



Bushfire Advisory Committee Meeting

1 May 2024

Commencing at 6:00 PM

AGENDA

The next Bushfire Advisory Committee Meeting will be held at the Shire of Toodyay Council Chambers, 15 Fiennes Street, Toodyay WA 6566 on the abovementioned date and time.

Members are requested to familiarise themselves with the Agenda and prepare notes to help address key issues for the debate during the Meeting.

Members are requested to email questions via email at ceo@toodyay.wa.gov.au at the earliest opportunity so that Officers can respond to those questions prior to the Meeting.

Tabitha Bateman

ACTING CEO



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ATTACHMENTS can be found in the Attachments Paper on the Council website alongside this agenda.

1 DECLARATION OF OPENING**1.1 ANNOUNCEMENT OF VISITORS****1.2 RECORD OF ATTENDANCE AND APOLOGIES****1.3 DISCLOSURE OF INTEREST****2 MINUTES AND ADDITIONAL INFORMATION****2.1 CONFIRMATION OF MINUTES****Minutes of Meeting held on 7 February 2024****OFFICER'S RECOMMENDATION**

That the Unconfirmed Minutes of the Bushfire Advisory Committee Meeting held on 7 February 2024 be confirmed.

2.2 REVIEW OF STATUS REPORT**2.2.1 Confirmation of Minutes and Status Report**

Attachments:	<ol style="list-style-type: none">1. Extract of Minutes from February 2024; and ↓2. Updated Status Report. ↓3. Committee Member Reporting Form. ↓
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The extract of the BFAC Minutes from February 2024 are provided for confirmation purposes.

The BFAC Status report is provided for review.

The Committee Member Reporting Form is provided with this agenda, and separately via email for members to complete upon receipt of the Agenda for the BFAC Meeting and email completed forms to execsec@toodyay.wa.gov.au

Please note that once the meeting is held, the title of this report will change to say update of the Status Report, in the minutes of the meeting.



Bushfire Advisory Committee Meeting

7 February 2024

Minutes

To: Bushfire Advisory Committee Meeting Members and Councillors.

Here within are the Meeting Minutes of the Bushfire Advisory Committee Meeting, held on the above-mentioned date in the Shire of Toodyay Council Chambers, 15 Fiennes Street, Toodyay WA 6566.

A handwritten signature in black ink, appearing to read 'Charles Sullivan', is positioned above the printed name.

Charles Sullivan

ACTING CHIEF EXECUTIVE OFFICER

BUSHFIRE ADVISORY COMMITTEE MEETING MINUTES

7 FEBRUARY 2024

Preface


When the Chief Executive Officer approves these Minutes for distribution they are in essence "Unconfirmed" until the next Committee Meeting, where the Minutes will be confirmed subject to any amendments made by 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 incorporated into separate attachments to these Minutes.

Unconfirmed Minutes

These minutes were approved for distribution on 27 February 2024.



Charles Sullivan
ACTING CHIEF EXECUTIVE OFFICER

Confirmed Minutes

These minutes were confirmed at a meeting held on 1 May 2024.

Signed:

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

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BUSHFIRE ADVISORY COMMITTEE MEETING MINUTES7 FEBRUARY 2024**1 DECLARATION OF OPENING**

Cr M McKeown, Chairperson, declared the meeting open at 6.01pm.

1.1 ANNOUNCEMENT OF VISITORS

Nil.

1.2 RECORD OF ATTENDANCE AND APOLOGIESMembers

Cr M McKeown	Shire President (Chair)
Mr C Sullivan	Executive Manager Infrastructure, Assets & Services
Mr R Koch	Deputy 2 CBFCO / CESM
Mr C Stewart	Chief Bush Fire Control Officer
Mrs E Francis	Emergency Management Officer
Mr N Griggs	Deputy 1 CBFCO
Mr I MacGregor	Toodyay Volunteer Fire & Rescue
Mr L Hayward	Bejoording Brigade Representative
Mr S Tunncliffe	Coondle-Nunile Brigade Representative
D Canning	Julimar Brigade Representative

Staff

Mrs M Rebane Executive Assistant

Visitors

Nil

Apologies

Cr S McCormick	Councillor
Cr S Dival	Deputy Shire President
Mr P Hay	DFES District Officer
Mr P Brennan	Toodyay Central Bush Fire Brigade Rep
Ms S Haslehurst	Chief Executive Officer
Mr G Warburton	Reserves Management Officer

1.3 DISCLOSURE OF INTEREST

Nil.

