



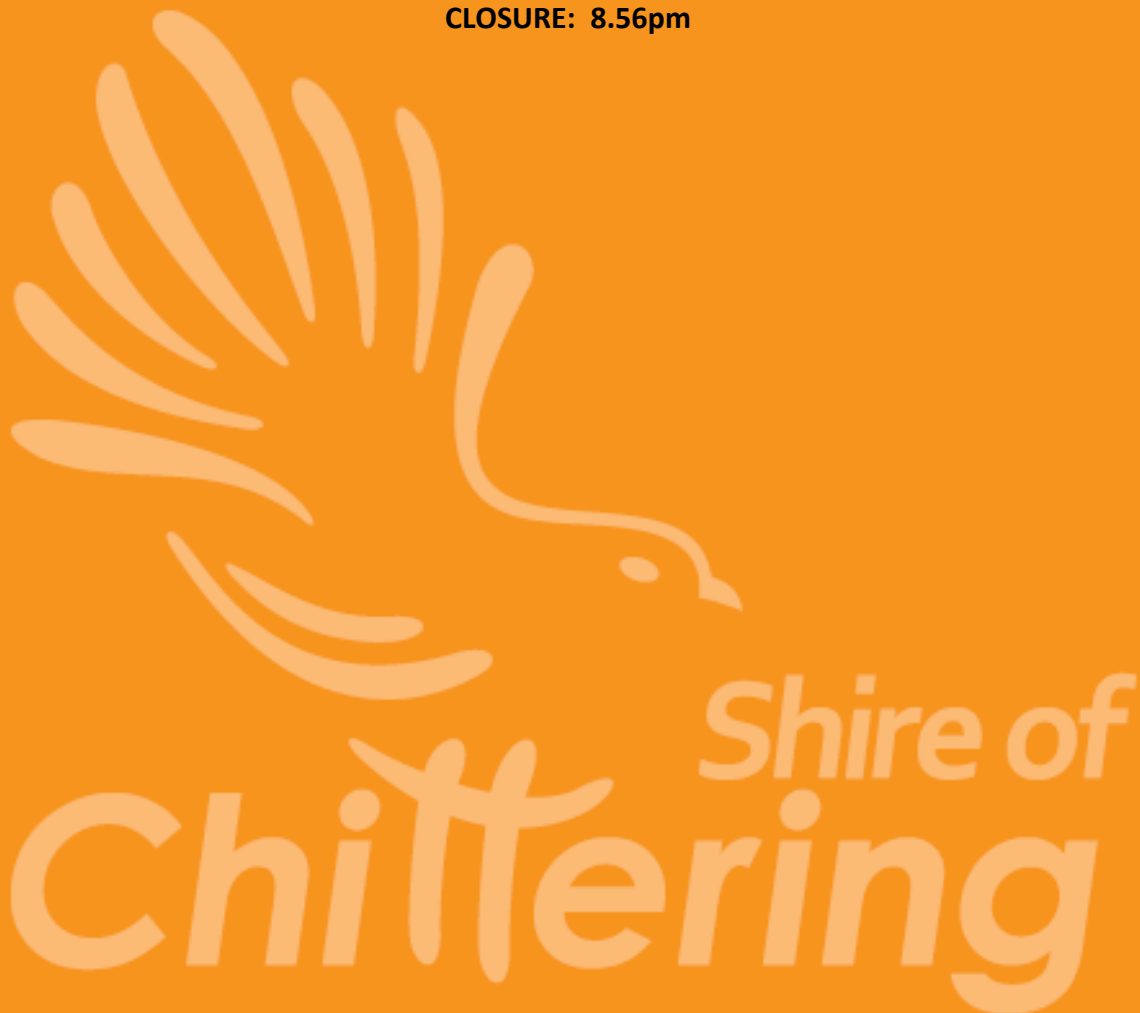
Reports of Committee Attachments Wednesday, 20 November 2013

REPORT NUMBER	REPORT TITLE AND ATTACHMENT DESCRIPTION	PAGE NUMBER(S)
10.1	Minutes of the Chittering Bush Fire Advisory Committee meeting held on Tuesday, 8 October 2013 "Unconfirmed" minutes of the Chittering Bush Fire Advisory Committee meeting held on 8 October 2013	1

**MINUTES OF THE CHITTERING BUSHFIRE ADVISORY
COMMITTEE
TUESDAY, 8 OCTOBER 2013**

**Council Chambers
6177 Great Northern Highway
Bindoon**

**COMMENCEMENT: 7.35pm
CLOSURE: 8.56pm**



These minutes will be confirmed at the next meeting of the Chittering Bushfire Advisory Committee to be held on **10 December 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.

