

Bush Fire Advisory Committee

MINUTES

Section 67 of the Bush Fires Act 1954

Tuesday 1 August 2017

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.

Members as per Council Resolution

Cr B Rayner, Council Member
Cr E Twine, Council Member
Cr R Welburn, Council Member
Cr T Chitty, Deputy Member
Cr P Greenway, Deputy Member
Chief Bush Fire Control Officer
Deputy Bush Fire Control Officer (DBFCO) 1
Deputy Bush Fire Control Officer (DBFCO) 2
Bejoording Brigade Representative
Morangup Brigade Representative
Coondle-Nunile Representative
Julimar Brigade Representative
Toodyay Volunteer Fire & Rescue Representative
Toodyay Central Bush Fire Brigade Representative
Fire Control Officer Representative
Chief Executive Officer Shire of Toodyay
Community Emergency Services Manager
Department of Parks & Wildlife Representative
Department of Fire & Emergency Services (DFES) Representative

MINUTES OF BUSH FIRE ADVISORY COMMITTEE MEETING
HELD IN SHIRE OF TOODYAY COUNCIL CHAMBERS ON 1 AUGUST 2017

Distribution

These minutes of meeting were approved for distribution on 9 August 2017.



Stan Scott
CHIEF EXECUTIVE OFFICER

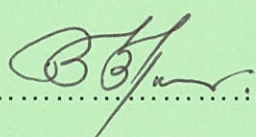
Please Note: These Minutes will remain "Unconfirmed" until the next Bush Fire Advisory Committee Meeting, where the Minutes will be tabled and confirmed subject to any amendments made by the Committee.

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.

Confirmation

These minutes of meeting were confirmed at a meeting held on 7TH November 2017

Signed: 

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

Information about this Committee is located on the website at
<http://www.toodyay.wa.gov.au/Council/Council-Meetings/Council-Committees/Bush-Fire-Advisory-Committee>

Minutes can be found on the website at <http://www.toodyay.wa.gov.au/Council/Council-Meetings/Agendas-Minutes-and-Notes>

CONTENTS

1.	OPENING PROCEDURES.....	1
1.1	Announcement of Visitors	1
1.2	Record of Attendance and Apologies	1
2.	TABLING OF MINUTES AND STATUS REPORT.....	2
2.1	Minutes of Meeting held on 2 May 2017	2
2.2	Matters arising from previous minutes	2
2.2.1	Progress – New Fire Break Order	2
2.3	Review of the BFAC Status Report	2
3.	PRESENTATIONS OR EVENTS	2
3.1	Presentation of reports, people coming, topics, et cetera	2
3.2	Report on events that took place perhaps	2
4.	REPORTS FROM SHIRE OFFICERS.....	2
4.1	Report(s) from CESM	2
4.1.1	FCO Appointment.....	3
4.1.2	Regional Bushfire Exercise – 28 October 2017	5
4.2	Report(s) from CEO.....	5
5.	BRIGADE UPDATES AND REPORTS.....	5
5.1	Roundtable discussion.....	5
5.1.1	Fire Break Order.....	5
5.2	Other Reports (if applicable).....	6
5.2.1	Bejoording	6
5.2.2	Toodyay Fire and Rescue Service.....	6
5.2.3	DFES	6
5.2.4	CBFCO.....	6
5.2.5	Julimar BFB	6
5.2.6	DPAW	6
5.2.7	RMO (Staff)	6
5.2.8	Cr Twine.....	6
6.	CONFIRMATION OF NEXT MEETING.....	6
7.	CLOSURE OF MEETING.....	6

Shire of Toodyay

MINUTES

1. OPENING PROCEDURES

Cr Rayner 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 Member
Cr E Twine	Council Member
Mr C Stewart	Chief Bush Fire Control Officer
Mr R Hunter	Deputy Bush Fire Control Officer (DBFCO) 1
Mr R Koch	Deputy Bush Fire Control Officer (DBFCO) 2
Mr B Grey	Bejoording Brigade Representative
Mr S Gamble	Morangup Brigade Representative
Mr C Stevens	Coondle-Nunile Representative
Mr S Holding	Julimar Brigade Representative
Mr P Brennan	Toodyay Central Bush Fire Brigade Representative
Mr I McGregor	Toodyay Volunteer Fire & Rescue Representative
Mr R Koch	Community Emergency Services Manager
Mr M Pasotti	Department of Parks & Wildlife
Mr T Bendtsen	Department of Fire & Emergency Services (DFES)

