



Bush Fire Advisory Committee Meeting

Minutes

17 September 2014

MINUTES OF BUSH FIRE ADVISORY COMMITTEE MEETING
HELD IN COUNCIL CHAMBERS ON 17 SEPTEMBER 2014

Preface

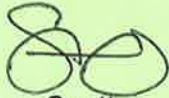
When the Chief Executive Officer approves these Minutes for distribution they are in essence "Unconfirmed" until the following Bush Fire Advisory Committee Meeting, where the Minutes will be confirmed subject to any amendments made by the Council.

The "Confirmed" Minutes are then signed off by the Presiding Person.

Attachments that formed part of the Agenda, in addition to those tabled at the Meeting are put together as an addendum to these Minutes.

Unconfirmed Minutes

These minutes were approved for distribution on 18 September 2014.



Stan Scott
CHIEF EXECUTIVE OFFICER

Confirmed Minutes

These minutes were confirmed at a meeting held on 03-02-2015

Signed: 

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

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ADDENDUM *with separate index follows Item 12*

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Shire of Toodyay

BUSH FIRE ADVISORY COMMITTEE MEETING – 17 SEPTEMBER 2014

MINUTES

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

Stan Scott, CEO, declared the meeting open at 6.00 pm. The members nominated S Scott to be the Chairperson for this meeting due to an apology having been received by the elected Chairperson.

2. RECORDS OF ATTENDANCE / APOLOGIES

2.1 RECORD OF ATTENDANCE

Members

| | |
|----------------|---|
| Mr C Munson | Community Emergency Services Manager (CESM) |
| Cr B Lloyd | Council Representative |
| Cr B Rayner | Council Representative |
| Mr M McBride | Chief Bush Fire Control Officer (CBFCO) |
| Mr M Rogers | Deputy Bush Fire Control Officer (DBFCO) 1 |
| Mr M Briggs | Deputy 2 CBFCO 2 |
| Mr L Hayward | Bejoording Brigade Representative |
| Mr J Venn | Morangup Brigade Representative |
| Mr C Blanchett | Coondle-Nunile Brigade Representative |
| Mr G Scobie | Julimar Brigade representative |
| Mr M McKeown | Toodyay Central Bush Fire Brigade representative |
| Mr I McGregor | Volunteer Fire and Rescue (Toodyay) representative |
| Ms H Wearmouth | Bush Fire Volunteer Training Officer representative |
| Mr T Bendtsen | Department of Fire and Emergency Services (DFES) |
| Mr S Scott | Chief Executive Officer |

Staff

| | |
|--------------|---------------------|
| Mrs M Rebane | Executive Assistant |
|--------------|---------------------|

Visitors

| | | | |
|-------------|------------|------------|------------|
| B Wearmouth | B Grey | M Bartels | D Mustchin |
| J Briggs | S Maddrell | K Maddrell | |

2.2 APOLOGIES

| | |
|--------------|---|
| Mr C Stewart | Deputy 3 CBFCO 3 |
| Mr C Wroth | Fire Control Officer (FCO) representative (Chair) |
| Mr M Pasotti | Department of Parks and Wildlife representative |

3. DISCLOSURE OF INTERESTS

The Chairperson advised that no disclosures of interest in the form of a written notice had been received prior to the commencement of the meeting.

4. PUBLIC QUESTIONS

1.1 RESPONSES TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

At the Bush Fire Advisory Committee Meeting held on 6 May 2014 there were no questions taken on notice.

1.2 PUBLIC QUESTION TIME

There were no public questions

5. CONFIRMATION OF MINUTES

1.3 Bush Fire Advisory Committee Meeting held on 6 May 2014

MOVED M McBride

That the Unconfirmed Minutes of the Bush Fire Advisory Committee Meeting held on 6 May 2014 be confirmed.

MOTION CARRIED

5.1 Matters arising from previous minutes

1.3.1 Coondle 24 Truck

This has been sold to a buyer in Morangup.

1.3.2 Undertake Review of FCO program

This has begun. The first meeting at Coondle Fire Shed is scheduled for Friday 19 September 2014.

