



Bushfire Advisory Committee Meeting

1 November 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 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.

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

OFFICER'S RECOMMENDATION 2: DECLARATION 2 – BFAC DEPUTY PRESIDING MEMBER
 That the Bushfire Advisory Committee elects Cr _____ as Deputy Presiding Member.

1.2 ANNOUNCEMENT OF VISITORS

1.3 RECORD OF ATTENDANCE AND APOLOGIES

1.4 DISCLOSURE OF INTEREST

2 MINUTES AND ADDITIONAL INFORMATION

2.1 CONFIRMATION OF MINUTES

Minutes of Meeting held on 2 August 2023

OFFICER'S RECOMMENDATION

That the Unconfirmed Minutes of the Bushfire Advisory Committee Meeting held on 2 August 2023 be confirmed.

2.2 REVIEW OF STATUS REPORT

2.2.1 Confirmation of Minutes and Status Report

Attachments:	<ol style="list-style-type: none"> 1. Extract of August 2023 BFAC Meeting Minutes; and ↓ 2. Current Status Report; and ↓ 3. Committee Member Reporting Form. ↓
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The extract of the BFAC Minutes from August 2023 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 MINUTES**2 AUGUST 2023****1 DECLARATION OF OPENING**

Cr M McKeown, Chairperson, declared the meeting open at 6.00pm.

1.1 ANNOUNCEMENT OF VISITORS

Nil

1.2 RECORD OF ATTENDANCE AND APOLOGIESMembers

Mr R Koch	Deputy 2 CBFCO / CESM
Mr H de Vos	Acting CEO/Executive Manager Development and Regulation
Cr M McKeown	Councillor (Chair)
Mr C Stewart	Chief Bush Fire Control Officer
Mr N Griggs	Deputy 1 CBFCO
Mr L Hayward	Bejoording Brigade Representative
Ms S Anderson	Coondle-Nunile Brigade Representative
Mr S Gamble	Toodyay SES Representative / Morangup BFB representative
Mr P Brennan	Toodyay Central Bush Fire Brigade Rep
Mr G Warburton	Reserves Management Officer

Staff

Mrs M Rebane Executive Assistant

Visitors

Nil

Apologies

Mr S Tunnicliffe	Coondle-Nunile Brigade Representative
Ms S Haslehurst	Chief Executive Officer
Wade Robinson	Julimar
E Francis	Emergency Services Officer

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 AUGUST 2023

2 MINUTES AND ADDITIONAL INFORMATION

2.1 CONFIRMATION OF MINUTES

Minutes of Meeting held on 3 May 2023

OFFICER'S BFAC009/08/23	RECOMMENDATION/BFAC	RESOLUTION	NO.
MOVED	Mr R Koch		
SECONDED	Mr S Gamble		
That the Unconfirmed Minutes of the Bushfire Advisory Committee Meeting held on 3 May 2023 be confirmed subject to amendments as follows:			
<ul style="list-style-type: none"> At the fourth dot point of Item 5.6.7 – the update from the Toodyay Central BFB reword the point to read: <i>“United Arab Emirates donated 12:2 appliance to Australia and it is being used by Central Brigade.”</i> 			
MOTION CARRIED 9/0			

2.2 REVIEW OF STATUS REPORT

2.2.1 Update of Status Report

Attachments:	1. Updated Status Report.
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The BFAC Status report was reviewed and updated.

2.3 INWARD/OUTWARD CORRESPONDENCE

CESM advised nothing significant had been received.

CESM updated the BFAC on the following:

- LGGS funding application;
- Bejoording Fire Station Project;
- Second appliance for Bejoording not granted; and
- Non-slip vinyl procurement.

