



**Committee Attachments**  
**Wednesday, 16 December 2015**

| REPORT NUMBER | REPORT TITLE AND ATTACHMENT DESCRIPTION   | PAGE NUMBER(S) |
|---------------|---|----------------|
| 10.1          | <b>Chittering Bush Fire Advisory Committee – 9 June and 3 November 2015</b><br>1. “Unconfirmed” Chittering Bush Fire Advisory Committee Minutes, 9 June and 3 November 2015 | 1              |

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

Tuesday, 9 June 2015

Council Chambers  
6177 Great Northern Highway  
Bindoon

COMMENCEMENT: 7.00pm  
CLOSURE: 8.35pm



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.

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

The Presiding Member declared the meeting opened at 7:00pm.

## 2. RECORD OF ATTENDANCE / APOLOGIES

### 2.1 Attendance

|                  |  |
|------------------|--|
| Ian Hollick      | Presiding Member                             |
| Jamie O'Neill    | CBFCO/CESM, Shire of Chittering              |
| Gary Tuffin      | Chief Executive Officer, Shire of Chittering |
| Cr Doreen Mackie | Councillor, Shire of Chittering              |
| Peter Hall       | Muchea Brigade                               |
| Janice Billen    | Incident Support Brigade                     |
| Steve Browne     | Lower Chittering Brigade                     |
| Gordon Carter    | Upper Chittering Brigade                     |

The following non-voting members were in attendance:

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

### 2.2 Apologies

|                  |                                       |
|------------------|---------------------------------------|
| Fred Hoogland    | Bindoon Brigade                       |
| Greg Cocking     | Deputy Chief Bushfire Control Officer |
| Kim Haeusler     | Wannamal Brigade                      |
| Phillip Humphrey | Upper Chittering Brigade              |
| David Wilson     | Training Coordinator                  |
| 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, 3 March 2015

#### 5.1 OFFICER/COMMITTEE RECOMMENDATION

Moved Peter Hall / Seconded Janice Billen

That the minutes of the Chittering Bushfire Advisory Committee meeting held on Tuesday, 3 March 2015 be received as a true and accurate record of proceedings.

**CARRIED 8/0**

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

The bush fire brigades are to hold their Annual General Meetings during the month of May each year. At the Annual General Meeting brigade member(s) are to be nominated to the Bush Fire Advisory Committee to serve as bush fire control officers for the brigade area until the next brigade Annual General Meeting.

Each brigade Secretary is to forward a copy of the minutes of the Annual General Meeting to the Chief Bush Fire Control Officer within one month after the meeting. The Chief Bush Fire Control Officer will table the minutes at the next meeting of the Chittering Bush Fire Advisory Committee. The Chittering Bush Fire Advisory Committee are then required to recommend to the local government the person(s) nominated from each bush fire brigade.

**Table 1: Brigade nominations for Fire Control Officer:**

| Brigade                                      | Name                         |
|--|------------------------------|
| Lower Chittering Volunteer Bush Fire Brigade | Steve Browne<br>Max Brown    |
| Upper Chittering Volunteer Bush Fire Brigade | Gordon Carter                |
| Bindoon Volunteer Bush Fire Brigade          | -                            |
| Muchea Volunteer Bush Fire Brigade           | Peter Hall<br>Arthur Blewitt |
| Wannamal Volunteer Bush Fire Brigade         | -                            |

Along with nominations of Fire Control Officers, the position of the Deputy Chief Bush Fire Control Officer is also due for renewal.

On 25 June 2014, Council appointed Fire Control Officers and resolved as follows:

- "2. Appoints the following as Bushfire Control Officers:
- Dennis Badcock and Fred Hoogland representing Bindoon VBFB;
  - Ian Hollick and Martin Lee representing Lower Chittering VBFB;
  - Paul Martin representing Muchea VBFB;
  - Phillip Humphrey representing Upper Chittering VBFB; and
  - Greg Cocking and Kim Haeusler representing Wannamal VBFB.
3. Appoints the following as Deputy Chief Bush Fire Control Officers:
- Ian Hollick, South Deputy Bush Fire Control Officer; and
  - Greg Cocking, North Deputy Bush Fire Control Officer."

Therefore Table 2 shows the positions whose terms are not due for renewal:

| Position                  | Brigade and Name                                | Term                       |
|---------------------------|---|----------------------------|
| Bushfire Control Officer  | Bindoon VBFB – Dennis Badcock and Fred Hoogland | 1 July 2014 – 30 June 2016 |
| Bushfire Control Officer  | Lower Chittering VBFB – Ian Hollick             | 1 July 2014 – 30 June 2016 |
| Bushfire Control Officer  | Muchea VBFB – Peter Hall                        | 1 July 2014 – 30 June 2016 |
| Bushfire Control Officer  | Upper Chittering VBFB – Phil Humphrey           | 1 July 2014 – 30 June 2016 |
| Bushfire Control Officers | Wannamal VBFB – Greg Cocking and Kim Haeusler   | 1 July 2014 – 30 June 2016 |

## Consultation

Community Emergency Services Manager  
Chief Bush Fire Control Officer

## Statutory Environment

*Bush Fire Brigades Local Law 2012*  
*Bush Fires Act 1954*

## Policy Implications

Not applicable

## Financial Implications

Not applicable

## Strategic Implications

Not applicable

## 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**

The Committee is to consider the nominations presented from each brigade's Annual General Meeting for the position of Fire Control Officer. The position of Chief Bush Fire Control Officer will be filled by the Shire's Community Emergency Services Manager.

All Fire Control Officer positions from each brigade will become vacant annually in May. It will be the responsibility of each brigade to provide their nominations (this can be in the form of the brigades Annual General Meeting minutes) to the Chittering Bush Fire Advisory Committee after their Annual General Meeting.

#### **6.1 COMMITTEE RECOMMENDATION**

**Moved Peter Hall / seconded Steven Browne**

**That the Chittering Bushfire Advisory Committee recommends to Council to appoint:**

- 1. the following as Bushfire Control Officers:**
  - a. Steve Browne and Max Brown representing Lower Chittering VBFB;**
  - b. Peter Hall & Arthur Blewitt representing Muchea VBFB; and**
  - c. Gordon Carter representing Upper Chittering VBFB.**
- 2. Phillip Humphrey, Upper Chittering Volunteer Bushfire Brigade member, as Central Deputy Chief Bush Fire Control Officer.**

**CARRIED 8/0**

## **7. MEMBERSHIP**

The Chittering Bush Fire Advisory Committee Membership is required to be updated. Brigades have provided the CESM with their nominations for consideration by Council.

There are no changes to Council's representation on the committee. However, given that Cr Doreen Mackie advised the Committee that this meeting was her final meeting as Council's representative, the BFAC has also requested that Council reconsider Council's representation on the Committee.