1.3.3 Procedure Manual

It was adopted in the interim by Council.

1.3.4 National Medals

The CESM reported that medals are ready for distribution.

MOVED Cr Rayner

That an event be held at Duidgee Park for the handing out of medals before the start of the fire season.

MOTION CARRIED

1.3.5 Information Session

T Bendtsen advised he will follow up on the availability of Ralph Smith facilitating an information session in relation to bush fire attack levels and bush fire prone areas.

1.3.6 Bush Fire Risk Maps

S Scott advised that he had received the first draft Bush Fire Risk Maps for the Shire of Toodyay. The Shire has been given sixty days to respond to the mapping. Discussions will take place regarding what implications there are for declaration of bush fire prone areas. Regulations are specific. Council will have a significant role to play in that as there are planning implications and building implications (in terms of the Building Code of Australia a new set of conditions would be imposed to new buildings. There is no impact on existing buildings.

5.2 Review of Bush Fire Advisory Committee Status Report

Question One

What will happen to the Bush Fire Operating Procedures if DFES takes over the brigades?

There was some discussion regarding DFES taking over all brigades. This has not happened. T Bendtsen advised that if the DFES took over all brigades they already have an Administrative Procedures Manual and they would apply that to the brigades.

6. DEPUTATIONS/PRESENTATIONS/SUBMISSIONS (relating to the purpose of the meeting)

6.1 Deputations

Nil.

6.2 Presentations

Nil.

6.3 Submissions

Nil.

7. BUSINESS LEFT OVER FROM PREVIOUS MEETING (if adjourned)

Nil.

8. REPORTS OF OFFICERS

8.1 Appointment of Bush Fire Control Officers

| | |
|---|--------------------------------------|
| Date of Report: | 12 September 2014 |
| Name of Applicant / Proponent/s: | Bush Fire Advisory Committee |
| File Reference: | COC3 |
| Author: | Maria Rebane – Executive Assistant |
| Responsible Officer: | Stan Scott – Chief Executive Officer |
| Previously Before Council: | Not applicable |
| Author's Disclosure of Interest: | Nil. |
| Nature of Council's Role in the matter: | Legislative |
| Attachments: | 1. Resignation of FCO. |
| Voting Requirements: | Simple Majority |

PURPOSE OF THE REPORT

The purpose of this report is for the Bush Fire Advisory Committee to nominate Officers to hold the positions of Chief Bush Fire Control Officer and Deputy Chief Bush Fire Control Officer, and make a recommendation to Council in relation to those nominations.

BACKGROUND

Murray McBride has resigned as Chief Bush Fire Control Officer effective from the end of September 2014.

Mr Wayne Clarke resigned from his position as FCO (refer to **Attachment 1**). A copy of his resignation is included in this report in accordance with the draft *Shire of Toodyay Bush Fire Brigade Local Law 2013* but also because Mr Clarke requested that it be brought to the attention of the BFAC.

CONSULTATION IMPLICATIONS

There was no consultation in relation to this matter.

STRATEGIC IMPLICATIONS

There are no strategic implications in relation to this matter.

POLICY IMPLICATIONS

The Functions of the Bush Fire Advisory Committee are in accordance with Section 67 of the *Bush Fires Act 1954*.

The Draft *Shire of Toodyay Bush Fire Brigades Local Law 2013* states the following:

3.9 Minutes to be tabled before the Bush Fire Advisory Committee

The Secretary is to forward a copy of the minutes of the annual general meeting of a bush fire brigade to the Chief Bush Fire Control Officer within 14 days after the meeting.

The Chief Bush Fire Control Officer is to table the minutes of a bush fire brigade's annual general meeting at the next meeting of the —

- (a) Bush Fire Advisory Committee; or
- (b) Council, if there is no Bush Fire Advisory Committee,

following their receipt under subclause (1).

