

# Bush Fire Advisory Committee

## MINUTES

*Section 67 of the Bush Fires Act 1954*

### Tuesday 4 August 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<br>Primary                                       | Councillor Rayner<br>Councillor Bell   |
| Council Representation<br>Deputy  | Councillor Ruthven<br>Councillor Chitty  |
| Chief Bush Fire Control Officer or his<br>Deputy / Deputies             | Chief Bush Fire Control Officer<br>Deputy Bush Fire Control Officer (DBFCO) 1<br>Deputy Bush Fire Control Officer (DBFCO) 2  |
| Captain (or their representative) from<br>Brigades                      | Bejoording                      Morangup<br>Coondle-Nunile                  Julimar<br>Toodyay Central   |
| Supporting Officers or representative<br><i>Resolution No. 10/01/20</i> | Toodyay Volunteer Fire & Rescue<br>Reserves Management Officer<br>Chief Executive Officer Shire of Toodyay<br>Ranger(s) from the Shire of Toodyay;<br>Community Emergency Services Manager<br>Department of Parks & Wildlife<br>Department of Fire & Emergency Services (DFES)<br>Bushfire Risk Management Planning Coordinator; |

### Distribution

These minutes of meeting were approved for distribution on 5 August 2020.



Suzie Haslehurst  
**CHIEF EXECUTIVE OFFICER**

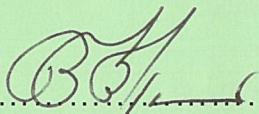
**Please Note:** These Minutes will remain "Unconfirmed" until the next Bush Fire Advisory Committee Meeting, where the Minutes will be tabled and confirmed subject to any amendments made by the Committee.

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  
..... 3RD NOVEMBER 2020 .....

Signed: .....  .....

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

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# Shire of Toodyay

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## MINUTES

4 AUGUST 2020

### 1. OPENING PROCEDURES

The meeting was declared open at 6.00pm by Cr Rayner, Chairperson.

#### 1.1 Announcement of Visitors

The Chairperson introduced the new CEO, Suzie Haslehurst.

Round table introductions of members followed.

#### 1.2 Record of Attendance and Apologies

##### Members

|                 |  |
|-----------------|--|
| Cr B Rayner     | Shire President/Council Member (Chairperson)                                   |
| Cr B Bell       | Council Member   |
| Mr R Koch       | Deputy Bush Fire Control Officer (DBFCO2)/Community Emergency Services Manager |
| Ms T Martin     | Julimar Brigade Representative   |
| Mr J Hansen     | Bushfire Risk Management Planning Coordinator                                  |
| Mr C Stewart    | Chief Bush Fire Control Officer  |
| Mr I McGregor   | Toodyay Volunteer Fire & Rescue Representative                                 |
| Mr J Venn       | Morangup Brigade Representative  |
| Mr P Hay        | Department of Fire & Emergency Services (DFES)                                 |
| Mr R Hunter     | Deputy Bush Fire Control Officer (DBFCO) 1                                     |
| Mr N Griggs     | Coondle-Nunile Representative  |
| Mr M McKeown    | Toodyay Central Bush Fire Brigade Representative                               |
| Ms S Haslehurst | Chief Executive Officer Shire of Toodyay                                       |

##### Staff

Nil

##### Apologies

B Rigby (Bejoording)

G Warburton (RMO)

##### Visitors

W Robson (Julimar BFB)

**2. CONFIRMATION OF MINUTES**

**2.1 Minutes of Meeting held on 5 May 2020**

**OFFICER'S RECOMMENDATION/BFAC RES. NO. 04/08/20**

**MOVED** Cr McKeown

**SECONDED** C Stewart

That the Unconfirmed Minutes of the Bush Fire Advisory Committee Meeting held on 5 May 2020 be confirmed.

