



Bushfire Advisory Committee Meeting

1 February 2023

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.


Suzie Haslehurst
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****2.1.1. Minutes of Meeting held on 2 November 2022****OFFICER'S RECOMMENDATION**

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

2.2 REVIEW OF STATUS REPORT**2.2.1 Status Report and Minutes of previous meeting**

Attachments:	<ol style="list-style-type: none">1. Extract of BFAC Minutes from Nov 2022; ↓2. BFAC Status Report; and ↓3. Committee Member Reporting Form. ↓
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The extract of the BFAC Minutes from Nov 2022 are provided for confirmation purposes.

The BFAC Status report is provided for review.

The Committee Member Reporting Form is provided with this agenda, and separately via email for members to complete upon receipt of the Agenda for the BFAC Meeting and email completed forms to execsec@toodyay.wa.gov.au

Please note that once the meeting is held, the title of this report will change to say update of the Status Report, in the minutes of the meeting.

BUSHFIRE ADVISORY COMMITTEE MEETING MINUTES2 NOVEMBER 2022**1 DECLARATION OF OPENING**

Cr M McKeown, Chairperson, declared the meeting open at 6.06pm.

1.1 ANNOUNCEMENT OF VISITORS

Nil.

1.2 RECORD OF ATTENDANCE AND APOLOGIESMembers

Cr M McKeown	Councillor (Chair)
Mr R Koch	Deputy 2 CBFCO / CESM
Mr C Stewart	Chief Bush Fire Control Officer
Mrs E Francis	Emergency Management Officer
Mr N Griggs	Deputy 1 CBFCO
Mr G Warburton	Reserves Management Officer
Mr I MacGregor	Toodyay Volunteer Fire & Rescue (<i>arrived at 6.17pm</i>)
Mr P Hay	DFES District Officer
Mr P Brennan	Toodyay Central Bush Fire Brigade Rep
Mr S Tunncliffe	Coondle-Nunile Brigade Representative

Staff

Mrs M Rebane Executive Assistant

Visitors

Nil

Apologies

Ms S Haslehurst	Chief Executive Officer
Cr S McCormick	Councillor
Cr S Pearce	Councillor
Cr B Ruthven	Deputy Shire President
Mr M Pasotti	Department of Parks and Wildlife representative
Ms T Martin	Julimar Brigade Representative
Mr L Hayward	Bejoording Brigade Representative
Mr J Venn	Morangup Brigade Representative

1.3 DISCLOSURE OF INTEREST

The Chairperson advised that no disclosures of interest in the form of a written notice had been received prior to the commencement of the meeting.

BUSHFIRE ADVISORY COMMITTEE MEETING MINUTES

2 NOVEMBER 2022

2 MINUTES AND ADDITIONAL INFORMATION

2.1 CONFIRMATION OF MINUTES

Minutes of Meeting held on 3 August 2022

OFFICER'S BFAC012/11/22	RECOMMENDATION/BFAC	RESOLUTION	NO.
MOVED	Mr P Brennan	That the Unconfirmed Minutes of the Bushfire Advisory Committee Meeting held on 3 August 2022 be confirmed.	
			MOTION CARRIED 9/0

2.2 REVIEW OF STATUS REPORT

2.2.1 Review of Status Report

Attachments:	1. Updated Status Report.
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The status report was updated.

BUSHFIRE ADVISORY COMMITTEE MEETING MINUTES

2 NOVEMBER 2022

2.3 INWARD/OUTWARD CORRESPONDENCE

I MacGregor entered Council Chambers at 6.17pm.

2.3.1 CORRESPONDENCE FOR THE CEO

Email tabled at 6.18pm from the Chief Bush Fire Control Officer to the CEO.
Matter to be discussed at Agency update section.

Attachments
1 CBFCO Email.

3 BUSINESS LEFT OVER FROM PREVIOUS MEETING

Nil.

4 OFFICER REPORTS

4.1 Updates to Shire of Toodyay Bush Fire Operating Procedures Document

Date of Report:	26 October 2022
Applicant or Proponent:	Shire of Toodyay
File Reference:	FIR3
Author:	R Koch – Community Emergency Services Manager
Responsible Officer:	J Augustin – Manager Infrastructure and Assets
Previously Before Council:	256/11/21 059/04/22 176/08/22
Author’s Disclosure of Interest:	Nil
Council’s Role in the matter:	Executive
Attachments:	1. Draft Shire of Toodyay Bush Fire Operating Procedures

PURPOSE OF THE REPORT

For the Shire of Toodyay Bush Fire Advisory Committee membership to consider proposed amendments to the Shire of Toodyay Bush Fire Operating Procedures and to make advice to Council with respect to the proposed changes.

