



Bushfire Advisory Committee Meeting

1 November 2023

Minutes

To: Bushfire Advisory Committee Meeting Members and Councillors.

Here within are the Meeting Minutes of the Bushfire Advisory Committee Meeting, held on the above-mentioned date in the Shire of Toodyay Council Chambers, 15 Fiennes Street, Toodyay WA 6566.

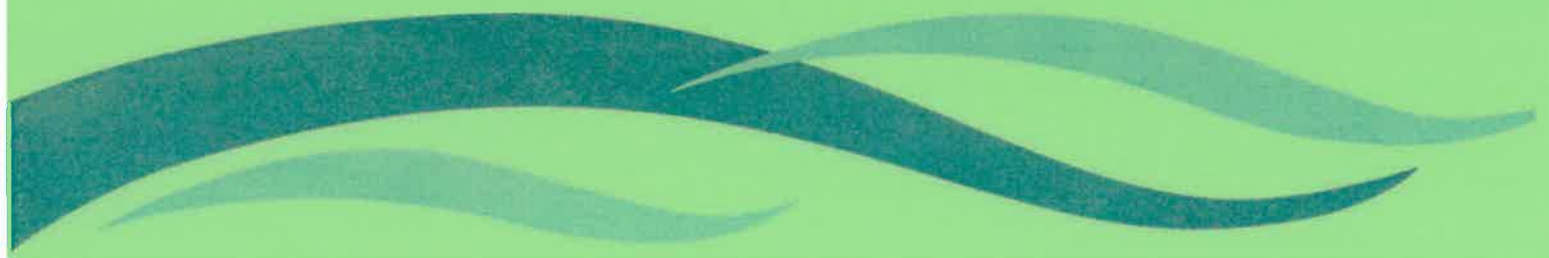
A handwritten signature in black ink, appearing to be 'Charles Sullivan', is positioned above the printed name.

Charles Sullivan
Executive Manager Infrastructure, Assets and Services

On behalf of

Suzie Haslehurst

CHIEF EXECUTIVE OFFICER



Preface

When the Chief Executive Officer approves these Minutes for distribution they are in essence "Unconfirmed" until the next Committee Meeting, where the Minutes will be confirmed subject to any amendments made by the Committee.

The "Confirmed" Minutes are then signed off by the Presiding Person.

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

Unconfirmed Minutes

These minutes were approved for distribution on 3 November 2023.



Charles Sullivan
Executive Manager Infrastructure, Assets and Services

On behalf of

Suzie Haslehurst

CHIEF EXECUTIVE OFFICER

Confirmed Minutes

These minutes were confirmed at a meeting held on . 7/2/2024

Signed: mv mcken.....

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

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1 DECLARATION OF OPENING

Mr Charles Sullivan, Executive Manager Infrastructure, Assets and Services, as the CEO’s representative, declared the meeting open at 6.02pm.

1.1 Election of Chairpersons

Date of Report:	26 October 2023
File Reference:	FIR3
Author:	M Rebane – Executive Assistant
Responsible Officer:	S Haslehurst – Chief Executive Officer
Attachments:	Nil

PURPOSE

To elect the position of Presiding Member of the Bush Fire Advisory Committee (BFAC) and if the Committee so chooses a Deputy Presiding Member.

BACKGROUND

At an Ordinary Council Meeting held on 25 October 2023, Council appointed Cr McKeown and Cr Prater as Primary Members of the BFAC. Cr McCormick and Cr Dival were appointed as Deputy Members of the BFAC.

COMMENTS AND DETAILS

The CEO or her representative will preside over the meeting until the election of the Presiding Member has been completed.

If there is more than one nomination for either position, then members are to vote on the matter by secret ballot as if they were electors voting at an election.

Nominations were called for.

R Koch nominated Cr McKeown.

Cr McKeown accepted the nomination.

There being no further nominations the declaration was made.

