



Committee Attachments

WEDNESDAY, 19 MARCH 2014

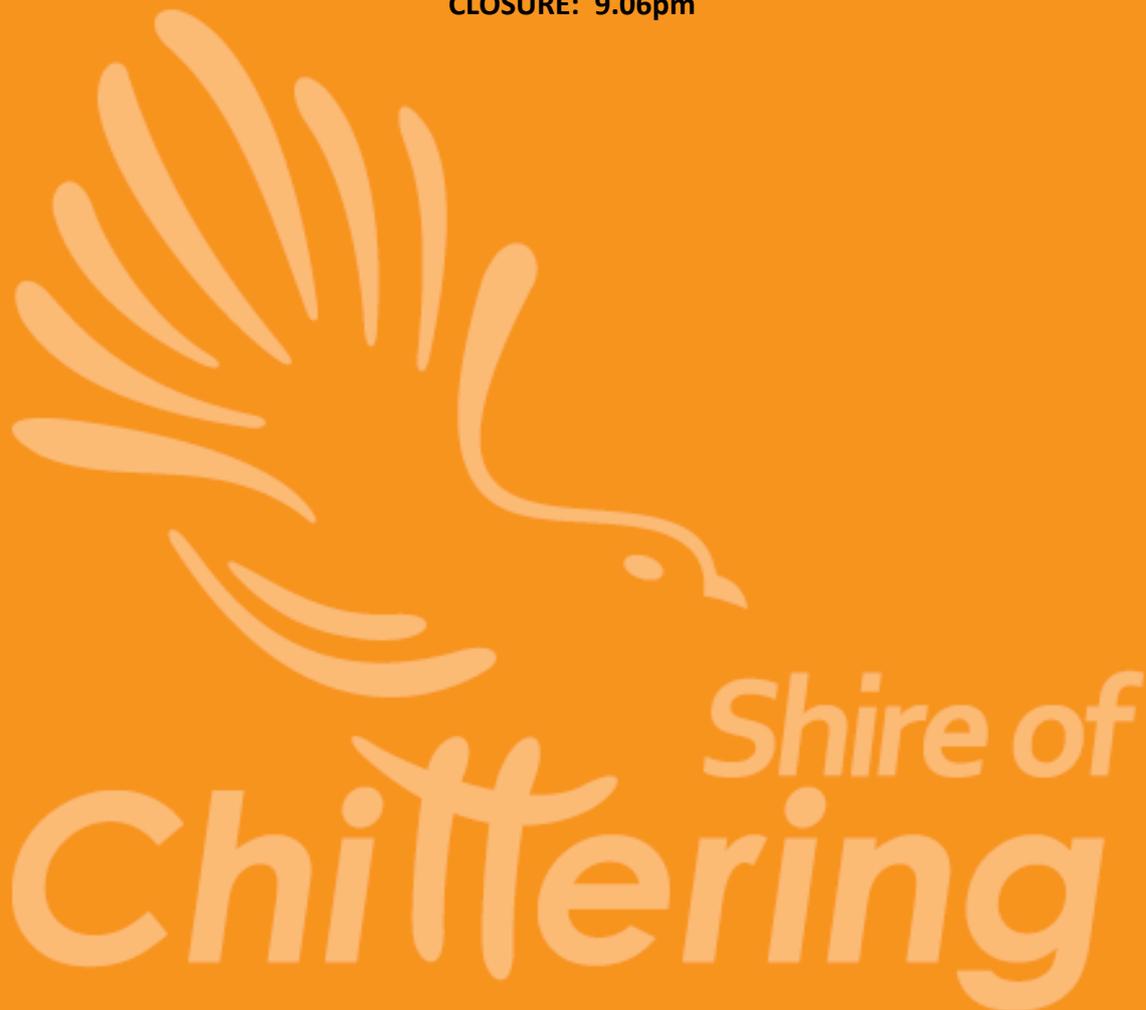
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**MINUTES OF THE CHITTERING BUSHFIRE ADVISORY
COMMITTEE**

Tuesday, 11 February 2014

Council Chambers
6177 Great Northern Highway
Bindoon

COMMENCEMENT: 7.35pm
CLOSURE: 9.06pm



These minutes will be confirmed at the next meeting of the Chittering Bushfire Advisory Committee to be held on 8 October 2013

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 7.35pm.

