

Bush Fire Advisory Committee Meeting

Minutes

18 March 2014

MINUTES OF BUSH FIRE ADVISORY COMMITTEE MEETING
HELD IN COUNCIL CHAMBERS ON 18 MARCH 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 members of the Committee.

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 25 March 2014.

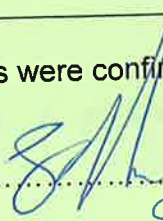


Stan Scott
CHIEF EXECUTIVE OFFICER

Confirmed Minutes

These minutes were confirmed at a meeting held on 6 MAY 2014

Signed:


CORRY MUNSON

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 – 18 MARCH 2014

MINUTES

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

The Chairperson declared the meeting open at 6.00 pm.

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 C Stewart	Deputy 3 CBFCO 3
Mr B Grey	Bejoording Brigade Representative
Mr S Gamble	Morangup Brigade Representative
Mr M Middleton	Coondle-Nunile Brigade Representative
Mr P Sapwell	Julimar Brigade representative
Mr M McKeown	Toodyay Central Bush Fire Brigade representative
Mr I McGregor	Volunteer Fire and Rescue (Toodyay) representative
Mr C Wroth	Fire Control Officer (FCO) representative (Chair)
Ms H Wearmouth	Bush Fire Volunteer Training Officer Representative
Mr M Bowen	Department of Fire and Emergency Services (DFES)

Staff

Mrs M Rebane	Executive Assistant
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Visitors

D Mustchin
B Wearmouth
G Bowman

2.2 APOLOGIES

Mr M Pasotti	Department of Parks and Wildlife representative
Mr S Scott	Chief Executive Officer

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

4.1 RESPONSES TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

At the Bush Fire Advisory Committee Meeting held on 11 November 2013 there were no questions taken on notice.

4.2 PUBLIC QUESTION TIME

There were no public questions.

5. CONFIRMATION OF MINUTES

5.1 Bush Fire Advisory Committee Meeting held on 11 November 2013

MOVED Cr McBride

That the Unconfirmed Minutes of the Bush Fire Advisory Committee Meeting held on 11 November 2013 be confirmed.

MOTION CARRIED

5.2 Matters arising from previous minutes

Nil.

6. DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

6.1 Petitions

Nil.

6.2 Deputations

Nil.

6.3 Presentations

Nil.

6.4 Submissions

Nil.

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

Nil.

8. REPORTS OF OFFICERS

8.1 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.

OFFICER'S RECOMMENDATION

The Bush Fire Advisory Committee recommends to Council the following:

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The Chief Bush Fire Control Officer (CBFCO) gave a verbal report, summarised as follows:



- Comparative summary of turnouts between 2013 and 2014 were 56 and 15 respectively;
- Foggarthorpe fire incident was the biggest fire this season – fought through the combined efforts of the VR&R VFRS and BFRS BFB, DFES and other local governments;
- Work has progressed on the Administration Manual. Once recent changes have been made to it the manual will be put out again for comment at another BFAC Meeting before it is recommended to the Shire for endorsement. Within the next few months the SOP's will be out to give the brigades guidance;
- LEMC Exercise at the School – thanked everyone for giving up their time to take part. It was a great success. The school was appreciative of it;
- Morangup Brigade has held their AGM. The CBFCO will chair meetings of the Morangup Brigade until further notice;
- Support vehicle working well;
- Restricted Burning Period started – Two permits issues to B Clarke and T Cameron;
- COMCEN Phone number on permit sheets incorrect and will be amended; and
- The CBFCO gave notice – that at the September BFAC Meeting he will not be standing as CBFCO.

The Community Emergency Services Manager (CESM) gave a verbal report, summarised as follows:

- The CESM provided an overview of the process of the Bush Fire Brigade (BFB) Local Law and how public submissions have invoked changes to be made in the Administration Manual. Once the Local Laws Advisory Committee has completed their review process, and changes have been made to the BFB Local Law, the document will go out to public comment again;
- SOP's have been added (by DFES, the CESM and CBFCO) into the Bush Fire Operating Procedures Manual;
- Proposed the Shire of Toodyay forms a Bush Fire Brigade Support Unit (BFBSU). There is scope for it in the future with the possibility of future SES Morangup Brigade members to fill the majority of roles. Funding would be required as there is a limited amount of funding available from ESL for a BFBSU. Other factors:
 - A vehicle - provided by the Shire of Toodyay;
 - Training done through the ESL funding;
 - Facilities available for housing Brigade trailers;
 - BFBSU could provide support for any incident such as:
 - Traffic management; Supply of equipment; Road Closures;
 - Floods and other incident support (at the discretion of the Incident Controllers).