OFFICER’S RECOMMENDATION 1: DECLARATION 1 – BFAC PRESIDING MEMBER
 That the Bushfire Advisory Committee elects Cr _____ as Presiding Member.

Cr McKeown assumed the chair at 6.04pm.

Cr McKeown called for nominations for Deputy Presiding Member. There were no nominations.

1.2 ANNOUNCEMENT OF VISITORS

Nil.

1.3 RECORD OF ATTENDANCE AND APOLOGIESMembers

Cr M McKeown	Shire President/Presiding Member
Cr S Dival	Deputy Shire President
Mr C Sullivan	Executive Manager Infrastructure, Assets & Services
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 P Brennan	Toodyay Central Bush Fire Brigade Rep
Mr S Tunncliffe	Coondle-Nunile Brigade Representative
Mrs C Murcott	Julimar Brigade Representative

Staff

Mrs M Rebane Executive Assistant

Visitors

Nil

Apologies

Ms S Haslehurst	Chief Executive Officer
Mr I MacGregor	Toodyay Volunteer Fire & Rescue
Mr L Hayward	Bejoording Brigade Representative
Mr J Corrigan	Acting DFES District Officer

1.4 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.

2 MINUTES AND ADDITIONAL INFORMATION**2.1 CONFIRMATION OF MINUTES**

Minutes of Meeting held on 2 August 2023

OFFICER'S NO.BFAC009/11/23	RECOMMENDATION/BFAC	RESOLUTION
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MOVED	Mrs E Francis	
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SECONDED	Mr G Warburton	
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That the Unconfirmed Minutes of the Bushfire Advisory Committee Meeting held on 2 August 2023 be confirmed subject to the following amendments including amendments tabled by the CBFCO as follows:

1. At 5.6.3 RMO Update remove the words "hazardous and"; and
2. At 5.6.3 replace the second paragraph that starts with the word "verges" and replace it with the following words:

"The Rangers have notified the public regarding the illegality of collecting firewood from road verges. This will not affect the management of non-native vegetation by landholders on verges to reduce fire risk as per the Shire's Verge Policy".

3. Minutes Page 5 (Agenda Page 6) Correspondence - Reference to Non-slip vinyl procurement - should read "Procurement of floor scrubbers for non-slip vinyl"
4. Minutes Page 14 (Agenda Page 6) Grants (RMO Update) – Last statement – please move to CESM Update and correct to "Bejoording 4.4 inbuild and coming soon, Julimar 2.4 scheduled for next year's build and will be with the Shire at least one more season."
5. Minutes Page 15 (Agenda Page 6) CBFCO Update "samem technology" should read "same terminology"
6. Minutes Page 17 (Agenda Page 6) Coondle Update "cleaning' should read "preventive Maintenance" (also exists in action item)
7. Minutes Page 18 (Agenda Page 19) CESM Update, first & second statements should read - "With reference to Toodyay Central's enquiry requesting an exercise, the CESM is unable to commit and would require direction from the Shire. Brigades can run their own exercises if desired".
8. The four items CBFCO wishes to amend his update as follows (refer to red wording):

*Forum – ~~it was the first of its kind.~~ **First time held in many years.** 2 day event. **Keynote speaker then presentations and workshops** ~~and a number of presentations on issues to deal with fire.~~ In the first year invite was Chiefs only to understand how the format and numbers worked. ~~It was for chiefs only so they could gauge how it all transpired.~~ It was successful. **There were more than 60 chiefs from all over around the state.** **Some followed on live telecast.** **There was a great benefit in networking where there was recognition that there are many common issues.** Most spoke of the great benefit of networking. It was more about people understanding in many different local governments the very similar issues that are dealt with. Some local governments do things differently. ~~It may be held again and next time they may nominate~~*

~~to include deputies. If the forum is held again the thinking is to extend the invitation to deputies and other leaders to prompt succession thinking and assistance.~~