BUSHFIRE ADVISORY COMMITTEE MEETING MINUTES**2 NOVEMBER 2022****BACKGROUND**

Council adopted the Bush Fire Operating Procedures document as Council's interim Policy on 24 June 2014 (155/06/14) with several amendments considered by BFAC and ultimately endorsed by Council since initial adoption. At the November 2021 OCM (256/11/21), amendments were made and endorsed by Council.

Progression of a Local Law regarding Bush Fire Brigades was put on hold following the State's review of associated legislation, namely the *Bush Fires Act 1954*. However, progress towards a new act or acts has been slower than expected, and as such, the Bush Fire Operating Procedures document still represents the current reference in relation to operation of the Shire's Bush Fire Brigades.

Several proposed alterations have been identified via both BFAC and the CESM (author) which are summarised (categorised) below under applicable sub-headings:

Bush Fire Control Officers, Nominations & Recommendation of:

Item 11, Section One of the Bush Fire Operating Procedures document, contain a procedure outlining the nomination and recommendation of Bush Fire Control Officers to Council on an annual basis. Two changes are proposed to this section:

1. New nominations are accompanied by a cover letter from the nominated individual. This provides further background information to committee members (and by extension Council) in assessing suitability for recommendation or appointment. This came out of previous BFAC discussion.
2. A process for BFAC members not present (and not proxied) at the August BFAC enabling the remote casting of votes and making nominations for Chief and Deputy Chief Bush Fire Control Officer roles. This proposed process allows non-attending members to submit their votes (and by way of that, any relevant nomination) in a sealed envelope prior to the meeting.
 1. This change has been introduced as at the past two August BFACs, the input of some members (both staff and volunteers) has been excluded due to leave or other commitments. This proposed change ensures that the widest possible sample of member opinion is considered in the recommendation process.
 2. It is important to note that the nomination and ballot process only forms the proposed recommendation to Council, which is then voted upon by those members present at the meeting as a recommendation to Council.
 3. Ballot votes, cast in this fashion, remain confidential (same as attending members).

In addition, a small amendment (clarification) to 11.5.2(b) is proposed. This removes ambiguity, which was discussed at the August 2022 BFAC, as to whether the absolute majority requirement was that of the committee membership or ballots received. The proposed amendment clarifies this as being the latter.

Alteration to SOP.21 – Criminal History Checks (CHC):

A small change is proposed by the CESM to assist administration in handling the CHC process more efficiently.

Item 3 of SOP.21, outlines how a prospective member's CHC result will be handled by the Shire administration. In particular, item 3.2(b), by virtue of the wording of item 3.2(a), currently requires any application with any disclosable history to be referred to the CEO for final determination no matter how minor the disclosed offences.

BUSHFIRE ADVISORY COMMITTEE MEETING MINUTES**2 NOVEMBER 2022**

This has resulted in several applications requiring the CEO's attention where the offence was in the distant past, singular in nature and often not relevant to brigade/role operations. This is seen as placing undue tasks on both the Verifying Officer and the CEO where the outcome is otherwise a forgone conclusion. It also lengthens the total application time for the applicant potentially impacting on near term training opportunities.

A small change (as per the wording in Attachment 1), proposes to provide discretion (whether to approve or refer the application) to the Verifying Officer where a history is returned which contains:

- No more than one Low Risk Category offences; and
- The offence is not within the last 5 years.

Addition of SOP.26 – Recording/Use of Data/Information:

Legislation under which firefighters operate, provide certain privileges for access to, and carry out fire management related actions on, private, or otherwise restricted land, not accessible to the public. It is vital that appropriate discretion is applied when collecting and disseminating data or information to ensure: relevant legislation is followed; respect for the privacy of an individual/organisation and their property/possessions is observed; and professionalism in line with the standards of the *Shire of Toodyay Bush Fire Operating Procedures*.

Following identified instances of potential recording/distribution of information from incidents which may have been inappropriate, this proposed SOP aims to provide clarity and guidance to the Shire's Bush Fire Brigade Members and Bush Fire Control Officers with respect to acceptable, and non-acceptable usage scenarios, for recording and dissemination of data/information.

For the interpretation of the proposed SOP, and this report, the term 'data/information' includes, but is not limited to, photographs, videos, audio recordings, sketches, conversations, and observations.

