

# Bush Fire Advisory Committee

## MINUTES

*Section 67 of the Bush Fires Act 1954*

### Tuesday 6 August 2019

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 No. 171/10/17

- Councillor Welburn, Council Member
- Councillor Rayner, Council Member
- Councillor Twine, Council Member
- Councillor Dow, Council 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 Central Bush Fire Brigade Representative
- Toodyay Volunteer Fire & Rescue Representative
- Chief Executive Officer Shire of Toodyay
- Community Emergency Services Manager
- Department of Parks & Wildlife Representative
- Department of Fire & Emergency Services (DFES) Representative

### Distribution

These minutes of meeting were approved for distribution on  
21 August 2019



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

.....5TH NOVEMBER 2019.....

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 7*

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# Shire of Toodyay

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## MINUTES

6 AUGUST 2019

### 1. OPENING PROCEDURES

The meeting was declared open at 6.05pm by the Acting CESM.

Cr Brian Rayner, Chairperson (Shire President) was not available for the meeting as he was an apology to the meeting.

In light of the Presiding and Deputy Presiding members being unavailable, in accordance with Section 5.14 of the Local Government Act 1995, the responsible officer of the Bush Fire Advisory Committee called for a motion as follows:

#### **OFFICER'S RECOMMENDATION**

That Craig Stewart is nominated to preside at the Bush Fire Advisory Committee meeting, in accordance with Section 5.14 of the *Local Government Act 1995*.

Craig Stewart assumed the Chair.

#### **1.1 Announcement of Visitors**

Nil

#### **Record of Attendance and Apologies**

##### **Members**

Cr R Welburn	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 Rigby	Bejoording Brigade Representative
Mr J Venn	Morangup Brigade Representative
Mr N Griggs	Coondle-Nunile Representative
Mr W Robson	Julimar Brigade Representative
Mr P Brennan	Toodyay Central Bush Fire Brigade Representative
Mr E Francis	Acting Community Emergency Services Manager
Mr S Gunn	Department of Parks & Wildlife Representative
Mr P Hay	Department of Fire & Emergency Services (DFES)

### Staff

G Warburton  
J Hansen

Reserves Management Officer  
Bushfire Risk Management Planning  
Coordinator

### Apologies

Mr M Pasotti  
Mr T McMahon  
Cr B Rayner  
Mr B Grey  
Mr S Gamble  
~~Mr C Stevens~~  
Mr I McGregor

Department of Parks & Wildlife Representative  
Bushfire Risk Management Officer, DFES  
Shire President/Council Member  
Bejoording Brigade Representative  
Morangup Brigade Representative  
Coondle-Nunile Representative  
Toodyay Volunteer Fire & Rescue  
Representative  
Toodyay Central Bush Fire Brigade  
Representative

Signed:

  
Presiding Member

Date:

5/11/19

Mr M McKeown

### Visitors

Nil

## 2. TABLING OF MINUTES AND STATUS REPORT

### 2.1 Minutes of Meeting held on 7 May 2019

#### OFFICER'S RECOMMENDATION/BFAC RES. NO. 04/08/19

#### **MOVED** Cr Twine

That the Unconfirmed Minutes of the Bush Fire Advisory Committee Meeting held on 7 May 2019 be confirmed subject to the removal of Cr R Welburn from having attended the meeting as he was also recorded as an apology and was in fact an apology; and the recording of Mr P Hay and Mr R Hunter as an apology; plus C Stevens was not the representative for Coondle-Nunile – J Norgate was present at the meeting.

**MOTION CARRIED**

### 2.2 Matters arising from previous minutes

Nil

### 2.3 Review of the BFAC Status Report

#### 2.3.1 Item 5.1 Reported on by R Koch can be removed.

## 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

- BART incident app is being rolled out to the Brigades;
- RUI - Rural Urban Interface Exercise August 31st in York; and
- Aware Grant.

##### 4.1.1 FCO Recommendations

<b>Date of Report:</b>	23 July 2019
<b>File Reference:</b>	R1.15/FIR3
<b>Author:</b>	E Francis – Acting CESM
<b>Responsible Officer:</b>	E Francis – Acting CESM
<b>Confidential Attachments:</b>	1. FCO Nomination Report 2019/2020; 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 the Standard Operating Procedures.

#### OFFICER COMMENT

Consider the information attached, which is of a confidential nature.