**MOTION CARRIED 13/0**

**3. INFORMATION ADDITIONAL TO THE AGENDA**

**3.1 Review of the BFAC Status Report**

R. Koch updated BFAC on the inclusion of G. Warburton (RMO) to the committee by resolution of Council, following the recommendation from the previous BFAC meeting. This is to be marked complete.

**4. PRESENTATIONS OR EVENTS**

**4.1 Presentation of reports, people coming, topics, et cetera**

J. Hansen tabled the following DRAFT report at 6.10pm that supported a presentation made in respect to the report.

**4.1.1 Adoption of Conditions as a SOP in Toodyay's Bushfire Procedures Manual for the use of Drone/s at Local Government controlled Bush Fire(s).**

|                         |                        |
|-------------------------|------------------------|
| Date of Report:         | 21 July 2020           |
| Applicant or Proponent: | R Koch Toodyay CESM    |
| Author:                 | J Hansen – Toodyay FCO |

**PURPOSE OF THE REPORT:**

To set the conditions that must be met for the incident controller at a Local Government controlled Bush Fire to authorise the use of Drone/s.

The initial assessment made by the incident controller upon arrival at a Bush Fire is critical in establishing the requirements/resources that he/she believes may be required to combat this incident. These decisions also include assessment of any life or property at immediate threat or that may become at threat. The terrain in which the fire is burning and is heading toward and the existence of any tracks that may be available for emergency service personnel to safely utilise to attack the fire. Awareness of other natural features that may impact on controlling or fighting of the fire. With the terrain around Toodyay this is not possible from a ground-based location.

By authorising a suitably qualified operator to deploy a small sub 2Kg Drone/s this critical information can be made available within minutes of arrival, allowing the incident controller to formulate the necessary plan of attack.

Toodyay Central VBFB has now, in its possession, a state-of-the-art drone which is ideally suited to the proposed task at hand. The Drone has been donated to Toodyay Central VBFB who will assume responsibility for deployment under all conditions that the Local Government decide to adopt. There may be small maintenance costs from time to time, but these are not considered to be of any material amount.

**BACKGROUND:**

The recent Key Farm fire in Toodyay, 11<sup>th</sup> December 2019, had the potential to take lives and destroy homes in the Majestic Heights subdivision. During the initial stages of this incident a neighbouring CESM advised incident control that he had a drone available if the IC wanted him to fly the fire and obtain critical information on location, direction and proximity to homes. Despite there being no ruling at that time on the conditions for using a drone at a fire the IC, based upon the risk/reward assessment decided to make this request and images were captured just prior to sunset of the incident.

These images became invaluable in the planning and preparation of the night-time fire-fighting plan as they clearly showed ridge lines and valleys that were able to be utilised in fire suppression techniques. Had IC not had these images that planning would not have occurred and the fire may have well-travelled beyond where it was pulled up.

This experience prompted a discussion with the CEO who subsequently endorsed a set of conditions that, when met, would automatically give IC the authority to use a drone at a Local Government controlled incident. The CEO also requested that the CESM then use these and any additional conditions considered necessary and have them included in the Bush Fire Operating Procedures document. This document was adopted by council as the interim Policy on 18 December 2018, Council Resolution 297/12/18 & 299/12/18

The second severe Bushfire to strike Toodyay started on the roadside of the Toodyay – Perth Road just south of Sandplain Road in the late afternoon of January 8<sup>th</sup>. As detailed above, had we had Drone capability at this fire the leadership group were of the opinion better and more appropriate actions on the day and that night would have resulted in better and quicker outcomes.

Another real benefit of this new technology is the Infra-Red camera on board the drone, this allows the pilot and the IC to identify remaining hotspots once the primary fire is contained. The ability to direct ground crew directly to these areas will greatly reduce by many hours, if not days, time that Volunteers would have to spend blacking out and making an incident safe. This Drone also has the capability via an on-board loudspeaker, to deliver messages to these crews on the ground allowing the pilot to direct the crews accurately to a hot spot which may not be visible to the naked eye.