2. RECORD OF ATTENDANCE / APOLOGIES

2.1 Attendance

Ian Hollick	Presiding Member
Dennis Badcock	Chief Bushfire Control Officer
Kim Haeusler	Wannamal Brigade
Frank Schubert	Bindoon Brigade
Phillip Humphrey	Upper Chittering Brigade
Steve Browne	Lower Chittering Brigade
Bob Smilie	Incident Support Brigade
Cr Doreen Mackie	Councillor, Shire of Chittering
Gary Tuffin	Chief Executive Officer, Shire of Chittering
Jamie O'Neill	Community Emergency Services Manager, Shire of Chittering

The following non-voting members were in attendance:

Craig Garret	DFES
Mike Pasotti	DPAW
Fred Hoogland	Bindoon Brigade
Paul Groves	Bindoon Brigade
Karen Parker	Manager Human Resources, Shire of Chittering (Minute Secretary)

2.2 Apologies

Greg Cocking	Deputy Chief Bushfire Control Officer
Dennis Harvey	Muchea Brigade
Peter Hall	Muchea Brigade
Paul Martin	Muchea Brigade
Rose Coci	Incident Support Brigade
Cr Barni Norton	Councillor, Shire of Chittering
John Mangini	AVBFB & VVEAC Representative

3. DISCLOSURE OF INTEREST

Nil



4. PUBLIC QUESTION TIME

Nil

5. CONFIRMATION OF PREVIOUS MINUTES

5.1 Chittering Bushfire Advisory Committee meeting - Tuesday, 10 December 2013

OFFICER RECOMMENDATION

Moved Phil Humphrey / Seconded Doreen Mackie

That the minutes of the Chittering Bushfire Advisory Committee meeting held on Tuesday, 10 December 2013 be received as a true and accurate record of proceedings

CARRIED 10/0

6. ANNOUNCEMENTS BY THE CHIEF BUSHFIRE CONTROL OFFICER WITHOUT DISCUSSION

Dennis Badcock, Chief Bushfire Control Officer, tabled the following report:

My thanks to the many people of the CFS who have generously given their time to help with firefighting efforts, mainly outside of our Shire, over the past couple of months. It is recognised that the efforts have been both a mental and physical challenge for fire fighters and also a challenge to our fleet and equipment.

At an internal level, if brigades have issues with fleet and equipment breakdowns etc, please identify these straight away with Jamie and myself but be mindful that, as we are still within the fire season, these issues will need to be prioritised for repair or replacement.

At the DOAC level, I attended the meeting of the 3rd of December 2013 and I have posted out these minutes. Of note, issues that remain ongoing relate to; the ESD, Incident Control Vehicle issues, Vehicle GPS tracking capability, Duty of Care issues between DFES and volunteers in relation to fleet and equipment design and the current imbalance of PPE standards between career and volunteers.

Further to the aforementioned PPE issue, a letter has been sent by the PN DOAC to DFES for their attention.

There is a Regional Training Advisory Committee meeting tonight at DFES Belmont.

In the area of Vehicle and Equipment Advisory Committee I can report that;

- *the use of snatch straps is under review and advice is that they should be used for towing only.*



- *fire blankets continue to be rolled out and efforts are being made to resolve the Light tanker bracket/stowage issue.*
- *Rim steps have been approved for fitting to heavy units.*
- *Rear access steps to tankers can be fitted with ESL funding on application*

These are just some of the major ticket items being dealt with at the VEAC level so please refer to the official minutes for further discovery and clarification.

I can report that the Volunteer Association continue to lobby the relevant departments for the betterment of volunteers. Please lend your backing to the Association whenever possible and support them at every opportunity. Currently there is a push for equal standards particularly in the area of the Presumptive Cancer Legislation issue. Please speak with and support your local Volunteer Association reps.

Further to the Presumptive Cancer Legislation, a Cancer Equality petition has been circulating and is due for return on the 24th March and you are all advised to consider registering your view by way of signing the petition which will be presented to State Parliament.

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

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

- *Extended thanks to the Chittering brigades and volunteers for out of district support with the two large metro fires.*
- *New burn over bracket for light tanker being trialled.*
- *Community Emergency Services Manager MOU currently being reviewed.*
- *DFES Training Calendar out.*
- *ICV – New Project Officer has been appointed. Craig Garrett has requested a time frame for the delivery of the vehicle. There have been configuration issues with IT and this has caused some delays.*
- *PIA has been signed off by Chief Super now gone to Deputy Commissioner.*
- *TRK's being reviewed, new courses being developed.*
- *North and South Training Committees have been combined, meeting tonight.*

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

Gary Tuffin, Shire of Chittering CEO spoke on the following:

The Planning Department has responded to the query from the December 2013 BFAC meeting in relation to the signage located at the Muchea East Road Fire Danger Index Board site.

