

Bush Fire Advisory Committee

MINUTES

Section 67 of the Bush Fires Act 1954

3 November 2020

Committee Brief:

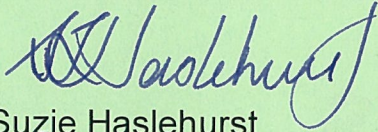
To provide advice to the local government on matters pertaining to obligations contained within the Bush Fires Act, organising, managing, resourcing and training volunteer bush fire brigades.

BFAC Membership Composition

Council Representation Primary	Councillor Rayner Councillor Bell
Council Representation Deputy	Councillor Ruthven Councillor Chitty
Chief Bush Fire Control Officer or his Deputy / Deputies	Chief Bush Fire Control Officer Deputy Bush Fire Control Officer (DBFCO) 1 Deputy Bush Fire Control Officer (DBFCO) 2
Captain (or their representative) from Brigades	Bejoording Morangup Coondle-Nunile Julimar Toodyay Central
Supporting Officers or representative	Toodyay Volunteer Fire & Rescue Chief Executive Officer Shire of Toodyay Bushfire Risk Management Planning Coordinator Reserves Management Officer Ranger(s) from the Shire of Toodyay Community Emergency Services Manager Department of Parks & Wildlife Department of Fire & Emergency Services (DFES)

Distribution

These minutes of meeting were approved for distribution on 9 November 2020.



Suzie Haslehurst
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

.....
2/03/2021.....

Signed:
.....

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

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ATTACHMENT with separate index follows Item 8

Shire of Toodyay

MINUTES

3 NOVEMBER 2020

1. OPENING PROCEDURES

The Chairperson, Cr Rayner, declared the meeting open at 6.06pm.

1.1 Announcement of Visitors

Nil

1.2 Record of Attendance and Apologies

Members

Cr Brian Rayner	Council Member & Deputy 2 CBFCO/Chair
Mr Rob Koch	CESM/Responsible Shire Officer & Deputy 3 CBFCO
Ms Suzie Haslehurst	Chief Executive Officer
Mr Craig Stewart	Chief Bush Fire Control Officer (CBFCO)
Mr Hans Bohlen	Julimar Brigade Representative
Mr Steven Gamble	Morangup Brigade Representative
Mr Mick McKeown	Toodyay Central Brigade Representative
Mr Ian MacGregor	Toodyay Bushfire Volunteer Fire and Rescue Representative
Mr John Hansen	Bushfire Risk Management Planning Coordinator

Staff

Nil

Apologies

Cr Benjamin Bell	Council Member
Mr Brian Rigby	Bejoording Brigade Representative
Mr Greg Warburton	Reserves Management Officer
Mr Phil Hay	Department of Fire and Emergency Services (DFES)

Visitors

Nil

2. CONFIRMATION OF MINUTES

2.1 Minutes of Meeting held on 4 August 2020

OFFICER'S RECOMMENDATION/BFAC RESOLUTION NO. 10/11/20

MOVED I MacGregor

SECONDED J Hansen

That the Unconfirmed Minutes of the Bush Fire Advisory Committee Meeting held on 4 August 2020 be confirmed.

MOTION CARRIED

3. INFORMATION ADDITIONAL TO THE AGENDA

3.1 Review of the BFAC Status Report

The report was reviewed.

4. PRESENTATIONS OR EVENTS

4.1 Presentation of reports, people coming, topics, etc

Nil

4.2 Report on events that took place

R. Koch

Gave brief summary of the recent exercises at Bindoon Army Training Facility and thanked all brigades for their attendance.

S. Haslehurst

Gave a summary of the recent Coondle-Nunile Fire Station and Morangup Collocated Emergency Facility openings with Minister and Commissioner.

5. REPORTS FROM SHIRE OFFICERS

5.1 Report(s) from CESM

- Second Fire Support Vehicle soon to come online, currently doing some internal duties with Ranger Services.
- Julimar Fire Station tender to be released 04/11/2020.
- Criminal History Check process for new membership applications is now implemented, reminder for captains ensure applicants are aware of this when signing up.
- Plan to work with brigades on reporting procedures/personnel following updated computer hardware.
- All BFB appliances now have standardised radio hardware being 2 x VHF Bands and 1 x UHF band.
- MAF works are continuing, current focus is slashing of grass or clean-up of grass and jam reserves.

- DFES has awarded a contract for mitigation in the UCL/UMP in the river. Concern raised by C. Stewart re: the late timing of these works.

5.2 Report(s) from CEO

- Discussions have commenced with DFES regarding next CESM MOU.
- Seeking clarifications around roles and responsibilities of CESM due to increasing workload.
- DFES developing new CESM business plan document, however Shire of Toodyay not consulted despite being in an existing partnership.
- Shire looking at potential internal resourcing to better support CESM.