Staff

Mr G Warburton	Reserves Management Officer
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Apologies

Mr W Robson	Julimar Brigade Representative
Mr M McKeown	Toodyay Central Bush Fire Brigade Representative
Mr S Scott	Chief Executive Officer Shire of Toodyay
Mr C Wroth	Fire Control Officer Representative

Members of the Public

Nil

2. TABLING OF MINUTES AND STATUS REPORT

2.1 Minutes of Meeting held on 2 May 2017

OFFICER'S RECOMMENDATION/BFAC RESOLUTION NO 03/08/17

MOVED B Grey

SECONDED I McGregor

That the Unconfirmed Minutes of the Bush Fire Advisory Committee Meeting held on 2 May 2017 be confirmed.

MOTION CARRIED

2.2 Matters arising from previous minutes

2.2.1 Progress – New Fire Break Order

Endorsed by Council at May 2017 Ordinary Council Meeting.
Notices to go out with Rate Notice.

2.3 Review of the BFAC Status Report

The Status Report was received and the only comment was about the Firebreak order to Council being complete.

3. PRESENTATIONS OR EVENTS

3.1 Presentation of reports, people coming, topics, et cetera

Nil

3.2 Report on events that took place perhaps

Nil

4. REPORTS FROM SHIRE OFFICERS

4.1 Report(s) from CESM

The CESM provided a verbal report as follows:

- New Firebreak Order adopted by Council in May 2017 and to be going out with the Rates Notices;
- New Ranger (Chris Sumners) – Ranger 3 has joined the Shire;
- All BFB AGM's are now complete – PPE Changes Complete;
- Registration of Farm Firefighting vehicles – Feedback to DFES in regards to recommendation 9 of the Waroona Special Enquiry – advised to retain current Vehicle Identifier Sticker Scheme;
- Stan attended the recent Bush Fire Summit;
- Bush Fire Risk Mitigation Resourcing: Pending State Government budget approval the Shire of Toodyay to revive four days per fortnight Bush Fire Risk Mitigation Officer Resource;
- Royalties for Regions Funding: Volunteer Fuel Card – Watering WA – on hold until State Government Budget;

MINUTES OF BUSH FIRE ADVISORY COMMITTEE MEETING
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- Water Supply being developed at Depot – Brigades to be advised once complete;
- CCP _ Julimar 2.4 done, Morangup 2.4 and central 4.4 currently receiving upgrades in Perth;
- Appliance Servicing is underway which will include upgrades to most vehicles;
- Membership Review – Captains will be provided membership information and asked to review;
- Brigades reminded that last introductory training courses will be held late October / early November – no further opportunities prior to the end of the fire season; and
- The Shire is updating Fire Information Pages on the Shire's website which will include a volunteer expression of interest SMS Service. Further promotion will leverage this.

4.1.1 FCO Appointment

Cr Rayner declared an interest in this matter as he was made aware by the CESM prior to the BFAC meeting that the recommendation to the Committee included his nomination as a Fire Control Officer.

He departed the Council Chambers at 6.20pm whilst the matter was being heard. R Koch assumed the Chair.

Date of Report:	25 July 2017
File Reference:	FIR3
Author:	R Koch – CESM
Responsible Officer:	S Scott – CEO
Attachment	Confidential report provided separately.

PURPOSE

To consider recommendations for FCO Appointment for 2017/2018.

BACKGROUND

The Committee nominates individuals and make recommendations to Council for the positions of CBFCO, DCBFCOs and other relevant Fire Control Officer positions.

OFFICER COMMENT

Consideration of this matter is to be behind closed doors. The Chairperson requested a motion be moved in accordance with Standing Order 5.2 (2) that the meeting be closed to the public.

MOTION/ BFAC RESOLUTION NO 04/08/17

MOVED C Stewart

SECONDED P Brennan

That the Committee move behind closed doors in accordance with Standing Order 5.2(2) order for confidential business to be discussed.