The signs have been shifted to the other side of the intersection. At this point the Maryville Heights sign is the only one approved by the Shire. The others are not approved. Therefore we will contact them to relocate or the Shire will remove and hold.

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

As David Wilson is unavailable the CESM provided a brief update:

- *DFES Training Calendar is out. Training Officers were provided with the calendar at their meeting a couple of weeks ago. Please follow up with your Training Officers as some courses will not be offered locally and remember to send new forms through to Jamie O'Neill.*
- *Fire Reporting Courses: FERS report available on-line.*
- *Local Training Calendar is still out for comment. First course is scheduled for March 2014.*

10. ANNOUNCEMENTS BY THE COMMUNITY EMERGENCY SERVICES MANAGER

Jamie O'Neill, Community Emergency Services Manager spoke on the following:

- *Recent fires: great to see our crews at the fires. Some members may not have been confronted with what fire fighters were exposed to during these events before and may have been overwhelmed by it all. Encouraged Members to keep their welfare in mind.*
- *Muchea Brigade has IT gear installed, only Wannamal to go now.*
- *\$144,000 ESL Grant offer from DFES for the 2014/2015 financial year, will re-submit seeking more.*
 - *Requested brigades submit any capital requests to be included in the submission.*
 - *ESL for this financial year is slightly over budget.*
- *Fire Hazard Inspections: Janice Billen has undertaken the majority of inspections this year. 2,090 inspections undertaken; 604 Work Orders issued; and 36 infringements issued.*

**11. ANNOUNCEMENTS BY DEPARTMENT PARKS AND WILDLIFE (DPW)**

Mike Pasotti spoke on the following:

- *New uniforms have been introduced – dark green with bright yellow under shirts.*
- *Heavy fleet- proto types being trialled.*
- *Radio COMS – small number of mid ban radios still being used, but under pressure to stop using and all fleet will be on high band in the near future.*

12. BRIGADE REPORTS**12.1 Bindoon Brigade**

Frank Schubert, spoke on the following:

- *Meeting held last week. Brigade is actively fund raising and have purchased three GPS, one for each vehicle.*
- *Attended the Parkerville and Forrestdale fires. Lack of preparedness of real concern. Need to keep our Shire in order to reduce the risk. Number of work orders issued this year is terrific.*

12.2 Lower Chittering Brigade

Steve Browne spoke on the following:

- *Brigade attended a local fire on Lewis Road as well as a couple for the City of Swan and the Parkerville and Forrestdale fires.*
- *Experienced mapping system issues and these have been reported to Jamie O'Neill.*
- *Agree with Bindoon's report lack preparedness by the residents for the Parkerville and Forrestdale fires a real issue.*
- *Brigade attended the Lower Chittering Australia Day celebrations and funds raised will go to the appeals for the two metro bushfires.*

12.3 Muchea Brigade

The CBFCO advised that he has correspondence from the Muchea Brigade which he will speak on in General Business.

12.4 Upper Chittering Brigade

Phil Humphrey spoke on the following:

- *Brigade attended the Lewis Road and Parkerville and Jarradale fires.*



**MINUTES OF THE CHITTERING BUSHFIRE ADVISORY COMMITTEE
TUESDAY, 11 FEBRUARY 2014**

12.5 Wannamal Brigade

Kim Haeusler spoke on the following:

- Brigade turned out to several fires – power pole tops igniting.
- Attended a 000 call near Waldeck West road which was a false alarm, but there was a great turn out.
- Few issues with foam systems.

12.6 Incident Support Brigade

Bob Smilie said that there was nothing formal to report. Number of positions in the brigade to fill but will speak to the CESM on this issue.

