



Bushfire Advisory Committee Meeting

Section 67 of the *Bush Fires Act 1954*

Committee Brief:

To provide advice to the local government on matters pertaining to obligations contained within the Bush Fires Act, organising, managing, resourcing and training volunteer bush fire brigades.

2 November 2021

Minutes

To: Bushfire Advisory Committee Members and Councillors

Here within the Minutes of the Bushfire Advisory Committee Meeting of the Shire of Toodyay held on the abovementioned date in the Council Chambers at the Shire of Toodyay, 15 Fiennes Street, Toodyay.

Suzie Haslehurst
CHIEF EXECUTIVE OFFICER



Preface

These Minutes will remain "Unconfirmed" until the next Bush Fire Advisory Committee Meeting, where the Minutes will be tabled and confirmed subject to any amendments made by the Committee.

The "Confirmed" Minutes are then signed off by the Chairperson.

Attachments that formed part of the Agenda, in addition to those tabled at the Meeting are incorporated into a separate attachment to these Minutes

Distribution

These minutes were approved for distribution on 8 November 2021.



Suzie Haslehurst
CHIEF EXECUTIVE OFFICER

Confirmation

These minutes of meeting were confirmed at a meeting held on 2 Feb 2022

Signed: MV McKenna

Note: The Presiding Member at the meeting at which the minutes were confirmed is the person who signs above.



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ATTACHMENTS *with separate index follows Item 7.*

1. DECLARATION OF OPENING

R Koch, CESM and responsible Officer for the BFAC, declared the meeting open at 6.10pm and noted the following:

- As the previous Chairperson had been Cr Rayner, and he was no longer a Councillor, there was currently no elected chair.
- After the Shire's November Ordinary Council Meeting there may be new Councillors appointed as Council Representatives on BFAC.

The CESM proposed that the Committee delay election of a permanent Chairperson until their first meeting in 2022 and that, for the purposes of this meeting, nominations were called for the Chair.

R Koch was nominated by I McGregor.

R Koch accepted the nomination.

R Koch assumed the Chair at 6.12pm.

1.1. Announcement of Visitors

Nil.

1.2. Record of Attendance and Apologies

Members

Mr R Koch	CESM/Deputy 2 CBFCO
Mr N Griggs	Deputy 1 CBFCO & Coondle-Nunile Brigade Representative
Ms T Martin	Julimar Brigade Representative
Mr P Brennan	Toodyay Central Bush Fire Brigade Rep.
Mr I MacGregor	Bushfire Vol. Fire & Rescue (Toodyay) Rep.
Mr G Warburton	Reserves Management Officer
Mr P Hay	Department of Fire and Emergency Services (DFES)

Staff

Mrs M Rebane	Executive Assistant.
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Apologies

Mr J Venn	Morangup Brigade Representative
Mr S Gamble	Morangup Brigade Representative
Mr J Hansen	Bushfire Risk Management Planning Coordinator
Mr C Stewart	Chief Bush Fire Control Officer (CBFCO)

Ms S Haslehurst Chief Executive Officer

Visitors

Nil.

1.3 Disclosure of Interest

Nil.

2. MINUTES AND ADDITIONAL INFORMATION

2.1. Confirmation of Minutes of Meeting held on 3 August 2021.

OFFICER'S RECOMMENDATION/BFAC RES. NO. 07/11/21

MOVED P Brennan

SECONDED N Griggs

That the Unconfirmed Minutes of the Bush Fire Advisory Committee Meeting held on 3 August 2021 be confirmed subject to amendments being made as follows:

- That at Point 6.1.5 (the third dot point) the word "with" replace the word "at" before the word Coondle.
- That at Point 6.1.6 (the first question) the colon between the numbers 12 and 2 be replaced with a full stop.
- That at Point 6.1.6 (the CESM response) the word "inducted" replace the word "located"

MOTION CARRIED

2.2. Review of Status Report

The report was reviewed and amended.

2.3. Inward/Outward Correspondence

Nil.