MOTION CARRIED

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The meeting was closed to the public in accordance with Section 5.23(2) (b), 2 (e)(i) and (f) (iii) of the *Local Government Act 1995*.

The Council Chambers were closed at 6.25pm.

MOTION/ BFAC RESOLUTION NO 05/08/17

MOVED C Stewart **SECONDED** P Brennan

The Bush Fire Advisory Committee recommends to Council appointments as follows:

Appointment of:	to Position:
Craig Stewart	Chief Bush Fire Control Officer (CBFCO)
Rowan Hunter	Deputy Bush Fire Control Officer 1
Robert Koch	Deputy Bush Fire Control Officer 2
Brian Wood	Fire Control Officer
Garry Forsyth	Fire Control Officer
Jay Wakka	Fire Control Officer
Charles Wroth	Fire Control Officer
Jens-Dieter Bartels	Fire Control Officer
Kim Maddrell	Fire Control Officer
Lawrence Haywood	Fire Control Officer
Ian MacGregor	Fire Control Officer
John Hansen	Fire Control Officer
Brian Rayner	Fire Control Officer

MOTION CARRIED UNANIMOUSLY

MOTION/BFAC RESOLUTION NO 06/08/17

MOVED C Stewart

SECONDED P Brennan

That the meeting move from behind closed doors.

MOTION CARRIED

The Council Chambers were re-opened at 6.35pm.

There was no public gallery.

Cr Rayner returned to Council Chambers at 6.36pm.

R Koch read Resolution No. 05/08/17 aloud for the benefit of Cr Rayner.

Cr Rayner assumed the Chair.

4.1.2 Regional Bushfire Exercise – 28 October 2017

Date of Report:	25 July 2017
File Reference:	FIR3
Author:	R Koch – CESM
Responsible Officer:	S Scott – CEO
Attachments:	Nil

PURPOSE

To be made aware of Regional Bushfire Exercise on 28 October 2017.

BACKGROUND

The Department of Fire and Emergency Services in conjunction with Shires on the Avon arc will be holding a "Rural Urban Interface" (RUI) Exercise on the 28th October 2017 0900-1300hrs.

The exercise "Exercise Discus" is intended to give volunteers practical experience into the Rural Urban Interface.

OFFICER COMMENT

The Rural Urban Interface is any area in which manmade structure and the natural environment border on each other as such the area chosen is the town site of Wundowie

Bush Fire Brigades from all over the Avon region and the Volunteer Fire and Rescue Services will be involved in this exercise and it is anticipated that at least one appliance/crew from each Toodyay brigade will attend.

This is just a courtesy to provide you forward warning of the exercise and the requirement for some appliances/crews to leave the Shire briefly for this exercise.

4.2 Report(s) from CEO

Nil

5. BRIGADE UPDATES AND REPORTS

5.1 Roundtable discussion

5.1.1 Fire Break Order

Clarification sought in respect to whether the new Fire Break order replaced existing fire break variations. The response was that existing fire break variations would stand until such time as they are reviewed.

5.2 Other Reports (if applicable)

5.2.1 Bejoording

AGM held. Additional Lieutenant elected (B Rigby). New Secretary (R Hazelwood). Number of member resignations.

5.2.2 Toodyay Fire and Rescue Service

Thanked Morangup Brigade at recent house fire.

5.2.3 DFES

AVL Test procedure. Outlined UCL mitigation works in river.

5.2.4 CBFCO

Attended all AGM's. Provided feedback on Recommendation 9 of the Waroona Special Enquiry. Registration of Farm Fire Fighting Vehicles.

5.2.5 Julimar BFB

Outlined change to leadership group. W Robson replaces P Sapwell as Captain. S Holding and C Murcott elected as Lieutenants. A number of member resignations.

5.2.6 DPAW

The Department of Parks and Wildlife Service in new larger department (Biodiversity, Conservation and Attractions).

5.2.7 RMO (Staff)

Thanked DPAW for Firebreak maintenance in Coondle reserves. Advised good outcomes for mitigation burn Shire Reserve Wallaby Way. Some revegetation of old gravel it undertaken at same site.