BUSHFIRE ADVISORY COMMITTEE MEETING MINUTES

2 AUGUST 2023

3 BUSINESS LEFT OVER FROM PREVIOUS MEETING

3.1	FIRE BREAK TRIAGE INSPECTION ANALYSIS
<p>CESM tabled a graph at 6.08pm that had been provided at the May 2023 meeting in regard to fire break triage inspection analysis.</p> <p>Clarification was sought.</p> <p><u>Points raised as follows:</u></p> <ul style="list-style-type: none"> • Fire events attended by the brigades last year - discovered the properties were not compliant with their firebreaks. It was confirmed that Rangers do issue fines / penalty notices to address these situations. • Triage method may be missing properties that do not have a "street frontage". • Will this dataset continue informally and appears to be less than 10%.? Collection of data over time may be more significant. • Triage method identifies a non-compliant property from the road. • Asset protection zones and firebreaks around structures. Promotion or education possibilities. 	
Attachments	
1	Fire break triage inspection analysis graph

BUSHFIRE ADVISORY COMMITTEE MEETING MINUTES

2 AUGUST 2023

4 OFFICER REPORTS

4.1 2023/2024 Bush Fire Control Officer Appointments

Date of Report:	23 June 2023
Applicant or Proponent:	R Koch – Community Emergency Services Manager
File Reference:	FIR25
Author:	R Koch – Community Emergency Services Manager
Responsible Officer:	S Haslehurst – Chief Executive Officer
Previously Before Council:	Resolution 173/08/22 – Appointments 22/23 Resolution 172/08/21 – Appointments 21/22
Author’s Disclosure of Interest:	Nil
Council’s Role in the matter:	Executive
Attachments:	Nil

PURPOSE OF THE REPORT

To consider the nominations for the roles of Bush Fire Control Officers and make recommendations to Council for Bush Fire Control Officers and appointment of Chief Bush Fire Control Officer and Deputy Chief Bush Fire Control Officer(s) pursuant to Section 38(1) of the *Bushfires Act 1954*.

BACKGROUND

As per items 11.4 and 11.5 of the Shire of Toodyay Bush Fire Operating Procedures (the Operating Procedures), a process for nomination, recommendation and resolution to appoint Bush Fire Control Officers is conducted annually.

As per item 11.5.1 (a-f) the Shire of Toodyay compiled a report on Bush Fire Control Officer nominations received and circulated to the membership via email on 19 July 2022.

Items 11.5.2 and 11.5.3 of the Operating Procedures, now require a recommendation to Council regarding the appointment of Bush Fire Control Officers from this meeting of the Bush Fire Advisory Committee, in line with the procedure of the aforementioned items in the procedures document.

COMMENTS AND DETAILS

Seven applications for the role of Bush Fire Control Officer have been received. These have been provided as a Confidential Attachment. Given the Operating Procedures provide for eleven appointment and only seven nominations have been received, the BFAC may wish to consider whether additional nominations are required.

BUSHFIRE ADVISORY COMMITTEE MEETING MINUTES**2 AUGUST 2023****IMPLICATIONS TO CONSIDER****Consultative:**

Nil.

Strategic:

Bushfire management is an outcome that the Council has identified to meet the aspirations for Toodyay as a liveable and thriving Shire in the Toodyay 2023 Strategic Community Plan. The focus of the outcome is to increase the number of registered volunteers for the Bush Fire Brigades. Provision of effective leadership and incident control personnel for bushfire events is a key component of effective management of volunteers.

Policy related:

The excerpt below is from section 11.3 of the *Shire of Toodyay Bush Fire Operating Procedures* Administration Manual which denotes the role, duties, responsibilities and qualifications of a Bush Fire Control Officer as follows:

---Begin Excerpt---

11.3 Bush Fire Control Officer**Role**

A Bush Fire Control Officer is a delegated representative of the Local Government responsible for the administration of provisions within the *Bush Fires Act 1954*. The position is required to perform active operational duties in relation to both firefighting and fire prevention strategies within the local community.

A Bush Fire Control Officer must be able to demonstrate experience in wild fire behaviour, AIIMS and knowledge of the area. The person in this position must be able to interpret provisions of the Bush Fires Act 1954 and the Bush Fires Regulations 1954 and be confident with communication skills.

This position reports to the Chief Bush Fire Control Officer on all matters pertinent to bush fire management.

A Bush Fire Control Officer may hold jointly the position of Brigade Captain.

