



## **MINUTES OF MEETING**

### **Bush Fire Advisory Committee**

**2 February 2016**

## BUSH FIRE ADVISORY COMMITTEE MEETING

# MINUTES

OF MEETING HELD IN COUNCIL CHAMBERS ON 2 FEBRUARY 2016

### Distribution

These minutes of meeting were approved for distribution on 4 February 2016.



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 an addendum to these Minutes.

### Confirmation

These minutes of meeting were confirmed at a meeting held on

*2<sup>ND</sup> August 2016*

Signed:  .....

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

Information about Committee Meetings is located on the website  
<http://www.toodyay.wa.gov.au/council-committees.aspx>

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# BUSH FIRE ADVISORY COMMITTEE MEETING

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*ADDENDUM with separate index follows Item 7*

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### 1. OPENING PROCEDURES

Cr B Rayner, Chairperson, declared the meeting open at 6.00 pm.

#### 1.1 Announcement of Visitors

Nil.

#### 1.2 Record of Attendance and Apologies

##### Members

Cr B Rayner	Council Member
Cr E Twine	Council Member
Cr R Welburn	Council Member
Mr C Stewart	Chief Bush Fire Control Officer (CBFCO)
Mr R Hunter	Deputy Bush Fire Control Officer (DBFCO) 1
Mr J Venn	Morangup Brigade Representative
Mr M Middleton	Coondle-Nunile Brigade Representative
Mr P Sapwell	Julimar Brigade representative
Mr M McKeown	Toodyay Central Bush Fire Brigade representative
Mr I McGregor	Volunteer Fire and Rescue (Toodyay) representative
Mr M Bowen	Department of Fire and Emergency Services (DFES)
Mr M Pasotti	Department of Parks and Wildlife representative
Mr S Scott	Chief Executive Officer

##### Staff

Nil.

##### Apologies

Mr R Koch	Community Emergency Services Manager (CESM)
Mr B Grey	Bejoording Brigade Representative
Mr C Wroth	Fire Control Officer (FCO) Representative

##### Guests

Nil.

##### Members of the Public

C Stevens  
C Brown

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### 2. TABLING OF MINUTES AND STATUS REPORT

#### 2.1 Minutes of Meeting held on 3 November 2015

##### OFFICER'S RECOMMENDATION/MOTION

**MOVED** C Stewart

**SECONDED** R Hunter

That the Unconfirmed Minutes of the Bush Fire Advisory Committee Meeting held on 3 November 2015 be confirmed.

**MOTION CARRIED**

#### 2.2 Unconfirmed Minutes of the AGM of the Morangup Volunteer Bush Fire Brigade held on Sunday 19 April 2015

##### OFFICER'S RECOMMENDATION/MOTION

**MOVED** C Stewart

**SECONDED** Cr Rayner

That the Unconfirmed Minutes of the AGM of the Morangup Volunteer Bush Fire Brigade held at the Morangup Fire Station on Sunday 19 April 2015 be received.

**MOTION CARRIED**

#### 2.3 Matters arising from previous minutes

Nil.

#### 2.4 Review of the Status Report

Nil.

### 3. PRESENTATIONS OR EVENTS

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

Colin Brown from Department of Fire & Emergency Services (DFES) gave a presentation on the role of State Emergency Services (SES) in fire response.

- If local arrangements are in place can be activated by Fire Captain/Incident Controller;
- DFES must be advised they have been activated;
- Should have documented process in place;
- Non-local SES Units can be engaged through Regional Coordinator;
- SES only engaged in non fire-fighting support roles away from hot zones;
- Part of standard SES training is an intro to firefighting course.

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### 3.2 Report on events that took place perhaps

Nil.

## 4. REPORTS FROM SHIRE OFFICERS

### 4.1 Report(s) from CESM

#### 4.1.1 Membership of BFAC

Date:	27 January 2016
Author:	R Koch – Community Emergency Services Manager (CESM)
Attachments:	Nil.

### PURPOSE

To consider the relevance of the position of Shire Training Coordinator.

### BACKGROUND

The Shire of Toodyay (SOT) / Department of Fire & Emergency Services (DFES) have received the resignation of Heather Wearmouth as DFES Trainer, the SOT Training Coordinator, and Training Coordinator Representative on the Bush Fire Advisory Committee (BFAC).

Heather's decision to resign was, in part, due to increasing involvement in coordination of training by DFES who now provide services previously conducted by the Shire's Training Coordinator as follows:

- Scheduling of Courses\*;
- Advertising of Courses; and
- Acceptance of nomination correspondence.