3. BUSINESS LEFT OVER FROM PREVIOUS MEETING (If adjourned)

Nil

4. OFFICER REPORTS

R Koch provided a verbal report as follows:

I am aware that about 25 new members have gone through introductory training. We put about 50 drivers through some form of appliance training (4WD and operational conditions training) which is a very big effort and refresher or gap training for 100 members was undertaken with respect to the crew protection module. A lot of training has taken a lot of effort from Volunteer Trainers/Assessors so a big thank you to people who attended but also to those who delivered.

New membership into brigades has been extremely strong hence the reason we are running training into November and December to cover all.

Well done to all brigades.

Desktop exercise held in the field (CESM and CBFCO) and Vic Plains and Chittering engagement at Bindoon army range. There is a change in the approach to how they are doing things out there. They are not holding standard pre-season meetings. They are holding reporting or liaison sessions. Very good position in that site compared to a few years ago. This was a directive of the Department of Defence. This is around security. Not unique to this range and Australia wide and we will keep a watchful eye on that relationship.

Have charges for the thermal engineering cameras installed in vehicles. Awareness training on those to be done shortly. Wish to cover on the training for the AED's.

Clarification was sought.

FCO briefing held on 30 September 2021; attended by most FCO's and Brigade Captains.

5. OTHER BUSINESS / NEW BUSINESS OF AN URGENT NATURE

5.1. Presentations or Events

Julimar Brigade Members attended the Agricultural Show and will set up at the street party in December. Got a couple of new members out of our attendance at the Toodyay Show. Great promotional time.

5.2 Incident/Exercise Reports

Bushfire Volunteer Rescue and training occurred. Everyone keen to have a look to see what does happen. Thanks to the SES to set up for that event.

When holding similar training events, proposed to speak with DFES who will drop off cars in the region at site that can be used for RCR Drill/fire suppression training.

5.3 Projects and Grant Funding

Julimar Fire Station project coming along. Hopeful of pre-Christmas move in barring any more COVID delay in sourcing material. There are two existing structures on the site. A meeting room and social area are being retained. The original shed that housed the appliances will be coming down. The pad will be turned into car parking.

Grant funding: We have had some success and some we have not been successful for.

The WA Recovery Program (stimulus money for COVID) funded 9 emergency water tanks and two bores to be installed within the Shire

so that is underway and will start to be rolled out between now and the end of the financial year. Some may not be in before end of fire season.

We got our LGGS Capital request assessments back not long after the last BFAC meeting but we were not successful with our main capital requests to get a new two bay facility for Bejoording and a second appliance for the brigade. Both requests were done in line with the risk to resource document so there is an expectation there that we continue to provide those resources out at Bejoording. The last document was 2015.

The CESM advised that he had liaised with the CEO and Shire President about some feedback that was given in regard to not being successful. One reason was the late budget process and the second reason was that there was no clear demonstration that the Shire wanted that to occur, other than including money in the budget for it. The main reason the application was not successful was also that there were more requests than there was money available.

As a sign of support in relation to the above, the CEO has asked whether the Committee would recommend to Council, having Council formally support the funding for resources out at Bejoording, as well as requesting the CEO liaise more frequently with DFES.

It was noted that the Shire had made a contribution in the budget for the LGGS funding, had we been successful.

MOTION/BFAC RES. NO. 08/11/21

MOVED R Koch

SECONDED P Brennan

That the Bushfire Committee recommends the following:

That Council:

1. Supports the revision of the Shire's Resource to Risk DFES documentation.
2. Supports the seeking of LGGS funding for:
 - a) a new 2 bay Bushfire Bridge Facility for Bejoording Bush Fire Brigade; and
 - b) a second appliance for the brigade
3. Requests the CEO to communicate with DFES and advocate for the items in point 2 of this recommendation.

MOTION CARRIED

5.4 Risk Management

Workplace Health and Safety Laws were foreshadowed and the Shire is reviewing what needs to occur in that space.

Toodyay in a good position to migrate to the new workplace health and safety laws without too many issues. A few exposures will need mitigation and we would be well advised to be thinking about tightening up on mandated training that we have in our BFOP. Only foreshadowing this to the next meeting as proposed changes will be brought to the BFOP to cover wording to the effect that where a required course is updated and credits for all modules cannot be given that gap training is undertaken.

