

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.

3 August 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

| BFAC Membership Composition | | | |
|--|--|----------------------|---|
| Council Rep (Primary) | Councillor Rayner Councillor Bell | Council Rep (Deputy) | Councillor Ruthven Councillor Chitty |
| Chief Bush Fire Control Officer or his Deputy / Deputies | Chief Bush Fire Control Officer and Deputy Bush Fire Control Officers (DBFCO1 and DBFCO2) | | |
| Captain (or their rep.) from Brigades | Bejoording, Morangup, Coondle-Nunile, Julimar, Toodyay Central. | | |
| Supporting Officers or representative | Chief Executive Officer Shire of Toodyay; Community Emergency Services Manager; Bushfire Risk Management Planning Coordinator; Reserves Management Officer; Ranger(s) from Shire of Toodyay; Toodyay Volunteer Fire & Rescue; Reserves Management Officer; Department of Parks & Wildlife; Department of Fire & Emergency Services (DFES). | | |

Preface

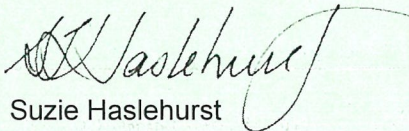
These Minutes will remain "Unconfirmed" until the next Bush Fire Advisory Committee Meeting, where the Minutes will be tabled and confirmed subject to any amendments made by the Committee.

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 4 August 2021.



Suzie Haslehurst
CHIEF EXECUTIVE OFFICER

Confirmation

These minutes of meeting were confirmed at a meeting held on 02 Nov 2021

Signed: 

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 8.



1. OPENING PROCEDURES

Cr Rayner, Chairperson, declared the meeting open at 6.03pm.

1.1 Announcement of Visitors

Nil

1.2 Record of Attendance and Apologies

Members

| | |
|-----------------|--|
| Cr B Rayner | Council Rep./Deputy 2 CBFCO/Chair. |
| Mr R Koch | CESM/Deputy 3 CBFCO. |
| Ms S Haslehurst | Chief Executive Officer. |
| Mr J Hansen | Bushfire Risk Management Planning Coordinator. |
| Mr C Stewart | Chief Bush Fire Control Officer (CBFCO) |
| Mr G Warburton | Reserves Management Officer. |
| Mr N Griggs | Deputy 1 CBFCO & Coondle-Nunile Brigade Captain/Representative |
| Ms D Bowen | Coondle-Nunile Brigade Representative. |
| Ms T Martin | Julimar Brigade Representative. |
| Mr S Gamble | Morangup Brigade Representative |
| Mr P Brennan | Toodyay Central Bush Fire Brigade Rep. |
| Mr I MacGregor | Volunteer Fire & Rescue (Toodyay) Rep. |

Staff

Mrs M Rebane Executive Assistant.

Apologies

| | |
|--------------|--|
| Mr L Haywood | Bejoording Brigade Representative |
| Cr B Bell | Council Member (Leave of Absence) |
| Mr P Hay | Department of Fire and Emergency Services (DFES) |

2. CONFIRMATION OF MINUTES

2.1 Minutes of Meeting held on 4 May 2021.

OFFICER'S RECOMMENDATION/BFAC RES NO. 05/08/21

MOVED C Stewart **SECONDED** J Hansen

That the Unconfirmed Minutes of the Bush Fire Advisory Committee Meeting held on 4 May 2021 be confirmed subject to amendments on page 4, paragraph 2 as part of the amendments to the confirmation of minutes as follows:

- the words “raising way of a charge” be amended to read “way of raising a charge.”
- The words “to clean-up the site” be amended to read “to control the site.”

MOTION CARRIED 12/0

3. INFORMATION ADDITIONAL TO THE AGENDA

3.1 Review of the BFAC Status Report

The report was reviewed and amended as follows:

- Changes to Volunteer Bushfire Brigade Bush Fire Operating Procedures can be removed as it has been signed off and is on the Shire website.
- Issue with Corporations and Landowners – CBFCO liaising with Albany Shire in relation to their Local Law, newly introduced. CESM to be debriefed by CBFCO about progress. The Shire can access the Albany local law for consideration.