*\*The scheduling of locally conducted courses will remain dependant on communication of demand from the Shire to DFES, most probably via the CESM.*

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### OFFICER'S COMMENT

In light of the above, the need for a Training Coordinator may no longer be required. If the BFAC Members conclude the same, a recommendation is required to go to Council.

#### MOTION

**MOVED** C Stewart

**SECONDED** P Sapwell

That the Bushfire Advisory Committee not appoint a replacement Training Coordinator.

**MOTION CARRIED**

#### MOTION

**MOVED** C Stewart

That the Bushfire Advisory Committee write to Heather Wearmouth thanking her for her efforts.

**MOTION CARRIED**

### 4.1.2 Operations - Debrief

Date:	27 January 2016
Author:	R Koch – Community Emergency Services Manager (CESM)
Attachments:	Nil.

#### PURPOSE

To consider whether there is a need to establish a specific procedure in relation to debriefs.

#### BACKGROUND

The CESM has received a request from a Brigade Captain and a Fire Control Officer (FCO) that consideration be given to a method of providing debriefs following incidents.

Currently, debriefs are held on an as-needs basis upon request of an organiser.



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While there does not appear to be any resistance to the notion of debriefs, there are no set guidelines on who or what circumstances trigger debrief, which may contribute to debriefs not conducted in circumstances where they should.

### OFFICER'S COMMENT

If the Committee recommends to Council that specific procedures be written in relation to debriefs, the schedule of debriefs is proposed to be limited as follows:

- Debriefs are to be conducted at a set time interval (i.e. Monthly), to overcome issues in getting attendance for ad hoc sessions at short notice;
- The running of each scheduled debrief session would be triggered by one or more request(s) to the Community Emergency Services Manager (CESM) or the Chief Bush Fire Control Officer (CBFCO) from a Brigade Captain, or FCO; and
- Once approved, confirmation of a debrief session will be sent out via email well before each debrief.

### MOTION

**MOVED** R Hunter

**SECONDED** C Stewart

That a monthly debrief be scheduled for the first Tuesday of each month during fire season and an urgent debrief may be requested by any Captain and will be arranged if agreed by the CBFCO.

**MOTION CARRIED**

# BUSH FIRE ADVISORY COMMITTEE MEETING

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### 4.2 Report(s) from CEO

CEO advised that Murray McBride had resigned as an FCO.

#### MOTION

**MOVED** C Stewart

**SECONDED** Cr Twine

That Murray McBride be given a vote of thanks from BFAC.

**MOTION CARRIED**

## 5. BRIGADE UPDATES AND REPORTS

### 5.1 Roundtable discussion

#### 5.1.1 CBFCO Report

- Toodyay brigades well represented at Waroona and Harvey;
- Discussed accident with appliance – blow-out rollover. Thankfully no serious injury;
- Noted recent suspicious fire – reminder for vigilance, report suspicious behaviour.

#### 5.1.2 Cr Twine

- Discussed recent fire in Department of Parks and Wildlife (DPAW) land. Confirmed no issues with clearing breaks with loader/dozer under authority of Fire Control Officer (FCO)/Incident Controller;
- Requested that burning be regulated via permit rather than extending prohibited period.

#### 5.1.3 M Bowen, DFES

- Thanks for assistance Waroona/Harvey;
- Thanks to Heather/Brad for many years of service to Toodyay across the region;
- Reminder to the crews:-
  - Radio in when
    - Leaving station;
    - Arrive at incident;
    - Leave incident; and
    - Arrive at station (optional).
  - If attending fire when arson may be possible try to limit disturbance to ignition point to protect evidence.

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### **5.2 Other Reports (if applicable)**

Nil.

### **6. CONFIRMATION OF NEXT MEETING**

The next meeting of the Bush Fire Advisory Committee is Tuesday 3 May 2016, commencing at 6.00 pm.

### **7. CLOSURE OF MEETING**

The Chairperson declared the meeting closed at 7.20 pm.