At the moment we only look at the headline competency but we do not drill in to make sure the relevant modules are also updated when this occurs. Essentially that is going to look like what we have recently undertaken with the brigades.

Operational conditions and \$WD driving courses by internal / external providers – anyone can drive under lights and sirens which is a contradiction to the road traffic code. Work done in respect to driver training. We are at a good point but anything to do with operations of incident or driving under red and blues is going to require specialised training, etc. The intent will be that proposed changes will be made to the next BFAC. Happy to have a discussion outside of this meeting.

Frequent skills training needs to be encouraged as well as frequent turnouts to incidents. Periodic skills refresher procedure put in and signed off at a brigade level. There are two methods to choose from and discussion with Captains is needed.

It was noted that skills training done at Wanneroo recently had worked very well.

5.5 Roundtable discussion and agency updates

Nick Griggs presented a report written by our CBFCO as follows:

Propose that flash hoods be made available to those that may wish to use them, particularly those crew that end up on the back of an appliance chasing down running fire.

It would be an option to simply provide some extra protection against radiant heat and embers. Some may find flash hoods too hot to wear and perhaps a little claustrophobic, where others may be grateful for the extra protection during early stages of chasing down running fire. Please discuss if it is something you all think is of some value with an uptake of personal choice. Care and maintenance as per all PPC.

Be wary of bogging throughout this fire season with the wet year.

Well done to recruiting of new active firefighters. Rob informs me that extra training courses are needed to induct new members which is not a bad problem to have.

MOTION/BFAC RES. NO. 09/11/21

MOVED N Griggs

SECONDED I MacGregor

That the Bushfire Committee recommends the following:

That Council:

1. Supports that flash hoods be made available to firefighters who may wish to use them, particularly those crew that end up on the back of an appliance chasing down a running fire; and
2. Supports the development and adoption of an SOP in relation to Point 1.

MOTION CARRIED

Nick Griggs

Permits: good season for us although general population reserved.

A lot of calls received about various burns around the place but those landowners were not adhering to the permit conditions even though they had permits. "Conditions must be adhered to" needs to be highlighted; or a warning of refusal of burning permit the following year if they do not comply.

P Brennan

In the lead up to next year through Facebook and the Herald information was placed about conditions and explaining permits.

CESM

A lot of new people have moved to Toodyay this year and the other side of it is that conditions have been in our favour. It is a legal document so we must be careful about how we amend the document as it is a prescribed form from the BF Act.

N Griggs provided an update from the Coondle Brigade Representative as follows:

There have been issues with complacency and getting people motivated but a lot of our new members are keen. Training at brigade level introduced policy at the AGM that you must attend four brigade trainings per year otherwise you'll be kept off the list for attending operational incidents.

Tegan Martin - Julimar

Training: from August to current worked through personal wellbeing. Basic skills training include turnout procedure, effective hosing skills, moping out and water management and how to draft. We went through with Rob at the Depot updating information for new members and old members for knowledge where it is and how to do it.

The CESM advised that he is happy to run a depot induction process with other brigades, similar to the induction that was done for the Julimar Brigade.

80% of our members have completed the 4WD off road driving course and the on-road driving course too. Rosters have been implemented. We are a little light-on, more with the experience side of it than numbers. Currently training 8 new members all round. Four just put on now and will be going through training and running shadowed by other members. We will struggle to get 2 trucks out but if bad weather is forecast we can aim to get a second crew out.

The CESM pointed out the importance of making sure people are mentored through and paired up with an experienced firefighter and if a truck is not turned out it is better than a truck returning less a person.

We have spoken with lieutenants about it and will make sure there are enough numbers to get two vehicles out.

P Hay

Seasonal outlook: had a very late start to the season. 4 weeks behind where we are in terms of curing values and harvest wise as well so potentially where we normally finish fires the cropping of lands will continue through Christmas and we will go through to January. Due to the less seasonal workforce, farmers are taking more risks and there is a likelihood of accidental fires being on the increase this year.

I have taken some trips up as far as the NT Border and seen that the grass out there through that territory, Carnarvon, Kalbarri, etc is some of the biggest grass growths that we have not seen for some time and everyone will remember the Carnarvon fires incident where at least 3.8m ha of station country was burnt, so there is a good chance it may happen again.