4. PRESENTATIONS OR EVENTS

Nil

5. REPORTS FROM SHIRE OFFICERS

5.1. Fire Control Officer (FCO) Nominations

| | |
|----------------------------------|---|
| Date of Report: | 13 July 2021 |
| File Reference: | R1.15/FIR3 |
| Author: | R Koch – CESM |
| Responsible Officer: | R Koch - CESM |
| Confidential Attachments: | 1. FCO Nomination Report 2021/2022; and |
| Public Attachment: | 2. FCO Process Flow Chart |

PURPOSE

To consider the FCO Nomination Report 2021/2022 and make a recommendation in respect to nominations of FCOs to Council.

BACKGROUND

The Bush Fire Advisory Committee (BFAC) has historically considered FCO nominations and made recommendations to Council in their August BFAC Meeting each year. This is in accordance with Clause 11.5.1 of the Shire of Toodyay Bush Fire Operating Procedures.

On 14 July 2021, the confidential report was forwarded to all BFAC Members.

OFFICER COMMENT

Consider the information attached, which is of a confidential nature and make recommendations to the Council about the appointment of FCO's.

OFFICER'S RECOMMENDATION

The Bush Fire Advisory Committee recommends to Council the following:

That Council appoints FCO's as follows:

| Appointment of: | to Position: |
|------------------------|---|
| (name) | Chief Bush Fire Control Officer (CBFCO) |
| (name) | Deputy Bush Fire Control Officer 1 (DBFCO1) |
| (name) | Deputy Bush Fire Control Officer 2 (DBFCO2) |
| (name) | Fire Control Officer |
| (name) | Fire Control Officer |
| (name) | Fire Control Officer |
| (name) | Fire Control Officer |
| (name) | Fire Control Officer |
| (name) | Fire Control Officer |
| (name) | Fire Control Officer |
| (name) | Fire Control Officer |
| (name) | Fire Control Officer |
| (name) | Fire Control Officer |
| (name) | Fire Control Officer |
| (name) | Fire Control Officer |

The Presiding Member asked the CESM to provide an overview of the report and to explain the secret ballot process.

Nomination forms tabled at 6.19pm by the CESM.

Chief Bush Fire Control Officer (CBFCO)

Ian MacGregor nominated Craig Stewart as the CBFCO

J Hansen seconded the nomination.

The Presiding Member declared that as there were no further nominations then C Stewart will be the Shire's Chief Bush Fire Control Officer.

Deputy Bush Fire Control Officer 1 & 2 (DBFCO1 & DBFCO2)

J Hansen nominated N Griggs as DBFCO.

P Brennan seconded the nomination.

J Hansen nominated R Koch, the CESM as DBFCO.

C Stewart seconded the nomination.

The CESM spoke to the members requesting the CESM position remain the lower ranked of the Deputies.

The Presiding Member put the nominations to the vote.

OFFICER'S RECOMMENDATION/BFAC RES. NO. 06/08/21

MOVED I MacGregor

SECONDED D Bowen

The Bush Fire Advisory Committee recommends to Council the following:

That Council appoints FCO's 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) |

MOTION CARRIED 12/0

6. UPDATES AND REPORTS

6.1 Roundtable discussion and reporting

6.1.1 Community Emergency Services Manager – R Koch

- A number of grants yet to be confirmed. Capital grants for new Bejoording fire station and new fire truck.
- Water tank grants are out. DFES is apparently meeting on Thursday and we should be informed of the outcomes by late August.
- Brigade level: thank you to all captains helping persuade members to participate in the driving courses. These are running till early November. Response good. Captains to be contacted to notify who has not attended.
- Training: LGIS made clear that OSH training at brigades is required. Dates to be sent out. Recognised under DFES training.
- Taking leave from Monday 9 August for 4 weeks. Will return first week of September. E Francis acting in the role (normal contact details) during that time.