The CESM requested comments be provided at the next meeting of the BFAC.

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- Proposed SES Brigade at Morangup - we will be advised within the next three months whether Toodyay will have a unit in Morangup;
- Coondle Fire Truck – consideration of having it restored? Funding will be required for it. Needs to have a home also.

Direction given to approach the Men's shed regarding this project and looking at avenues of funding for it.

8.2 Review of SOP's and the Administration Manual

Date of Report:	14 March 2014
Proponent:	Bush Fire Advisory Committee
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 for the Bush Fire Advisory Committee to continue its discussions in relation to the development of the Toodyay Volunteer Bush Fire Brigade Operating (Administration) Procedure.

BACKGROUND

At a Bush Fire Advisory Committee meeting held on 24 September 2013 a recommendation was made as follows:

That consideration of the Toodyay Volunteer Bush Fire Brigade Administration Procedure be deferred to the next meeting of the Bush Fire Advisory Committee.

CONSULTATION

This Administration Procedure has been developed by the CBFCO, the CEO and the previous CESM. Examples were sought from other Shires during the production of this document.

STATUTORY ENVIRONMENT

Part V of the *Bush Fires Act 1954*, Clause 62 states as follows:

62. Local government may make local laws

- (1) A local government may make local laws in accordance with subdivision 2 of Division 2 of Part 3 of the Local Government Act 1995 for and in relation to —
 - (a) the appointment, employment, payment, dismissal and duties of bush fire control officers;
 - (b) the organisation, establishment, maintenance and equipment with appliances and apparatus of bush fire brigades to be established and maintained by the local government; and

- (c) any other matters affecting the exercise of any powers or authorities conferred and the performance of any duties imposed upon the local government by this Act.

In Part 3 Organisation and Maintenance of bush fire brigades, Clause 3.2 states as follows:

3.2 Officers to be supplied with Act

The local government is to supply each brigade officer with a copy of the Act, the Regulations, the Bush Fire Operating Procedures, this local law and any other written laws which may be relevant to the performance of the brigade officers' functions, and any amendments which are made from time to time.

POLICY IMPLICATIONS

This proposal does not contain any notable policy implications

FINANCIAL IMPLICATIONS

There are no known financial implications for this document.

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

This Administration Procedure goes into further detail and reflects the Local Law that is currently open for public comment, this Administration Procedure has been on the drawing board for several years and I believe it should be adopted prior to the fire season. This Procedure will help the everyday running of all the Brigades in Toodyay.

With the many issues that have developed in the past regarding the administration of brigades, this procedure will help to create a unified approach that all Brigade Officers can refer for the day to day running of the Bush Fire Brigades and the Membership.

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At a meeting of the Bush Fire Advisory Committee held on 11 November 2013 action was proposed as follows:

The Chairperson requested, through the CEO, that all BFAC Members be provided with a copy of the Bush Fire Operating Procedures in hardcopy and electronically for the purposes of reviewing the document as a working group before it returns to the Bush Fire Advisory Committee.

OFFICER'S RECOMMENDATION

The Bush Fire Advisory Committee recommends to Council the following:

The CBFCO provided an overview of the process taken to review the SOP's and local law process.

9. REPORTS OF COMMITTEE MEMBERS

9.1 Department of Fire and Emergency Services Representative

~~Risk Management Report~~ **Resources for Risk Report compiled by DFES and Shire of Toodyay Representatives** released by DFES that contained information in regard to the future needs of the Shire. The CBFCO and CESM will go through the report.

The Emergency Services Cadet's Coordinator for the State has approached DFES in relation to a program the local school is running. They are looking at arranging training activities in the afternoon. They want to know interest within brigades for volunteers who may be available.

9.2 Julimar Brigade Representative

- Rosters have been adjusted due to injuries of rostered personnel;
- Control burns scheduled for end of March; and
- New security system in shed.

9.3 Training Coordinator

Training Calendar has been released.

Signed: 
Chairperson of Committee
Date: 06/05/14

9.4 CBFCO

Operational Meetings with Captains schedule for April / May.

9.5 Bejoording Brigade Representative

- Running minimal numbers on the roster;
- AGM 15 April 2014; and
- Bush Fire Cadet Brigade (ages 11-16) being organised.

9.6 Coondle-Nunile Brigade Representative

- Roster being filled. Confusion to do with mid-week contacts (Evening relief crews no issues); and
- AGM 12 April 2014.

9.7 Morangup Brigade Representative

- Extension almost at lock up stage; and
- AGM held in new training room.

9.8 CESM on behalf of Department of Parks and Wildlife Representative

The CESM tabled maps at 6.37 pm.