BOC (Operations) - Western power ~~are seeking exemptions to be able to reenergise lines looking to carry out works~~ during harvest vehicle movement, ~~hot works and total fire bans.~~ ~~They are looking for common messaging from local governments working with DFES and LGA.~~ Currently not exempt. They are asking to be exempt so they can carry out their works and reenergise communications. There are technicalities around allowing them to do that. There is work being done currently in this space. The Local Government may be approached to discuss the matter. Its got to be signed off so they are exempted and it is recorded as such so if they come into the local government on a bad day, they can do that with their own fire suppression capabilities. ~~We have not stopped Western Power energising and have lent support with fire suppression.~~

CESM advised he was part of a working group committee on that item. The group met and the Shire of Toodyay provides the exemption for them in wording on our Shire website but standardised wording needs to be in place so each local government uses the same ~~technology~~ to make it easier for them to understand.

Burn season – New FBI did not work well in its introducing year during the autumn burn period. The indexing resulted in many high FDR which suspended ability to burn with permits. Toodyay spent much time sending and trying to ground truth fuel loadings and conditions to AFDRS. We have been assured that changes to ~~the metrics hold in FBI calculations that should result in a more reasonable outcome in ratings.~~ Toodyay was one of the most affected local governments in the new system being part of Swan Inland North forecast district. ~~The new system seemed to work well in the summer and the HVMB declarations.~~ It was a difficult and challenging time. The Fire behaviour index reached 24. It meant most permits were invalidated. Some work being done in background with reporting and inputs into making those calculations. New system worked reasonably well under the harvest vehicle movement bans. Data was sent nationwide and our input was greater than most other local governments.

Discussion ensued.

Training - available courses for those not in volunteer organisations that include base training in matters of fire. ~~There have been issues with those that wish to do on-line training that are not in a brigade (i.e. farmers and workers being able to log into the courses without a DFES Id. for people wanting to assist during a fire but without a DFES Id number, they cannot get in. We are looking at making changes to the system. This is being looked into to change and make it work.~~

Voted For: C Sullivan, Cr M McKeown, R Koch, C Stewart, E Francis,
N Griggs, G Warburton, P Brennan, S Tunncliffe,
C Murcott and S Dival

Voted Against: Nil

MOTION CARRIED 11/0

2.2 REVIEW OF STATUS REPORT

2.2.1 Update of Status Report

Attachments:	1. Updated Status Report.
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The extract of the BFAC Minutes from August 2023 was provided for confirmation purposes. The BFAC Status report was updated.

2.3 INWARD/OUTWARD CORRESPONDENCE

2.3.1 CEO Correspondence

Attachments:	1. Memo to the Committee from the CEO.
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Correspondence was noted from the CEO.

2.3.2 Questions from Members

Attachments:	Nil
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Preventative Maintenance around Fire Stations (S Tunncliffe)

Preventative maintenance around the fire stations was previously raised as an agenda item, Motion/BFAC Resolution No. BFAC002/02/23.

Could a request be made for confirmation; that there is now a schedule in place for items such as Insect eradication, Door maintenance, Gutter clearing, Water filter servicing etc.

Response to be provided by the Executive Manager Infrastructure, Assets & Services

This relates to items of the Feb, May and August BFAC Minutes. There has not been a formal agenda item to Council on a scheduled program of building maintenance and the Shire will address that. Some building maintenance items have been carried out – the Fire extinguishers, gutter cleaning of various buildings and Other building maintenance activities such as pest / insect eradication. Some outstanding items (e.g. water filter servicing) and the roller door mentioned by the member for Coondle Nunile and access for that BFB and still to be completed. DFES funding mostly absorbed by vehicles and we are doing as much as we can in relation to other matters in terms of building maintenance.

I am looking at a long-term schedule of preventative building maintenance to bring to a future meeting of Council.