6.1.2 Morangup – S Gamble

- Station operating well.
- 7 younger people joined membership. 2 just picked up.
- Training and keeping them interested is a high priority.

6.1.3 Reserves Management – G Warburton

- Challenges going forward with firebreaks and mitigation including fire compliance. Confident.
- Next round mitigation activity funding coming up and going to plan. Seasonally challenged to get work completed.

6.1.4 Bushfire Risk Planning - J Hansen

- Recruitment and idea of having map made up (last meeting) to put into the information book for new ratepayers. This has been completed. The text facility CESM set up on set mobile number. Instructions as to the format will be circulated. We will use the map as entry into the Toodyay Herald. Map to be included in the fire information section on the website.

- CEO: Social Media push required to be done on a regular basis.
- CESM suggested they could get professionally produced as handout material.
- P Brennan: recruitment issue for Central brigade. Lost a few members. We could do with half a dozen more members. An advert was placed in the previous Herald - picked up a couple of members - but it has become an issue. From Central Brigade perspective we do require assistance.
- Leadership forum in Northam discussed volunteer recruitment.
- DFES has good set up for recruitment. Offered to provide banners to enable recruitment drive to be prominent in the community. There are links in the hub and job advertising can be done. Perhaps we can borrow from their recruitment strategy.

Question from J Hansen:

Has the CEO had any response since the last meeting as to what the Shire would offer to its employees by way of staff being able to volunteer their time with no detriment to their pay.

CEO response:

We have had a conversation at an executive level in regard to paid leave for Shire employees to volunteer to brigades. The Shire President has been made aware.

We will raise it as a matter for further discussion at a Concept Forum of Council. We are open to it as an idea however an internal policy is required to be established.

I have been advised that there was one and have asked for it. We are also looking at other Shires to find out their procedures. We will informally liaise with staff soon.

Question from the CESM:

Is that encompassing all services or just the Bushfire realm?

CEO response:

The intent is that it will encompass all services however we will have to look at the effect on the organisations' capacity.

- Chittering has a policy.

6.1.5 Julimar – T Martin

- New 4th Lieutenant this season.
- A few new members through the last of their training to get on fire ground and will be involved in training coming up.
- Training officer has been working at Coondle, working together and we will open the training up to other brigades and invite them to come across.
- Leadership forum happy to come out and assist with recruiting side of things and any information we need. Really good training. Virtual reality style program is newly being offered. It could be helpful once it has been developed further.
- The building construction is going along slowly. Weather hindering the build. Structural steel being put in this week.

6.1.6 Volunteer Fire & Rescue - I MacGregor

Question

Can we have access to the 12:2?

CESM response:

This is a regional resource, although residing with the Shire, but there is an MOU so the CESM cannot stop it from going elsewhere. Drivers must be located. Please use it.

Question from J Hansen:

If there are drivers, can we include them in the training?

CESM response:

Yes.

- Leadership Forum well presented this year. Benefits experienced in terms of fire investigation.
- J Hansen: In our research, there are huge gaps in undetermined or no cause identified with respect to bushfire events.

6.1.7 CBFCO – C Stewart

- Thank you to all brigades. AGMs completed. Conduct professional. Shown stability in brigades and succession through younger people joining. Demographic ageing and we understand that but it is a great group of people doing really good things.
- This season bogging will be an issue (Jan/Feb). As we approach the season, firebreaks will be challenging in places for access, perhaps overgrown. Safety may be compromised.
- OHS talk last time very timely and big push right through DFES and the State Committee. Courses need to be participated in by all members.

6.1.8 Deputy CBFCO 1 - N Griggs

- Coondle – conflict of interest with 2 representatives. Members to advise if they have an issue with this.
- Other operational matters discussed.