2 MINUTES AND ADDITIONAL INFORMATION**2.1 CONFIRMATION OF MINUTES**

Minutes of Meeting held on 1 November 2023

BUSHFIRE ADVISORY COMMITTEE MEETING MINUTES

7 FEBRUARY 2024

OFFICER'S NO.BFAC001/02/24	RECOMMENDATION/BFAC	RESOLUTION
MOVED	Mr S Tunncliffe	
SECONDED	Mr I MacGregor	
That the Unconfirmed Minutes of the Bushfire Advisory Committee Meeting held on 1 November 2023 be confirmed.		
<u>Voted For:</u>	C Sullivan, Cr M McKeown, R Koch, C Stewart, E Francis, N Griggs, I MacGregor, L Hayward, S Tunncliffe and C Dale	
<u>Voted Against:</u>	Nil	
MOTION CARRIED 10/0		

2.2 REVIEW OF STATUS REPORT

2.2.1 Status Report

Attachments:	1. Updated Status Report. ↔
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The BFAC Status report was reviewed and updated.

BUSHFIRE ADVISORY COMMITTEE MEETING MINUTES

7 FEBRUARY 2024

2.3 INWARD/OUTWARD CORRESPONDENCE

2.3.1 Questions from Coondle Nunile VBFB

The following question on notice was received from S Tunnickliffe.

Question

Preventative maintenance around the fire stations was previously raised as an agenda item, Motion/BFAC Resolution No. BFAC002/02/23. It was raised again at the November BFAC.

During the recent storms and power outages, the emergency backup generator failed to start rendering the station and ancillaries redundant; vehicle charging, radio communications etc.

Could a further request be made for confirmation; that there is now a schedule in place for items such as Insect eradication, Door maintenance, Gutter clearing, generator and water filter servicing etc

Response

A memorandum was sent out to members on 7 February 2024 (tabled on-screen at 6.08pm).

VOTING REQUIREMENTS

Simple Majority

C Sullivan provided an overview of generators within the Shire, proposed budget proposals and testing that is involved.
 Clarification was sought.
 I McGregor moved the Officer's Recommendation.
 C Stewart seconded the motion.
 The motion was put.

OFFICER'S RECOMMENDATION/BFAC RESOLUTION NO. BFAC002/02/24

MOVED Mr I MacGregor

SECONDED Mr C Stewart

That the response to the question regarding Preventative Maintenance raised by S Tunnickliffe, on behalf of the Coondle VBFB be received and noted.

Voted For: C Sullivan, Cr M McKeown, R Koch, C Stewart, E Francis, N Griggs, I MacGregor, L Hayward, S Tunnickliffe and C Dale

Voted Against: Nil

MOTION CARRIED 10/0

Attachments

1 Memo to the BFAC

2.3.2 TOODYAY CENTRAL VBFB**BACKGROUND**

The paragraph below relates to item 2.3.2 in the previous BFAC meeting Minutes:

- Depot Water Tanks (P Brennan) I also noted in the 02 August BFAC Minutes that the depot water tanks would be connected and available for use this fire season. It is understood that the tanks are not connected to a supply and that recent information from the CESH to Brigades is that the tank water storage is now low which may shortly require trucks to refill from other sources in the shire. When this issue first surfaced in January (where crews were denied water), it was communicated that this would be rectified prior to winter 2023. In raising this issue with the CESH I am advised that internal discussions continue however, he was unable to provide advice as to when this will be rectified. Could we please be provided with an update and timeframe for resolution.
- [Response provided by the Executive Manager Infrastructure, Assets & Services, "I am working on a solution at present. The materials and valve items should arrive at the Operations Centre at the end of this month. The field work is no more than 3 days and the connection should be completed at the end of this month or early next month."](#)

Question

Has this work now been completed and is there now sufficient water in the tanks to be available for us to use to refill trucks and to defend the Depot buildings in the event of a structural fire?