BFB Consumables and the Cool Room (P Brennan)

I noted from the Minutes of the 2 August BFAC that BFB consumables and the Cool Room would be returned to the end bay of the depot vehicle shed. I note from recent visits there to refuel trucks, that the consumables have been returned; however, I noticed the Cool Room trailer is not plugged in and ready for immediate use. I need to point out that the Cool Room trailer is an integral part of ensuring welfare to fire crews on the fire ground and that it provides more than just cool drinks. It also provides a toilet facility and additional welfare in the form of food and equipment for 'graveyard shifts'. I have raised this issue with the CESM and have been informed that there is a capacity issue with the current power circuit, for which an upgrade is required. The CESM has indicated internal discussions had been had; however, he could not provide advice for when this will be rectified.

Given we are now receiving callouts on some very hot days with dangerous conditions I would like some assurance as to when this issue will be rectified.

*Response to be provided by the Executive Manager Infrastructure, Assets & Services
That power connection is to be carried out on 8 Nov 23. Quotation and appointment of electrician carried out.*

Chainsaw Training Course Funding (P Brennan)

At the 08 February BFAC the issue of responsibility of funding chainsaw training courses was raised. Notes in the Action Items from the 03 May BFAC indicate no financial implications and that the Shire could proceed with providing such training. I am unaware of any further progress on this matter.

*Response to be provided by the Executive Manager Infrastructure, Assets & Services
This was also raised a few meetings ago. We will act post fire season at this stage as training efforts have been placed into other priorities so this will be looked at in due course. This is to be added to the Action List.*

Depot Water Tanks (P Brennan)

I also noted in the 02 August BFAC Minutes that the depot water tanks would be connected and available for use this fire season. It is understood that the tanks are not connected to a supply and that recent information from the CESM to Brigades is that the tank water storage is now low which may shortly require trucks to refill from other sources in the shire. When this issue first surfaced in January (where crews were denied water), it was communicated that this would be rectified prior to winter 2023.

In raising this issue with the CESM I am advised that internal discussions continue however, he was unable to provide advice as to when this will be rectified. Could we please be provided with an update and timeframe for resolution.

*Response to be provided by the Executive Manager Infrastructure, Assets & Services
I am working on a solution at present. The materials and valve items should arrive at the Operations Centre at the end of this month. The field work is no more than 3 days and the connection should be completed at the end of this month or early next month.*

Preventative Building Maintenance

At the 08 February BFAC the Coondle-Nunile representative raised preventative building maintenance at fire stations as an issue. I note that items related to this issue continued to

exist in the action items of the 03 May and 02 August BFAC's. While this item has limited bearing on my brigade, due to being housed in a DFES maintained facility, I note this appears to still be an unresolved issue for other brigades.

Response to be provided by the Executive Manager Infrastructure, Assets & Services

As per the response to the first item.

Wash Bay Availability (L Hayward)

Given this is the last meeting for the year, can we have an assurance that no vehicles will be parked in the truck wash bay because we take our fire trucks into the wash bay

Response to be provided by the Executive Manager Infrastructure, Assets & Services

As I understand it from the people at the Operations Centre, we close down for two weeks over Christmas and will make sure that occurs.

3 BUSINESS LEFT OVER FROM PREVIOUS MEETING

NIL.

4 OFFICER REPORTS

NIL.

5 OTHER BUSINESS / NEW BUSINESS OF AN URGENT NATURE**5.1 RISK MANAGEMENT**

NIL

5.2 PRESENTATIONS OR EVENTS

NIL

5.3 INCIDENT/EXERCISE REPORTS

CESM spoke about a Bindoon Desktop exercise he attended that was a follow up after an incident at the range.

PROJECTS AND GRANT FUNDING**5.4**

NIL.

STRATEGIC REVIEW / PLANNING**5.5**

NIL.