5.2.8 Cr Twine

Raised Concern that large landholders may not be able to complete 4m high breaks for this season. CESM advised the Shire will be taking level of property preparation into account. Those who make a clear effort but fall short to be provided extra works notice which will provide more time for compliance.

6. CONFIRMATION OF NEXT MEETING

The next meeting of the Bush Fire Advisory Committee is scheduled to be held on 7 November 2017 commencing at 6.00pm.

7. CLOSURE OF MEETING

The Chairperson declared the meeting closed at 7.03pm.

Attachments to Minutes

Bushfire Advisory Committee

Tuesday 1 August 2017

CONFIRMATION OF MINUTES

5.3 Review of Bushfire Advisory Committee Status Report **1**

REPORTS OF OFFICERS

4.1.1 FCO Appointment

Note: The confidential attachment will form part of a CMI for the Committee.



STATUS REPORT Bush Fire Advisory Committee

Including Recommendations made to Council, Action List and Completed items

Recommendations made to Council					
Meeting Date	Item	Title/Description of Item	Resp. Officer	Proposed / Notes / Actions to be taken	Comment
1/8/2017	4.1	Appointment of FCO's	CESM	Recommendation made to Council	

Action List					
Meeting Date	Item	Title/Description of Item	Resp. Officer	Proposed / Notes / Actions to be taken	Comment

COMPLETED RECOMMENDATIONS THAT HAVE GONE TO COUNCIL (and ACTIONS Completed)					
Meeting Date	Item	Title/Description of Item	Resp. Officer	Status / Action / Notes	RESOLUTION NO.
2/5/17	4.1	Review of Fire Break Order	CESM	Recommendation made to Council (Below)	Completed – Res # 75/05/17



STATUS REPORT Bush Fire Advisory Committee

Including Recommendations made to Council, Action List and Completed items

COMPLETED RECOMMENDATIONS THAT HAVE GONE TO COUNCIL (and ACTIONS Completed)					
Meeting Date	Item	Title/Description of Item	Resp. Officer	Status / Action / Notes	RESOLUTION NO.
BFAC RESOLUTION NO 02/05/17 MOVED C Stewart SECONDED R Hunter The Bush Fire Advisory Committee recommends to Council the following: That Council endorses the new Firebreak Notice, to commence 1 November 2017, detailed as follows: <i>Pursuant to Section 33 of the Bush Fires Act 1954, all residents and ratepayers within the Shire of Toodyay are required to comply with the requirements set out in this notice.</i> Due Date: 1 November Annually Maintained Until: 30 April Annually NB: If you purchase land during this period you have 14 days from purchase to comply with this order. Failure to comply may result in a fines or prosecution All land less than or equal to 1 hectare 1.1 All land with an area less than 1 hectare (2.47 acres) are required to be fire hazard reduced by ensuring: - grass height does not exceed 100mm; and - no tree crowns overhang the building; and - total available fuel load is maintained at 2 tonnes per hectare or lower.					



STATUS REPORT Bush Fire Advisory Committee

Including Recommendations made to Council, Action List and Completed items

COMPLETED RECOMMENDATIONS THAT HAVE GONE TO COUNCIL (and ACTIONS Completed)					
Meeting Date	Item	Title/Description of Item	Resp. Officer	Status / Action / Notes	RESOLUTION NO.
All land greater than 1 hectare 2.1 Land up to and including 200 hectares in size shall have a fire break cleared and maintained within 10 metres of the external boundary. 2.2 Land exceeding 200 hectares in shall have fire breaks cleared and maintained as to divide the property into 200 hectare parcels of land. 2.3 A firebreak shall be cleared and maintained within 7 metres from external walls of buildings and around haystacks, solar panels and fuel storage areas. 2.4 A 20 metre wide Asset Protection Zone (low fuel area) shall be maintained from external walls of buildings and around haystacks, fuel storage areas such that: - grass height does not exceed 100mm; and - no tree crowns overhang the building; and - total available fuel load is maintained at 2 tonnes per hectare or lower. 2.5 A fire break shall be cleared and maintained immediately surrounding a stationary motor. DEFINITION: Fire break – An area cleared of all inflammable materials 3 metres horizontally (wide) and 4 metres vertically (high).					