**IMPLICATIONS TO CONSIDER:**

**Consultative**

CASA (Civil Aviation Safety Authority) is the controlling authority when it comes to air space control.

The following is an email trail confirming the requirements under their regulations required to fly a drone at an emergency incident.

**From:** RPAS Mailbox <[rpas@casa.gov.au](mailto:rpas@casa.gov.au)>

**Sent:** Wednesday, 22 July 2020 9:21 AM

**To:** John Hansen <[BRPC@toodyay.wa.gov.au](mailto:BRPC@toodyay.wa.gov.au)>

**Subject:** [External]-RPAS Enquiry Receipt - ENQ-20-111570 [SEC=OFFICIAL]  
CRM:000061080416

*Thank you for contacting CASA's Remotely Piloted Aircraft Systems (RPAS) Branch.*

***ENQ-20-111570** is your unique reference number for this query or communication with CASA. Should you wish to provide additional information, simply reply to this email, ensuring the unique reference number is in the subject line.*

*Each query that comes into CASA is different and have different processing times. We aim to review all incoming emails within 3 business days and for general enquiries, to provide a response within 15 business days.*

*In the interim, the links below may be of assistance to you. If the links below answer you query, please simply reply to this email advising us that your query has already been answered.*

- 1. Learn the rules on [operating your drone for fun or recreation](#)*
- 2. Learn how to obtain a [remote pilot's licence \(RePL\)](#) and [RPA operator's certificate \(ReOC\)](#)*
- 3. Information about [operating commercially with drones < 2 kg](#) (no RePL or ReOC is required)*
- 4. Information about [CASA approved drone safety apps](#)*

*Sincerely,*

*RPAS Branch*

*Civil Aviation Safety Authority*

**From:** John Hansen;

**Received:** Wed Jul 22, 2020 12:15:46 GMT+1000 (Australian Eastern Standard Time)

**To:** RPAS Mailbox; ;

**Subject:** RE: [External]-RPAS Enquiry Receipt - ENQ-20-111570 [SEC=OFFICIAL]  
CRM:000061080416

Good Morning

*[This is supplemental information to my initial contact ENQ-20-111570](#)*

*[The Shire of Toodyay is currently reviewing the possibility of creating local rules around the use by authorised members of the Volunteer Bush Fire Brigade of a sub 2kg drone at its Local Government controlled Bush Fires.](#)*

*[Please see the copy of a recent email between myself and the Shire CEO:-](#)*

MINUTES OF BUSH FIRE ADVISORY COMMITTEE MEETING  
HELD IN COUNCIL CHAMBERS ON 4 AUGUST 2020

**From:** John Hansen

**Sent:** Friday, 13 December 2019 2:53 PM

**To:** Stan Scott <[ceo@toodyay.wa.gov.au](mailto:ceo@toodyay.wa.gov.au)>; Rob Koch <[CESM@toodyay.wa.gov.au](mailto:CESM@toodyay.wa.gov.au)>;  
Craig Stewart CBFCA 2J <[clstewart@westnet.com.au](mailto:clstewart@westnet.com.au)>; Rowan Hunter  
([rowan@3monkeysav.com](mailto:rowan@3monkeysav.com)) <[rowan@3monkeysav.com](mailto:rowan@3monkeysav.com)>

**Subject:** Drone Use at LG Fires

**Importance:** High

*Hi Team*

*Recently Toodyay Volunteer Bush Fire Brigades attended a potentially disastrous fire at Key Farm, 6091 Toodyay – Perth Road (inc # 461829) near the Toodyay Golf Course. This incident had the very real potential to emulate the 2009 Toodyay Fire except running at 180 degrees to the direction of that fire 10 years ago, taking out 43 homes.*

*Despite reservations at the time about the sanctioned use of a drone to provide aerial situational awareness the decision was made by the Incident Controller (CBFCA Craig Stewart) to allow a drone to be sent up to gain imagery of the fire shape, intensity and proximity to assets. This occurred at around 18:15 hrs just prior to the loss of daylight.*