3.11 Bush Fire Advisory Committee to nominate bush fire control officers

As soon as practicable after the annual general meeting of each bush fire brigade in the district, the Bush Fire Advisory Committee is to nominate to the local government, from the persons nominated by each bush fire brigade, a person or persons for the position of a bush fire control officer(s) for the brigade area.

3.12 Local government to have regard to nominees

When considering persons for the position of a bush fire control officer, the local government is to have regard to those persons nominated by the Bush Fire Advisory Committee, but is not bound to appoint the persons nominated.

3.13 Bush Fire Advisory Committee to consider bush fire brigade recommendations

The Bush Fire Advisory Committee is to make recommendations to the local government on all recommendations received by the Bush Fire Advisory Committee from bush fire brigades.

FINANCIAL IMPLICATIONS

There are no financial implications in relation to this matter.

LEGAL AND STATUTORY IMPLICATIONS

Section 38 of the *Bush Fires Act 1954* states as follows:

38. Local government may appoint bush fire control officer
- (1) A local government may from time to time appoint such persons as it thinks necessary to be its bush fire control officers under and for the purposes of this Act, and of those officers shall subject to section 38A(2) appoint 2 as the Chief Bush Fire Control Officer and the Deputy Chief Bush Fire Control Officer who shall be first and second in seniority of those officers, and subject thereto may determine the respective seniority of the other bush fire control officers appointed by it.
 - (2A) The local government shall cause notice of an appointment made under the provisions of subsection (1) to be published at least once in a newspaper circulating in its district.
 - (2C) The local government shall fill any vacancy occurring in the office of Chief Bush Fire Control Officer or Deputy Chief Bush Fire Control Officer within one month after the vacancy occurs and if the local government fails or neglects to do so within that time, the FES Commissioner may by notice in writing require the local government to appoint a person to the vacant office within one month after service on it of such notice.
 - (2D) Where a local government that has been served with a notice pursuant to subsection (2C) fails or neglects to comply with the requirements of that notice, the FES Commissioner may appoint a person who is not employed in the Department to the vacant office.
 - (2E) A bush fire control officer appointed by a local government under the provisions of this section shall be issued with a certificate of appointment by the local government or, if he is appointed by the FES Commissioner, by the FES Commissioner.
 - (3) The local government may, in respect to bush fire control officers appointed under the provisions of this section, exercise so far as they can be made applicable the same powers as it may exercise in respect to its other officers, under the provisions of the Acts under which those other officers are appointed.
 - (4) A bush fire control officer appointed under the provisions of this section shall, subject to such directions as may be given by the local government, and subject to this Act take such measures as appear to him to be necessary or expedient and practicable for —
 - (a) carrying out normal brigade activities;
 - [(b), (c) deleted]
 - (d) exercising an authority or carrying out a duty conferred or imposed upon him by any of the provisions of Part III;
 - (e) procuring the due observance by all persons of the provisions of Part III.

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- (5A) A local government may issue directions to a bush fire control officer appointed by the local government, or to an officer of a bush fire brigade registered by the local government to burn, subject to the provisions of this Act, bush on, or at the margins of, streets, roads, and ways, under the care, control and management of the local government.
- (5B) The bush fire control officer, or officer of the bush fire brigade, may by authority of any directions issued under subsection (5A) carry out the directions but subject to the provisions of this Act.
- (5C) The provisions of subsections (5A) and (5B) are not in derogation of those of subsection (4).
- (6) In this section —
approved local government means a local government approved under subsection (7) by the FES Commissioner.
- (7) If it appears to the FES Commissioner that the standard of efficiency of a local government in fire prevention and control justifies the FES Commissioner doing so, the FES Commissioner, by notice published in the *Government Gazette* —
- (a) may approve the local government as one to which subsections (6) to (18) apply; and
 - (b) may from time to time cancel or vary any previous approval given under this subsection.
- (8) An approved local government may appoint to the office of fire weather officer such number of senior bush fire control officers as it thinks necessary.
- (9) Where more than one fire weather officer is appointed by a local government the local government shall define a part of its district in which each fire weather officer shall have the exclusive right to exercise the power conferred by subsection (17).
- (10) An approved local government may appoint one or more persons, as it thinks necessary, to be the deputy or deputies, as the case may be, of a fire weather officer appointed by the local government and where 2 or more deputies are so appointed they shall have seniority in the order determined by the local government.
- (11) Where the office of a fire weather officer is vacant or whilst the occupant is absent or unable to act in the discharge of the duties of the office, any deputy appointed in respect of that office under subsection (10) is, subject to subsection (12), entitled to act in the discharge of the duties of that office.
- (12) A deputy who is one of 2 or more deputies of a fire weather officer is not entitled to act in the discharge of the duties of the office of that fire weather officer if a deputy who has precedence over him in the order of seniority determined under subsection (10) is available and able to discharge those duties.
- (13) The local government shall give notice of an appointment made under subsection (8) or (10) to the FES Commissioner and cause notice of the appointment to be published at least once in a newspaper circulating in its district and the FES Commissioner shall cause notice of the appointment to be published once in the *Government Gazette*.