#### MOTION/BFAC RECOMMENDATION/BFAC RES. NO. 05/08/19

##### MOVED Cr Twine

The BFAC recommend the following persons be appointed as FCO's:

- Craig Stewart
- Rowan Hunter
- Garry Forsyth
- Charles Wroth
- Jens-Dieter Bartel
- Kim Maddrell
- John Hansen
- Brian Rayner
- Ian MacGregor
- Nick Griggs

**MOTION CARRIED**

**MOTION/BFAC RECOMMENDATION/ BFAC RES. NO. 06/08/19**

**MOVED Cr Twine**

The BFAC recommend the following appointments to Council:

**CHIEF BUSH FIRE CONTROL OFFICER**

- Craig Stewart

**DEPUTY CBFCO 1**

- Rowan Hunter

**DEPUTY CBFCO 2**

- Robert Koch

**MOTION CARRIED**

**4.2 Report(s) from Bush Fire Risk Management Coordinator**

*Mr J Hansen provided a verbal update.*

**5. UPDATES AND REPORTS**

**Brigade Roundtable discussion and reporting**

- Nunile BFB (N.Griggs) - Brigade has shown interest in becoming qualified in BA (Breathing Apparatus). Injury on Fire ground occurred. Members no content with outcome of Vehicle Entering Lights matter for new shed.
- Julimar BFB (W. Robson) - AGM - Captain/Lieutenants remained the same
- Bejoording BFB (B. Rigby) - AGM - New Captain Brian Rigby - New Lieutenant Lawrence Hayward
- Toodyay Central BFB (P. Brennan) - AGM - Mike Devlin stepped down as Lieutenant, Chris Farrall stepped up as Lieutenant.
- Morangup BFB (J.Venn) - AGM - Captain/Lieutenants remained the same.
- CBFCO (C. Stewart) - extended a Thank you to all brigades for their turnout on during the restricted/open season.
- DCBFCO1 (R. Hunter) – extended thanks/compliments to Coondle BFB and Toodyay FRS for the joint effort at a structure fire.
- DO (District Officer - P. Hay) - Ground Controller Course on August 22nd. Mental Health October 5th/6th. \$170,000 UCL Funding awarded to Toodyay.
- DCBFCO2 (R. Koch) – Toodyay has been awarded Aware grant funding.



**6. CONFIRMATION OF NEXT MEETING**

The next meeting of the Bush Fire Advisory Committee is scheduled to be held on 5 November 2019 commencing at 6.00pm.

**7. CLOSURE OF MEETING**

The Chairperson declared the meeting closed at 7.29pm.



# Attachments to Minutes

Bush Fire Advisory Committee

Tuesday 6 August 2019

## **CONFIRMATION OF MINUTES**

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

## **REPORTS OF OFFICERS**

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**4.1.1 FCO Recommendations** 3

Attachment 1 - FCO Nomination Report 2019/2020; and \*SCA

Attachment 2 - FCO Process Flow Chart 3

**Note:** \*SCA indicates that this attachment is confidential. The attachment forms part of a confidential report to Council and as such would be captured into the confidential minuted items for that meeting.

# BFAC STATUS REPORT

## Bush Fire Advisory Committee

Supporting Officers  
CESM / CEO



Recommendations to Council		
Meeting Date	Item and Detail in order of meeting	List the Recommendation here

Questions taken on notice		
Meeting Date, Item No & Question No.	Questions in order of the meeting	INFORMATION Post meeting (with a view to providing further comment at a future meeting or via email)
7/5/2019	Remotely activated Vehicle Entering lights either side of the New Coondle Fire Station on Bindi-Bindi Road.	Taken on notice for follow up by CESM.

Actions to be undertaken prior to the next meeting (or ongoing from a previous meeting)		
Meeting Date	Actions to be taken	With the aim of / further comment or information

Completed Items (from Recommendations made to Council, Actions and Questions List.			
Meeting Date, Item No	Item Name / Other Detail	Status / Action / Notes	Item No / Date / Res No. / Other comment



# STATUS REPORT

## Bush Fire Advisory Committee

Responsible Officer CESM / CEO



Completed Items (from Recommendations made to Council, Actions and Questions List.			
Meeting Date, Item No	Item Name / Other Detail	Status / Action / Notes	Item No / Date / Res No. / Other comment
6 August 2019 Item 4.1.1 BFAC Mtg	FCO (and other) Appointments	<p>That Council appoint FCO's as follows:</p> <p>Appointment of (to Position)</p> <ol style="list-style-type: none"> <li>1. Craig Stewart (Chief Bush Fire Control Officer)</li> <li>2. Rowan Hunter (Deputy Bush Fire Control Officer 1)</li> <li>3. Robert Koch (Deputy Bush Fire Control Officer 2)</li> <li>4. Garry Forsyth (Bush Fire Control Officer)</li> <li>5. John Hansen (Bush Fire Control Officer)</li> <li>6. Kim Maddrell (Bush Fire Control Officer)</li> <li>7. Brian Rayner (Bush Fire Control Officer)</li> <li>8. Ian MacGregor (Bush Fire Control Officer)</li> <li>9. Nick Griggs (Bush Fire Control Officer)</li> <li>10. Jens-Dieter Bartels (Bush Fire Control Officer)</li> <li>11. Charles Wroth (Bush Fire Control Officer)</li> </ol>	<p>Item No. 15.1 /</p> <p>27 Aug 2019 OCM</p> <p>219/08/19</p>