COMMENTS AND DETAILS

While the recommendations in this report constitute a level of review of the Shire of Toodyay Bush Fire Operating Procedures, the Officer does not regard the passage of these proposals as fulfilling the objectives of Council resolution 059/04/22 (subsequently modified by 176/08/22). The intent of the April 2022 OCM resolution is interpreted as comprehensive review of the document in its entirety. The changes proposed in this report/current draft represent targeted updates, most of which have been under consideration prior to Council's initial April 2022 OCM resolution. An ongoing body of work exists to deliver on resolutions 05/04/22 & 176/08/22, of which the outcome will be presented to BFAC for consultation.

Due to the mutually exclusive nature of proposed changes categorised above, three Officer Recommendations are included in this report – each addressing one topic (category) of proposed change.

Attachment 1 – Draft Shire of Toodyay Bush Fire Operating Procedures, contains all proposed changes as mark-up for easy identification.

IMPLICATIONS TO CONSIDER**Consultative:**

A level of existing BFAC consultation has occurred in most instances. This differs by individual proposed change:

BUSHFIRE ADVISORY COMMITTEE MEETING MINUTES**2 NOVEMBER 2022**

- New BFCO Nomination Cover Letter – Discussed at previous BFACs
- BFCO Non-attending BFAC Member Voting Process – Foreshadowed at last BFAC (by CESM)
- Changes to SOP.21 (CHC) – No prior BFAC consultation
- Addition of Proposed SOP.26 Recording/Use of Data/Information – Tabled draft at last BFAC.

Strategic:

This proposal does not contain any notable strategic implications.

Policy related:

This proposal does not contain any notable policy implications.

Financial:

This proposal does not contain any notable financial implications.

Legal and Statutory:

This proposal does not contain any notable legal/statutory implications.

Risk related:

Safe and effective management of Bush Fire Brigades is a responsibility of Local Government under the *Bush Fires Act 1954* and other legislation. Improving and reviewing procedures and standards in relation to the operation of Bush Fire Brigades, supports compliance with relevant legislation and in doing so reduces exposure to risk.

Workforce related:

This proposal does not contain any notable Workforce related implications.

VOTING REQUIREMENTS

Simple Majority

Clarification was sought in regard to an amendment to the SOP on page 79 that the word 'be' at 11.5.3(a)(ii) be removed.

Mr Griggs moved the Officer's Recommendation.

Further clarification was sought.

The motion was put.

OFFICER'S RECOMMENDATION/BFAC RESOLUTION NO. BFAC013/11/22

MOVED Mr N Griggs

That the Bushfire Advisory Committee recommends to Council the following:

That changes to Section One, Item 11 of the Shire of Toodyay Bush Fire Operating Procedures, relating to the nomination and recommendation process for Bush Fire Control Officers, as per Attachment 1 of this report are adopted subject to an amendment to the SOP that the word 'be' at 11.5.3(a)(ii) be removed.

MOTION CARRIED 10/0

BUSHFIRE ADVISORY COMMITTEE MEETING MINUTES**2 NOVEMBER 2022****OFFICER'S RECOMMENDATION/BFAC RESOLUTION NO. BFAC014/11/22****MOVED** Mr C Stewart

That the Bushfire Advisory Committee recommends to Council the following:

That changes to Standard Operating Procedure 21 (SOP.21 – Criminal History Checks), as per Attachment 1 of this report are adopted.

MOTION CARRIED 10/0**OFFICER'S RECOMMENDATION/BFAC RESOLUTION NO. BFAC015/11/22****MOVED** Mr P Brennan

That the Bushfire Advisory Committee recommends to Council the following:

That the addition of Standard Operating Procedure 26 (SOP.26 – Recording/Use of Data/Information), as per Attachment 1 of this report is adopted.

MOTION CARRIED 10/0

BUSHFIRE ADVISORY COMMITTEE MEETING MINUTES**2 NOVEMBER 2022****5 OTHER BUSINESS / NEW BUSINESS OF AN URGENT NATURE****5.1 RISK MANAGEMENT**

Reserves Management Officer provided an overview about the current mitigation program. Concentration on hazard reduction and grass fuel loads.

P Hay provided an overview of UCL land throughout the town and hazard reduction on those parcels and ARC Infrastructure liaison with regard to their program and their intention to develop a new environmental management plan for verge maintenance through the rail corridor.

5.2 PRESENTATIONS OR EVENTS

Nil.

5.3 INCIDENT/EXERCISE REPORTS

Emergency Management Officer provided an overview of the exercise re all Shire managed water facilities. Feedback through the exercise was positive. Debrief produced issues that will be addressed. Vegetation around water tanks to be tackled when the opportunity presents itself.

