



Bushfire Advisory Committee Meeting

4 May 2022

Commencing at 6.00pm

AGENDA

The next Bushfire Advisory Committee Meeting will be held at the Shire of Toodyay Council Chambers, 15 Fiennes Street, Toodyay WA 6566 on the abovementioned date and time.

Members are requested to familiarise themselves with the Agenda and prepare notes to help address key issues for the debate during the Meeting.

Members are requested to email questions via email at ceo@toodyay.wa.gov.au at the earliest opportunity so that Officers can respond to those questions prior to the Meeting.

A handwritten signature in blue ink, appearing to read "Tabitha Bateman".

Tabitha Bateman

ACTING CHIEF EXECUTIVE OFFICER



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ATTACHMENTS can be found in the Attachments Paper on the Council website alongside this agenda.

1 DECLARATION OF OPENING

1.1 ANNOUNCEMENT OF VISITORS

1.2 RECORD OF ATTENDANCE AND APOLOGIES

1.3 DISCLOSURE OF INTEREST

2 MINUTES AND ADDITIONAL INFORMATION

2.1 CONFIRMATION OF MINUTES

Minutes of Meeting held on 2 February 2022

OFFICER'S RECOMMENDATION

That the Unconfirmed Minutes of the Bushfire Advisory Committee Meeting held on 2 February 2022 be confirmed.

2.2 REVIEW OF STATUS REPORT

2.2.1 Review of Status Report

Attachments: 1. BFAC Status Report. [↓](#)

The Status Report is to be reviewed.

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
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		CESM advised on 2/2/22: Task to be deferred to the next meeting.
2/2/22	Flashhood Action Item	That the Bushfire Advisory Committee recommends to Council the following: That Council: 1. Endorses the draft SOP25 Use of Flash Hoods during Bush Fire operations as amended; and 2. Approves the update of the Bush Fire (Operating) Administrative Procedures to include SOP25 by the Community Emergency Services Manager. MOTION CARRIED	23/2/2022	Council	23/2/2022	Council Resolution No. OCM015/02/22

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
27/04/2022 Council Meeting	Bush Fire Operational Procedures	Authorises the CEO to arrange for the Bush Fire Operational Procedures to be reviewed and brought back to Council through the Bush Fire Advisory Committee (BFAC) by December 2022.	Dec 2022	CESM	t.b.a.	

2.3 INWARD/OUTWARD CORRESPONDENCE

Nil.

3 BUSINESS LEFT OVER FROM PREVIOUS MEETING

Nil.

4 OTHER BUSINESS / NEW BUSINESS OF AN URGENT NATURE**4.1 RISK MANAGEMENT****4.2 PRESENTATIONS OR EVENTS**

Egress/Access Report Update by CESM/EMO

4.3 INCIDENT/EXERCISE REPORTS**4.4 PROJECTS AND GRANT FUNDING****4.5 STRATEGIC REVIEW / PLANNING****4.6 ROUNDTABLE DISCUSSION AND AGENCY UPDATES****5 CONFIRMATION OF NEXT MEETING**

The next meeting of the Bushfire Advisory Committee Meeting is scheduled to be held on 3 August 2022 commencing at 6.00pm.

6 CLOSURE OF MEETING

The Chairperson will close the meeting.