Duties and Responsibilities

Duties and responsibilities of the Bush Fire Control Officer include:

- 11.3.1 Authorise permits for hazard reduction burns within the Shire of Toodyay in accordance with the Bush Fires Act 1954 and Environmental Act as and when directed by the CEO;
- 11.3.2 Identify and conduct risk assessments of fire hazards within the Shire of Toodyay;
- 11.3.3 Perform duties prescribed by the Bush Fires Act 1954 and authorised by Local Government;
- 11.3.4 Maintain a personal log book to include a record of events and decisions during an incident;
- 11.3.5 Take control, command and manage resources during wildfire or hazard reduction burns within the Brigade area they are appointed;
- 11.3.6 To take control of firefighting operations at a wildfire outside their Brigade area where no other Fire Control Officer is present;

BUSHFIRE ADVISORY COMMITTEE MEETING MINUTES**2 AUGUST 2023**

- 11.3.7 Demonstrate Positive leadership and mentor Captains and Brigade members;
- 11.3.8 Provide advice to the CBFCO and CESM as to when harvest bans and or movement of vehicle bans should be applied.

Criteria of Bush Fire Control Officer -

- Firefighting experience of 8 years;
- Knowledge of managing a volunteer organisation;
- Knowledge of all Fire Response Plans in the Shire of Toodyay;
- Knowledge of the Bush Fires Act 1954;
- Ability to attend further fire and emergency management training;
- Effective Interpersonal Skills;
- Good Written and Verbal Communication Skills;
- Leadership Skills;
- Management Skills;
- Experience in managing operations;
- Ability to perform under stressful conditions.

Qualifications of Bush Fire Control Officer –

Following courses completed:

- Bush Fire Safety Awareness;
- Firefighting Skills;
- Crew Leader 2020;
- Advanced Bush Fire Firefighting 2020;
- Structural Fire Fighting;
- Sector Commander;
- Fire Control Officer;
- AIIMS 2017;
- Incident Controller Level 1;
- AIIMS awareness;
- Ground Controller;
- Machine Supervision.

If a member has not done a course they must endeavour to complete the next available course and in this situation the appointment will be at the discretion of the CBFCO and/or CEO.

---End Excerpt---

BUSHFIRE ADVISORY COMMITTEE MEETING MINUTES**2 AUGUST 2023**

Additionally, the process for BFAC to make a recommendation is also specified in the *Shire of Toodyay Bush Fire Operating Procedures*. The excerpt below is from section 11.5 outline the procedure to be followed.

---Begin Excerpt---

11.5 Recommendation of Nominations (to Council)

- 11.5.1 <intentionally omitted>
- 11.5.2 At each August BFAC, the committee will consider the report (11.5.1) and each member present will participate in a survey in the following manner to assist the committee in drafting a recommendation to Council:
 - a) By indicating which candidate(s) (zero or more) they endorse on the provided candidate survey form.
 - b) Candidates receiving endorsement on an absolute majority of survey responses returned shall be disclosed to the committee in descending order based on the number of survey endorsements received up to a maximum of 11 candidates.
 - c) In the case of a tie where the 12th or subsequent candidates share the same number of survey endorsements as the 11th placed candidate, process 11.5.3(d) and if required (e) shall be followed to determine the 11th candidate.
- 11.5.3 At each August BFAC, the committee will consider the report (11.5.1), and the results of the survey (11.5.2) and each member will participate in the following manner to assist the committee in drafting a CBFCO recommendation to Council:
 - a) Nominations for CBFCO will be called from the BFAC membership. Nominations may come from either:
 - i. candidates recommended in 11.5.2, or;
 - ii. a member of staff who has been appointed an FCO as part of their employment duties under council delegated authority to the CEO.
 - b) Nominees must have expressed their acceptance of the nomination by:
 - i. In writing along with their FCO nomination; or;
 - ii. In person as a member or guest at the August BFAC.
 - c) Where there are more than two accepted nominations, each member present will participate in a survey of the nominees. The membership will be advised of the survey results in descending order based on the number of survey endorsements to assist the committee in drafting a recommendation to Council.
 - d) In the case of a tie, the tied candidates shall become the subject of a subsequent survey, and so on until a result.
 - e) In the case process (d) results in a tie of two candidates the BFAC chair shall have the casting survey response.

BUSHFIRE ADVISORY COMMITTEE MEETING MINUTES**2 AUGUST 2023**

- 11.5.4 At each August BFAC, the committee will consider the report (11.5.1), and the results of the survey (11.5.2) and each member will participate in the following manner to assist the committee in drafting DCBFCO recommendation(s) to Council:
- a) The process followed shall be the same as 11.5.3, substituting the term CBFCO for DCBFCO.
 - b) The process may be repeated to appoint desired number of DCBFCOs by ascending number designation.
 - c) Candidates previously recommended to the CBFCO or a DCBFCO role shall be ineligible to be nominated.
- 11.5.5 The drafted recommendation(s) resulting from 11.5.2, 11.5.3 and 11.5.4 shall be moved/voted on by the committee membership present as per normal committee procedures.