5.4 PROJECTS AND GRANT FUNDING

Nil.

5.5 STRATEGIC REVIEW / PLANNING

CBFCO participated in a pre-season preview hosted by DFES involving their excellent weather systems manager. Weather systems were highlighted for the coming year and unsettled weather predictions were overviewed. Focus on public messaging with harvest and other bans. Aviation support advised how they operate and what their capabilities were. Ground controllers required to mobilise with air crew in unison.

P Hay reinforced RDC. Midnext week they may be based in Northam. Consideration on fuel loads and risk perspectives with grain and high fuel loads.

5.6 ROUNDTABLE DISCUSSION AND AGENCY UPDATESR Koch

- Late September a briefing attended by FCO's.
- The AFDRS has gone off without a hitch except for signage to come.
- Signage updates – expect a wait of 4-12 weeks + for signs to be upgraded. Analog sign requested in interim.
- Requests from brigades for additions and updates at their stations. Range of emergency water facilities around the stations. Working through them as fast as budget and time permits.
- Admin focus review of SOP and the Shire's R2R in need of review.

P Hay

- AFDRS – a lot of other people have had issues with it.
- Weekly updates provided. It is updated every Wednesday afternoon.

BUSHFIRE ADVISORY COMMITTEE MEETING MINUTES

2 NOVEMBER 2022

- Pre-season meeting: Avon Valley Bindoon session covering prison response plan and detention centre in northam. Response roles to be aware of.
- Review avon valley response plan. Automated response and increased response and the regional coordinator has more requirements to be included.
- New staff are learning about the region. Taking them on drives around the area. Not experienced in bush fires. They may turn up as additional bodies in the early part of the season.
- Machinery on standby any day of the year. Ring the RDC No. We have earthmoving equipment to be able to use.

Reserves Management Officer

- Acknowledged contractors Avon Yard and Maintenance Svces, and D Prater slashing work.
- Cobbler Pool area – concern with area not being managed and area being used as camping area. Lack of awareness. Mitigation being done in the area.
- Julimar Conservation Park (Forrest) – minimal exploration drilling a concern. Unsure about whether they know the requirements of fire.

CESM confirmation that Chalice appear to be quite active in reporting process set by DFES so they are aware of their obligations.

Emergency Management Officer

- Firebreak slasher up and running.
- Rangers doing inspections.
- Sept: launch of ADRS and month long campaign with it.

CBFCO

- Preseason report – medical issues personnel. Anyone having a medical condition – maintain sensitivity but within brigade they need to have a buddy on whatever shift they are on. Any medications/whatever their condition might be is something that should be transparent with the Officers managing the roster.
- Lending support to Northam if asked.
- Thank you for Rangers assisting with beligerant landowner when attending a fire incident.
- LGIS produces documentation that may be helpful to all brigades. Fire protection topical at the moment.
- Attendance at briefing new CES Act. Given at State Committee level.

BUSHFIRE ADVISORY COMMITTEE MEETING MINUTES**2 NOVEMBER 2022****5.6.1 UPDATING LANDOWNER INFORMATION**

Submission to the CEO regarding contact details following small fire in Morangup. Information was not current. Tabling 7.10pm. Compel landholders to refresh their data annually so good contact information for any emergency on anyone's land.

OFFICER'S RECOMMENDATION/BFAC RESOLUTION NO. BFAC016/11/22**MOVED** Mr C Stewart

The Bush Fire Advisory Committee Meeting recommend to Council the following:

That Council requests the Chief Executive Officer to introduce a procedure whereby all landholders without a mobile number on their rates contacts are contacted by the Shire, to request an update of their details that will benefit emergency response in emergency situations.

MOTION CARRIED 10/0N Griggs

Few callouts revealed a few communication issues.

S Tunncliffe

- Few callouts. Emphasis on training and refreshing skills.
- Increasing membership. Recruiting experienced people.
- Shire's website details for bushfires and how to contact them some updates are required for Coondle.

I MacGregor

Set aside the second Saturday in July for the emergency services dinner – seeking funding to relieve brigades of some of the costs. Hold off on medal presentations to include at that time.

P Brennan

Power dome at colocation centre fixed. Hit by truck some years ago. Needs to be moved altogether.

P Hay confirmed that Western Power was contacted and they had a look at it. Plans were drawn up and contractor still to advise how much it will be. Have been advised it will be a 2-3 year wait to get it done.