Response:

This was discussed at the November BFAC meeting and the intention was to have the pipework installed and connections in place by Christmas. It did not happen due to availability of contractors to do it and also the two significant emergency management issues to deal with. Construction work commenced early this week at the operations centre and when the ground was opened there were unusual aspects of the pipework. The original construction dates back to 2014. The construction is underway at present. The pipework will direct all roof water from depot buildings to the other side of the accessway (to three tanks) to be completed next week. and the two tanks servicing the depot buildings are full and have always been full. Had there been a fire they would have been available. By this time next week the pipework connections will be completed and the project will be completed in its entirety.

Further clarification was sought about scheme water supply and access to the two tanks servicing the depot buildings.

BUSHFIRE ADVISORY COMMITTEE MEETING MINUTES**7 FEBRUARY 2024****3 BUSINESS LEFT OVER FROM PREVIOUS MEETING**

Nil.

4 OTHER BUSINESS / NEW BUSINESS OF AN URGENT NATURE**4.1 RISK MANAGEMENT**

Nil

4.2 PRESENTATIONS OR EVENTS

Nil

4.3 INCIDENT/EXERCISE REPORTS

Brigades held local level debrief on Sunday and now await regional debrief (for the Julimar Fire)

4.4 PROJECTS AND GRANT FUNDING

Nil

4.5 STRATEGIC REVIEW / PLANNING

Nil

4.6 ROUNDTABLE DISCUSSION AND AGENCY UPDATES**4.6.1 TOODYAY CENTRAL VBFB**

P Brennan's Captains report under item 4.6 of the 7 February 2024 is as follows:

- Congratulations to our Chief Bush Fire Control Officer Craig Stewart for the award of an Australian Fire Service Medal in the 2024 Australia Day Honours List. An outstanding, highly dedicated and respected leader who is a very deserving recipient of such recognition. Well done Craig.
- Since 1 November Toodyay Central has received 32 callouts, 12 in November for 77 volunteer hours, seven in December for 576 hours and 13 in January for 220 hours. Twelve of those calls resulted in stand downs and five were for the 12.2 only which saw it deployed to Northam, Meckering, Beverley, Bindoon and Chittering. For the same period last year, we registered 29 callouts for 754 volunteer hours. Our sincere thanks goes to our CESM, Rob Koch, Chief Bush Fire Control Officer Craig Stewart, Deputy Nick Griggs and our Fire Control Officers for the leadership they displayed during incidents over this period and lastly but not least all our fire volunteers in the Shire.
- Many thanks to Rob Koch for his quick response to truck maintenance issues over the Christmas New Year period it has ensured that we were in a position to respond to all calls with all three vehicles.

BUSHFIRE ADVISORY COMMITTEE MEETING MINUTES**7 FEBRUARY 2024****4.6.2 UPDATE FROM COONDLE-NUNILE BRIGADE**

Significant events. Christmas break very busy. Gratitude to all volunteers through Coondle meetings. Since November had two new members sign up awaiting foundation training. Brigade training sessions well attended. Hot weather has increased opportunities for learning.

4.6.3 UPDATE FROM BEJOORDING BRIGADE

Good platform to work from. New enthusiasm for brigade.

4.6.4 UPDATE FROM JULIMAR BRIGADE

Dale Canning reported as follows:

Julimar incident brought best out of a lot of people including brigade. Morale improved. Good new firefighters through as well and they did very well. Lieutenants to be put up this year. Training them up. Outgoing ones staying around as white hats for further education and training. At the fire we did pick up a new member. Succession planning being done for the brigade. Heading in right direction. Thanks so much for all the crews that helped in the fire.

4.6.5 UPDATE FROM CHIEF BUSH FIRE CONTROL OFFICER

Craig Stewart provided an update as follows:

Thanks to outstanding efforts over summer period we have had so far including other agencies and the Shire for the level 2 incident; and the opening and operating of the evacuation centre. Brigades and out of shire support in response (continued mop up and patrols). Rosters and turnout was a good effort.