## Item 10.1 - Attachment 1



### MINUTES OF THE CHITTERING BUSHFIRE ADVISORY COMMITTEE MEETING TUESDAY, 9 JUNE 2015

#### 7.1 COMMITTEE RECOMMENDATION

Moved Jamie O'Neill / Seconded Peter Hall

That the Chittering Bush Fire Advisory Committee (CBFAC) recommends to Council that the CBFAC membership be updated as follows, effective from 1 July 2015:

| Members  | Deputies       |
|--|----------------|
| Deputy Chief Bush Fire Control Officer Southern Region - Ian Hollick     | Nil            |
| Deputy Chief Bush Fire Control Officer Northern Region - Gregory Cocking | Nil            |
| Deputy Chief Bush Fire Control Officer Central Region - Phillip Humphrey | Nil            |
| Muchea Brigade:<br>Peter Hall  | Arthur Blewitt |
| Lower Chittering Brigade:<br>Steve Browne                                | Max Brown      |
| Upper Chittering Brigade:<br>Gordon Carter                               | Nil            |
| Bindoon Brigade:<br>Fred Hoogland  | Dennis Badcock |
| Wannamal Brigade:<br>Kim Haeusler  | Nil            |
| Incident Support Brigade:<br>Janice Billen                               | Nil            |

CARRIED 8/0

## 8. ANNOUNCEMENTS BY THE CHIEF BUSHFIRE CONTROL OFFICER/CESM WITHOUT DISCUSSION

Jamie O'Neill spoke on the following:

|               |   |
|---------------|---|
| <b>Report</b> | Chittering Bush Fire Advisory Committee - CESM Report |
| <b>Date</b>   | 09/06/2015  |

### Finance

*(Budget issues – unbudgeted items/overtime)*

- Local Government Grant Scheme (ESL) operating budget for 2015/16 will be \$191,000.
- Current Budget will over spend due to extremely busy season and impact to Brigades vehicles with multiple break downs and major repairs.

| Fire Prevention - ESL                  | YTD Actual \$  |
|--|----------------|
| <b>Operating Expenditure</b>           |                |
| ESL - Plant & Equipment < \$1,200      | 764            |
| ESL - Maintenance Of Plant & Equipment | 0              |
| ESL - Maintenance Of Vehicles/Trailers | 72,257         |
| ESL - Maintenance Of Land & Buildings  | 29,459         |
| ESL - Clothing (PPE)                   | 18,406         |
| ESL - Utilities, Rates & Taxes         | 22,443         |
| ESL - Other Goods & Services           | 35,305         |
| ESL - Insurance                        | 29,219         |
| ESL - Administration Allocations       | 9,770          |
| <b>TOTAL ESL</b>                       | <b>217,622</b> |

### Governance

*(MOUs / Policy Review / Business Planning)*

- LEMA's and LRP have been updated.
- LEMC meeting held at Muchea sale yards May 28, area may be used for animal evacuation.
- Bindoon training area response MOU currently under review.

### Investigations/Reviews

*(PIA / Recommendations)*

DFES Investigation into Bindoon light tanker burn over ongoing, both the Shire and the volunteers involved have not had any information from DFES with regards to any outcomes or timeframes, Shire incident report completed.



### Safety Issues

DFES has adopted full face respirators into the PPE matrix; Chittering Fire Service has been allocated 88 in the first year. Training will be provided prior to the issuing of the full face respirators.

### Incidents

| Brigade                          | Incidents | Personnel |
|----------------------------------|-----------|-----------|
| Muchea 6443                      | 55        | 57        |
| Lower Chittering 6387            | 58        | 40        |
| Upper Chittering 6138            | 36        | 50        |
| Bindoon 6055                     | 51        | 31        |
| Wannamal 6652                    | 16        | 54        |
| Chittering Incident Support 6975 | 12        | 21        |

### Mitigation

Meeting held with Landcare to work on a common approach to reserve management and risk mitigation.

### Community Engagement

Continuing use Shire of Chittering Bush Fire Ready Facebook page to post DFES community engagement themes, Incident information and post various community messages.

Jamie also welcomed the new Fire Control Officers and thanked those who are continuing in the role and also extended appreciation to the Fire Control Officers who have resigned for their support and efforts in their role as FCO.

### 9 ANNOUNCEMENTS BY THE DFES DISTRICT MANAGER NORTH EAST WITHOUT DISCUSSION

Craig Garrett spoke on the following:

- DFES Regional structure currently being reviewed with a number of possible changes, including Shire of Mundaring moving back into DFES North East Region.
- Community Engagement currently promoting “At Risk Communities” program- available free to service providers such as age care, family day care, people with disabilities.
- Comment period for Post Fire Review of Bullsbrook and Nowergup fires now closed- DFES Capability reviewing feedback provided.
- SEMC conducting Major Incident review of Lower Hotham and Northcliffe fires- Brigades to provide feedback via CESM.
- Launch of Single Sign -On to DFES portal for volunteers - see Professional Development Training Bulletin
- Peer Support Program launched- see Volunteer Portal.
- A Metro ICV exercise and meeting held at Cockburn on 2 May with a good turnout from LG Brigades, including ISB.
- Please promote Winter Burning program with residents, volunteers, BF Ready groups etc- see CESM for details.
- Please ensure that your Brigades are aware of Safety Circulars and updated SOP’s( Doctrine).
- 2015 WA Fire and Emergency Services Conference - The fifth annual WA Fire and Emergency Services Conference will be held from 18 to 20 September at the Perth Convention and Exhibition Centre.
- Meeting with ADF to discuss Bindoon Range fire, feedback and review Response plan.
- Bindoon Light Tanker burn-over investigation report with DFES Command Heads for ratification and sign off- the DO to provide to CEO once it is available.

### 10. ANNOUNCEMENTS BY THE CHIEF EXECUTIVE OFFICER

Nil



## 11. ANNOUNCEMENTS BY THE CHITTERING FIRE SERVICES TRAINING COORDINATOR

David Wilson, Training Coordinator, was absent from the meeting but provided the following report.

|               |  |
|---------------|--|
| <b>Report</b> | CBFAC Training Coordinator Report<br>David Wilson / Jamie O'Neil |
| <b>Date</b>   | 09/06/2015   |

### Course Delivery Summary (In Shire Only)\*

| Course                    | Date                                      | Participants |
|---------------------------|---|--------------|
| IFF/BFF                   | March 21 <sup>st</sup> / 22 <sup>nd</sup> | 18           |
| Crew Leader               | May 2 <sup>nd</sup> / 3 <sup>rd</sup>     | 8            |
| AIIMS                     | May 23 <sup>rd</sup> / 24 <sup>th</sup>   | 30           |
| WAERN                     | May 23 <sup>rd</sup> / 24 <sup>th</sup>   | 33           |
| <b>Total Attendances:</b> |   | <b>89</b>    |

\* Note: Out of Shire Training Attendances will be included in final reports for year

### Training Officers 2015

- *Upper:* Will Lee
- *Lower:* Zak Tilbury
- *Muchea:* Shelly Pannell
- *Bindoon:* Scott Ormsby
- *Wannamal:* Graham Taylor

### Amendments to Course Calendar

HUW Davies Day has moved from Sunday, 23<sup>rd</sup> August to Saturday, 29<sup>th</sup> August 2015 and will be held in either Lower Chittering / Muchea.