13. CHITTERING BUSHFIRE ADVISORY COMMITTEE ACTION LIST AND COMMITTEE RECOMMENDATIONS

13.1 Outstanding Actions and Recommendations

Meeting Date	Brigade / Report title	Details of required action	Person responsible	Current status	Action completed
09/04/2013	Bindoon Brigade	CESM to investigate the purchase of vertex radios to be used until WAERN's available for FCOs' vehicles	CESM	Follow-up needed CESM needs to submit list and justifications List submitted as well as WAERN Green radio changes – waiting on response Vertex: still with 'Brownie', his wife has been unwell and CESM reluctant to push the issue. Radios should be completed in the week commencing 14/10/2013.	Completed Green Radio's changed to Mid Band radios and High Band installed. CESM has obtained contact to purchase however before application for more vertex radion please ensure Brigades have accounted for radios already issued. Application for further radios can be made to CESM
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.	



**MINUTES OF THE CHITTERING BUSHFIRE ADVISORY COMMITTEE
TUESDAY, 11 FEBRUARY 2014**

Meeting Date	Brigade / Report title	Details of required action	Person responsible	Current status	Action completed
10/12/13	Announcement by CBFCO without discussion	That the Chief Bushfire Control Officer send a letter to Mr Wayne Jones formally acknowledging his many years of service to the Chittering Fire Services	CBFCO	Letter sent 10/01/2014	Completed
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		<p>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.</p> <p>EMTS advised that, as he is responsible for the Drainage Maintenance Program not the Community Emergency Services Manager, he is happy for Members to contact him if they have any questions in relation to Shire's drainage and road verge maintenance.</p>



**MINUTES OF THE CHITTERING BUSHFIRE ADVISORY COMMITTEE
TUESDAY, 11 FEBRUARY 2014**

Meeting Date	Brigade / Report title	Details of required action	Person responsible	Current status	Action completed
10/12/13	Phone fault in Lower Chittering	Karen Parker to contact the Shire's Telstra Account Manager and organise the fire station phones to be registers as priority emergency services facilities and whether volunteers can be provided authority to contact Telstra in emergency situations	MHR	Phone number changed to PESF. Telstra advised that volunteers will not be provided. Authority to contact them on behalf of the Shire.	Completed
10/12/13	Fire Break Notice	That the Chittering Bush Fire Advisory Committee recommend to Council that: (a) an amendment be made to the gazettal notice to include the above mentioned exemption; and (b) all Shire of Chittering residents are written to and advised that as of October 2014 all blocks 2ha and above will require fire breaks.	CESM	The December minutes will be presented to Council for confirmation at the 19 February 2014 Council meeting.	
10/12/13	CBFAC Meeting dates	That the Chittering Bushfire Advisory Committee recommend to Council that the Chittering Bushfire Advisory Committee Meeting be held six times per year, on the first Tuesday over every second month: Tuesday, 4 February 2014; Tuesday, 1 April 2014; Tuesday, 3 June 2014; Tuesday, 5 August 2014; Tuesday, 7 October 2014; and Tuesday, 2 December 2014.	CESM	The December minutes will be presented to Council for confirmation at the 19 February 2014 Council meeting.	
10/12/13	General Business	The CESM to investigate funding for a strategic fire tank to be located in the Julimar / Chittering Road location	CESM	Ongoing CESM advised that there is room for tank at location. Will need to be a Council Budget request and funding / grant opportunities very scarce.	

- Power outages an issue with the Telstra unit located near the Lower Chittering Fire Station as the battery life has expired and only lasts 2-3 hours. Gary Tuffin, CEO, informed the meeting that the Shire has had numerous contact with Telstra regarding this problem



without success and requested documentation on events so that the Shire can take the issue to the local members of parliament.

14. GENERAL BUSINESS

14.1 Burn over blanket brackets in the LT fleet

- The CBFCO informed the meeting that this had progressed since he put on the agenda. Proto seen, mounting behind the headrest and has been informed that the bracket can be removed as long as the blanket is kept in the cab.

14.2 Public notification harvest and vehicle movement ban notifications:

- Important to advise the community early, particularly on weekends and holidays where the index has been predicted to be extreme;
- Bigger issue for the southern part of the Shire, where properties are closer together and residents not always experienced in weather conditions;
- Shire can put information of pending ban on Facebook and the Shire's website, this cannot be done over the weekend;
- Many residents now use Facebook and the Shire website for updates;
- Not all members agreed that changing the current process was necessary;
- After a lengthy discussion members agreed to trial an automated ban being called on the Friday (or last working day) afternoon prior to the weekend or holiday period, where the Shire Offices are closed and the index is predicted to be 'Extreme', with the process being reviewed after summer.