*As the incident progressed under worsening weather conditions the imagery obtained from this flight enabled the IC team to not only gain a clear picture of the incident but due to the inaccessible nature of the running fire allowed accurate and timely planning and positioning of crews to pull the fire up before it got a run up the very steep hill towards Drummond Drive. I believe everyone at the IC point agreed that with-out that information we may have had a very different outcome, at best a much longer running incident.*

*The following day a News crew from Channel 9 were filming and covering the incident and asked me about the use of drones in combating Bushfires. At this point I was nervous of commenting due to the last 2 or 3 years of experience I have had in trying to get clarity on the use of drones for LG fires, so I phoned the acting CESM (Ebony Francis) and suggested she may wish to comment? Her response was “NO” and suggested I refer the reporter to DFES Media. In my opinion this was not a DFES issue as it was a Local Government controlled Fire, so I chose to phone the CEO (Stan Scott) and ask if the following criteria was met was he happy to allow the use of a Drone at a LG Fire. These were the requirements outlined for approved use: -*

*Only at Fires that are under the Shire of Toodyay’s control (i.e. level 1 Fires)*

- 1. Only upon authorisation by the Incident Controller*
- 2. Provided there are no aircraft (specifically Water Bombers, Helicopters, or air intelligence) in the area*
- 3. That the operator is a member of a Toodyay Volunteer Bush Fire Brigade and has the required CASA approvals and or licence*
- 4. That the operator abides by all CASA rules and regulations*

*The CEO granted his approval to this request provided these conditions are met.*

*This is a breakthrough for the VBFB’s as having this information in real time will be of such benefit that it is difficult to quantify. This technology can now also be used in the mop up stage where instead of volunteers taking endless hours of their time waiting to be able to visually identify outstanding hot spots we will now be able to use the Drone with an Infra-red camera to immediately identify the hot spot, direct the crew to the exact location and then go home or back to work in a*

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*much shorter time frame, with the confidence that the area is fully blacked out and as safe as can be.*

*As an FCO and a currently registered CASA drone operator (for aircraft under 2Kg in weight) I would like to propose that I be given the authority to establish Toodyay's VBFB Drone programme. This will entail sourcing suitable aircraft, ensuring compliance with the requirements detailed above and attending fires upon request to gather the required aerial imagery necessary for the Incident Controller to accurately assess the fire.*

*As we are currently facing extreme weather condition and as it will take a while to get our new "Division" up and running I'd appreciate your endorsement ASAP.*

*Many thanks*

*John*

***My primary question to CASA is, if these conditions are enforced by the Shire CEO and included in the Shires Bushfire Operating Procedures Manual as Standard Operating Procedures Will that be sufficient "Approval" as referred to in your videos?***

*Would it be possible to discuss this by phone?*

*Many Thanks*

*Regards*

*John*

***John Hansen | Bushfire Risk Management Planning Coordinator***

***Covering the Shire's of Toodyay, Goomalling, Wongan-Ballidu and Cunderdin***

***15 Fiennes Street, Toodyay WA 6566***

***T: 9574 9300 | M: 0491 228 742 | E: [brpc@toodyay.wa.gov.au](mailto:brpc@toodyay.wa.gov.au)***

MINUTES OF BUSH FIRE ADVISORY COMMITTEE MEETING  
HELD IN COUNCIL CHAMBERS ON 4 AUGUST 2020

**From:** RPAS Mailbox <rpas@casa.gov.au>  
**Sent:** Friday, 24 July 2020 8:46 AM  
**To:** John Hansen <BRPC@toodyay.wa.gov.au>  
**Subject:** [External]-RE: [External]-RPAS Enquiry Receipt - ENQ-20-111570  
[SEC=OFFICIAL] CRM:000061080416