### Next 4 Courses

1. 1<sup>st</sup> Aid – Lower Chittering June 20<sup>th</sup> / 21<sup>st</sup> – External Provider (Time Critical)
2. Sector Commander – Lower Chittering - July 25<sup>th</sup> / 26<sup>th</sup>
3. IFFBFF –Lower Chittering September 19<sup>th</sup> & 20<sup>th</sup>
4. ICU – Module Training 20 June 2015

### Mid-Year Training Officer Meeting / Calendar Update

Training Officers / Captains Meeting: 6.30pm on Monday 29<sup>th</sup> June at Upper Chittering Fire Station

### Database

Database – Updated version of database can be found within the Training Materials Repository for those with access accounts.

### Training Materials Repository:

Training Materials Repository is being updated after each course and is being utilised more by Training Officers.



### **Training Record**

Scott Ormsby (Bindoon Training Officer) working on training record book for new firefighters.

### **Trainer Uniforms**

Desire to provide regular trainers with uniforms in second half of 2015 subject to budget availability.

### **DFES Trainer / Assessors**

DFES are once again offering DFES Trainer /Assessor Courses. The Shire will be seeking to have a number of our trainers attend these programs in order to build our capability and distribute the load across more trainers during 2015 / 2016.

### **Trainer Appreciation**

Whilst it is not possible to thank everyone who has contributed in 2015, I would like to offer special thanks to the following individuals, without whose efforts we would not be unable to offer the level of training we continue to achieve:

- (i) Brigade Training Officers (past and present)
- (ii) Jamie O'Neill
- (iii) Andrew Dewhurst
- (iv) Shelly Pannell
- (v) Peter Hall
- (vi) Will Lee
- (vii) Alex Mackie
- (viii) Debra Wilson

## **12. ANNOUNCEMENTS BY DPaW**

Nil



## 13. BRIGADE REPORTS

### 13.1 Bindoon Brigade

The following report sent in prior to the meeting by the Bindoon Brigade but not included in the Agenda

|                |            |
|----------------|------------|
| <b>Brigade</b> | Bindoon    |
| <b>Date</b>    | 09/06/2015 |

#### **New members**

No New Members

#### **Member resignation**

There have been four resignations since the last BFAC:

- (i) Bronwyn Copestake;
- (ii) Graeme Maitland-Smith;
- (iii) John Maitland Smith (Aux); and
- (iv) Rosalee Cocci (Aux).

#### **Brigade incidents**

Bindoon have attended 14 incidents since last BFAC.

#### **Brigade training**

- Two members completed IFF/BFF Training in March 2015.
- Three members completed Advanced firefighter/ Crew Leader Training in May2015.
- Five Members have completed AIIMS Awareness and WAERN Training in May02015

#### **Community engagement**

Involvement in Shire ofChittering "Wear Your Wellies Day" in Bindoon in May 2015.

#### **Critical information**

Election of officer bearers Bindoon VBFB AGM held on Wednesday, 27<sup>th</sup> May 2015:

|                         |                           |
|-------------------------|---------------------------|
| President               | John Williams             |
| Captain                 | Neil Harvey               |
| Lieutenant              | Matt Whelan               |
| Lieutenant              | Scott Ormsby              |
| Lieutenant              | Conway Dean               |
| Lieutenant              | Ash Manning               |
| Secretary               | Celia Hoogland            |
| Treasurer               | Fred Hoogland             |
| Equipment Officer       | Peter Watterson           |
| FCO/BFAC Representative | Fred Hoogland (carryover) |
| FCO                     | Dennis Badcock            |
| Training Officer        | Scott Ormsby              |



## 13.2 Lower Chittering Brigade

Steve Browne spoke on the following:

- Since January 2015 eleven new members have signed up and there has been one resignation;
- Forty eight incidents attended by Brigade to date;
- Busy training schedule, first aid training being held in two weeks; and
- Community Engagement: burn undertaken for Midland Brick and the Brigade has quoted on seven to eight hazard reduction burns (fundraising).

## 13.3 Muchea Brigade

Peter Hall spoke on the following:

|                |                 |
|----------------|-----------------|
| <b>Brigade</b> | Muchea Brigade  |
| <b>Date</b>    | Up to June 2015 |

### New members

Shane Robertson  
Alec Prowse  
Rhys McGregor  
Lyn Edwards  
Shane Johns  
Alan Cullen

Markus Christie  
Jake Gardiner  
Nicola Green  
Stewart Clarke  
Joanne Johns  
David Redpath

Terence Chisholm  
Michael Beltrametti  
Ian Green  
Stacey Johns  
Jeanette Cullen

### Member resignations

Dennis Harvey  
Tristan Harvey  
Daniel Clark

### Brigade incidents

Muchea have attended 8 incidents since last BFAC:

- Gallagher Road, Bullsbrook
- Teatree Road, Chittering
- Payne Street, Muchea
- Philmore Street, Muchea
- Chittering Street, Muchea
- Great Northern Highway, Muchea
- Muchea South Road, Muchea
- Timaru Road, Muchea

### Brigade training

February  
March  
April  
May





### **Community engagement**

Youth event Muchea polocrosse grounds

Tin Rattle Muchea

Tin rattle Perth

### **Critical information**

AGM held in May.

2015/16 officers elected

Fire fighter Dwayne Stone had an eye wash at Swan District's hospital due to foreign body in eye while attending incident at Bullsbrook.

### **13.4 Upper Chittering Brigade**

Gordon Carter spoke on the following:

- Six new members and one resignation. Bob Wainwright has resigned as a FCO and member due to ill health and will be missed by the Fire Services;
- Three incidents attended to by Brigade, all private hazard reduction burns escaping;
- There has been excellent attendance levels at training,
- Two hazard reduction burns planned in two weeks;
- Another two larger burns planned and one training burn planned; and
- Raised the handles that have been removed when the fire protection blankets installed, this will be discussed in Outstanding Actions.

### **13.5 Wannamal Brigade**

Nil

### 13.6 Incident Support Brigade

Janice Billen spoke on the following:

|                |   |
|----------------|---|
| <b>Brigade</b> | Chittering Incident Support Brigade (ISB) |
| <b>Date</b>    | 01/06/2015                                |

#### **New members**

Two new members have been inducted in the last month with four more possibly in the next few months

#### **Member resignation**

None

#### **Brigade incidents**

- Chittering ICV was called out for third alarm at Nowergup but was not activated.
- The ICV was activated and members of ISB to assist in the search for a missing person at Moondine.