MINUTES OF BUSH FIRE ADVISORY COMMITTEE MEETING
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- (14) An approved local government may appoint a committee for the purpose of advising and assisting a fire weather officer or any deputy of a fire weather officer acting in the place of that officer under subsections (6) to (18).
- (15) Where a committee is appointed, a fire weather officer, or, as the case may be, a deputy of a fire weather officer while acting in the place of that officer, may exercise the authority conferred on him by subsection (17), notwithstanding the advice and assistance tendered to him by the committee.
- (16) The provisions of subsections (6) to (18) are not in derogation of those of any other subsection of this section.
- (17) A fire weather officer of an approved local government, or a deputy of that fire weather officer while acting in the place of that officer, may authorise a person who has received a permit under section 18(6)(a), to burn the bush in the district of the local government notwithstanding that for any day, or any period of a day, specified in the notice the fire danger forecast issued by the Bureau of Meteorology in Perth, in respect to the locality where the bush proposed to be burnt is situated, is “catastrophic”, “extreme”, “severe” or “very high”, and upon the authority being given the person, if he has otherwise complied with the conditions prescribed for the purposes of section 18, may burn the bush.
- (18) Subsections (6) to (18) do not authorise the burning of bush —
 - (a) during the prohibited burning times; or
 - (b) during the period in which, and in the area of the State in respect of which, a total fire ban is declared under section 22A to have effect.

[Section 38 amended by No. 35 of 1957 s. 7; No. 20 of 1958 s. 2; No. 11 of 1963 s. 18; No. 67 of 1970 s. 4; No. 65 of 1977 s. 36; No. 51 of 1979 s. 4; No. 60 of 1992 s. 21; No. 14 of 1996 s. 4; No. 10 of 1998 s. 20(2); No. 42 of 1998 s. 16; No. 38 of 2002 s. 29; No. 25 of 2009 s. 12; No. 19 of 2010 s. 52(4); No. 22 of 2012 s. 60 and 69; No. 17 of 2014 s. 17(2) and (3).]

RISK IMPLICATIONS (including DAIP)

This proposal does not contain any notable risk implications.

ENVIRONMENTAL IMPLICATIONS

This proposal does not contain any notable environmental implications.

SOCIAL IMPLICATIONS

This proposal does not contain any notable social implications.

OFFICER COMMENT / DETAILS

The following positions are able to be included in a recommendation to Council:

1. Nominations for the position of Chief Bush Fire Control Officer;
2. Nominations for the position of Deputy Chief Bush Fire Control Officer No. 1;
3. Nominations for the position of Deputy Chief Bush Fire Control Officer No 2;
4. Nominations for the position of Deputy Chief Bush Fire Control Officer No 3; and
5. Nominations for the position of Fire Control Officer;

The Bush Fire Advisory Committee has the option of nominating a Fire Weather Officer in accordance with s.39 (8) of the *Bush Fires Act 1954*. Ideally the Fire Weather Officer would be the Chief Bush Fire Control Officer.