COMMITTEE RECOMMENDATION

Moved Jamie O'Neill / Seconded Doreen Mackie

1. That the Shire trial calling harvest and movement of vehicle and hot works bans for weekends and / or holiday periods where the index is predicted to be 'extreme' or higher over that period;
2. The trial period will be for the rest of the summer as a trial; and
3. The trial will be reviewed by BFAC at the June 2014 meeting.

Carried 7/3

14.3 20 metre exclusion zones

- The power for Council to enforce the 20 metre building protection zone around buildings was discussed;
- Issue in Parkerville where trees were located too close to houses;



- As this has been gazetted by Council, is enforceable.

14.5 Issues submitted writing from the Muchea Brigade

The CBFCO spoke on the issues raised in a letter by the Muchea VBFB:

ABN 72830 525 197



Muchea Volunteer Bush Fire Brigade
PO Box 239, Muchea WA 6501
60years 1952 - 2012

President: Paul Martin

Secretary: Peter Hall 0437908079

Chief Bush Fire Control Officer
Shire of Chittering

BFAC issues

Dennis

Muchea brigade and our BFAC delegate have several issues of concern to advise the committee.

- 1) 8 Names for the brigade 000 callout list, have been lodged on the appropriate form and given to the appropriate people. Yet 4 weeks have elapsed and the names have not been added. This has affected the brigades' ability to turnout crews in time of need.
How long does it take and who is responsible for adding names to the callout list.
The brigade will now write to the Commissioner DFES about this issue.
- 2) With the recent 20hour power outage in the Muchea and Lower Chittering areas and feedback from some callers to a radio station – Is it Western Powers policy now NOT to reconnect power on very hot days even though the power problem has been fixed.

TRONOX

Proudly supporting local volunteer bush fire brigades and the safety of the community



-2-

- 3) **Can the Shire write to Western Power and clarify this situation as it appears that Western Power would rather let thousands of people suffer at a minimal payout cost for damage to food etc rather than have a possible multi-million dollar claim for damage should the power lines cause another fire. If this is the case then the brigade is requesting a generator to cover this contingency. The generator can be one of our budget items.**
- 4) **With the recent large fires there have been more than the normal wear and tear and damage to fire appliances. Last year the brigade got a quote for driver training from a nationally accredited provider, but this was denied due to budget costing's not being available. Can there now be some funds made available to facilitate driver training on our more regular drivers. Better training will lead to less damage.**
- 5) **With the recent power outage as mentioned previously the Telstra exchange back up batteries failed after a period of time and communications went down. Can the Shire write to Telstra seeking information that this problem will be rectified in the near future as this led to a problem contacting fire fighters to attend callouts. People lives and properties were put at risk.**

Kind regards

Peter Hall

1. Forms are given to the CBFCO who forwards them to Craig Garrett, DFES. Craig advised that he returned from leave last week and had forwarded all paperwork on, but will follow-up as it generally takes 1 to 2 weeks for numbers to be added to list. NB the list is not updated during serious incidents as the officer responsible is deployed to assist with emergency.

Craig also reminded members that the Change of Membership form needs to be completed to have numbers removed. A reason why the number is to be removed is required by the system.

2. Power outages will be bought up at the next LEMC meeting.
3. The generator will need to be requested through the normal ESL budget process.
4. Driver training will be discussed at training meetings.
5. The Shire has lobbied hard with Telstra regarding this and other issues for some time without success. The issue will be discussed at the next LEMC meeting.

Muceha VBFB are reminded that these issues are operational issues and need to be addressed through the Shire's Community Emergency Services Manager, Jamie O'Neil.



14.6 Deductible Gifts Recipient

The Bindoon VBFB have an opportunity to receive a donation but need to be a Deductible Gift Recipient (ie donations to the Brigade are tax deductible). Investigations into the process for the Brigade to apply for this status reveal that the Brigade Rules or Constitution need to include two clauses in relation to 'not for profit' and 'dissolution' for the Brigade to be eligible to apply. CESM will investigate options.

ACTION

CESM to investigate options to ensure Brigades meet the requirements to apply to be a Deductible Gifts Recipient.

15. CLOSURE

The Presiding Member reiterated Christmas wishes to all and declared the meeting closed at 9.00pm.

The next meeting of the Chittering Bush Fire Advisory Committee is **Tuesday, 1 April 2014**. Items to be included on the agenda are due on **Tuesday, 25 March 2014**. The agenda will be distributed on Friday, 28 March 2014.