#### **Brigade training**

- Training “on the job” has continued for the first few months of 2015
- IVC module training completion is scheduled for late June/early July. Repeat sessions are scheduled for late September and early October.
- From July 2015, a training session will follow the bimonthly ISB meetings.
- Janice also advised that there is IFF training this weekend.



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

### 14.1 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.<br><br>No reply to date.   |                  |
| 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.<br><br>9/6/2015 Planners are looking at options.  |                  |
| 03/03/2015   | 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              | Received feedback from 1 member. Discuss at meeting 9/6/15<br><br>CESM to organise workshop with Council, Deputies and DFES to discuss future action for properties under 2ha   |                  |
| 03/03/2015   | 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               | Discussed with frontline fire, handles are not safety handles and needed to remove for curtain install.<br><br>9/6/2015 It is the 'Grab' handles that are the issue. Craig Garrett will raise with Vehicle Equipment Committee. |                  |

## Item 10.1 - Attachment 1



### MINUTES OF THE CHITTERING BUSHFIRE ADVISORY COMMITTEE MEETING TUESDAY, 9 JUNE 2015

| Meeting Date | Brigade / Report title            | Details of required action  | Person responsible | Current status   | Action completed |
|--------------|-----------------------------------|---|--------------------|--|------------------|
| 03/03/2015   | 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      | Craig advised that investigation has been undertaken and does not appear to be a problem, maybe a Wannamal issue only. Jamie to investigate. | Completed        |

**ACTION:**

CESM to organise a workshop with Council, Deputy CBFCOs, Council staff and invite Craig Garrett, DFES, to discuss how the Shire will manage fire breaks etc for properties under 2ha with the introduction of the new AS359 Bushfire Prone Areas and future increase in development.

**ACTION:**

Craig Garrett, DFES to raise safety issues identified with the removal of the 'grab handles' during the installation of the safety blanket, particularly from the large vehicles.

**ACTION:**

CESM follow-up with Wannamal to rectify the sharp edging on the strip where the safety blanket has been installed.



## 15. GENERAL BUSINESS

### 15.1 Bushfire Ready Groups

Cr Mackie reminded members that this will be her last BFAC meeting as Council Representative and that she will not be standing for Council in October. Cr Mackie plans to become more involved in the Fire Services following the completion of her term, particularly in organising Bushfire Ready Groups and would like to attend the next meeting to discuss this with members.

The Presiding Member approved and then went on to extend thanks on behalf of the Committee and Chittering Fire Services for her strong support and efforts in her role as Councillor and Council BFAC representative.

### 15.2 Various (Peter Hall)

- Spraying schedule was discussed.
- Auxiliary pump failing on Muchea equipment, Jamie O'Neill will organise repair.

**ACTION:**

**CESM to organise repair of Muchea Plant failing auxiliary pump.**

- TRKs discussed.
- Fundraising opportunities for Brigades by assisting at the Taste of Chittering, 23 August 2015. Peter encouraged Brigades to participate.

### 15.3 Retiring Fire Control Officers

- Will Lee, Captain Upper Chittering Brigade, read letter of resignation from Bob Wainwright. BFAC requested that a note of appreciation for Bob's commitment to the Committee, Brigade and the Chittering Fire Services be recorded;
- A letter of appreciation to be sent to all retiring Fire Control Officers.

**ACTION:**

**The CESM to organise letters of appreciation to be sent to all the retiring FCOs.**

### 15.4 Electronic Bushfire Notice Boards

The Committee discussed the new solar bushfire notice board that the Shire is purchasing this financial year. These notice boards are updated remotely, removing the need for the sign to be changed as per the weather conditions, ensuring the community are kept informed at all times. There is also a section on the notice board that can be used to provide information to the community on many issues, such as community events, change in fire permit dates and firebreak requirements, road maintenance etc.

Council considered the purchase of two additional notice boards in the 2015/2016 budget process but decided not to finance the purchase.

The Committee believes that the notice boards are now an essential requirement and request that Council consider the purchase of at least one additional sign per financial year until the current five LED fire notice boards are replaced.

#### **15.4 COMMITTEE RECOMMENDATION**

**Moved Ian Hollick / seconded Peter Hall**

**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.**

**CARRIED 8/0**

#### **15.5 Council Representative on BFAC**

Concerns pertaining to the behaviour of an elected member of the Shire Council, including actively engaging in criticising decisions relating to operational matters of the Chittering Fire Services, through direct contact with one of the Shire Training Officers in a public forum and the use of social media were discussed.

Members feel that such actions have contributed to undermining the morale of volunteer fire fighters impacted by these actions and has reflected poorly on the cohesiveness and professionalism of the Chittering Fire Services within the eyes of the broader Shire community.

The Committee is also very concerned that the unified, professional relationship between members of the Volunteer Bushfire Services, Shire Staff and Council that has been built over the last two years could be damaged by this type of conduct.

This matter was discussed at length and though the BFAC accept that they are unable to direct Council to determine Council's representation on BFAC members requested Cr Mackie convey the Committee's full point of view on this matter in a more private setting with Council.

#### **16. CLOSURE**

The Presiding Member extended his appreciation once again to Cr Doreen Mackie for her support and dedication to BFAC and the Chittering Fire Services and declared the meeting closed at 8:35pm.

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

## Item 10.1 - Attachment 1



MINUTES OF THE CHITTERING BUSHFIRE ADVISORY COMMITTEE MEETING  
TUESDAY, 9 JUNE 2015

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8.30am - 4.30pm



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

Tuesday, 3 November 2015

Council Chambers  
6177 Great Northern Highway  
Bindoon

COMMENCEMENT: 7.07pm  
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.

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

The Presiding Member declared the meeting opened at 7:07pm and introduced the Shire's new Executive Manager Development Services Manager, Bronwyn Southee, to members.