OFFICER'S RECOMMENDATION

The Bush Fire Advisory Committee recommends to Council the following:

That:

1. be appointed to the position of Chief Bush Fire Control Officer
2. be appointed to the position of Deputy Chief Bush Fire Control Officer No. 1
3. be appointed to the position of Deputy Chief Bush Fire Control Officer No 2.
4. be appointed to the position of Deputy Chief Bush Fire Control Officer No 3.
5. be appointed to the position of Fire Control Officer.
6. The Chief Bush Fire Control Officer nominated above be appointed to the position of Fire Weather Officer.

MOVED Cr Rayner

That the CEO write to Mr Clarke in relation to his resignation and recognise his contribution.

MOTION CARRIED

The Chairperson called for nominations as follows:

Chief Bush Fire Control Officer.

G Scobie nominated C Stewart for the position of Chief Bush Fire Control Officer. M McBride advised that C Stewart, although not present at the meeting, was aware of the pending nomination and had accepted it.

As there were no further nominations C Stewart was declared the nominee for the position of Chief Bush Fire Control Officer.

Deputy Chief Bush Fire Control Officer No 1.

C Munson nominated M Rogers for the position of Deputy Chief Bush Fire Control Officer No 1. M Rogers accepted the nomination.

G Scobie nominated C Wroth for the position of Deputy Chief Bush Fire Control Officer No 1. C Wroth was not present for the nomination however G Scobie and M McBride gave assurances that he was aware of the nomination and would accept it.

A secret ballot was conducted. M Rogers was declared the nominee for the position of Deputy Chief Bush Fire Control Officer No 1.

Deputy Chief Bush Fire Control Officer No 2

M McBride nominated D Bartels for the position of Deputy Chief Bush Fire Control Officer No 2. D Bartels, although not present for the nomination however M McBride gave assurances that he was aware of the nomination and would accept it.

G Scobie nominated C Wroth for the position of Deputy Chief Bush Fire Control Officer No 2.

A secret ballot was conducted. D Bartels was declared the nominee for the position of Deputy Chief Bush Fire Control Officer No 2.

Deputy Chief Bush Fire Control Officer No 3

G Scobie nominated C Wroth for the position of Deputy Chief Bush Fire Control Officer No 3.

As there were no further nominations C Wroth was declared the nominee for the position of Deputy Chief Bush Fire Control Officer No 3.

Fire Control Officer

The CEO advised that no nominations were being sought at present until after FCO Review. Another BFAC to be convened if that is the result of the review.

Nominations for Training Coordinator

M Rogers nominated H Wearmouth to the position of Training Coordinator. H Wearmouth accepted the nomination.

As there were no further nominations H Wearmouth was declared the nominee for the position of Training Coordinator.

Nominations for Chairperson of BFAC

The CEO advised that the BFAC would defer election of a new Chairperson of the BFAC to next BFAC Meeting.

9. REPORTS OF COMMITTEE MEMBERS

9.1 Matters to be reported

| | |
|-----------------------------------|--------------------------------------|
| Date of Report: | 14 March 2014 |
| Proponent: | Shire of Toodyay |
| File Ref: | COC3 |
| Author: | Maria Rebane – Executive Assistant |
| Responsible Officer: | Stan Scott – Chief Executive Officer |
| Officer's Disclosure of Interest: | Nil |
| Attachments: | Nil. |
| Voting Requirements: | Simple Majority |

INTRODUCTION

The purpose of this report is to provide opportunity to the Committee Members to report on any matters relating to *Section 67(1) of the Bush Fires Act 1954*.

STATUTORY ENVIRONMENT

Section 67 (1) of the Bush Fires Act 1954 states as follows:

A local government may at any time appoint such persons as it thinks fit as a bush fire advisory committee for the purpose of advising the local government regarding all matters relating to the preventing, controlling and extinguishing of bush fires, the planning of the layout of fire-breaks in the district, prosecutions for breaches of this Act, the formation of bush fire brigades and the grouping thereof under group brigade officers, the ensuring of co-operation and co-ordination of bush fire brigades in their efforts and activities, and any other matter relating to bush fire control whether of the same kind as, or a different kind from, those specified in this subsection.

