

# AGENDA

## **Bush Fire Advisory Committee**

Agenda for a meeting of the  
Shire of Nannup Bush Fire Advisory Committee General Meeting  
to be held at 7.30pm, 14 February 2011  
in the Shirley Humble Room

- 1. OPENING**
- 2. ATTENDANCE & APOLOGIES**
- 3. CONFIRMATION OF PREVIOUS MINUTES**

Moved \_\_\_\_\_ Seconded \_\_\_\_\_

That the minutes of the meeting of the Bush Fire Advisory Committee held on February 8 2009 be confirmed as a true and correct record.

## **4. BUSINESS ARISING FROM THE MINUTES**

### **4.1 Additional WAERN Radio Training**

By the time of the Bushfire Advisory Committee meeting a date should have been selected for this training by FESA staff, more information will be available at the meeting.

## **5. REPORTS – PLEASE NOTE – THESE SHOULD BE IN WRITING**

- 5.1 Chief Bush Fire Control Officer –**
- 5.2 Fire & Emergency Service – Mr M McNamara**
- 5.3 Fire and Emergency Services – Mr D Austin**

**5.4 DEC – Mr B Commins****5.5 Deputy Chief Bush Fire Control Officer****5.6 Timber/Plantation Company Representatives****6. GENERAL BUSINESS****6.1 Emergency Services Levy (ESL)**

A letter will be forthcoming in the near future from the CESM regarding budgets for the upcoming 20011-2012 financial year. It would be appreciated if the FCO's could send their budgets back to the CESM by March 31<sup>st</sup>. A copy of the expenditure categories is included as an attachment.

**6.2 New FESA Lower South West District Manager**

Mr Daniel Austin is the new District Manager for the Lower South West Region; he started work on Monday January 24 2011 and will be working out of the Manjimup FESA Office. Mr Austin will be taking over the Nannup Shire from Area Manager Mr M McNamara.

**6.3 New Fire Appliances**

The East Nannup 2.4 and the Scott River Lake Jasper Light Tanker have been delivered and the East Nannup 2.4 has already been used at fires. There will be a rundown on the features of the East Nannup 2.4 by Mr M McNamara on Sunday 6 February 2011.

The original Nannup Brook Light Tanker (Land Rover) which Scott River Brigade has had the use of, has been renamed 'Nannup Shire' and will be stationed at the Shire Depot for the use of any Brigade for the rest of the fire season, after which it will be returned to FESA Perth.

**6.4 Fires at Layman Ballan Block and North Nannup**

Members may wish to discuss these fires and any outcomes and implications of the fires.

**6.5 Firebreak Inspections**

Ms Barbara Dearden started inspections in November 2010 and has now finished the firebreak inspections. Approximately 100 letters have been sent out and some fines issued. Overall compliance has improved along with some education however, to expedite matters, it is hoped that next season fines will be issued for non compliance at the first inspection along with a time frame to complete the work. Members are asked to discuss this matter.

Additionally, DEC has stated that work will be carried out on their firebreaks until the budgeted money runs out.

## **6.6 Incident Management Team (IMT)**

Members are asked to put some thought into the Incident Management Team for Level One incidents before the meeting. Mr John Tillman FESA Regional Director Lower South West will speak on this matter at the meeting.

## **6.7 New Darradup FCO**

Mr John Patman has replaced Mr Keith Oldfield as the FCO of the Darradup Brigade; Mr Oldfield will be providing support for Mr Patman for the rest of the fire season.

## **6.8 Sentinel Alert**

The members of the committee may be aware of the Sentinel Alert system trial (funded by South West Development Commission) that has been partly installed in Jalbarragup and Darradup. The infrastructure is has been installed and the units for households will hopefully have been given out or close to it by the time this meeting occurs. The media launch for the Sentinel Alert is to be held on Thursday February 3 2011 at the Dunsborough Fire Station. Information is attached regarding the Sentinel Alert system.

## **6.9 Review of Firebreak Variation Issue System**

The members of the committee are encouraged to put forward any suggestions to improve the firebreak variation system. A discussion on this may be appropriate

## **6.10 Emergency Coordination Centre (SES Building)**

The SES building is now available for use during fires or other emergencies, the CESH will operate out of the building when there is an incident of more than a very short duration. The building has had phone lines activated and additional equipment installed.

## **7. NEXT MEETING**

The next meeting of the Bush Fire Advisory Committee is scheduled for Monday 2 May 2011 commencing at 7.30 pm. This meeting will be the Annual General Meeting.