## 2. RECORD OF ATTENDANCE / APOLOGIES

### 2.1 Attendance

|                  |  |
|------------------|--|
| Ian Hollick      | Presiding Member                             |
| Jamie O'Neill    | CESM / CBFCO                                 |
| Gary Tuffin      | Chief Executive Officer, Shire of Chittering |
| Peter Hall       | Muchea Brigade                               |
| Steve Browne     | Lower Chittering Brigade                     |
| Gordon Carter    | Upper Chittering Brigade                     |
| Fred Hoogland    | Bindoon Brigade                              |
| Kim Haeusler     | Wannamal Brigade                             |
| Phillip Humphrey | Upper Chittering Brigade                     |

The following non-voting members were in attendance:

|                 |   |
|-----------------|---|
| Craig Garrett   | DFES  |
| Will Lee        | Upper Chittering Brigade  |
| Don Buchanan    | Upper Chittering Brigade  |
| Neil Harvey     | Bindoon Brigade   |
| Doreen Mackie   | Bushfire Ready  |
| Bronwyn Southee | Executive Manager Development Services                          |
| Karen Parker    | Manager Human Resources, Shire of Chittering (Minute Secretary) |

### 2.2 Apologies

|                 |                                       |
|-----------------|---------------------------------------|
| Greg Cocking    | Deputy Chief Bushfire Control Officer |
| David Wilson    | Training Coordinator                  |
| Janice Billen   | Incident Support Brigade              |
| Michael Pasotti | DPaW                                  |
| Paul Musarra    | DPaW                                  |

## 3. DISCLOSURE OF INTEREST

Nil



#### 4. PUBLIC QUESTION TIME

Nil

#### 5. CONFIRMATION OF PREVIOUS MINUTES

##### 5.1 Chittering Bushfire Advisory Committee meeting – Tuesday, 9 June 2015

###### 5.1 OFFICER RECOMMENDATION

Moved Peter Hall / Seconded Steven Browne

That the minutes of the Chittering Bushfire Advisory Committee meeting held on Tuesday, 3 March 2015 be received as a true and accurate record of proceedings subject to the following amendments:

- (1) Recommendation 15.5 be deleted for the following reasons
  - a. The motion is outside the scope of section 67(1) of the Bush Fire Act 1954.
  - b. Complaints about elected members should be reported via the Local Government (Rules of Conduct) Regulations 2007 to the Shire's Complaints Officer.

CARRIED 9/0



**6. ANNOUNCEMENTS BY THE CHIEF BUSHFIRE CONTROL OFFICER / COMMUNITY EMERGENCY SERVICES MANAGER WITHOUT DISCUSSION**

Jamie O'Neill, CESM, submitted the following report.

|               |   |
|---------------|---|
| <b>Report</b> | Chittering Bush Fire Advisory Committee - CESM Report |
| <b>Date</b>   | 03 November 2015                                      |

**Finance**

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

- Local Government Grant Scheme (ESL) operating budget for 2015/16 will be \$191,000
- 2014/15 budget has been acquitted and awaiting reimbursement from DFES.

**Operating Expenditure**

|  |               |
|--|---------------|
| EsL - Plant & Equipment < \$1,200      | 1,204         |
| EsL - Maintenance Of Plant & equipment | 0             |
| EsL - Maintenance Of Vehicles/Trailers | 29,281        |
| EsL - Maintenance Of Land & Buildings  | 2,410         |
| EsL - Clothing (Ppe)                   | 14,229        |
| EsL - Utilities, Rates & Taxes         | 4,483         |
| EsL - Other Goods & Services           | 16,971        |
| EsL - Insurance                        | 14,044        |
| EsL - Administration Allocations       | 2,810         |
|  | <b>85,433</b> |

**Prevention**

- Extension of the restricted season 9<sup>th</sup> October 2015
- Fire break inspections commenced from 16<sup>th</sup> October 2015
- Shire contractor's mitigation works ongoing, major works completed on Blackboy Ridge, Harris Reserve, Hideaway Reserve and Payne Street Reserve
- Continuing use Shire of Chittering Bush Fire Ready Facebook page to post DFES community; engagement themes, Incident information and post various community messages
- Bush Fire Ready workshop conducted 5<sup>th</sup> September
- Feedback provided on the following developments
  - Parkwood Springs 3B
  - Lot 2 Reserve Road and Lot 9001 Rosewood Drive
  - Chittering Springs Stage 3 and 4
  - Lot 28 Reserve Road
- State Emergency Management Committee reports completed



## Preparedness

- Volunteer Training conducted since last CBFAC
  - ICV Operations X 2
  - Advanced fire fighter crewleader
  - Hue Davies Day
  - Sector Commander
  - Ground controller course
  - RUI Exercise
- Driver Training numbers
  - Muchea – 15
  - Bindoon – 9
  - Lower Chittering – 11
  - Upper Chittering – 11
  - Incident Support – 3
- All vehicles and radios serviced
- Currently purchasing PPC and equipment in readiness for the bush fire season
- Chittering LEMA'S have been updated
- Pre-bush fire season meetings held with ADF reviewed Bindoon Training Area Response Plan
- Reviewed Avon Response Plan.

## Response

Brigade enhanced response will commence from 1<sup>st</sup> December 2015, as per last season dual activation of closest Brigades and Zone 2A.

## Incidents 01 July 2015 – 30 June 2016

| Brigade                          | Incidents | Personnel |
|----------------------------------|-----------|-----------|
| Muchea 6443                      | 06        | 50        |
| Lower Chittering 6387            | 07        | 40        |
| Upper Chittering 6138            | 10        | 52        |
| Bindoon 6055                     | 02        | 26        |
| Wannamal 6652                    | 00        | 53        |
| Chittering Incident Support 6975 | 01        | 23        |

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

Craig Garrett spoke on the following:

- Recommendations for the Bindoon Light Tanker Burn Over Investigation were released and debriefs were conducted with people involved.
- Air operations have commenced with 2 x Helitacs and Air Attack Supervisor on 1 November, and 2 x Helitacs will be starting on 1 December. Fixed-wing fire bombers have also commenced.
- Forecast is for an above normal fire season for the south-west and second driest winter on record. Soil Dryness Index / KBDI would indicate season is 4-6 weeks ahead.
- Please ensure brigade members are aware of safety circulars and updated SOP's, available on DFES Volunteer portal or through CESM.
- 25 volunteers completed Ground Controller training.
- Thanks to all those that attended the recent RUI exercise. Good feedback was received on the day.
- Met with ADF to discuss mitigation and response plans at Bindoon Range including improvements to communications.
- Mundaring LG is now included in the DFES North East Region.
- Peer support is available to Bush Fire volunteers to access.
- Bush Fire Risk Management planning process to commence soon with DFES reps meeting with LG.



### 8. ANNOUNCEMENTS BY THE CHIEF EXECUTIVE OFFICER WITHOUT DISCUSSION

Gary Tuffin spoke on the following:

- Outcome of the Elections 17 October 2015: four new Councillors, being Cr Aaron King, Cr Gordon Houston, Cr George Tilbury and Cr Peter Osborn; 2 previous Councillors re-elected, being Cr Don Gibson and Cr Michelle Rossouw; and one who has been a Councillor in the past, Cr Steve Vallance.

Cr Steve Vallance is Shire President and Cr Gordon Houston Deputy Shire President.

- Information Sheet Guideline for Minimizing Smoke Nuisances: Information sheets have been developed to assist minimising complaints and will be placed on the Shire's website.
- Shire's Facebook Page fire unverified / verified notifications: this service was introduced last year, is working well and has been successful in reducing multiple queries for incidents. An 'Unverified' notification is posted when the Shire is informed of fire by the community and a 'Verified' notification is posted when a fire is confirmed by the CESM / Brigade or is on the DFES Website.