- Autumn burns (5,500 hectares in total) planned for Toodyay area (National Park and Bindoon Military range);
- Burns planned for 2,500 Hectares of Julimar Forrest; and
- The Military Range mitigation works – contracted out.

9.9 Council Representative

Clarification was sought in relation to a succession Plan for the CBFCO.

9.10 Chairperson

Clarification was sought in relation to

- Incident control procedures and how an ambulance was sent through incident control once it had entered a fire ground;
- The use of graders at a fire incident; and
- Debrief following an incident.

10. NEW BUSINESS OF AN URGENT NATURE

10.1 CBFCO Items of New Business

The CBFCO advised of new business of an urgent nature, regarding three items that he wished to introduce by decision of the meeting.

MOVED Cr McBride

That the Bush Fire Advisory Committee consider Item

- 10.1.1 Amendment of Contact Number in Permit books;
- 10.1.2 Fire Control Officers (FCO's) issuing permits; and
- 10.1.3 Fire movement bans and Fire Danger Index (FDI).

as business of new nature.

MOTION CARRIED

10.1.1 Amendment of Contact Number in Permit books

It was reported that the Com Centre Contact Number in the Permit books is incorrect. It should read 9395-9209. The correction will be circulated.

10.1.2 Fire Control Officers (FCO's) issuing permits

MOVED Cr McBride

The Bush Fire Advisory Committee recommend the following:

That from Monday 24 March 2014 onwards all FCO's may write permits for "crop preparation only".

MOTION CARRIED

10.1.3 Fire movement bans and Fire Danger Index (FDI)

MOVED Cr McBride

The Bush Fire Advisory Committee recommend the following:

(A) That in the instance of:

1. DFES issuing a Total Fire Ban the Shire of Toodyay issue a Harvest and Vehicle Movement Ban, the duration of which will continue to midnight on the date of issue;
2. FDI reaching "32" the Shire of Toodyay issue a Harvest and Vehicle Movement Ban, the duration of which will continue to midnight on the date of issue;
3. when Resources are low the Shire of Toodyay issue a Harvest and Vehicle Movement Ban, the duration of which will continue to midnight on the date of issue;

The above to be at the discretion of the CBFCO:

- (B) The Harvest and Vehicle Movement Ban is not include vehicles that are used for provision of water to livestock and/or checking on their welfare;
- (C) The above to be put into the Standard Operating Procedures.
- (D) The CBFCO or his representative at their discretion be authorised to have the authority to implement a Harvest and Vehicle Movement Ban at any other time.

MOTION CARRIED

MINUTES OF BUSH FIRE ADVISORY COMMITTEE MEETING
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11. NEXT MEETING

6 May 2014.

12. CLOSURE OF MEETING

The Chairperson declared the meeting closed at 7.12 pm.