4.4 being built and now being rolled out. May get before summer.

I will require from the CESM, a list of appliances that we are waiting on and what trucks we asked for and will follow up on Julimar, Jennacubbine and Bejoording.

We are conducting a prescribed burn at Wongan Hills tomorrow, Thursday and Friday. Everyone is welcome to attend. If you have newbies send them along and they will be paired up with experienced

people. There is approximately 80ha to be done. The first day will go up to 6.00pm, the second to 10.00pm and the third day to 5.00pm, so options are available.

CESMs across the region were sent a text message. Will include the Captains on the list direct.

Preseason forum on tonight and some of our people (Central has 3) are attending.

UCL works got contract engaged to slash river systems. Damaged section from high rain events in the year so contractor is giving a quote. Culverts will be put in and short to medium long-term it will be fixed. Serious washouts exist and you'd lose a light tanker in it.

CESM advised that gates were installed. Locks supplied and will be put in when the work on the river done. All brigades will have keys. Another email will be sent out.

I MacGregor

Car fire training good and hopefully plan for more crossover training. Other avenues be looked at when the Captains get together.

G Warburton

UCL slashing. Thanks for the support for the washout to be fixed up. This will make it trafficable. Slashing gone well. Program not completely finished. Got down to West Toodyay and Deepdale Road. Good result. Thanks for Nick to highlight issues around permits. Issuing them from a desktop the number was a couple of a hundred. People need to be reminded that these permits have conditions.

Spring permit system very different to the autumn period.

Railway slashing going on through the corridor through town.

CESM liaising with the people conducting the slashing.

Have had many contractors to be able to call on to get into doing verge maintenance and spray program successful thanks to late season but there is still a lot of work needed to follow up with. Sheep doing good work on couple of reserves. The MAF funding helped and managing the sheep is a problem but the mitigation is very good.

Kick off meeting with MAF work soon. Extensive mitigation work to be done around the TRC. Seasonal conditions have impeded our work on the reserves.

Road verges – disaster but drive around neighbouring shires shows that Toodyay is not the only shire that has a lot of unsprayed verges.

The CESM acknowledged that as an area where the Shire can manage this more productively.

Had a work experience student and introductions were made to the fire world by doing a complete survey of all the tanks throughout the Shire and was able to provide a report on the storage capacity and the extra tanks will well cover the Shire for water in outlying areas.

P Brennan

Recruiting program we had went really well. Picked up 8 people in the space of two days. Of the eight, five of them have licences and two are probably to be trained before Christmas. Two or three of them were FIFO.

Open day on Sunday 7 November 2021 is aimed at recruiting people but also an opportunity for locals to come in and talk to people about how we prepare property for fire. Message to be given. Opportunity to hand out some awards and national medals that we had and written letter to the Commissioner to come up and he accepted. It will be a good day.

Appreciate CESM and Volunteer Training Officers and Assessors for the training effort and the lengths we go to get new people trained up for this fire season. Know you are busy as is.

We liaised with the leadership team about skills on the fireground and came up with a program aimed to address all of the things we thought about. Last Sunday we did drafting with other brigade members' whose attendance at our brigade helped greatly. They have been on the roster regularly and fitted in seamlessly.

CESM

12.2 went in for recorrecting the correction. Come back spot on but not overweight on any axle or gross vehicle max. Put over the weighbridge and it sits at 11,300 in capacity and held 11,700 by my collections prior to mediation. Work now done in line with what we expect to bring it to weight compliant. Fixed up first round remediation error. Without really major works they have made the truck as good as can be without starting from scratch.

Discussion ensued.

6. CONFIRMATION OF NEXT MEETING

OFFICER'S RECOMMENDATION/BFAC RES NO. 10/11/21

MOVED N Griggs

SECONDED Tegan

That BFAC recommends to Council the following:

That Bush Fire Advisory Committee Meetings will be held at 6.00pm on the 1st Wednesday of the months of February, May, August & November, unless otherwise determined by the Chairperson of the Committee.

MOTION CARRIED

7. CLOSURE OF MEETING

The Chairperson closed the meeting at 7.54pm.