## 9. ANNOUNCEMENTS BY THE CHITTERING FIRE SERVICES TRAINING COORDINATOR WITHOUT DISCUSSION

David Wilson, Training Coordinator, was absent from the meeting but provided the following report.

**Date:** 3 November 2015  
**Author:** David Wilson  
**Venue:** Chittering Shire Offices  
**Time:** 19:30

### 2015 Training Delivery Update

2015 Individual Course Summary:

| Course                              | Date  | Totals      |
|-------------------------------------|---|-------------|
| IFF/BFF                             | March 21 <sup>st</sup> / 22 <sup>nd</sup>     | 17          |
| Advanced FF / Crew Leader           | May 2 <sup>nd</sup> / 3 <sup>rd</sup>         | 8           |
| AIIMS Awareness                     | May 23 <sup>rd</sup>                          | 15          |
| AIIMS Awareness                     | May 24 <sup>th</sup>                          | 17          |
| WAERN                               | May 23 <sup>rd</sup>                          | 16          |
| WAERN                               | May 24 <sup>th</sup>                          | 16          |
| ISB IFF                             | June 14 <sup>th</sup>                         | 7           |
| 1 <sup>st</sup> Aid / O2 / AED      | June 20 <sup>th</sup> / 21 <sup>st</sup>      | 11          |
| Sector Commander                    | July 25 <sup>th</sup> / 26 <sup>th</sup>      | 10          |
| Ground Controller                   | August 30 <sup>th</sup>                       | 11          |
| IFF/BFF (GINGIN)                    | September 19 <sup>th</sup> / 20 <sup>th</sup> | 5           |
| Driver Training 4WD                 | August 1 <sup>st</sup>                        | 43          |
| Driver Training MR                  | August 1 <sup>st</sup>                        | 12          |
| FCO                                 | August 22 <sup>nd</sup> / 23 <sup>rd</sup>    | 4           |
| ICV Modules 1-5                     | June – October 2015                           | 64          |
| <b>YTD Total Attendances 2015:</b>  |   | <b>256*</b> |
| <i>2014 Attendances Comparison:</i> |   | (114)       |

\* **Note:** Numbers do not include Hew Davies Day, RUI Exercise or WARN/AIIMS in November.

2015 Course Type Attendance Totals:

| Course Name               | Total # | Bindoon Brigade | Lower Brigade | Muchea Brigade | Upper Brigade | ISB | Wannamal |
|---------------------------|---------|-----------------|---------------|----------------|---------------|-----|----------|
| IFF/BFF                   | 22      | 4               | 3             | 12             | 3             | 0   | 0        |
| Advanced FF / Crew Leader | 8       | 2               | 3             | 3              | 0             | 0   | 0        |
| Introduction to AIMS      | 32      | 6               | 9             | 8              | 9             | 0   | 0        |
| ISB IFF                   | 7       | 0               | 0             | 0              | 0             | 7   | 0        |
| WAERN                     | 32      | 5               | 9             | 8              | 10            | 0   | 0        |
| Driver Training 4WD*      | 43      | 8               | 11            | 13             | 9             | 2   | 0        |

## Item 10.1 - Attachment 1



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

| Course Name                    | Total # | Bindoon Brigade | Lower Brigade | Muchea Brigade | Upper Brigade | ISB | Wannamal |
|--------------------------------|---------|-----------------|---------------|----------------|---------------|-----|----------|
| Driver Training MR*            | 12      | 2               | 2             | 5              | 3             | 0   | 0        |
| Ground Controller              | 11      | 4               | 2             | 1              | 4             | 1   | 0        |
| Sector Commander               | 10      | 3               | 1             | 3              | 3             | 0   | 0        |
| 1 <sup>st</sup> Aid / O2 / AED | 11      | 1               | 8             | 1              | 1             | 0   | 0        |
| FCO                            | 4       | 0               | 0             | 1              | 1             | 1   | 0        |
| ICV Modules                    | 64      | 0               | 0             | 0              | 0             | 64  | 0        |

2015 Brigade Attendances at Training Session YTD Totals as of November 1<sup>st</sup> 2015:

| Brigade          | Participants |
|------------------|--------------|
| Bindoon          | 35           |
| Lower Chittering | 48           |
| Muchea           | 55           |
| Upper            | 43           |
| Wannamal         | 0            |
| ISB              | 75           |

#### Next Courses / Workshops

1. 21<sup>st</sup> November: Brigade Officers Workshop – Upper Chittering
2. 22<sup>nd</sup> November: AIIMS Awareness – Upper Chittering
3. 22<sup>nd</sup> November: WAERN – Upper Chittering

#### Hew Davies Day

Hew Davies Day was again well attended and well appreciated by those attending. This year we welcomed Bullsbrook into the event.

Special thanks to Arthur Blewitt, Shelly Pannell, Zak Tilbury, Will Lee and the ISB team who helped make the day a success. Thanks also to the many other members who contributed on the day, either as judges, chefs or in one of the other supporting roles.

#### Chittering Fire Services Trainers & Brigade Training Officers Appreciation

As this will be the last CBFAC for 2015 I would like to say a special thank you to Jamie O'Neill, Andrew Dewhurst, Debra Wilson, Shelly Pannell, Peter Hall and Janice Billen who once again gave up a great deal of their time to make 2015 a success.

Also, thank you to all the Brigade Training Officers who do an excellent job in promoting and coordinating training both within their local Brigades, and those courses offered by the Chittering Fire Services trainers.

Finally thank you to the many individuals (to many to single out) who provided support during practical sessions and in the kitchen. Without these people we would not be able to put on the quality training events we do.



### Next Training Officer Meeting / 2016 Calendar Planning

1. Training Officer meeting to be held December 1<sup>st</sup> 2015 - 18:30 @ Bindoon Fire Station. Captains, DCBFO's are invited to attend.

### General Items

1. Member Skills Refresher 2015/16 Fire Season has been undertaken by each Brigade prior to 1<sup>st</sup> November.
2. IFF/BFF Logbook introduced in September 2015.
3. Shelly Pannell, Debra Wilson & David Wilson have completed their Certificate IV Training and Assessment and now able to undertake training in support of our current trainers.
4. After a focused effort in 2015, all ISB team have completed their ICV Modules. ISB have a fully operational team of 20 for the 2015/16 fire season.

## 10. ANNOUNCEMENTS BY DPAW WITHOUT DISCUSSION

Nil



## 11. BRIGADE REPORTS

### 11.1 Bindoon Brigade

Fred Hoogland presented the following report.