Cr Rayner moved a motion as follows:

That Council recognise M Brigg's work as a Deputy Chief Bush Fire Control Officer.

C Munson moved an amendment to the motion as follows:

That the motion be amended to read as follows:

That Council:

1. Recognise M Brigg's work as a Deputy Chief Bush Fire Control Officer; and
2. Recognise M McBride for his ten years of service to the Shire of Toodyay.

Cr Rayner accepted the amendment.

S Scott, CEO, Shire of Toodyay and T Bendtsen, Department of Fire and Emergency Services (DFES) both expressed their personal thanks to Mr McBride for the ten years of service he had provided to the Shire of Toodyay.

The motion was put.

MOVED Cr Rayner

The Bush Fire Advisory Committee recommends to Council the following:

That Council:

1. Recognise M Brigg's work as a Deputy Chief Bush Fire Control Officer; and
2. Recognise M McBride for his ten years of service to the Shire of Toodyay.

MOTION CARRIED

MOVED Cr Lloyd

The Bush Fire Advisory Committee recommends to Council the following:

That a formal recognition take place at a Council Meeting in regard to recognition of M McBride's years of service.

MOTION CARRIED

Matters to be reported

C Munson

- Trucks in and weighbridge being used – the trucks are on the edge of the limit. Proposed that housecleaning of the truck cabs be performed as a measure to ensure that the weight of the truck is kept under the limit;
- Undertaken maintenance as per usual;
- Mitigation – Department of Parks and wildlife have advised that they have canned the burning program in the Shire of Toodyay / Avon Valley Region and are heading south. There will be, due to the approaching summer, limited prescribed burning opportunities

DFES Representative

- Avon Valley Bush Fire Response Plan up for review. M Bowen asked for a desktop exercise to be written to test the plan that will involve many volunteers;
- The Bush Fire Risk is high to very high in some areas. DFES will be requesting volunteers and brigades to assist in mitigation.

Chief Bush Fire Control Officer – M McBride

- Advised that due to his resignation as Chief his position on DOAC has commenced on a 12 year rotation through Chiefs from other regions;
- Advised he is staying on as a representative to the State Committee;
- Permits will be reviewed and revised in two weeks' time;
- Procedure manuals – requested that Captains get their members of the brigades to review the procedure manuals and if required he or the current Community Emergency Services Manager can arrange appointments to come and discuss the context of the Procedure Manuals, if needed;
- Reported there were 37 turnouts this year.
- Reported that through the LEMC there will be a community awareness campaign of when you call in a fire (i.e. during the winter period). This may alleviate the amount of callouts to a fire.

10. NEW BUSINESS OF AN URGENT NATURE

Nil.

10. NEXT MEETING

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.

11. CLOSURE OF MEETING

The Chairperson declared the meeting closed at 7.15 pm.



ADDENDUM

Attachments to Minutes of the

BUSH FIRE ADVISORY COMMITTEE MEETING

17 September 2014

ADDENDUM
ATTACHMENTS TO MINUTES OF THE BUSH FIRE ADVISORY COMMITTEE MEETING
HELD IN COUNCIL CHAMBERS ON 17 SEPTEMBER 2014

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STATUS REPORT 2014

*Bush Fire Advisory Committee Meetings
comprising of Recommendations to Council, Action List and Completed Recommendations*

Recommendations made to Council

| Meeting Date | Item | Title/Description of Item | Resp. Officer | Proposed / Notes / Actions to be taken | Comment |
|------------------------|------|--|---------------|---|---------|
| 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. | |
| 17/09/2014 BFAC MTG | 8.1 | Chief Bush Fire Control Officer. | CEO | C Stewart | |
| 17/09/2014 BFAC MTG | 8.1 | Deputy Chief Bush Fire Control Officer No 1. | CEO | M Rogers | |
| 17/09/2014 BFAC MTG | 8.1 | Deputy Chief Bush Fire Control Officer No 2 | CEO | D Bartels | |
| 17/09/2014 BFAC MTG | 8.1 | Deputy Chief Bush Fire Control Officer No 3 | CEO | C Wroth | |
| 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. | |
| 17/09/2014 BFAC MTG | 8.1 | Nominations for Training Coordinator | CEO | H Wearmouth | |
| 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. | |