## **ADDENDUM**

Attachments to Minutes of the

**Bush Fire Advisory  
Committee Meeting**

**2 February 2016**



**ADDENDUM**  
ATTACHMENTS TO MINUTES OF BUSH FIRE ADVISORY COMMITTEE MEETING  
HELD IN COUNCIL CHAMBERS ON 2 FEBRUARY 2016

## **CONTENTS**

### **CONFIRMATION OF MINUTES**

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<b>5.2</b>	<b>Unconfirmed Minutes of the Annual General Meeting of the Morangup Volunteer Bush Fire Brigade Held at the Morangup Fire Station on Sunday 19th April 2015</b>	<b>1</b>
<b>5.3</b>	<b>Updated Status Report</b>	<b>3</b>





## Unconfirmed Minutes of the Annual General Meeting of the Morangup Volunteer Bush Fire Brigade Held at the Morangup Fire Station on Sunday 19<sup>th</sup> April 2015

**Opened: 1013, Chairperson: Craig Stewart, Secretary: Jess Hawes Closed: 1045.**

**Members Present:** Jeff Venn, Phil, Jen & Jess Hawes, Vern & Joy Smith, Steve & Sharon Gamble, Kim & Sue Maddrell, Stan Leeder, Mark & Judy Briggs, Mike Edwards, Gary Reid, Jayden Daniels, Chas Fletcher, Drew Addison, Mik Addison, Darren Norwood, Brian Allen, Brendon Wraight, Dave and Jackie Eccles

**Visitors:** Craig Stewart, Mick Rogers, Rob Mills and Liam Fuller

**Apologies:** Nil

**Minutes of the Previous Meeting:** Motion That the Minutes of the previous meeting held 09.04.2014 be accepted; **Moved:** Vern Smith **Seconded:** Jen Hawes

**Matters Arising from the Previous Minutes:** Nil.

**Treasurer's Report:** Treasurer stated there is no Report to hand in as the books are still with the Auditor for the next week or two. Report to be tabled when available.

### **Captain's Report:**

"Good morning all. I would like to thank those who have supported me as Captain. I would like to thank all the office bearers who have held positions and to all member for their continued efforts in the fire brigade. This term has been very eventful with the finishing of the extensions to the station and the grand opening of it. So many thanks to those who were involved with completing it. It has been a relatively busy season with the Salt Valley Rd fire being the main event with several smaller incidents like Clackline and West Toodyay. We were also sent out to be part of a task force to support in other areas such as Bullsbrook and Boddington. So big thanks to all those involved with them. We have had several new members join up and welcome them to the brigade. We also now have Toodyay SES join our station and I have been appointed Local Manager for the Toodyay District State Emergency Services Unit. Thanks".

Motion that the Captain's Report be accepted; **Moved:** Mark Briggs, **Seconded:** Sue Maddrell.

### **Election of Office Bearers:**

As all positions were vacated without contested nominations those nominated were elected.

**Captain** Jeff Venn **Nominated** by Gary Reid, **Seconded** by Steve Gamble **Elected**

**1<sup>st</sup> Lieutenant** Steve Gamble **Nominated** by Gary Reid, **Seconded** by Jeff Venn **Elected**

**2<sup>nd</sup> Lieutenant** Wayne Johnson **Nominated** by Jeff Venn, **Seconded** by Kim Maddrell **Elected**

**Training Officer** Drew Addison **Nominated** by Jeff Venn, **Seconded** by Kim Maddrell **Elected**

**Equipment Officer** Stan Leeder **Nominated** by Steve Gamble, **Seconded** by Sharon Gamble **Elected**

**Treasurer** Jenny Hawes **Nominated** by Craig Stewart, **Seconded** by Kim Maddrell **Elected**

**Secretary** Kim Maddrell **Nominated** by Mike Edwards, **Seconded** by Sue Maddrell **Elected**

**Station Officer** Vern Smith **Nominated** by Jeff Venn, **Seconded** by Kim Maddrell **Elected**

**Welfare Officer Sharon Gamble Nominated** by Jackie Eccles, **Seconded** by Sue Maddrell **Elected**

**General Business:**

- Station Managers Report tabled
- FCO Report - "The last year has seen a number of changes in and for the brigade. We have seen Mark and Judy Briggs leave Morangup for the wide open space of Merredin – although they the leadership of Captain Jeff Venn the brigade has grown with new members coming on board, the completion of the fire station extensions has been achieved and our brigade has expanded to encompass the Toodyay SES unit. The last fire season has been a very busy one with our have retained brigade membership and do attend brigade activities when able. Under fire fighters participating in many local fire incidents, answering calls to assist in fighting fires in neighbouring shires as well as sending personnel to the Boddington fire. I believe our brigade as proved its worth both as fire fighters and active community builders and is held in good regard by DFES, the Shire of Toodyay and our peers. Thank you to all members and their families for the support given to the brigade".
- Kim said there was a burn on this Thursday and Friday and sought volunteers
- Craig Stewart personally thanked all members for their assistance in the last year saying our shed runs very smoothly. There has been an average of 2.75 fires per week since November. The Morangup shed sets a benchmark for other brigades in Toodyay.
- Mick Rogers thanked the Brigade for the assistance they provided with such a difficult season.
- Steve Gamble thanked Secretary Jess Hawes for her efforts over the past 12 months
- Craig Stewart said it was good to see so many younger members at the meeting.