*Good morning John,*

*Thanks for your email.*

*The regulation that specifically relates to operating drones over emergency operations can be found in CASA Direction 96/17:*

***7 Directions relating to the operation of unmanned aircraft in the area of emergency operations***

- (1) I direct that a person controlling an unmanned aircraft must not operate the aircraft over an area where a fire, police, or other public safety or emergency operation is being conducted.*
- (2) The direction in subsection (1) does not apply to the extent that a person in charge of the emergency operation approves the operation of the unmanned aircraft.*

*CASA does not provide further guidance in the regulations on who may be the person in charge of the emergency operation and what that approval may look like. It would be up to the emergency service provider to determine who is the person in charge and how approval is granted to the drone operator. If, in the requirements you have proposed, the Incident Controller is the person in charge of the emergency operation and their authorisation is approval to fly the drone in the area of the emergency operation, this would meet the intent of the regulation.*

*Kind regards,*

*RPAS Administration*

*RPAS Branch*

***CASA \ Aviation Group***

***[www.casa.gov.au](http://www.casa.gov.au)***

**OFFICER'S RECOMMENDATION**

That the use of a drone(s) at a Local Government controlled Bushfire within the Shire of Toodyay be at the discretion and instruction of the incident controller, and that the following conditions are met prior to the incident controller making such instruction:

- 1. Only upon authorisation by the Incident Controller*
- 2. Provided there are no aircraft (specifically Water Bombers, Helicopters or air intelligence) in the area*
- 3. That the operator is a member of a Toodyay Volunteer Bush Fire Brigade and has the required CASA approvals and or licence*
- 4. That the operator abides by all CASA rules and regulations*

That these conditions be added into Toodyay's Bushfire Procedures Manual.

*Note: The above recommendation was not considered and will be presented to a future BFAC Meeting for consideration and recommendation for Council.*

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P. Hay

Summary of Question One

Has DFES air ops had been consulted?

*[Response provided by J Hansen](#)*

*No however CASA, as the controlling body for airspace has been consulted (as per attachment)*

Summary of Question Two

Has the Shire's insurer been consulted?

*[Response provided by CESM](#)*

*No however an action on the Status Report can be included as follows:*

*"Shire to seek clarity and confirmation of coverage from insurer."*

Cr Rayner

Summary of Question One

Who could operate and what training would be required?

*[Response provided by J Hansen](#)*

*No formal training, however only those operators approved by the Shire would be able to operate the drone. Further details or specifics of that are to be confirmed.*

## 5. REPORTS FROM SHIRE OFFICERS

### 5.1 Report(s) from CESM

#### 5.1.1 FCO Appointments

|                                  |   |
|----------------------------------|---|
| <b>Date of Report:</b>           | 14 July 2020                            |
| <b>File Reference:</b>           | R1.15/FIR3                              |
| <b>Author:</b>                   | R Koch – CESM                           |
| <b>Responsible Officer:</b>      | R Koch - CESM                           |
| <b>Confidential Attachments:</b> | 1. FCO Nomination Report 2020/2021; and |
| <b>Public Attachment:</b>        | 2. FCO Process Flow Chart               |

### PURPOSE

To consider the FCO Nomination Report and make nominations to Council.

### BACKGROUND

Historically, FCO nominations are considered annually at August BFAC Meetings. This is in line with Clause 11.5.1 of the Shire of Toodyay Bush Fire Operating Procedures for the Shire of Toodyay.

On 14 July 2020, the confidential report was forwarded to all BFAC Members.

### OFFICER COMMENT

Consider the information attached, which is of a confidential nature and make recommendations to the Council about the appointment of FCO's.