#### Chittering Bush Fire Advisory Committee Brigade report

|                |              |
|----------------|--------------|
| <b>Brigade</b> | Bindoon VBFB |
| <b>Date</b>    | 03Nov15      |

#### **New members**

*We have recruited one new Member since last BFAC and continuing to actively recruit through the Summer season*

#### **Member resignation**

*One member resigned and we currently have 2 members on extended leave. Two of our more senior members are no longer active but wish to remain in the Brigade at this time.*

#### **Brigade incidents**

*There have only been 4 incidents since last BFAC and all were minor or non-events.*

#### **Preparedness**

*All BVFBF Appliances have been serviced in preparation for the coming Fire Season.*

#### **Brigade training**

*BVFBF has conducted fortnightly Friday evening Vehicle Maintenance/Skills Training since last BFAC and additionally Monthly Sunday topic specific training (eg Burn over Drills, Off Rd Driving) Several members have undergone the following training - IFF/BFF, AIMS Awareness/WAERN, Sector Commander, Ground Controller, RUI Exercise.*

#### **Community engagement**

*BVFBF has engaged with the community at the following events*

- . Bindoon VBFB Annual Ball 12SEP15 open to community participation*
- . Ultimate Burnout Challenge on 03OCT15*
- . Bindoon Show 17Oct15*

#### **Other**

*Since Restricted period began there have been 11 burn permits issued by Bindoon FCO of which 3 were for BVFBF HRB's*



### 11.2 Lower Chittering Brigade

Steve Browne spoke on the following:

- Completed refresher courses by 1<sup>st</sup> November 2015.
- There has been a reduction in callouts from previous years following the Restricted Burning Period being bought forward to 8<sup>th</sup> October 2015.
- All vehicles have been serviced and are operational.
- Recruitment: membership well down to previous years and this may see the Brigade struggle to meet Call-out Procedures.

### 11.3 Muchea Brigade

Peter Hall spoke on the following:

- 20 members attended the Brigade General Meeting last night.
- Has issued about 10 permits to date.
- Refresher training ceased 31<sup>st</sup> October 2015, several members did not attend and therefore will not be able to attend incidents until training undertaken.
- Vehicles have all been serviced.
- Training program very positive.
- Plan for addition to fire station ready to submit to Shire for ESL Funding.
- Two new members, however, as training will not commence until May 2016, they will assist around the station until they can complete the training.
- One resignation and one senior officer have moved for personal reasons.
- Brigade used sausage sizzle at Bunnings as a Community Engagement project.





## 11.4 Upper Chittering Brigade

Gordon Carter presented the following report:

### Chittering Bush Fire Advisory Committee Brigade report

|                |                              |
|----------------|------------------------------|
| <b>BRIGADE</b> | <b>UPPER CHITTERING VBFB</b> |
| <b>DATE</b>    | <b>03/11/2015</b>            |

#### New members

**3 NEW MEMBERS**

#### Member resignation

**NIL**

#### Brigade incidents

**4 CALLOUTS PLUS 3 STAND DOWNS**

#### Brigade training

**EXCELLANT ATTENDANCE TO MONTHLY TRAINING AVERAGING 16 MEMBERS EACH TIME  
REFRESHER TRAINING 100% COMPLETED. 3 MEMBERS COMPLETED SECTOR COMMAND  
COURSE. SEVERAL MEMBERS ATTENDED 2 LOTS GROUND CONTROLLER COURSE.  
WILL LEE HAS IMPLEMENTED REGULAR RIGOUROUS MAINTENANCE AND EQUIPMENT  
CHECKS TO ALL VEHICLES. MOST MEMBERS COMPLETED WAERN AND AIMS.**

#### Critical information

**NO WATER IN TANK ON WALLEROO CHITTERING SPRINGS. DEVELOPER HAS NOT PUT IN  
FIREBREAKS AROUND SUBDIVISION ON WALLEROO. NUMEROUS PROPERTY OWNERS IN  
UPPER CHITTERING HAVE NOT SERVICED THEIR FIRE BREAKS. WILL LEE IS UPDATING  
NEW MEMBERS DETAILS TO RECIEVE SMS CALLOUT NOTIFICATIONS.**

#### Community engagement

**HAZARD REDUCTION WORKSHOP WAS HELD AT CHITTERING SPRINGS, HIGHLY SUCCESSFUL ,  
WITH PLANS TO HOLD 2 OR 3 NEXT YEAR, A TOTAL OF 3 HAZARD REDUCTION BURNS WERE  
ALSO CARRIED OUT, MANY REQUESTS FOR MORE TO UNDERTAKE NEXT YEAR, OPPURTUNITY  
FOR OTHER BRIGADES TO JOIN IN .**

#### General discussion items

- 1. A resident was reported to CESM for burning without a permit, resident was politely warned as he said he was un aware of the early finish to the un restricted burning period ,but as the resident became increasingly aggetated for no reason he let it be known that he had actually allready been warned 7 days earlier by another FCO, this was then confirmed . what was the outcome?  
I would like to propose that due to early start to permit periods that when a person is verbally warned for not complying, that their details are registered with the shire the same as when we reject an application for a permit to burn so that if a person has had 2 warnings and been given the benifit of doubt and pleaded ignorance ,then it can be picked up by the rangers and investigated.**
- 2. I am aware there is a motion to bring forward the restricted burning period to start on the 1st of October to come into line with other shires aswell as to limit the increasing risk each year, I agree with this and would also like to propose for discussion bringing forward to the same date when fire breaks should be serviced by, with exception to when an extension has been applied for.**



Gordon also spoke on the following:

- Three new members and one resignation.
- Refresher training 100% completed.
- Concern at the number of firebreaks in Upper Chittering not completed by the 16<sup>th</sup> October deadline.
- Brigade has quite a few hazard reduction burns planned for next year and encourage other Brigades to join them in the program.
- Ten permits issued to date, with two refusals and one reported to the Shire (to be discussed in General Business).

### 11.5 Wannamal Brigade

Kim Haeusler advised that the Wannamal Brigade had no issues or updates to report.

### 11.6 Incident Support Brigade

Janice Billen submitted the following report:

|                |                                     |
|----------------|-------------------------------------|
| <b>Brigade</b> | Chittering Incident Support Brigade |
| <b>Date</b>    | 29 October 2015                     |

#### **New members**

Joanne Parker and Lynette Prendergast (who has transferred from Bindoon Brigade)

#### **Member resignation**

Nil

#### **Brigade incidents**

Assisted with search at City Beach for missing woman

#### **Brigade training**

ICV operations training now completed for all members including crew leader

One member still to compete IFF

#### **Community engagement**

The ICV attended the Bindoon show





## 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   | DFES 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.<br>No reply to date.  |                  |
| 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.<br>9/6/2015 Planners are looking at options.             |                  |
| 09/06/2015   | 14.1 Outstanding Actions and Recommendations                               | CESM to organise a workshop with Council, Deputy CBFCOs, Council staff and invite Craig Garrett, DFES, to discuss how the Shire will manage fire breaks etc for properties under 2ha with the introduction of the new AS359 Bushfire Prone Areas and future increase in development. | CESM               | Now a new Council has been elected CESM to arrange a workshop in the near future.<br>9/11/2015 CBFAC Members to attend are Ian Hollick, Steve Browne and Peter Hall. |                  |
| 09/06/2015   | 14.1 Outstanding Actions and Recommendations                               | Craig Garrett, DFES to raise safety issues identified with the removal of the 'grab handles' during the installation of the safety blanket, particularly from the large vehicles.  | Craig Garrett      | Design issue, cannot be rectified.   | COMPLETED        |
| 09/06/2015   | 14.1 Outstanding Actions and Recommendations                               | CESM follow-up with Wannamal to rectify the sharp edging on the strip where the safety blanket has been installed.   | CESM               | Ongoing Investigation shows that this is a one off, no other vehicle found with similar issue.   | COMPLETED        |
| 09/06/2015   | 15.3 Retiring Fire Control Officers  | The CESM to organise letters of appreciation to be sent to all the retiring FCOs.  | CESM               |  | COMPLETED        |