Question regarding FCO Nominations:

In addition to the process in place currently, it is proposed that people who are new FCO's provide a one-page synopsis to the committee to let us know why they feel they should be considered? It may be useful information as part of the process or is what we are doing sufficient?

CESM response:

I do not see any harm in doing it but will require minor amendment to SOP to make sure the process runs smooth end to end. Action item next BFAC to bring proposed change. Will not apply for another 12 months essentially. Small amendment.

There are significant issues with respect to the level of training of persons who are on fire grounds. Some members do the two introductory courses DFES courses and then do not do anything for the next 20 years but they can still go onto the fire ground. Can we do something to encourage those members maintain their basic skills and have a process in place so all members need to show their basic skills to ensure they are capable to be on the fire ground? Some members have not had regular training and their actions show

that on the fire ground. Many people have raised this as an issue.

Question regarding training

Does the Committee want to include demonstration of skills in the training schedule?

Comment by J Hansen: agree however puts us in catch 22 situation. We want to recruit new members but the impost of training may mean that we are making it more difficult for them to consider it.

Comment by S Gamble: training at other brigades is beneficial because it is good to work with different people so you see different approaches by other members at other brigades and members may benefit from that the more often they participate in cross-training within the brigade system.

Comment by CESM: the pathway approach would be ideal. Captains and leadership groups could consider the strategies and bring their ideas to the next scheduled meeting of the BFAC to consider the proposal so that action can result from the discussion. (CESM to provide pizza).

- Comment by P Brennan: we are experiencing difficulty improving the turnout for training. I would be in favour of the Leadership group identifying any shortfalls and suggesting an action plan that could be instigated throughout the brigade system.

6.1.9 Coondle-Nunile - Deb Bowen

- The AGM resulted in several new young people joining brigade. I was nominated as first lieutenant. New lieutenants elected.

6.1.10 Toodyay Central - P Brennan

- In lead up to AGM and since leadership meetings occurred to discuss operational matters.
- Truck licence skill sets in short supply.
- Thank Julimar and Coondle for 12:2 roster driving.
- Was looking at running a second roster but having worked with the people from Julimar they fit in seamlessly and those people turn up regularly.

- If you see our building – the Toodyay Colocation centre. No signage to indicate what the building is. Discussed with CESM and I MacGregor and P Hay is considering approval of the signage.
- Other comments: big issue to draw people in to the brigade. Open day to be run in October.
- Idea of a welcome letter came up. Developed one for new members for the brigade and where it becomes important is that you show them a link to where they can go to discover information from DFES to see how they value that. There are employers out there who wish to support volunteer groups financially. Idea would be at end of the fire season a newsletter put out to those employers to let them know what the volunteer group doing. Getting support commercial industry and getting new volunteers.
- Understanding the history of the central brigade is being recorded.

6.1.11 Shire - S Haslehurst

- Congrats and thank you to all people elected, re-elected within brigades but also the FCOs, the CBFCO and deputies. Really appreciate you putting your hands up.
- Recruitment: get that it is an issue. The Shire has the stall at the farmers market each month and that could be an opportunity to have a drive (Gear, flags, truck and make a bit of a presence) list.

Comments: we have done that before and will revisit doing that again.

- Working on CESM MOU with DFES. Having discussions around grant programmes DFES provides to local governments plus the bushfire Risk management planning grants and CESM grants about what the funding is providing. Conversation about auditing. DFES are being much more accountable for money being provided to local governments which means we as a local government have to be more accountable about what we're spending money on. We are in the middle of the process.
- Shire's perspective: still recovering from March and other weather events. The May and most recent weather exacerbated that. Really pleased our

messaging about the community giving us more time due to resources and capacity and we have prioritised those things causing safety issues and the community calmed down a bit. In March we received 412 works requests as a result of the weather events that we are slowly progressing.