#### OFFICER'S RECOMMENDATION

The Bush Fire Advisory Committee recommends to Council the following:  
That Council appoints FCO's, in accordance with BFAC recommendations as follows:

| <b>Appointment of:</b> | <b>to Position:</b>                         |
|------------------------|---|
| (name)                 | Chief Bush Fire Control Officer (CBFCO)     |
| (name)                 | Deputy Bush Fire Control Officer 1 (DBFCO1) |
| (name)                 | Deputy Bush Fire Control Officer 2 (DBFCO2) |
| (name)                 | Fire Control Officer                        |
| (name)                 | Fire Control Officer                        |
| (name)                 | Fire Control Officer                        |
| (name)                 | Fire Control Officer                        |
| (name)                 | Fire Control Officer                        |
| (name)                 | Fire Control Officer                        |
| (name)                 | Fire Control Officer                        |
| (name)                 | Fire Control Officer                        |
| (name)                 | Fire Control Officer                        |

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|        |                      |
|--------|----------------------|
| (name) | Fire Control Officer |
| (name) | Fire Control Officer |

Points raised as follows:

- R. Hunter confirmed that he was withdrawing his nomination as an FCO.

A secret ballot for FCO was held in accordance with 11.5.2 of the Shire of Toodyay Bushfire Operating Procedure to establish the following recommendation for FCO.

- P. Hay abstained from voting.
- S. Haslehurst & R. Koch acted as returning officers.

The committee was informed that the following nominations secured an absolute majority:

- STEWART, Craig
- FORSYTH, Garry
- WROTH, Charles
- MADDRELL, Kim
- HANSEN, John
- RAYNER, Brian
- MACGREGOR, Ian
- GRIGGS, Nick

The committee was informed that the following nomination did not achieve absolute majority:

- BARTLES, Jens-Dieter

The motion was put.

**OFFICER'S RECOMMENDATION/BFAC RES. NO. 05/08/20**

**MOVED** R Koch

**SECONDED** I MacGregor

The Bush Fire Advisory Committee recommends to Council the following:

That Council appoints the following individuals as Volunteer Bush Fire Control Officers for the Shire of Toodyay:

|                |                |
|----------------|----------------|
| STEWART, Craig | RAYNER, Brian  |
| MADDRELL, Kim  | GRIGGS, Nick   |
| MACGREGOR, Ian | WROTH, Charles |
| FORSYTH, Garry |                |
| HANSEN, John   |                |

**MOTION CARRIED 12/0**

P. Hay abstained

Nominations for CBFCA officer were called from the membership (in-line with 11.5.3 of the Shire of Toodyay Bushfire Operating Procedures) based on the above recommendation:

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Craig Stewart was nominated by I. MacGregor, seconded by J Hansen.

There were no other nominations.

The motion was put.

**MOTION/BFAC RES. NO. 06/08/20**

**MOVED** I MacGregor

**SECONDED** J Hansen

That Council appoints the following individual Chief Bush Fire Control Officer for the Shire of Toodyay.

STEWART, Craig

**MOTION CARRIED 13/0**

Nominations for DCBFCO were called from the membership (in-line with 11.5.4 of the Shire of Toodyay Bushfire Operating Procedures) based on the above recommendation:

R Koch (CESM) was nominated by M McKeown, seconded by J Hansen.

N Griggs was nominated by C Stewart, seconded by R Hunter.

Cr Rayner was nominated by R Koch, seconded by I MacGregor.

The motion was put.

**MOTION/BFAC RES. NO. 07/08/20**

**MOVED** R Koch

**SECONDED** C Stewart

The Bush Fire Advisory Committee recommends to Council the following:

That Council:

- (a) Approves a recommendation that the Shire move from two to three designated Deputy Chief Bush Fire Control Officers (DCBFOs).
- (b) In keeping with previous years, appoints the CESM role as the lesser of the DBFCO rankings and thus accepts his nomination as the position of Deputy 3.

**MOTION CARRIED 13/0**

A ballot was subsequently held to determine the ranking of the remaining two candidates.

- P Hay and Cr Bell abstained from voting.
- S Haslehurst & R Koch acted as Returning Officers.