ROUNDTABLE DISCUSSION AND AGENCY UPDATES**5.6****5.6.1 COONDLE NUNILE VBFB ROUNDTABLE**

S Tunncliffe provided a roundtable update as follows:

- Since the August meeting, three new members have now completed their foundation training, all three have committed to rosters for this season, we will look after them as they find their feet on the fire grounds
- In addition, we have three new members recently sign up for active firefighter roles who start their basic training this month, plus two more have joined in auxiliary roles to help out around the station..
- Brigade training sessions have been well attended by both new and experienced members; this is encouraging as we move into the coming summer months.

5.6.2 JULIMAR BRIGADE UPDATE

C Murcott provided an update as follows:

- 2 new members signed up (Julimar)

- Training underway and schedule being arranged.
- Planning upskill and mentor firefighters this season. .

5.6.3 CBFCO UPDATE

C Stewart provided an update as follows:

- Due to forecast standby machinery and already at this stage. .
- Reflects this season may provide challenges.
- Air support brought on line early. .
- 12:2 back on line
- Thank you to the 12:2 brigade.
- New Bejoording 4:4 excellent appliance.
- Make up water from some stations. Hydrant at Anzac Memorial. Safely take water from this location.
- River reserve comments about fires deliberately lit, reported to WAPOL
- Mini-rail accessing is very difficult. Corridor and vegetation clearing is required to allow a fire truck to get through that area. EA will liaise with CESM about a notice to be included into their license for the miniature rail

5.6.3 DEPUTY CBFCO UPDATE

N Griggs provided an update as follows:

- Gave thanks to those who attended a recent incident;
- Advice to the filling water at Hydrants or the standpipes;
- Bejoording 4:4 some issues being experienced. CESM to update on CAD and check other systems.

5.6.4 Toodyay Central VBFB

P Brennan provided an update as follows:

- The Toodyay 12.2 has been modified with a drafting capability and is now back in station.
- 12.2 drafting training will take place on Sunday 12 Nov at Central commencing 0830
- My sincere thanks to the Shire for the support in obtaining new PPE lockers for the Brigade, this assists greatly with mitigating a WH&S issue.

- Many thanks also to CESM and trainers for the extra courses run leading up to this summer season.

5.6.5 UPDATE ABOUT BEJOORDING

Cr M McKeown commented that the Bejoording 4:4 opened in November.

5.6.6 CESM update

R Koch provided an update as follows:

- Bejoording 4.4 – Has arrived and operational. We are awaiting a response from the Minister's office regarding handover, at which point we can promote and publicise.
- Toodyay 12.2 – Has returned from its refit. Drafting capability is approx. 1600ltrs/min, which provides new opportunities in how it is deployed. Proving training has been conducted and further training will be rolled out to more operators, commencing Nov 12.
- Morangup Collocated Emergency Facility now has a water filter thanks to LGGS grant for BFS/SES.
- Toodyay Central now has PPE cabinets to address diesel particulate matter management on station.
- Coondle and Julimar stations have had a range of internal and external line marking complete. Additional signage for Coondle to follow (inc. missing fire station sign on Bindi-Bindi Road, north of station).
- Upgrades of Fire Emergency Water at Coondle is progressing. This includes bore and training hydrant. Expecting late this month/early next month.
- Investigative works for upgrade of Red Brook circle overhead standpipe upgrade to standard bottom fill setup has been completed. Work will likely be a little more involved than first thought. Leasing with Regal Hills Water Supply group on this project.
- Grant application lodged with Chalice on behalf of Julimar Bushfire Brigade for waterpoint hardstand and driveway crossover. Should hear outcome this month.
- Fire Emergency Water Tank Levels – Have been checked – Working with Brigades for assistance to offset budget is delivering aforementioned upgrades.
- Final Foundation training of the year coming up this weekend and then a fortnight following. Should get 4-5 new members through.

- Thank you to all members who have attended training this off season, and an even bigger thanks to our volunteer training assessors of which we now have seven to share the load.
- Have had contact with Arc Infrastructure regarding rail line maintenance. Grading done. Slashing to follow soon.