**DECLARATION:**

I, \_\_\_\_\_ Chairperson hereby state upon my signature placed below that these are a true and fair record of the Meeting conducted.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



# STATUS REPORT Bush Fire Advisory Committee

Including Recommendations made to Council, Action List and Completed items

<b>Recommendations made to Council</b>					
<b>Meeting Date</b>	<b>Item</b>	<b>Title/Description of Item</b>	<b>Resp. Officer</b>	<b>Proposed / Notes / Actions to be taken</b>	<b>Comment</b>
2/2/16 BFAC Mtg	4.1.1	Membership of BFAC	CESM/CEO	That BFAC not appoint a replacement Training Coordinator	
2/2/16 BFAC Mtg	4.1.2	Operations Debrief	CESM/CEO	That a monthly debrief be scheduled for the first Tuesday of each month during fire season and an urgent debrief may be requested by any Captain and will be arranged if agreed by the CBFCO.	
2/2/16 BFAC Mtg	4.2	Reports from CEO	CEO	That Murray McBride be given a vote of thanks from BFAC.	

<b>Action List</b>					
<b>Meeting Date</b>	<b>Item</b>	<b>Title/Description of Item</b>	<b>Resp. Officer</b>	<b>Proposed / Notes / Actions to be taken</b>	<b>Comment</b>
4/8/2015	8,5	Minutes tabled at BFAC	CESM	Morangup Minutes of AGM to be provided	Received - To be tabled at Feb 2016 Meeting.
4/8/2015	9.3	Role of SES in firefighting support	CEO	An invitation be extended to Colin from DFES to attend the next BFAC meeting.	Invitation extended to attend Feb 2016 Meeting – awaiting response.



# STATUS REPORT Bush Fire Advisory Committee

Including Recommendations made to Council, Action List and Completed items

<b>COMPLETED RECOMMENDATIONS THAT HAVE GONE TO COUNCIL (and ACTIONS Completed)</b>					
Meeting Date	Item	Title/Description of Item	Resp. Officer	Status / Action / Notes	RESOLUTION NO.
06/05/2014 BFAC MTG	8.2	Bush Fire Operating Procedures	CEO	Adopted by Council as Council's Interim Policy on 24 June 2014 with a note as follows: "Revision of this document will be required when the Bush Fire Brigades Local Law is adopted. This document will be advertised with the Bush Fire Local Law for public comment and submissions during that process"	155/06/14
06/05/2014 BFAC MTG	10.2	Permits	CEO	The CEO forms a subcommittee to undertake a review of all FCO's in liaison with the Bush Fire Brigades then report back to the BFAC at their next meeting.	N/A
17/09/2014 BFAC MTG	8.1	Chief Bush Fire Control Officer.	CEO	C Stewart	N/A
17/09/2014 BFAC MTG	8.1	Deputy Chief Bush Fire Control Officer No 1.	CEO	M Rogers	N/A
17/09/2014 BFAC MTG	8.1	Deputy Chief Bush Fire Control Officer No 2	CEO	D Bartels	N/A
17/09/2014 BFAC MTG	8.1	Deputy Chief Bush Fire Control Officer No 3	CEO	C Wroth	N/A
17/09/2014 BFAC MTG	8.1	Fire Control Officer	CEO	The next scheduled BFAC Meeting will occur on 3 February 2015, however as indicated above, a meeting may be called sooner than that to conduct further nominations of Fire Control Officers and the election of a Chairperson for the BFAC if required.	N/A
17/09/2014 BFAC MTG	8.1	Nominations for Training Coordinator	CEO	H Wearmouth	N/A