ADDENDUM

Attachments to Minutes of the

BUSH FIRE ADVISORY COMMITTEE MEETING

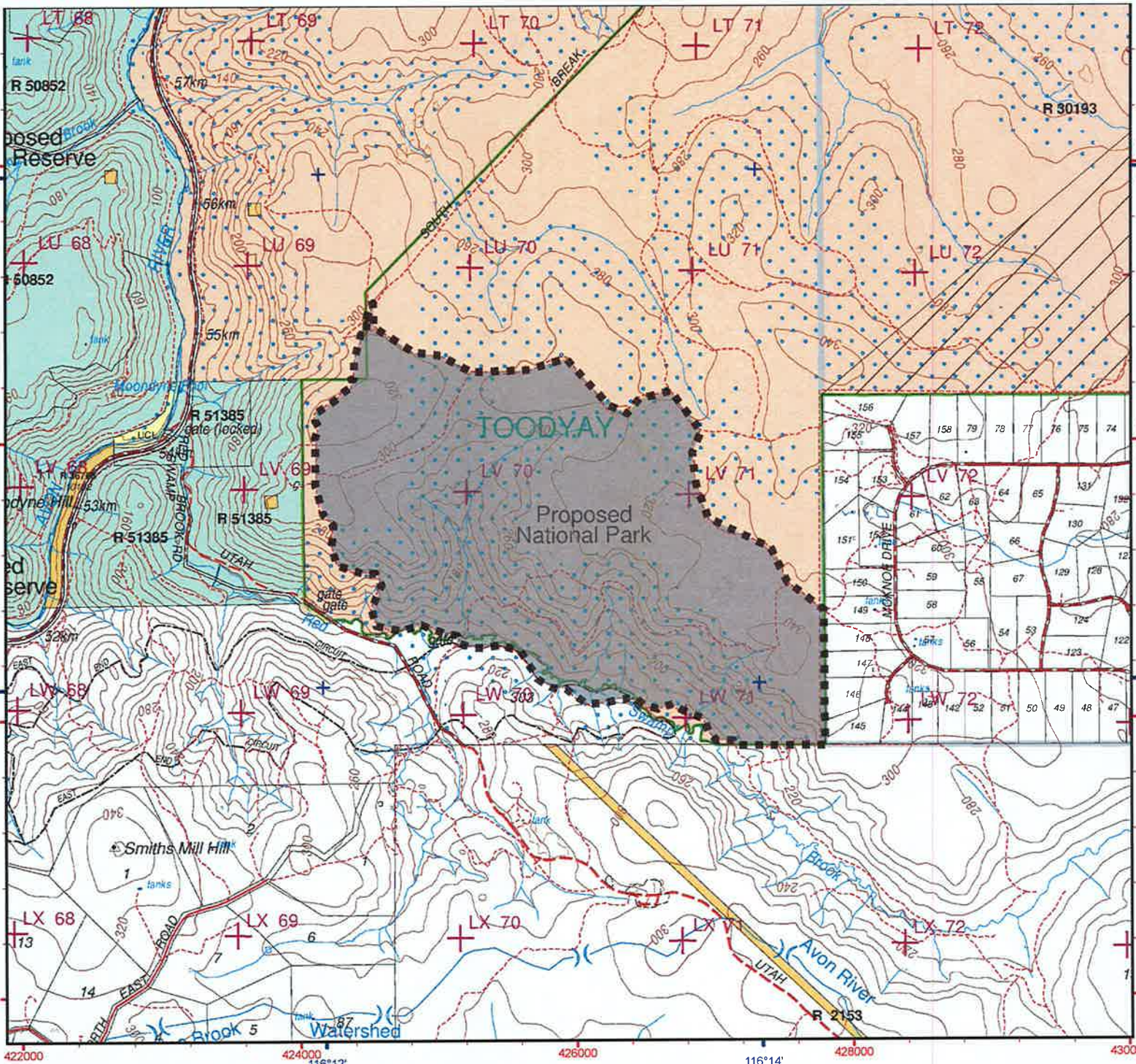
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ADDENDUM
ATTACHMENTS TO MINUTES OF THE BUSH FIRE ADVISORY COMMITTEE MEETING
HELD IN COUNCIL CHAMBERS ON 18 MARCH 2014

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TOODYAY
 Biodiversity Conservation & Bushfire Risk Management Burn
 PHS 203

Description

The proposed burn is located 22 kms east of Bullsbrook within the Avon Valley National Park. The burn is bounded by South Break, firebreaks adjoining private property and forest tracks. The area was last burnt by prescribed fire in 2003.

Purpose

Biodiversity Conservation

To protect, maintain and enhance biodiversity and ecological processes within the Avon Valley National Park by applying fire under prescribed conditions to achieve a mosaic of fire intensities and burnt and unburnt areas at both a landscape and local level.

Bushfire Risk Management

To minimize the potential size and intensity of bush fires and/or the risk of damage from bush fire to adjoining private properties and the Morangup subdivision by the application of fire under prescribed conditions to reduce the quantity of combustible material.

Operations

It is intended to edge the burn perimeter under mild conditions for burn security in autumn 2014, followed by aerial ignitions in the core.

Summary

District Perth Hills
 Proposed season and year: Autumn 2014
 Burn area: 674 hectares
 Burn perimeter: 12 kilometres