## Item 10.1 - Attachment 1



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

| Meeting Date | Brigade / Report title                 | Details of required action  | Person responsible | Current status  | Action completed |
|--------------|--|---|--------------------|---|------------------|
| 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            | Council moved the following motion<br>17/06/2015:<br><i>"That Council considers in the 2015-2016 budget funds to replace the five fire danger indicator boards with electronic (solar) bush fire danger/community notice boards with a minimum of one sign per annum."</i><br>09/11/2015 footings in the ground new LED sign should be installed in next week.<br>CESM to investigate the best location for the old sign, suggestion Cr Ioppolo & Morley Road or Muchea Townsite. |                  |

#### ACTION

The CESM to investigate the best location for the old fire indicator sign once new LED sign installed, with suggestions from Members being: Cr Ioppolo and Morley Roads or Muchea Townsite.



### 13. GENERAL BUSINESS

#### 13.1 Restricted Burning Period

Peter Hall advised members that he would like to move the following motion:

*"The Muchea brigade moves the restricted burning period for the Shire of Chittering be moved to the 1<sup>st</sup> October for each of the ensuing years."*

Comment from David Wilson

It has a couple of advantages in that it brings us into line with some other Shires as I understand it and also makes it easier for community awareness where we can message as of the 1<sup>st</sup> day in October rather than having to remember dates in the middle of a month as we have for Fire Breaks.

I don't think the community is penalised by moving the date forward as they can still request a permit which enables the FCO's to have a conversation about having fire breaks, water, weather conditions etc. This will hopefully mitigate risk and provide another opportunity to educate the community. At this point we are not suggesting moving the date when fire permits finish but it may be worth a discussion on when permits should finish after the fire season – I don't know that any discussion has been had on this and it would probably be good to raise this at the meeting just so it can be noted that it was discussed?

It will potentially mean more work for the rangers and FCO's in terms of having to deal with more permits but one that they will probably be ok with – as have only spoken to a couple.

There was strong support from Members and the matter was discussed at length including:

- The possibility of changing the deadline for hazard reduction and firebreak installation to 1<sup>st</sup> October 2015 as well. This was acknowledged as being more of an issue for the southern part of the Shire and may minimise risk factors.
- Change in dates to 1 October 2015 provides more opportunity for the Shire to commence inspections before becoming too late in the season for work orders to be undertaken. Inspections could commence in the dryer parts of the Shire working down to the more greener areas.
- No firebreaks installed, no permits issued.
- Permission required from the Minister to change the Restricted Burning Period dates.
- Working group to be formed to discuss issues including the possibility of changing the dates for firebreak installation and hazard reduction to be completed.

#### 13.1 COMMITTEE RECOMMENDATION

Moved Peter Hall / seconded Steven Browne

**That the Chittering Bush Fire Advisory Committee request that Council amends the restricted burning period for the Shire of Chittering to commence on the 1<sup>st</sup> October for each of the ensuing years.**

**CARRIED 9/0**

### 13.2 'Bush Fire Brigades Local Law 2012' Review

Jamie O'Neil, CESM, spoke on this issue.

- CBFAC to consider establishing a small working group to review the local law
- Simplify the local law, introduce constitution, brigade general instructions and localised response plans.
- Objective of the review is to develop an up to date workable documents to assist and guide Brigade Member's in effective operations their brigade and activities

The CBFAC agreed to review the Local Law, with the working group to comprise of Jamie O'Neill, Ian Hollick, Peter Hall, Fred Hoogland and Gordon Carter.

### 13.3 Brigade prescribed burn plans

Jamie O'Neil, CESM, spoke on this issue.

Preparing a prescribed burn plan involves careful and deliberate planning. The Shire needs to ensure that its volunteers are properly protected and provide to the tools to ensure that the overall risk management component of a prescribed fire plan is applied when Brigades conduct hazard reduction burns. It is recommended that burn plans be developed and introduced for the 2016 burn season.

The Plan is a two page document and will provide protection for Volunteers.

Members supported the introduction of the Plans for the 2016 burn season.

The CESM will distribute the template over the next few months.

### 13.4 Letter of support to Volunteer Fire Fighter

Peter Hall requested that a letter be sent to the volunteer fire fighter who suffered serious burns on the weekend from the Fire Services, demonstrating thoughts and support for him and his family.

#### **ACTION**

**The CESM to arrange a letter to be sent to the volunteer fire fighter seriously burnt on the weekend from the Chittering Fire Services.**



### 13.5 Radios

Peter Hall asked how many members had radios in their personal vehicles.

Only Captains at the time of the installation program had radios installed in vehicles, though some others do have radios various types.

### 13.6 Illegal burns

Gordon Carter raised concerns about people undertaking illegal burns where the person claims ignorance but has been warned in the past.

Fire Control Officers are to contact the Shire if they issue a warning pertaining to an illegal burn so that the Shire can record and follow up if required. Advice to Shire can be via email, SMS to CESM or telephone.

#### **ACTION**

**Fire Control Officers to advise the Shire if they issue a warning pertaining to illegal burning to ensure that people who ignore warnings are dealt with appropriately.**

### 13.7 Black Boy Ridge

It was reported that in the car park at Black Boy Ridge is remnants of a camp fire / fire pit made of rocks. Can the rocks be removed and a 'No Lighting of Fires' sign installed.

Members also asked that a similar sign be installed at other areas where camping occurs, including the picnic area at the corner Julimar and Chittering Roads.

#### **ACTION**

**The CESM to liaise with Technical Services to have 'no lighting of fire' signs installed on Reserves where people might camp / picnic to reduce the risk of fires.**

### 13.8 Refresher training

Jamie O'Neill asked that his thanks be extended to all Brigades for facilitating the refresher training. A high number of volunteers had undertaken the training, which is a good result.



### 14. CLOSURE

Ian Hollick, on behalf of the CBFAC and Chittering Fire Services presented Doreen Mackie with a small token of appreciation for the outstanding support and assistance she provided to the Committee and Fire Services in her role as the Council CBFAC Representative and then 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.

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