Attachments to Minutes

Bush Fire Advisory Committee

2 November 2021

MINUTES AND ADDITIONAL INFORMATION

2.2 Review of Local Emergency Management Committee Status Report 1

2.3 Inward / Outward Correspondence NIL

BUSINESS LEFT OVER FROM PREVIOUS MEETING (if adjourned)

Nil

OFFICER REPORTS

Nil

OTHER BUSINESS

Nil

BFAC STATUS REPORT
Bush Fire Advisory Committee

Supporting Officer / Responsible Officer
Community Emergency Services Manager /
CEO



Meeting Date	Purpose	Resolution / Action	Target date for completion	Actioned by	Completion Date	Meeting Commentary
3/8/2021	Fire Control Officer (FCO) Nominations	<p>BUSHFIRE ADVISORY COMMITTEE RECOMMENDATION/ That Council appoints Fire Control Officers as follows: Appointment of: to Position: C Stewart Chief Bush Fire Control Officer (CBFCO) N Griggs Deputy Bush Fire Control Officer 1 (DBFCO1) R Koch Deputy Bush Fire Control Officer 2 (DBFCO2) G Forsyth Fire Control Officer (FCO) C Wroth Fire Control Officer (FCO) K Maddrell Fire Control Officer (FCO) I MacGregor Fire Control Officer (FCO) J Hansen Fire Control Officer (FCO) G Scobie Fire Control Officer (FCO)</p>	August 2021	CESM	Completed	Council resolved 172/08/21 at their August 2021 Council Meeting

BFAC STATUS REPORT

Bush Fire Advisory Committee

Supporting Officer / Responsible Officer
Community Emergency Services
Manager / CEO



Meeting Date	Purpose	Resolution / Action	Target date for completion	Actioned by	Completion Date	Meeting Commentary
2/3/2021	Issue with Corporations and Landowners	No resolution made but questions posed to the local government	ASAP	CESM	Information provided to the CESC from Albany	The Act is currently being rewritten and the information from Albany was not what we were looking for. Objective is to close this item from the status list.
Updated on 2/11/2021 from previous meeting held in August 2021.	Item 6.1.8 of the Minutes from last month re FCO Nominations and request for one page cover letter – to say why they are intending to take on the role - Change to SOP's would be applicable.		ASAP	CESM		
2/11/21	Recommendation 1 Projects and Grant Funding	<p><i>That Council:</i></p> <ol style="list-style-type: none"> <i>Supports the revision of the Shire's Resource to Risk DFES documentation.</i> <i>Supports the seeking of</i> 	November 21	CESM	T.B.A.	

BFAC STATUS REPORT

Bush Fire Advisory Committee

Supporting Officer / Responsible Officer
Community Emergency Services
Manager / CEO



Meeting Date	Purpose	Resolution / Action	Target date for completion	Actioned by	Completion Date	Meeting Commentary
		<p><i>LGGS funding for:</i></p> <p>a) a new 2 bay Bushfire Bridge Facility for Bejoording Bush Fire Brigade; and</p> <p>b) a second appliance for the brigade</p> <p>3. Requests the CEO to communicate with DFES and advocate for the items in point 2 of this recommendation.</p>				
2/11/21	Recommendation 2 – Risk Management	<p>That Council:</p> <p>1. Supports that flash hoods be made available to firefighters who may wish to use them, particularly those crew that end up on the back of an appliance</p>	November 21	CESM	T.B.A.	

BFAC STATUS REPORT

Bush Fire Advisory Committee

Supporting Officer / Responsible Officer
Community Emergency Services
Manager / CEO



Meeting Date	Purpose	Resolution / Action	Target date for completion	Actioned by	Completion Date	Meeting Commentary
		chasing down a running fire; and 2. Supports the development and adoption of an SOP in relation to Point 1.				
2/11/21	Recommendation 3 – Committee Meeting Dates	<i>That Bush Fire Advisory Committee Meetings will be held at 6.00pm on the first Wednesday of the months of February, May, August & November, unless otherwise determined by the Chairperson of the Committee.</i>	November 21	CESM	T.B.A.	