(A4)
 1:40,000



Projection: Universal Transverse Mercator
 MGA Zone 50. Datum: GDA94



**Produced by the
 Department of
 Parks and Wildlife**

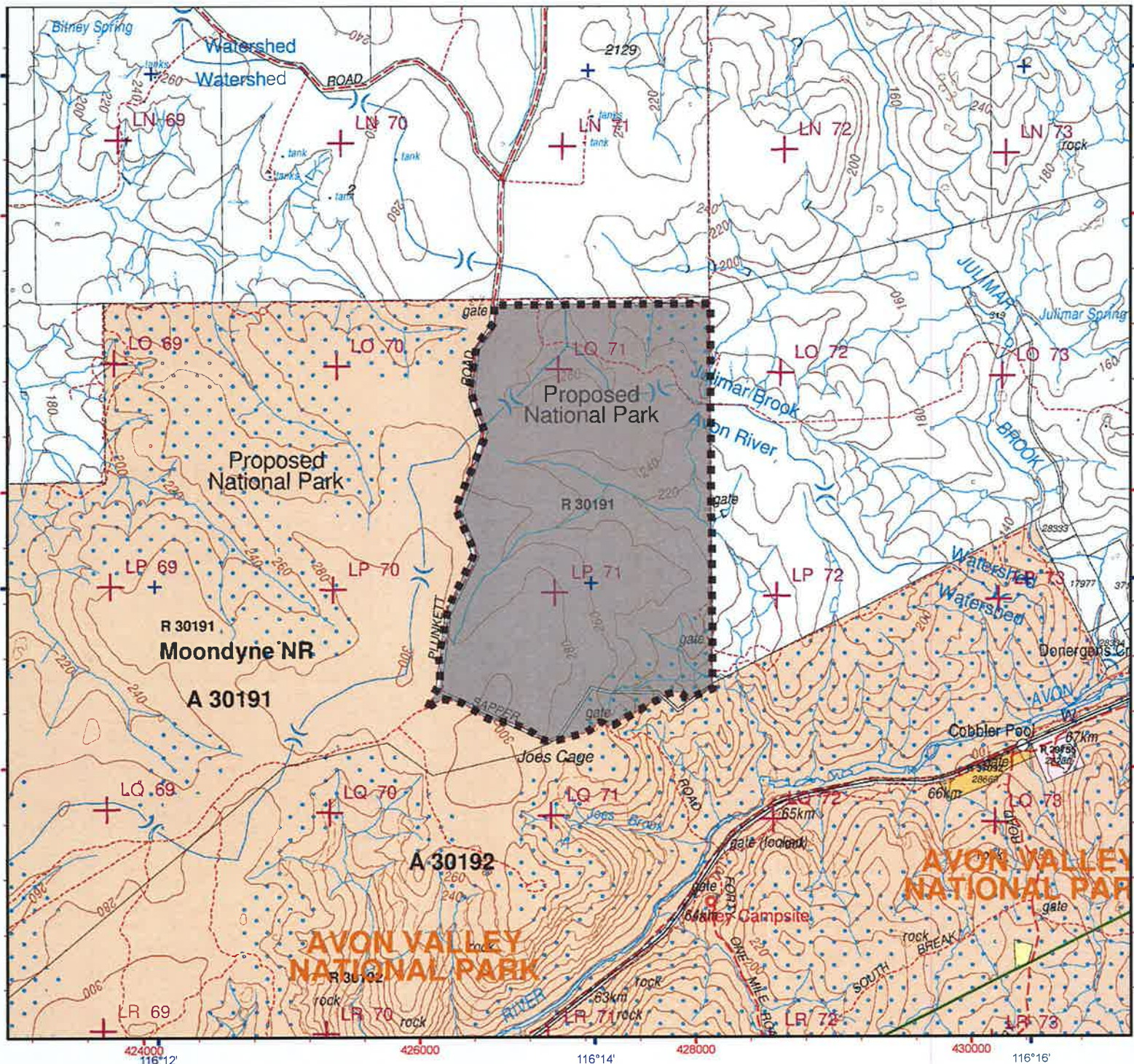


Graticule shown at 2 minutes intervals
 Grid shown at 2000 metre intervals

The Dept. of Parks and Wildlife does not guarantee that this map is without flaw of any kind and disclaims all liability for any errors, loss or other consequence

Roads and tracks on land managed by DPaW may contain unmarked hazards and their surface condition is variable. Exercise caution and drive

If applicable this map is based on information provided by and with the permission of the Western Australian



**MOONDYNE
(Avon Valley NP)
Biodiversity Conservation & Bushfire Risk Management Burn
PHS 202**

Description

The proposed burn is located 16 kilometres north east of Bullsbrook. The burn is bounded by Sappers Rd, Plunkett Rd and firebreaks adjoining private property. The area was last burnt in 1997.

Purpose

Biodiversity Conservation

To protect, maintain and enhance biodiversity values and ecological processes within the precinct of Avon Valley National Park by applying fire under prescribed conditions to achieve a mosaic of fire intensities and burnt and unburnt areas at both a landscape and local scale.

Bushfire Risk management

To minimize the potential size and intensity of bush fire and/or the risk of damage from bush fire to adjoining private property, Avon Valley National Park and associated recreational infrastructure, by the application of fire under prescribed conditions to reduce the quantity of combustible material.

Operations

It is intended to commence the burn in autumn 2014 by a combination of ground ignition on the burn perimeter followed by aerial spot ignitions in the internal area.

Summary

District: Perth Hills
Proposed season and year: Autumn 2014
Burn area: 534 hectares
Burn perimeter: 9 km



Burn Area



(A4)

1:40,000



Projection: Universal Transverse Mercator
MGA Zone 50. Datum: GDA94



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