The Committee was informed that the following outcome:

- GRIGGS, Nick – DCBFCO1
- RAYNER, Brian – DCBFCO2

The motion was put.

**MOTION/BFAC RES. NO. 08/08/20**

**MOVED** Cr Bell

**SECONDED** J Hansen

The Bush Fire Advisory Committee recommends to Council the following:

That Council:

1. Appoints the following individual Deputy Chief Bush Fire Control Officer 1 for the Shire of Toodyay.  
GRIGGS, Nick
2. Appoints the following individual Deputy Chief Bush Fire Control Officer 2 for the Shire of Toodyay.  
RAYNER, Brian
3. Appoints the following individual Deputy Chief Bush Fire Control Officer 3 for the Shire of Toodyay.  
KOCH, Robert

**MOTION CARRIED 13/0**

**MOTION/BFAC RES. NO. 09/08/20**

**MOVED** J Hansen

**SECONDED** N Griggs

The Bush Fire Advisory Committee recommends an expression of thanks to Rowan Hunter for his service to the Shire of Toodyay Bushfire Service.

**MOTION CARRIED 13/0**

P Hay requested it be recorded in the minutes that DFES expresses its thanks to R Hunter for his service to the Shire of Toodyay Bushfire Service.

**5.2 Report(s) from CEO**

S Haslehurst

Now in week seven – looking forward to meeting and working with everyone to support emergency services.

## 6. UPDATES AND REPORTS

### 6.1 Brigade Roundtable discussion and reporting

#### 6.1.1 R Koch CESM:

- Thanked R Hunter for his service.
- Informed Brigades of:
  - (a) new computer hardware.
  - (b) formal facility openings for (TBC) October for Coondle-Nunile Fire Station and Morangup Co-located Emergency Services Facility.
  - (c) Bindoon Range Familiarisation and Repeater testing 12 September.
  - (d) Criminal History checks now in place for all new members.
  - (e) Rollout of Cargo pants to proceed soon.

#### 6.1.2 I MacGregor (Toodyay FRS)

- Thanked R Hunter for his service.
- Relatively quiet, small number of Motor Vehicle Accidents and on a scrub fire turnout in town.

#### 6.1.3 J. Hansen (BRMPC)

- Question asked about Handheld VHF radio allocations (from previous meeting's discussion).

*R Koch responded as follows:*

*I have met with DFES Radio communications. A partial supply with respect of request for 11 VHF handhelds is likely. A new 'Basis of Allocation' document should see full allocations rolled out with next generation hardware – timing TBC. Other options including remote controls for vehicle radios discussed with Radio Communications for them to follow-up.*

#### 6.1.4 T Martin (Julimar)

- Thanked R Hunter for his service.
- Taken on Captain's role 3 days ago – finding her feet.
- LTs to be:
  - (a) Corri Murcott (1st Lt).
  - (b) Wade Robson (2nd Lt).
  - (c) Hans Bohlen (3rd Lt).
  - (d) Christine Smith (4th Lt).

**6.1.5 N Griggs (Coondle-Nunile)**

- Thanked R Hunter for his service.
- AGM – no change to leadership group.
- Perusing electric chainsaws as per SOP.
- Raised concern about the condition of Picnic Hill Road for turnout of emergency services vehicles. This road is being used more frequently due to the location of the new station.
- Lobbied advocacy for extension of Restricted Burning Period into May (some discussion ensued).

**6.1.6 P Hay (DFES)**

- Region has submitted a request to Deputy Commissioner for early supply of regional High Season Appliances based on the dry conditions being experienced. Soil dryness indexes around the region are the same as early to mid-summer index, meaning likely early onset of the fire season.

**6.1.7 M McKeown (Toodyay Central)**

- Thanked R Hunter for his service.
- AGM – no change to leadership group.
- Brigade contributed to drone hardware.
- Number of callouts last week. Noting that Fire Danger Index hit High despite it being July.

**6.1.8 J Venn (Morangup)**

- Thanked R Hunter for his service.
- New station well received, a few items to follow up on.