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1. DECLARATION OF OPENING OF MEETING / ANNOUNCEMENTS OF VISITORS

The Presiding Member declared the meeting opened at 7.30pm.

2. RECORD OF ATTENDANCE / APOLOGIES

2.1 Attendance

Ian Hollick	Presiding Member
Dennis Badcock	Chief Bushfire Control Officer
Phillip Humphrey	Upper Chittering Brigade
Steve Browne	Lower Chittering Brigade
Rose Coci	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
Cr Barni Norton	Councillor, Shire of Chittering
Karen Parker	Manager Human Resources, Shire of Chittering (Minute Secretary)

2.2 Apologies

Mike Pasotti	DEC
Paul Martin	Muceha Brigade
Max Brown	Lower Chittering Brigade
Greg Cocking	Deputy Chief Bushfire Control Officer
David Wilson	Training Coordinator
Kim Haeusler	Wannamal Brigade
Dennis Harvey	Muceha Brigade
Frank Schubert	Bindoon Brigade

3. DISCLOSURE OF INTEREST

Nil

4. PUBLIC QUESTION TIME

Nil



5. CONFIRMATION OF PREVIOUS MINUTES

5.1 Chittering Bushfire Advisory Committee meeting - Tuesday, 13 August 2013

OFFICER RECOMMENDATION

Moved Steve Browne / Seconded Doreen Mackie

That the minutes of the Chittering Bushfire Advisory Committee meeting held on Tuesday, 13 August 2013 be received as a true and accurate record of proceedings

CARRIED 8/0

6. ANNOUNCEMENTS BY THE CHIEF BUSHFIRE CONTROL OFFICER WITHOUT DISCUSSION

Dennis Badcock, Chief Bushfire Control Officer, spoke on the following matters:

- *Attended the WA Fire and Emergency Services Conference on 21-22 September 2013. Great networking opportunity and enjoyed the Keynote speaker, Professor Tim Flannery presentation.*
- *Attended the combined Perth North and South DOAC meeting on 20 September 2013, Ian Hollick and Jamie O'Neill were also in attendance:*
 - *Dealing with similar issues;*
 - *Better equipped to find solutions as a combined group;*
 - *Action list from the meeting will be emailed to brigades.*
- *Close to the start of the restricted period so brigades need to ensure:*
 - *vehicle maintenance is completed;*
 - *when issuing permits ensure the holder liaises with the Shire;*
 - *alert COMCEN of the burn and ensure the correct numbers provided by Mike Teraci is included on the permit. Suggestion made that a stamp containing the phone numbers be purchased and all permit copies / books be stamped prior to season;*
 - *they are mindful of false alarms during the period, ie people panicking and dialling 000.*

ACTION:

CESM to purchase stamp which includes the required telephone numbers for Permits and ensure all permit books / copies are modified prior to the Restricted Permit Season.



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

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

- *Pre- formed Level 3 IMT's being formed for this season. DFES will also work with DPaW in IMT's.*
- *Westplan Fire has been reviewed, combining Urban fire and bushfire and is now out.*
- *Helitacs will be on line shortly (Nov 2013) with 4 x Bell 214B replacing the previous smaller B3 Squirrels and larger S61's.*
- *Suggest that BFB's cover pre-season topics and information such as burn over drills, LACES, Red flag warnings, WAERN radios, dead man zone etc.*
- *State Bush Fire Exercise conducted on 21 August in a number of locations around the state, with good feedback received.*
- *Fire and Emergency Services Conference held 21 & 22 September, with positive comments from attendees.*
- *DO has made enquiries regarding the timing for distribution of crew protection blankets.*
- *Still waiting for OBRMS to sign off on a reviewed burning prescription for DFES use, on government land such as UCL. LG's still OK to use previous versions whilst addressing risk.*
- *Followed up with Comcen on Wannamal turnout query to New Norcia- reply made direct to CBFCO.*
- *New AIIMS 4 being rolled out with updated information to be incorporated into future training courses.*
- *Booster test conducted at the catholic school in Lower Chittering.*
- *Perth North and South DOAC conducted at Belmont on 20 September, with the meeting agreeing to combine the two (Nth & Sth) Regional Training Advisory Committees.*
- *DO and CESM conducted inspections of UCL and UMR for hazard management works required, ie spraying, slashing fire breaks etc.*
- *Meeting with Dept of Defence on 24 October, regarding fire management on their sites.*
- *Local Governments have attended briefings regarding future Bush Fire Risk Management plans and their processes.*
- *AFAC Solar Panel safety DVD supplied to Brigades via CESM.*



