meeting to be held as there has been a change in Committee.



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	Muchea Brigade Report	The Executive Manager Technical Services is to be requested to include the Muchea 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 Muchea, 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 financial year and ongoing maintenance is planned for and budgeted in future programs. 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	Completed





MINUTES OF THE CHITTERING BUSHFIRE ADVISORY COMMITTEE MEETING TUESDAY, 5 AUGUST 2014

Meeting Date	Brigade / Report title	Details of required action	Person responsible	Current status	Action completed
				maintenance. 01/04/2014 Work should start within a fortnight. Ongoing – EMTS advised that the weeds are going to be sprayed this winter.	
3 June 2014	15.3 Concept Paper	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. Recommendations and the submission by the Shire will be emailed to BFAC Members		Sent 3 June 2014	Completed

13. GENERAL BUSINESS

13.1 Muceha Brigade

- Peter Hall advised that Paul Martin has resigned as Fire Control Officer and that the Brigade wishes to nominate Mark Smith as a Fire Control Officer

COMMITTEE RECOMMENDATION
Moved Peter Hall / Seconded Jamie O'Neill
That the Chittering Bush Fire Advisory Committee recommends that Council:
(1) appoints Mark Smith as Bushfire Control Officer representing Muceha Volunteer Bushfire Brigade; and
(2) notes the resignation of Paul Martin as Bushfire Control Officer and writes to him thanking him for his service.

CARRIED 10/0

- Muceha VBFB will be facilitating a training session Sunday 10 August 2014. Please pass on an invitation to Brigade Members. A meeting of captains to be held, with the possibility of it becoming a monthly meeting.
- Jamie O'Neill to follow-up on the weighing of vehicles at Tronox.

ACTION:
CESM to follow-up with Tronox regarding using their weigh bridge for weighing of Fire Services vehicles.

- Peter Hall further advised that there is a good feeling at Brigade level, moving forward now.



13.2 Bushfire Ready Forums

Doreen Mackie advised that herself and Andrew Dewhurst attended the Bushfire Ready Facilitators Forum in Cockburn and found it very informative. Local Bushfire Ready events discussed by Committee Members:

- The recent forum indicated that the Program appears to be having a positive impact on owners.
- Interest lacking in most areas in Chittering to date. Members discussed methods on how interest maybe increased: Station open days; mix it up a little to give variety; aim for where the population is; recruit street representatives.
- Damien Pumphrey said that Swan found focusing on three key things to target the community with each year successful.
- Lower Chittering plan to hold an open Station Day and will speak to Doreen Mackie more about it.

13.4 Wayne Jones

Steve Browne informed the meeting that he had seen Wayne Jones regularly and Wayne sends his regards to all.

13.4 Personal Protection Equipment (PPE)

Fred Hoogland said that there was a problem with PPE purchasing for the end of the financial year and beginning of the new financial year, particularly for helmets and boots.

- CESM advised that an order has arrived.
- Trialing new provider so hopefully turnaround time will be decreased.
- Orders need to be placed early.
- Recycle uniforms for new volunteers.
- When volunteers resign or do not turn up, the complete uniform must be returned. Important to re-use to keep costs down, but also reduces the risk of the uniform being used inappropriately.
- Give new uniforms to long term Officers and second hand uniforms to new recruits.
- Over spends in ESL funding getting more difficult to recoup.
- \$26,000 was spent on PPE last financial year.

13.5 CBFAC Meetings

(1) Meeting frequency was raised by Ian Hollick:

- Operational meetings for Captains.
- Reduce the frequency of CBFAC meetings.
- Jamie O'Neill to provide members with options and the matter will be discussed at the next CBFAC meeting. Jamie will provide a selection of recommendations at the next meeting for members to consider.

ACTION:

CESM to provide members with CBFAC meeting options and present recommendations for member's consideration at the CBFAC meeting scheduled for 7 October 2014.



- (2) BFAC Decisions / Recommendations:
- Members need to ensure that they communicate the matters discussed and dealt with at the CBFAC meetings to their Brigade members.
 - It is important that the CBFAC be seen as united and members need to support the decisions that are made at the meetings, whether they agree with them or not.
 - Future CBFAC meetings to become more strategic with Brigades submitting their reports prior to the meeting. Dot points are preferable. Jamie will develop a template and forward to members.
 - Important issues will be discussed at the CBFAC meetings and the Brigade reports will form an appendix of the minutes.

ACTION:

- (1) **CESM to provide members with a report template.**
(2) **All Brigade Reports are to be submitted prior to future CBFAC meetings.**

14. CLOSURE

The Presiding Member declared the meeting closed at 8.25pm.

The next meeting of the Chittering Bush Fire Advisory Committee is **Tuesday, 7 October 2014**.

Items to be included on the agenda are due on **Tuesday, 30 September 2014**.

The agenda will be distributed before Friday, 3 October 2014.



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