**6.1.9 R Hunter (DCBFCO1)**

- Read a statement of resignation
- thanked service personnel, both leadership and firefighters, for their unwavering support during his tenure of DCBFCO.

**6.1.10 C Stewart (CBFCO)**

- Thanked R Hunter for his service.
- Spoke to the challenges of the Bushfires Act with respect to managing the season in accordance with current legislation.
- Advocated for the Shire to further promote the Shire's Harvest Ban SMS system.
- Thanked CESM for continued lobbying for funding for new stations and emergency water facilities for the Shire.

MINUTES OF BUSH FIRE ADVISORY COMMITTEE MEETING  
HELD IN COUNCIL CHAMBERS ON 4 AUGUST 2020

**6.1.11 Cr Bell**

No report made.

**6.1.12 Cr Rayner (Chair)**

- Lobbied advocacy mandating of landholder firefighting capabilities.
- Congratulated all new brigade officer bearers.

**6.2 BFCO Roundtable discussion and reporting**

Nil

**7. CONFIRMATION OF NEXT MEETING**

The next meeting of the Bush Fire Advisory Committee is scheduled to be held on 3 November 2020 commencing at 6.00pm.

**8. CLOSURE OF MEETING**

The Chairperson declared the meeting closed at 7.30pm.



# Attachments to Minutes

Bush Fire Advisory Committee

Tuesday 4 August 2020

## **CONFIRMATION OF MINUTES**

**5.3 Updated Bush Fire Advisory Committee Status Report 1**

## **PRESENTATIONS**

**4.1.1 Adoption of Conditions as a SOP in Toodyay's Bushfire Procedures Manual for the use of Drone/s at Local Government controlled Bush Fire(s).**

No attachments.

## **REPORTS OF SHIRE OFFICERS**

**4.1.1 FCO Recommendations 5**

Attachment 1 - FCO Nomination Report 2020/2021; and SCR

Attachment 2 - FCO Process Flow Chart 5



**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.<br><br>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:<br>STEWART, Craig<br>FORSYTH, Garry<br>WROTH, Charles<br>MADDRELL, Kim<br>HANSEN, John<br>RAYNER, Brian<br>MACGREGOR, Ian<br>GRIGGS, Nick |                            |             |                 |                    |

**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.<br><br>STEWART, Craig   |                            |             |                 |                    |
| 04/08/2020   | DCBFCO Position Appointments    | The Bush Fire Advisory Committee recommend to Council the following:<br><br>(a) a recommendation that the Shire move from two to three designated DCBFOs<br><br>(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. |                            |             |                 |                    |
| 04/08/2020   | DCBFCO Position Appointments    | The Bush Fire Advisory Committee recommend to Council the following:<br><br>That Council:<br><br>1. Appoint the following   |                            |             |                 |                    |

**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 |
|--------------|------------------------------|---|----------------------------|-------------|-----------------|--------------------|
|              |                              | <p>individual Deputy Chief Bush Fire Control Officer 1 for the Shire of Toodyay.</p> <p>GRIGGS, Nick</p> <p>2. That the council appoint the following individual Deputy Chief Bush Fire Control Officer 2 for the Shire of Toodyay.</p> <p>RAYNER, Brian</p> <p>3. That the council appoint the following individual Deputy Chief Bush Fire Control Officer 3 for the Shire of Toodyay.</p> <p>KOCH, Robert</p> |                            |             |                 |                    |
| 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.  |                            |             |                 |                    |

**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               |
|--------------|--|--|----------------------------|-------------|-----------------|----------------------------------|
| 04/02/2020   | 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<br>26/05/20 | Council Resolution No. 178/05/20 |

**Timeline**

Min 21 Days Prior to August BFAC

21-14 Days Prior to BFAC

14 Days Prior to BFAC

At August BFAC

September Ordinary Meeting of Council

**Actions**