- Strategic fire break: old f/break 61 Panorama View. Goes along to Hodywell Road and put in as SFB but land it is on belongs to property owners. Pointed out to property owners years ago. I knocked down some vegetation. When it comes out on Hodywell Road there is a big gully to get onto the road. Track is wide and kept clear rectangular spot for vehicles to be parked. If the Shire could do something about it to take care of it – to get vehicles over the hump that would be helpful.
- Exercise: training perspective generally thanks to DFES and Shire. Our own assessors helped us keep on track.

BUSHFIRE ADVISORY COMMITTEE MEETING MINUTES**2 NOVEMBER 2022**

- Western Power grants – they say you can ask for any amount you like but they also said to range is \$2,500. I will submit one for a chain saw course. For up to six people if I add another \$92 to it. Fee paid directly to TAFE. This fee is \$325 per person.

6 CONFIRMATION OF NEXT MEETING

The next meeting of the Bushfire Advisory Committee Meeting is scheduled to be held on 1 February 2023 commencing at 6.00pm.

7 CLOSURE OF MEETING

The Chairperson closed the meeting at 7.30pm.

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.	CESM advised on 2/2/22: Task to be deferred to the next meeting.	ASAP	CESM	t.b.a.	2.11.22 – SOP document includes something within that process.
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.	2.11.22 – We pushed timeline back until early next year. Review of the document to be done and next meeting a draft will be provided.
03/08/2022 Committee Meeting	Recording of Minutes	A form will be sent out with the Agenda, providing for members to submit comments prior to the meeting that may be included in the minutes.	From next meeting	EA	May be removed after the next meeting	2.11.22 – form to be done to get people to submit reports – to be advised.

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
03/08/2022 Committee Meeting	Fire Breaks	The CEO will investigate what processes are in place and find out what strategies are to address this issue.	ASAP	CEO	t.b.a.	2.11.22 – CEO asked CESM to give feedback on internal discussions that have been had leading up to this meeting.
2.11.22	Fire Breaks	Bring back to BFAC results of data collection regarding firebreak inspections	ASAP	EMO	t.b.a.	
2.11.22	Updates to Shire of Toodyay Bush Fire Operating Procedures Document	That the Bushfire Advisory Committee recommends to Council the following: That changes to Section One, Item 11 of the Shire of Toodyay Bush Fire Operating Procedures, relating to the nomination and recommendation process for Bush Fire Control Officers, as per Attachment 1 of this report are adopted subject to an amendment to the SOP that the	ASAP	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
		word 'be' at 11.5.3(a)(ii) be removed.				
2.11.22	Updates to Shire of Toodyay Bush Fire Operating Procedures Document	That the Bushfire Advisory Committee recommends to Council the following: That changes to Standard Operating Procedure 21 (SOP.21 – Criminal History Checks), as per Attachment 1 of this report are adopted.	ASAP	CESM	t.b.a.	
2.11.22	Updates to Shire of Toodyay Bush Fire Operating Procedures Document	That the Bushfire Advisory Committee recommends to Council the following: That the addition of Standard Operating Procedure 26 (SOP.26 – Recording/Use of Data/Information), as per Attachment 1 of this report is	ASAP	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
		adopted.				
2.11.22	Updating landowner information	The Bush Fire Advisory Committee Meeting recommend to Council the following: That Council requests the Chief Executive Officer to introduce a procedure whereby all landholders without a mobile number on their rates contacts are contacted by the Shire, to request an update of their details that will benefit emergency response in emergency situations.	ASAP	CESM	t.b.a.	



Committee Member Reporting form

Reporting Details

I request for the item noted below to be discussed at the next:

- Committee Meeting: *(please tick)*
- Audit & Risk Committee
 - Bushfire Advisory Committee
 - Environmental Advisory Committee
 - Local Emergency Management
 - Museum Advisory Committee

Date of Committee Meeting: _____

Item Name / Subject / Title / Purpose: _____

Are you tabling attachments at the meeting? Yes No Copy attached

The background information is:

Proposed recommendation required? Yes No *write some wording below*

COMMITTEE MEMBER DETAILS

Name(s): _____

Organisation representing *(if applicable)*: _____

Contact Details: Phone No: _____ Email: _____

OFFICE USE ONLY

- Officer Received Date: _____ Resolution Number: _____
- Council approved Report minuted



Administration Centre
 15 Fiennes Street (PO Box 96)
 TOODYAY WA 6566

T (08) 9574 9300
F (08) 9574 2158
E records@toodyay.wa.gov.au
W www.toodyay.wa.gov.au

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****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 May 2023 commencing at 6.00pm.

6 CLOSURE OF MEETING

The Chairperson will close the meeting.