8. ANNOUNCEMENTS BY THE CHIEF EXECUTIVE OFFICER WITHOUT DISCUSSION

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

- *Attended a planning workshop on the draft State Emergency Management Policy (SEMP) 2.9:*
 - *Property/land rated over high to extreme bush fire risk will be required to undertake a full risk assessment in accordance AS31000;*
 - *Participated in an group exercise to see how well the assessment process and associated tools worked and general discussion on the draft Policy;*
 - *If introduced, we will need to undertake consultative process to discuss risk assessment with the community.*

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

As David Wilson is still away the CESM provided a quick update:

- *Advanced Bush Fire Fighter Crewleader course held last weekend; and*
- *Over the last twelve months eight training courses have been convened with about ninety volunteers attending. Trainers have done a good job this year.*

10. ANNOUNCEMENTS BY THE COMMUNITY EMERGENCY SERVICES MANAGER

Jamie O'Neill, CESM, spoke on the following:

- *Rangers have undertaken inspections on reserves and developments. The late rain may result in the need for additional spraying and this will need to be taken into account when property inspections commence. Priority area this year will be Lower Chittering. Suggestion that the Shire SAM be used to provide early warning of pending inspections in the Maryville area as very little hazard reduction commenced to date.*

ACTION:

CESM to speak to EMTS to see if the SAM trailer can be utilised to advise residents of pending hazard management inspections and organise if available.

- *Reminder of request sent to brigades some time ago that refresher training be undertaken before the commencement of the fire season.*
- *Servicing of vehicles commenced, purchase order raised. Upper Chittering has an issue with water pressure on one of the light tankers that needs to be followed up.*
- *Westplan – Prevention planning in particular declaring of Bush fire prone areas has now been given to local governments.*

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

Nil

12. BRIGADE REPORTS**12.1 Bindoon Brigade**

Dennis Badcock, CBFCO, spoke on the following:

- *General meeting well attended.*
- *Requests for hazard reduction burns with one undertaken in Hideaway Drive last weekend.*
- *Has been liaising with Tresa White from the Shire's Technical Services regarding vehicle servicing while the CESM on annual leave.*

12.2 Lower Chittering Brigade

Steve Browne spoke on the following:

- *Two fire callouts in last two weeks.*
- *Carried out one controlled burn, used it as a training exercise.*
- *Training on deflating tyres discussed per request from DFES to have included on the Training List.*

12.3 Muchea Brigade

Nil; though the Chief Bushfire Control Officer advised that Muchea has a vehicle out of action at present with a pump panel issue.

12.4 Upper Chittering Brigade

Phil Humphrey spoke on the following:

- *Attended two callouts.*
- *Carried out one hazard burn with extremely successful results.*
- *Contacted by Chittering Springs Developer to discuss hazard burns, yet to get back to him. Issues regarding the burning of this development discussed by members.*

12.5 Wannamal Brigade

Nil

12.6 Incident Support Brigade

Rose Coci said things have been very quiet and she has nothing to report.



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
8/02/2011	Shire of Chittering Local Emergency Management Arrangements	Local Emergency Management Arrangements document - mapping	CESM	CESM will manage process Ongoing	
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.	
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.	
13/08/2013	BFAC Meeting	CESM is to develop a discussion paper for CBFAC Members to consider at the next CBFAC Meeting. The CESM is to contact members for input and the discussion paper is to include: <ul style="list-style-type: none"> • DOAC and VEAC meeting schedules; • Council Meeting schedules; 	CESM	CESM is to put a report to next meeting with a formal recommendation for Members' consideration.	



MINUTES OF THE CHITTERING BUSHFIRE ADVISORY COMMITTEE
TUESDAY, 8 OCTOBER 2013

Meeting Date	Brigade / Report title	Details of required action	Person responsible	Current status	Action completed
		and <ul style="list-style-type: none"> • Before and end of season meetings. 			