STATUS REPORT 2014

Bush Fire Advisory Committee Meetings

comprising of Recommendations to Council, Action List and Completed Recommendations

| Meeting Date | Item | Title/Description of Item | Resp. Officer | Proposed / Notes / Actions to be taken | Comment |
|--|------|----------------------------------|---------------|--|---------|
| 17/09/2014 BFAC MTG | 8.1 | Two recommendations made (below) | CEO | | |
| <p>That Council:</p> <p>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.</p> <p>That a formal recognition take place at a Council Meeting in regard to recognition of M McBride's years of service.</p> | | | | | |
| | | | | | |



STATUS REPORT 2014

*Bush Fire Advisory Committee Meetings
comprising of Recommendations to Council, Action List and Completed Recommendations*

Action List

| Meeting Date | Item | Title/Description of Item | Resp. Officer | Proposed / Notes / Actions to be taken | Comment |
|-------------------------------|------|---|---------------|--|--|
| 10 April 2013 BFAC Meeting | 9.3. | Bush Fire Readiness Expo | CESM | The Acting CESH will plan for a similar event in the Shire of Toodyay in due course. | Funding rec'd. |
| 10 April 2013 BFAC Meeting | 9.5. | Safety Circulars | M BOWEN | M Bowen will check on the status of circulations on the portal and respond back to the BFAC members. | DFES to chase up. |
| 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. | CESH provided update at meeting 17.9.14. Risk Resource – suitability, etc. |
| 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). | |
| 18/03/2014 BFAC Meeting | 8.1 | Bush Fire Brigade Support Unit (BFBSU). SES Morangup Brigade | CESH | 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. |
| 18/03/2014 BFAC Meeting | 8.1 | Coondle Fire Truck | CESH | Has been sold now. | Complete. |
| 17/09/2014 BFAC MTG | 8.1 | CEO write to Mr Clarke in relation to his resignation and recognise his contribution. | CEO | | |
| | | | | | |
| | | | | | |



STATUS REPORT 2014

Bush Fire Advisory Committee Meetings

comprising of Recommendations to Council, Action List and Completed Recommendations

COMPLETED RECOMMENDATIONS THAT HAVE GONE TO COUNCIL (and ACTIONS Completed)

| 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 |
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Wayne Clarke
Post Office Box 427
Toodyay WA 6566

Mr Murray McBride
Chief Bush Fire Control Officer
Shire of Toodyay
Post Office Box 96
Toodyay WA 6566

29 August 2014

Dear Murray,

Effective upon replacement, I wish to tender my resignation as a Bush Fire Control Officer (FCO) for the Shire of Toodyay.

My reason for resigning is largely to make way for younger members of our Brigade who are active fire fighters. I have not written a permit since the issue of the new books.

While resigning as a FCO, I am not relinquishing my Brigade activities, and will continue in my role as Secretary/Treasurer of the Central Brigade, at least until another member is willing to take on the task. I will still be available to assist with incident management, if required.

I first completed the FCO's course in March 1992 (16/92), and was appointed an FCO (and to the Bush Fire Advisory Committee) by the Shire in June 1996. These eighteen plus years have seen some big transformations in bush fire control and management, and no doubt there will be further changes in the future. These challenges will be better served by a younger FCO.

I will return the unused permit book (T2551 – T2600) that I have in my possession to the Shire Office. I still have a fully operable fire radio in my home office that could be passed on to a replacement FCO. Central Brigade had its monthly meeting on 26 August, where my resignation was advised.

Yours Sincerely,



Wayne Clarke

cc: Mr Stan Scott, Chief Executive Officer, Shire of Toodyay
Mr Mike McKeown, Captain Central VBF

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