ON BEHALF J CORRIGAN A/DO AVON (DFES)

- Regions now in High Treat Period
- 2x SEATS (Air Tractors) will be based in Cunderdin for a period from Nov 8 following the grain harvest south.
- Region will continue to request Helitac on standby at Northam for peak fire weather condition events.
- Region will liaise with effected LGs of peak fire weather condition events regarding preparedness.
- Key message - LGs requested to ask for resource and assistance as early as possible via RDC.

5.6.7 RMO UPDATE

G Warburton provided an update as follows:

- MAF: work for this program finished. Highly successful. Timing good.
- Contractor followed up with slashing.
- NON-MAF Sites working to mitigate those sites, coming out of the Shire's budget.
- UCL along river. Disappointed in the extent of it. DFES unable to do their usual amount of work. Boyagerring area light on. Town side of river good but other side not so.
- Few complaints received from local residents who walk regularly along Murray Walkway.
- Quiet permit season
- Signage changed to prohibitive season and denotes FB inspections

6 CONFIRMATION OF NEXT MEETING

The next meeting of the Bushfire Advisory Committee Meeting is subject to a Council decision.

7 CLOSURE OF MEETING

The Chairperson closed the meeting at 7.00pm.



ATTACHMENTS MINUTES

Bushfire Advisory Committee Meeting

Wednesday, 1 November 2023

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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
02/08/2023	Appointment Of Fire Control officers	<p>That the Bushfire Advisory Committee recommends to Council the following:</p> <p>Appointment of (to Position)</p> <ol style="list-style-type: none"> 1. C Stewart (Chief Bush Fire Control Officer) 2. N Griggs(Deputy Chief Bush Fire Control Officer 1) 3. R Koch(Deputy Chief Bush Fire Control Officer 2) 4. G Forsyth(Bush Fire Control Officer) 5. C Wroth(Bush Fire Control Officer) 6. J Venn(Bush Fire Control Officer) 7. I MacGregor(Bush Fire Control Officer) 8. R Scobie(Bush Fire Control Officer) 8. The following Shire Officers as Bush Fire Control Officers: <ol style="list-style-type: none"> a) Robert Koch – Community 	ASAP	CESM	Completed 23 August 2023	Council Resolution: OCM190/08/23

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
		Emergency Services Manager b) Ebony Francis - Emergency Management Officer b) Greg Warburton - Reserves Management Officer c) Leon Couper - Ranger d) Wade MacMillan – Ranger				



BFAC Committee Member Reporting form

Reporting Details

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

Date of Committee Meeting: _____

Item Name / Subject / Title / Purpose: _____

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

The background information is below: ** If you require more room, include the text in the email when you send this form back to the Shire.*

Proposed recommendation required? Yes No *If yes, write 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



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MEMORANDUM



MEMO TO: Committee Members
FROM: Suzie Haslehurst - CEO
DATE: 27 October 2023
OUR REF: SH:MR
FILE NO: FIR3/OAM65508
SUBJECT: BFAC Membership appointments

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Dear Members

At the October 2023 Council Meeting, Council resolved the following:

Appointment of Members (Resolution No: OCM247/10/23)

That Council:

1. Appoints the following Members to the Bush Fire Advisory Committee:
 - (a) Cr Michael McKeown
 - (b) Cr John Prater
 - (c) Captain (or their representative) Toodyay SES Brigade.
 - (d) Emergency Management Officer
2. Appoints the following Deputy Elected Members to the Bush Fire Advisory Committee:
 - (e) Cr Steven McCormick
 - (f) Cr Shelly Dival
3. Appoints the following Representatives (non-voting) to the Bush Fire Advisory Committee:
 - (g) Department of Biodiversity Conservation and Attractions

If you have any queries in relation to the above please contact me.

Yours sincerely

Suzie Haslehurst
Chief Executive Officer