---End Excerpt---

Financial:

Nil

Legal and Statutory:

Local Governments appoint Bushfire Control Officers under Sections 38 and 38A of the *Bushfires Act 1954* and the duties of Bush Fire Control Officers are set out in the legislation. The Shire must appoint, at a minimum, a Chief and Deputy Chief Bush Fire Control Officer.

Risk related:

FCOs are provided powers under Section 39 of the *Bush Fires Act 1954*. While the appointment of FCOs aim to reduce risk to the community by providing leadership in control of bush fire incidents, having an untrained or under-skilled FCOs increases the potential exposure to the following risks:

- *Reputational Risk – There is a potential reputational risk to the Shire should review of a major incident expose unacceptable levels of training/skill or oversight in the appointment of FCOs.*
Likelihood: Rare
Consequence: Major
Analysis Risk: Medium
- *Social/Economic/Environmental Risk – There is the potential for social, economic and environmental impact of incidents, where life, or property or other significant assets are lost due to unacceptable levels of training/skill or oversight in the appointment of FCOs.*
Likelihood: Rare
Consequence: Extreme
Analysis Risk: High

In response to this risk, Council moved to adopt the Volunteer Bush Fire Brigade – Bush Fire Operating Procedures as Council's Interim Policy on 24 June 2014 (with most recent amendments adopted 27 July 2023) which sets out the qualities and qualifications of a FCO.

BUSHFIRE ADVISORY COMMITTEE MEETING MINUTES**2 AUGUST 2023****Workforce related:**

Shire Staff FCOs – The Shire also requires a number of staff members to be appointed FCOs to perform the function of their employment. As these appointments relate to the management of Shire Staff, Delegation to the CEO exists under the Shire's delegation register (Item ES8) in relation to Section 38 "Local government may appoint bush fire control officers" of the *Bush Fires Act 1954*.

Historically this includes the individuals holding the following positions:

1. Community Emergency Services Manager (CESM)
2. Emergency Management Officer (EMO)
3. Reserves Management Officer (RMO)
4. Ranger 1
5. Ranger 2

The Shire of Toodyay has a Memorandum of Understanding (MOU) with the Department of Fire and Emergency Services (DFES) that the person employed in the CESM role will be appointed an FCO for the Shire of Toodyay. This requirement extends to any staff member who is appointed to act in the role when the incumbent is on a period of leave.

These details have been provided in this report to provide BFAC the CEO's intent and full visibility of appointments to be advertised to meet the requirements of the *Bush Fires Act 1954*, and therefore feature in the officer's recommendation below.

VOTING REQUIREMENTS

Simple Majority

Note:

The CESM provided an overview of the report and explained the process.

Nomination forms tabled at 6.23pm by the CESM.

Chief Bush Fire Control Officer (CBFCO)

N Griggs nominated Craig Stewart as the CBFCO

C Stewart accepted 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)

C Stewart nominated N Griggs as DBFCO1.

N Griggs accepted the nomination.

S Anderson nominated R Koch as DBFCO2.

R Koch accepted the nomination.

The Presiding Member declared that as there were no further nominations that N Griggs will be the Shire's Deputy Bush Fire Control Officer No 1 and R Koch would be the Shire's Deputy Bush Fire Control Officer No 2

BUSHFIRE ADVISORY COMMITTEE MEETING MINUTES**2 AUGUST 2023****OFFICER'S RECOMMENDATION/BFAC RESOLUTION NO. BFAC010/08/23****MOVED** Mr R Koch**SECONDED** Mr N Griggs

That the Bushfire Advisory Committee recommends to Council the following:

Appointment of (to Position)

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

MOTION CARRIED 9/0

2.3 INWARD/OUTWARD CORRESPONDENCE

Nil.

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

5.2 PRESENTATIONS OR EVENTS

5.3 INCIDENT/EXERCISE REPORTS

5.4 PROJECTS AND GRANT FUNDING

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6 CONFIRMATION OF NEXT MEETING

7 CLOSURE OF MEETING