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

AUDIT COMMITTEE MINUTES

Wednesday, 5 March 2014

Council Chambers
6177 Great Northern Highway
Bindoon

Commencement: 4.20pm
Closure: 4.30pm



These minutes will be confirmed at the next meeting of the Audit Committee.

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

DATE _____

Disclaimer

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1. DECLARATION OF OPENING OF MEETING / ANNOUNCEMENTS OF VISITORS

The Presiding Member declared the meeting open at 4.20pm

2. RECORD OF ATTENDANCE / APOLOGIES / APPROVED LEAVE OF ABSENCE

The following members were in attendance:

Cr Robert Hawes	President (Presiding Member)
Cr Michelle Rossouw	Deputy
Cr Barni Norton	
Cr Sandra Clarke	
Cr Alex Douglas	
Cr Don Gibson	
Cr Doreen Mackie	

The following staff were in attendance:

Mr Gary Tuffin	Chief Executive Officer
Ms Jean Sutherland	Executive Manager Corporate Services

There were no members of the general public in attendance.

2.2 Apologies

Nil

2.3 Approved leave of absence

Nil

3. DISCLOSURE OF INTEREST

Nil

4. PUBLIC QUESTION TIME

4.1 Public question time

Nil

5. CONFIRMATION OF MINUTES – Wednesday, 1 May 2013

OFFICER RECOMMENDATION

Moved Cr Rossouw/ Seconded Cr Douglas

That the minutes of the Audit Committee meeting held on Wednesday, 1 May 2013 be confirmed as a true and correct record of proceedings.

THE MOTION WAS PUT AND DECLARED CARRIED 7/0

6. PURPOSE OF MEETING

6.1 Teleconference with UHY Haines Norton (David Tomasi)

The *Local Government Act 1995* states:

7.12A Duties of local government with respect to audits

(2) *without limiting the generality of subsection (1), a local government is to meet with the auditor of the local government at least once in every year.*

The teleconference commenced at 4.21pm and David Tomasi from UHY Haines Norton addressed the meeting. The teleconference concluded at 4.29pm

6.2 Local Government 2013 Compliance Audit Return*

Applicant	Shire of Chittering
File ref	04/02/0002
Prepared by	Jean Sutherland, Executive Manager Corporate Services
Supervised by	Gary Tuffin, Chief Executive Officer
Voting requirements	Simple majority
Documents tabled	Nil
Attachments	2013 Compliance Audit Return

Background

Each local government is to carry out a Compliance Audit for the period 1 January to 31 December against certain requirements included within a Compliance Audit Return (CAR) provided by the Department of Local Government.

The CAR, once completed, is to be presented to the Audit Committee and then a report is to be presented to Council for adoption of the return.

A copy of the completed CAR is attached.

Consultation

- Chief Executive Officer
- Executive Support Officer

Statutory Environment

Nil

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Nil

Site Inspection

Not applicable.

Triple Bottom Line Assessment

Economic implications

There are no known significant economic implications associated with this proposal.

Social implications

There are no known significant social implications associated with this proposal.

Environmental implications

There are no known significant environmental implications associated with this proposal.

Comment

The CAR for the 2013 calendar year was completed by the Executive Manager Corporate Services in consultation and co-operation with other members of staff.

The 2013 CAR continues in the reduced format introduced in 2011, with the areas of compliance restricted to those considered high risk.

The areas of compliance for 2013 were:

Commercial Enterprise by Local Governments

No noted areas on non-compliance.

Delegation of Power/Duty

No noted areas of non-compliance.

Disclosures of Interest

No noted areas of non-compliance.

Disposal of Property

No noted areas of non-compliance.

Elections

No noted areas of non-compliance.

Finance

No noted areas of non-compliance.

Local Government Employees

No noted areas of non-compliance.

Official Conduct

No noted areas of non-compliance.

Tendering for Providing Goods and Services

No noted areas of non-compliance.

It is recommended that the Audit Committee review the CAR and recommend to Council that the CAR be adopted by Council at the next Ordinary meeting to be held on 19 March 2014.

6.2 OFFICER RECOMMENDATION

Moved Cr Douglas / Seconded Cr Gibson

That the Audit Committee recommends Council adopts the Local Government Compliance Audit Return for the period 1 January 2013 to 31 December 2013 as presented.

THE MOTION WAS PUT AND DECLARED CARRIED 7/0

7. CLOSURE

The Presiding Member declared the meeting closed at 4.30pm



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