



MINUTES OF MEETING

Bush Fire Advisory Committee

3 November 2015

BUSH FIRE ADVISORY COMMITTEE MEETING

MINUTES

OF MEETING HELD IN COUNCIL CHAMBERS ON 3 NOVEMBER 2015

Distribution

These minutes of meeting were approved for distribution on 14 December 2015.



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 FEBRUARY 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>

Minutes can be found on the website (under the heading "Committee Meetings") at
<http://www.toodyay.wa.gov.au/agendas-minutes.aspx>

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There is NO **ADDENDUM**

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1. OPENING PROCEDURES

The meeting was declared open at 6.03 pm by Cr B Rayner.

1.1 Announcement of Visitors

Nil.

1.2 Record of Attendance and Apologies

Members

Mr R Koch	Community Emergency Services Manager (CESM)
Cr B Rayner	Council Member/Chairperson
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 B Grey	Bejoording Brigade Representative
Mr S Gamble	Morangup Brigade Representative
Mr P Sapwell	Julimar Brigade representative
Mr M Bowen	Department of Fire and Emergency Services (DFES)
Mr S Scott	Chief Executive Officer

Staff

Nil.

Apologies

Mr S Gamble	Morangup Brigade Representative
Ms H Wearmouth	BF Volunteer Training Coordinator Representative

Guests

Mr L Hayward	FCO
Mr K Maddrell	FCO

Members of the Public

Nil.

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2. ELECTION OF PRESIDING MEMBER

2.1 Election of Presiding Member

Date of Report:	29 October 2015
Proponent:	Shire of Toodyay
File Ref:	
Author:	Stan Scott – Chief Executive Officer
Responsible Officer:	Stan Scott – Chief Executive Officer
Officer's Disclosure of Interest:	Nil
Attachments:	Nil.
Voting Requirements:	Absolute Majority

INTRODUCTION

The purpose of this report is to elect the positions of Presiding Member and if the Committee so chooses, a Deputy Presiding Member.

BACKGROUND

At its Special meeting of 20 October 2015 Council appointed the following Members to the Bush Fire Committee:

- Cr Eric Twine
- Cr Rob Welburn
- Cr Brian Rayner
- CEO (or Nominated Representative)

Deputy Members in order of seniority are:

- Cr Therese Chitty
- Cr Kate Wood

CONSULTATION

Nil.

STATUTORY ENVIRONMENT

Schedule 2.3 of the *Local Government Act 1995* sets out the procedures for the election of Presidents and Deputy Presidents by Council.

Section 5.12 (1) of the Local Government Act sets out the requirement to elect a Presiding Member.

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Section 5.12 (2) makes it clear that the election of a Deputy Presiding Member is at the discretion of the Committee. If the Committee does not choose to elect a Deputy Presiding Member it will, on any occasion when the Presiding Member is absent, be required to appoint someone from within its ranks to act as Presiding Member for that meeting.

The Presiding Member may be any Member of the Committee.

POLICY IMPLICATIONS

This proposal does not contain any notable policy implications.

FINANCIAL IMPLICATIONS

This proposal does not contain any notable financial implications.

STRATEGIC IMPLICATIONS

This proposal does not contain any notable strategic implications.

ENVIRONMENTAL IMPLICATIONS

This proposal does not contain any notable environmental implications.

SOCIAL IMPLICATIONS

This proposal does not contain any notable social implications.

OFFICER'S COMMENT

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

OFFICER'S RECOMMENDATION

That the committee:

1. elect one of its members as Presiding Member; and
2. not elect a Deputy Presiding Member.

Cr Rayner nominated himself. There being no further nominations Cr Rayner was elected as Chairperson. No deputy was elected. Cr Rayner assumed the Chair.

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3. TABLING OF MINUTES AND STATUS REPORT

3.1 Minutes of Meeting held on 4 August 2015

OFFICER'S RECOMMENDATION/MOTION

MOVED P Sapwell

MOVED R Hunter

That the Unconfirmed Minutes of the Bush Fire Advisory Committee Meeting held on 4 August 2015 be confirmed subject to an amendment to the Record of Attendance being made so indicate C Stewart as an apology as he was not present.

MOTION CARRIED

3.2 Matters arising from previous minutes

Nil.

3.3 Review of the Status Report

Nil.

4. PRESENTATIONS OR EVENTS

Nil.

5. REPORTS FROM SHIRE OFFICERS

5.1 Report from CESM

- Vehicles Services;
- PPE Issued;
- FCO Meeting (well attended);
- FCO Training (well attended); and
- FCO Kits, Beacons, Signage, Battle-boards have been ordered.

5.2 Report from CBFCO

- Bejoording Farmers Evening well received;
- In-house permits appear to be working well; and
- High season light tanker to be placed in Shire over the season.

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6. BRIGADE UPDATES AND REPORTS

6.1 Report from P Sapwell

- Julimar Brigade working to formalise Brigade Training (Inductions/Refreshers).

6.2 Report from Cr Twine

- Raised possibility of more engagement of school for membership (M Bowen provided a brief overview of the role/activities of DFES Cadets).

6.3 M Bowen

- Safety Circular (Fuel);
- Need for timely "PAFTAC";
- Avon Valley Response Plan updated;
- Communications Plan template;
- Use of "Forest Fire Danger Index" for setting fire danger ratings;
and
- UCL Works (river behind town).

7. CONFIRMATION OF NEXT MEETING

The next meeting of the Bush Fire Advisory Committee is anticipated to be held in the New Year on 2 February 2016.

8. CLOSURE OF MEETING

The Chairperson declared the meeting closed at 6.45 pm.