- Budget not yet adopted. They have rash of workshops to attend over next few weeks. Plan to submit by 31 August. Delay due to changeover of enterprise software. Our whole operating system changed over and we are in the pain and tears of the process.

6.1.12 Chair - Cr Rayner

- Stepping down from being an FCO and taking step back to reassess priorities.
- Fit in with 12:2 and will still drive trucks. Available for callouts when I am here.
- Thanks to Craig, Nick and other FCOs and Captains for all their support over the time been an FCO and firefighter. It is fulfilling to protect the community in any way I can and I will continue to do that. Thank you to everyone.
- Comment from C Stewart: Thanks for being an FCO and part of the leadership group. Good to see you will be round randomly. Thanks for the support.

6.1.13 Craig Stewart

- Cross-training across the brigade system is to be commended as it ensures continuity of skills of all brigade members. The push back might come with OSH training. The line has to be pushed amongst membership. Enthusiasm required for training. Recognition for basic skills has to be addressed. A great opportunity to blend skills across the brigades and learn how to navigate and operate appliances between the brigades.
- Comment from J Hansen: experience as a planning coordinator and Fire mitigation works. Can the same kind of cross-training or pre-qualification checks for training and at our level sharing ideas or do an exercise to handle situations because the same scenario applies. We should do training and lead by example to the rest of the membership.

6.1.14 Bejoording & Morangup SES

CESM reported that B Rigby stepped down and L Haywood back in the Chair.

Question from S Gamble:

When we have these discussions often the members of the SES are missed. Can we utilise their drivers to drive the 12:2?

CESM response:

I understand the options of SES Members is available but they would need to be trained because they do go onto the fire ground.

Question from S Gamble:

There are no Toodyay Members in the SES. They are all from Morangup. Can we get more interest in Toodyay Members to be in the SES?

CESM response:

We can discuss that.

7. CONFIRMATION OF NEXT MEETING

The next meeting of the Bush Fire Advisory Committee is scheduled to be held on 2 November 2021 commencing at 6.00pm.

8. CLOSURE OF MEETING

The Chairperson closed the meeting at 7.18pm.

Attachments to Minutes

Bush Fire Advisory Committee

3 August 2021

INFORMATION ADDITIONAL TO THE AGENDA

3.1 Bushfire Advisory Committee Status Report 1

REPORTS FROM SHIRE OFFICERS

5.1 Fire Control Officer (FCO) Nominations 4



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>That Council appoints FCO's as follows:</p> <p>Appointment of: to P</p> <p>C Stewart Ch Chief Bush Fire Control Officer (CBFCO)</p> <p>N Griggs De puty Bush Fire Control Officer 1 (DBFCO1)</p> <p>R Koch De puty Bush Fire Control Officer 2 (DBFCO2)</p> <p>G Forsyth Fir e Control Officer (FCO)</p> <p>C Wroth Fir e Control Officer (FCO)</p> | August 2021 | 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 |
|--------------|--|---|----------------------------|-------------|-----------------|---|
| | | K Maddrell Fire Control Officer (FCO) I MacGregor Fire Control Officer (FCO) J Hansen Fire Control Officer (FCO) G Scobie Fire Control Officer (FCO) | | | | |
| 2/3/2021 | Issue with Corporations and Landowners | No resolution made but questions posed to the local government | ASAP | CESM | t.b.a. | CESM to consult with the CEO about possible mitigation of risk. 04/05/2021: Best course of action to seek legal advice before we proceed further. 3.8.21 – has not progressed. Legal advice still to be obtained. |

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 |
|--------------|---------|---------------------|----------------------------|-------------|-----------------|--|
| | | | | | | CBFCO advised Albany introduced something similar. Will investigate how they apply it. |

Timeline

Min 21 Days Prior to August BFAC

21-14 Days Prior to BFAC

14 Days Prior to BFAC

At August BFAC

September Ordinary Meeting of Council

Actions