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<b>COMPLETED RECOMMENDATIONS THAT HAVE GONE TO COUNCIL (and ACTIONS Completed)</b>					
Meeting Date	Item	Title/Description of Item	Resp. Officer	Status / Action / Notes	RESOLUTION NO.
17/09/2014 BFAC MTG	8.1	Nominations for Chairperson of BFAC	CEO	The CEO advised that the BFAC would defer election of a new Chairperson of the BFAC to next BFAC Meeting.	N/A
17/09/2014 BFAC MTG	8.1	Two recommendations made	CEO	That Council: Recognise M Brigg's work as a Deputy Chief Bush Fire Control Officer; and Recognise M McBride for his ten years of service to the Shire of Toodyay. That a formal recognition take place at a Council Meeting in regard to recognition of M McBride's years of service.	N/A
10 April 2013 BFAC Meeting	9.3.	Bush Fire Readiness Expo	CESM	Action: CESM will plan for a similar event in the Shire of Toodyay in due course. Response: Funding received.	N/A
10 April 2013 BFAC Meeting	9.5.	Safety Circulars	M BOWEN	M Bowen to chase up the status of circulations on the portal and respond back to the BFAC members.	N/A
24 Sept 2013 BFAC Meeting	n/a	Defence of Fire Sheds	CESM	To present a form for all brigades to complete regarding assessment of defensibility of the fire sheds. CESM provided update at meeting 17.9.14. Risk Resource – suitability, etc.	Completed
24 Sept 2013 BFAC Meeting	n/a	Reports from Committee Members	CBFCO	Proposed that all members provide a typed report in dot form to the CBFCO prior to the meeting (to be provided to minute-taker).	Advised.



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Including Recommendations made to Council, Action List and Completed items

<b>COMPLETED RECOMMENDATIONS THAT HAVE GONE TO COUNCIL (and ACTIONS Completed)</b>					
Meeting Date	Item	Title/Description of Item	Resp. Officer	Status / Action / Notes	RESOLUTION NO.
18/03/2014 BFAC Meeting	8.1	Bush Fire Brigade Support Unit (BFBSU). SES Morangup Brigade	CESM	Comments from members to be provided at the next meeting of the BFAC. DFES advised that resources are being changed at present and SES Unit will be put in place by Christmas. 10-15 person core group from the Shire would be required initially.	Completed
18/03/2014 BFAC Meeting	8.1	Coondle Fire Truck	CESM	Has been sold now.	Completed
17/09/2014 BFAC MTG	8.1	Mr Clarke resignation.	CEO	Write to recognise his contribution.	N/A
4/8/2015	8.1	Toodyay 12.2 Crewing Proposal	CEO	Action: Brigade Members who know of people that we can approach who have HR licenses provide this information to the CESM for follow up  Response: Email sent from CESM to captains 13/01/2015 requesting nomination of potential 12.2 drivers. Two responses to date. Training for 12.2 to be held shortly (TBA).	N/A
4/8/2015	8.3	BFB Training	CEO	Action: CEO to advise DFES view of the BFAC is Brigade Captain as the applicant's local supervisor for training should sign the forms. ALL forms be submitted via H Wearmouth, Training Coordinator, for processing.  Response: This matter was raised with DOAC (15/09/2015). No further feedback received.	N/A



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Including Recommendations made to Council, Action List and Completed items

<b>COMPLETED RECOMMENDATIONS THAT HAVE GONE TO COUNCIL (and ACTIONS Completed)</b>					
Meeting Date	Item	Title/Description of Item	Resp. Officer	Status / Action / Notes	RESOLUTION NO.
4/8/2015	8.4	Brigade Operations not Covered by the Bush Fires Act	CEO	<p>Action: Brigade Captains inform the CESM, prior to events where activities that involve controlling of a fire in live circumstances, relative to legitimate brigade activities.</p> <p>Response: Further advice in relation to "fundraising" being covered as a legitimate brigade activity.</p>	N/A
4/8/2015	8,2	Appointment of FCO positions	CEO/CESM	Recommendation in regard to the appointment of FCO's	N/A
4/8/2015	8.6	Bush Fire Advisory Committee to nominate bush fire control officers	CEO/CESM	<p>Action: Nominations made for Chief Bush Fire Control Officer AND Deputy 1 &amp; 2.</p> <p>Direction: M Rogers continue in CBFCO role till OCM</p>	N/A
4/8/2015	8,2	Appointment of FCO positions	CEO/CESM	Recommendation in regard to the appointment of FCO's	168/08/15
4/8/2015	8.6	Bush Fire Advisory Committee to nominate bush fire control officers	CEO/CESM	Nominations made for Chief Bush Fire Control Officer AND Deputy 1 & 2.	169/08/15