6. UPDATES AND REPORTS

6.1 C. Stewart (CBFCO)

- Thanked the Shire/Council for endorsement of the BFAC recommendation for FCOs.
- Two good stations now opened.
- Good stability in brigades.
- Provided update on recent meeting at Bindoon Army Training Facility pre-season meeting.
- Good cooperation with Defence and contractors, best setup with regards to fire ever witnessed.
- New procedures put in place now limit activity on the range in line with the conditions and risk.
- New maps of the range coming. First draft of these maps show huge improvement over previous map.
- Major works on range over summer will close some internal roads (including the main road) – reiterated the need for crews to stop at the front gate to find out details of on range activities including any detours.

6.2 I. MacGregor (FRS)

- Thanked BFBs for their support at Saturday fire in Riverhills Estate.
- Looking forward to new BA sinks/washroom upgrade organised by Shire.

6.3 J. Hansen (BRPC)

- Outline his change of duties in relation to MAF, focus is now on BRMP for other Shires.
- Trialled Drone at Saturday's Riverhills Estate fire which proved useful for investigations.

6.4 M. McKeown (Toodyay Central BFB)

- Have a few more 12.2 Drivers mainly via Julimar BFB. Looking to give them an induction shortly.
- Happy with new appliance radio setup.
- Busy start to the season with 7 callouts.
- Question asked about delivery of Defibs. R. Koch (response) soon to be rolled out, awaiting finalisation of internet setups at Coondle and Morangup as units have Wi-Fi monitoring.

7. CONFIRMATION OF NEXT MEETING

The next meeting of the Bush Fire Advisory Committee is scheduled to be held on 2 February 2021 commencing at 6.00pm.

8. CLOSURE OF MEETING

The Chairperson declared the meeting closed at 6.50pm.

Attachments to Minutes

Bush Fire Advisory Committee

Tuesday 3 November 2020

CONFIRMATION OF MINUTES

5.3 Updated Bush Fire Advisory Committee Status Report

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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
04/08/2020	Presentation of reports, people coming, topics, et cetera – use of drones	Shire to seek clarity and confirmation of coverage from insurer. Further details or specifics of training & Personnel are to be confirmed.				
04/08/2020	FCO Appointments	That Council appoints the following individuals as Volunteer Bush Fire Control Officers for the Shire of Toodyay: STEWART, Craig FORSYTH, Garry WROTH, Charles MADDRELL, Kim HANSEN, John RAYNER, Brian MACGREGOR, Ian GRIGGS, Nick STEWART, Craig FORSYTH, Garry WROTH, Charles MADDRELL, Kim HANSEN, John	30/11/2020	CESM	25 August 2020	Went to the OCM and was ratified as per the BFAC recommendation.

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
04/08/2020	Chief Bush Fire Control Officer	That Council appoint the following individual Chief Bush Fire Control Officer for the Shire of Toodyay. STEWART, Craig	30/11/2020	CESM	25 August 2020	Went to the OCM and was ratified as per the BFAC recommendation.
04/08/2020	DCBFCO Position Appointments	The Bush Fire Advisory Committee recommend to Council the following: (a) a recommendation that the Shire move from two to three designated DCBFOs (b) in keeping with previous years the CESM role should assume the lesser of the DBFCO raking, and thus accepted his nomination only in the position of Deputy 3.	30/11/2020	CESM	25 August 2020	Went to the OCM and was ratified as per the BFAC recommendation.

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
04/08/2020	DCBFCO Position Appointments	<p>The Bush Fire Advisory Committee recommend to Council the following:</p> <p>That Council:</p> <ol style="list-style-type: none"> Appoint the following individual Deputy Chief Bush Fire Control Officer 1 for the Shire of Toodyay. GRIGGS, Nick That the council appoint the following individual Deputy Chief Bush Fire Control Officer 2 for the Shire of Toodyay. RAYNER, Brian That the council appoint the following individual Deputy Chief Bush Fire Control Officer 3 for the Shire of Toodyay. KOCH, Robert 	30/11/2020	CESM	25 August 2020	Went to the OCM and was ratified as per the BFAC recommendation.

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
04/08/2020	DCBFCO Position Appointments	The Bush Fire Advisory Committee recommend an expression of thanks to Rowan Hunter for his service to the Shire of Toodyay Bushfire Service.				
04/02/2020	Through Roundtable Reporting the Committee recommended an appointment of a member to BFAC.	That Council consider the RMO (Greg Warburton) be given full BFAC Membership status.	ASAP	CESM	OCM 26/05/20	Council Resolution No. 178/05/20