ACTION:
CESM to present a report on CBFAC Meeting Schedules with a formal recommendation at the 10 December 2013 CBFAC Meeting for Members' consideration.

14. GENERAL BUSINESS

14.1 Fire Danger Index Boards

- CESM will organise for the Rangers to replace arrows;
- Procedure will be the same as last year with the boards being changed during the week if required, but not on weekends;
- Lower Chittering board (Mucnea East Road) has been vandalised and is difficult to see due to concealment by other signs. CEO will request the Planning Department check to ensure signs are approved and comply with the Shire's Local Law.

ACTION:
(1) CESM to organise the replacement of arrows on the Fire Danger Index Boards and organise the repair of the Mucnea East Road board.
(2) CEO to request Planning Department check that signs located at the Mucnea East Road site comply with the Shire's Local Law and have the necessary approvals.

14.2 Bindoon Show

The Bushfire Expo will be held at the Show on 19 October 2013. Bindoon Brigade members will be assisting as well as a few from other brigades. DFES Community Engagement providing resources. Fireworks Permit approved.

14.3 Volunteer Association

Peter Hall has stood down, Bob Knight from Stoneville has been elected as the District's representative and the CBFCO will send out his contact details when received.



14.4 Incident Crew Deployment Forms

The Bindoon ISB is encouraging local brigades to complete the Incident Crew Deployment Forms when attending a major incident. Confirms that the team is there and helps to elevate teams waiting, doing nothing, because the IMT are not aware they are there. This form does not take the place of the T Card.

A copy of the form is included below, please inform your brigade members:

INCIDENT CREW DEPLOYMENT
(To be completed by Vehicle Registrar)

Vehicle Callsign: _____
 Arrivale Date: _____ Time: _____ hrs No of Crew: _____
 Crew Relief Arranged: Y N Time Due: _____ hrs

ALLOCATION DETAILS
(To be Completed by OO or AOO)

Sector: _____

BREIFING DETAILS
(To be completed by OO or AOO)

Control Name: _____ Cmd Ch: _____
 S/C Name: _____ Sector Ch: _____

Weather Details:

Time	Temp (C)	RH (%)	Wind	
			Direction	Strength
Outlook:				

All Copies to OO or AOO
 Original - Crew Leader
 Duplicate - Radio Op/Plotter/Record Keeper
 Triplicate - Planning Section

14.5 Black Cat Creek Review

Dennis Badcock, Chief Bushfire Control Officer, advised the he had sent the Review to members. Encouraged Members to read and discuss with their Brigades, at a very minimum, the Summary of Key Findings and Recommendations at the end of the document. Craig Garrett, DFES District Manager North East Metropolitan, emphasised the importance of reading the Summary of Key Findings and Recommendations.





14.6 Callout List

Rose Coci, ISB, will send out a letter to all Brigades seeking Callout Coordinator details for each brigade.

14.7 Firebreaks

The grace period for properties to install firebreaks when Council reduced the property size where firebreaks are compulsory to 2.0 ha or greater applies only to current owners discussed by members. If the property is sold the new owner is required to install firebreaks that season.

14.8 Solar Panels Safety Training

Craig Garrett has provided the CESM with DVD Safety Training on Solar Panels for distribution to the Brigades.

14.9 New ISB Vehicle

Craig Garrett advised that work has commenced on the vehicle, but it will not be available this fire season.

14.10 Hydrant Pump Tests

Ian Hollick said that a pump test had been carried out at the Catholic School in Lower Chittering and that the test went well, but highlighted issues for other areas, eg wineries. CESM will organise meetings so Brigades can test hydrants.

Currently size of buildings (greater than 500m²) dictates whether a system is required and Members discussed the possibility of the Shire requiring a system in place for groups of buildings that combined exceed 500m² for fire fighting purposes only.

The CEO advised that enforcing this requirement may be an issue as the responsible authority for such matters is DFES.

The CEO further informed Members that the supply of water (reticulated system) within the Shire is currently being investigated both privately and by the WAPC. Council has received a scheme amendment for the Muchea Employment Node, and the WAPC have requested as part of the proposal a reticulated water supply is to be provided by the developer.

15. CLOSURE

The Presiding Member declared the meeting closed at 8.56pm.

The next meeting of the Chittering Bush Fire Advisory Committee is **Tuesday, 10 December 2013**. Items to be included on the agenda are due on **Tuesday, 2 December 2013**. The agenda will be distributed on Friday, 6 December 2013.



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