## **8. CLOSURE**

## Appendix II

## Description of Expenditure Categories

## DESCRIPTION OF EXPENDITURE CATEGORIES FOR BRIGADE/UNIT OPERATIONS

1. PURCHASE OF PLANT AND EQUIPMENT (less than \$1,200 per item)

**Where applicable such purchases must comply with FESA approved standards and relevant contractual arrangements**

### Plant and Equipment

Purchases of operational plant and equipment costing less than **\$1,200** per item, including ladders, portable pumps, chain saws, hoses, hose reels, shovels, axes, torches, branches, ropes, extinguishers, sandbags, flares, tools, rescue equipment, etc.

### Computer Hardware and Software

Cost of minor computer hardware acquisitions less than **\$1,200** per item. It includes personal computer replacement components such as keyboards, monitors, mouse, modems and printers. Excludes related consumables such as diskettes, CD's, printer ribbons and cartridges. Cost of minor computer software acquisitions less than **\$1,200** per item including operating systems and application packages.

### Furniture and Fittings

Costs associated with acquisitions less than **\$1,200** per item. Furniture and fittings include items such as chairs, tables, filing cabinets, bookshelves and fittings, etc.

### Telecommunications Equipment

Telecommunications equipment acquired costing less than \$1,200 per item and used as part of approved radio networks, telephone and pager systems. It includes new and replacement facsimile machines, mobile phones, handheld radios, pagers, vehicle radios, etc.

2. MAINTENANCE OF PLANT AND EQUIPMENT

### Plant and Equipment

Costs associated with the repairs and maintenance of plant and equipment defined in the purchase of plant and equipment expenditure categories.

### Computer Hardware and Software

Costs associated with the repairs, maintenance and related consumables of computer hardware and software as defined in the purchase of plant and equipment expenditure categories including maintenance contracts and software license renewals.

### Furniture and Fittings

Costs associated with the repairs and maintenance of furniture and fittings as defined in the purchase of plant and equipment expenditure categories.

### Telecommunications Equipment

The maintenance of telecommunications equipment used as part of approved radio networks, telephone and pager systems as defined in the purchase of plant and equipment expenditure categories. It includes repairs and maintenance of mobile phones, pagers, faxes, handheld radios and repeaters. It also includes the cost of consumables such as toners for facsimile machines, batteries for pagers, mobile phones and handheld radios etc. This category also covers radio and pager licenses.

### Breathing Apparatus and Rescue Equipment

Parts and consumables purchased for the maintenance of breathing apparatus and rescue equipment. Costs associated with servicing, cylinder refills and rentals (oxy viva) directly related to the maintenance of such equipment.

### Extinguisher and Hose

Maintenance costs of fire extinguishers and hoses required for operational purposes. Includes extinguisher refills and bulk refilling materials.

### Extinguishments and Absorbents

Covers the cost of foam concentrates and retardants for response and training operations.

3. MAINTENANCE OF VEHICLES, TRAILERS AND BOATS

### Parts, Fittings and Consumables

Costs incurred in purchasing and replacement of minor parts, fittings and consumables for the purpose of routine services, repairs and maintenance on operational vehicles/trailers/boats. This includes such costs as replacement tyres, tubes and batteries. Also included are materials used for the in-house servicing of vehicles such as automotive fluids and lubricants, nuts, bolts, globes, etc.

### Services by Contractors/Shire Depots

Labour costs associated with servicing, repairs and maintenance. Where such costs are incurred through the Local Government Depot/Workshop an appropriate hourly rate should be applied providing it is lower or commensurate with private contractor rates within the immediate area.

### Fuel and Lubricants

Cost of fuels, automotive fluids and lubricants used by vehicles/trailers/boats. It includes the replenishment of fuel from bowsers and fleet card purchases.

### Registration

Registration fees, inspection charges, weighing fees and licence plates.

4. MAINTENANCE OF LAND AND BUILDINGS

## Appendix II

### Description of Expenditure Categories

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#### General Repairs and Maintenance

Repairs and general maintenance to buildings and related fixtures and fittings. Includes painting, electrical and plumbing repairs, broken windows, damaged wall panels, globes, fluorescent lights, door locks, damaged cupboards, etc.

#### Routine Maintenance

Routine (preventative) property maintenance applies where maintenance contracts have been entered into as a result of planned activities. This is in order to prevent breakdowns, maintain efficient operation and extend life of buildings and is undertaken on a regular, cyclic planned schedule. Such routines include annual gutter cleaning, annual termite inspections, annual servicing of air conditioners, routine inspection and servicing of gas heaters, routine inspection and maintenance of lifts and hoists and cleaning of storm drains.

#### Rental and Leases

Rent payable on property where prior formal agreements and/or leases have been entered into with third parties for brigade/unit facilities only.

#### Security Service

Cost of engaging private organisations for watching services and security contracts.

#### 5. CLOTHING AND ACCESSORIES

##### Protective, Safety Clothing and Accessories

***The provision of services to the community requires standard dress codes for firefighting and emergency response.***

Acquisitions of clothing directly associated with firefighting and emergency response activities including tunics, overalls, footwear, special heat resistant suits, protective gloves, helmets, visors, safety glasses, goggles, disposal hazardous material suits, ear plugs, mufflers, fire retardant trousers, etc.

#### 6. UTILITIES, RATES AND TAXES

##### Electricity

Cost of electricity for lighting and power and meter rental.

##### Domestic Gas and Cylinder Rentals

Cost of gas for heating and cooking, meter rental and cylinder rental.

##### Water and Sewerage Rates

Cost of water supplied to all properties owned, rented or leased.

##### Rates, Taxes and Charges

Rubbish, water supply and wastewater removal, ***excluding ESL charges and General Rates.***

##### Telephone, Mobile Phone and Pager Accounts

Covers the cost of brigade/unit telecommunication accounts. It includes telephone rental and call/access charges, mobile phone rental and call/access charges, data service charges and paging services.

#### 7. OTHER GOODS AND SERVICES

##### Postage

Consists of brigade/unit postage and private post office box fees.

##### Stationery and Office Supplies

Purchase of pens, pencils, erasers, staplers, hole punches, rulers, paper, folders, binders, files, computer consumables, etc.

##### Refreshments

Refreshments supplied only at operational incidents and FESA approved training. Includes the provision of tea, coffee, hot drinks, soft drinks, and finger foods such as fruits, sandwiches and biscuits. Does not include brigade/unit social activities and outings.

##### Hire Charges

Expenses related directly to operational activities requiring the hire of minor plant and equipment. Excludes the hire of earth moving plant and related equipment which is subject to a separate recoup arrangement as described in Section 5.6.2. Also excludes long term rental or hire purchase agreements.

##### Freight, Courier and Transport Costs

It covers freight and transport of plant, equipment, consumables, vehicles, etc. Courier costs incurred apply to the urgent delivery of items.

##### Reference Materials

Technical books, publications and subscriptions to journals, updates of legislation and other printed materials. The purchase of road directories, water supply maps, and lands department maps, fire district maps, etc.

Reference material also includes information on computer mediums such as disks, CD-ROM and other data available for acquisition on the Internet.

##### Health and Safety Costs

## Appendix II

### Description of Expenditure Categories

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Cost of purchasing medicines such as Panadol, aspirin, plasters and bandages, first aid kits, and general medical consumables.

#### **Consumables and Sundries**

Domestic consumables cover day-to-day minor purchases such as soaps, polishes, detergents, coffee, tea, milk, tea towels, batteries, etc. Also included are items used for training purposes (e.g. kerosene, props, etc.) where such items are not identifiable in any other category of expenditure in this manual.

#### **Volunteer Travel**

Covers the reimbursement of volunteer travel expenses associated with FESA approved training and recognised regional meetings.

#### 8. INSURANCES

ALL STATE EMERGENCY SERVICE UNITS INSURANCE REQUIREMENTS ARE CURRENTLY INCORPORATED UNDER FESA'S CORPORATE POLICY. LOCAL GOVERNMENT ASSETS IN THE CUSTODY OF UNITS ARE TO BE INSURED BY LOCAL GOVERNMENT.

INSURANCE EXPENDITURE INCLUDED MUST COMPLY WITH CURRENT LEGISLATION REQUIREMENTS.

#### **Personal Accident (Volunteers)**

Personal Accident insurance costs for registered operational volunteers.

#### **Property Insurance**

This includes insurance arrangements for operational buildings, plant and equipment. It includes assets other than vehicles/trailers/boats, where the cost of replacement is identifiable.

#### **Vehicle/Trailer/Boat Insurance**

Comprehensive and third party insurance for vehicles, trailers and boats.

#### 9. PURCHASE OF PLANT AND EQUIPMENT (from \$1,200 to \$5,000 per item)

***Where applicable such purchases must comply with FESA approved standards and relevant contractual arrangements.***

#### **Plant and Equipment**

Purchase of plant and equipment and enhancements to existing and new items. Items to be included cover operational equipment such as portable pumps, reels, breathing apparatus equipment, rescue equipment, chainsaws, generators etc.

#### **Computer Hardware and Software**

Purchase of computer hardware equipment including the cost of purchasing new computers and related equipment, including installation and configuration costs. Cost of purchasing new computer software comprising application and operating system software packages (e.g. Windows, Excel, Word, MS Office, etc.) directly related with the purchase of new personal computers.

#### **Furniture and Fittings**

Purchase of furniture and fittings including enhancements to existing items.

#### **Telecommunications Equipment**

Cost of purchasing new telecommunications equipment such as telephone and pager systems

#### 10. EXISTING INTEREST EXPENSE

#### **Loan Interest Expense Only**

This is for pre-existing loans prior to the implementation of the ESL. Interest paid in servicing loans for existing capital assets directly associated with the operational activities of a brigade/unit.

**Appendix II**

**Description of Expenditure Categories**

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