Incidents ran from December through to January. The level of support we had from all agencies made everyone's job easier. HVM Bans and TFB not received too many complaints. DFES do the TFBs and we manage our own. It appears with the new system we now use by all accounts not a great deal of change in recognition the AFDRS modified its input programs and we appear to be the same as we always were.

Free water tight around the district. Reliant on 12:2 bulk water and support from brigade water networks. Refill out of stations. Work CESM has done for replenishment, etc critical. As we go into permit season quite important.

Thanks for the farming brigades and private volunteers who have chipped in this year, and will endeavour to provide correspondence to them thanking them.

CESM credit card: we reached a point early in December where the limit was such that after 2 incidents there were no further funds on the card and the CESM was putting his hand in his own pocket. A number of those in senior ranks done that too. BFAC would like to see an increase in the credit limit for the CESM.

BUSHFIRE ADVISORY COMMITTEE MEETING MINUTES**7 FEBRUARY 2024****MOTION/BFAC RESOLUTION NO. BFAC003/02/24****MOVED** Mr C Stewart**SECONDED** Mr N Griggs

That the Bush Fire Advisory Committee recommends to Council:

That Council considers an increase in the CESM's credit card to enable an adequate limit for support during emergencies.

Voted For: C Sullivan, Cr M McKeown, R Koch, C Stewart, E Francis, N Griggs, I MacGregor, L Hayward, S Tunnicliffe and C DaleVoted Against: Nil**MOTION CARRIED 10/0****4.6.6 UPDATE FROM DEPUTY 1 CBFCO**

Nick Griggs provided an update as follows:

Thanks to all brigades. Thanks to members from different brigades turned up and were very dedicated to get trucks moving.

It is noted that the resignation of one of the Rangers left us with only a basically 9 to 5 weekday ranger services. Emergency ranger services coming from Chittering. Rangers assist in the control and management of fires in a local way, from first on scene site representatives, to traffic management, assisting with catering and logistics and firebreak inspections. Now we have lost two of them, I am concerned because they are an integral part of fire management. I encourage Council to employ two ranger positions as soon as possible.

4.7.7 UPDATE FROM EMERGENCY SERVICES OFFICER

Ebony Francis provided an update as follows:

- New volunteers.
- Thanks to Julimar.
- Volunteer organisation that supports military people has been in contact with us after the bushfire. The group has helped a number of property owners manage debris and clearing fences, the tidy up and contribution of manpower. This effort has taken care of potential risks.

BUSHFIRE ADVISORY COMMITTEE MEETING MINUTES

7 FEBRUARY 2024

4.7.8 ACKNOWLEDGEMENT AND EMERGENCY SERVICES DINNER

Ian MacGregor acknowledged the Chief Bush Fire Control Officer, the Deputy CBFCO, the CESM and other leadership groups in the Shire. Well done by everyone.

Ian MacGregor advised that he would liaise with the CESM and the Deputy CBFCO regarding arrangement of the Emergency Services Dinner.

4.7.9 UPDATE FROM CESM

Rob Koch provided an update as follows:

Fire Emergency Water

- Coondle Station bore and facility replumbing complete. This includes pressurised training hydrant with recirculation. Instructions available on BART.
- Julimar Station bore health check has led to some maintenance items/system configuration changes. Tested at 75ltr/min at the pump.
- Red Brook Circle overhead stand pipe (last in Shire) has been removed and replaced with standard bottom fill setup. Water Points document updated and available on BART.
- A big thanks to volunteers from Toodyay Central BFB who volunteer their time to refill water tanks pre summer which saving money which in part funded the above upgrades.

Events

- Bejoording 4.4B handover completed at Bejoording in December. DFES Commissioner and politician Darren West attended. The event was held in conjunction with Shire of Goomalling who received their Jennacubbine 4.4.
- Local level debrief held last Sunday for Julimar fire. Largely positive with some items where improvements can be considered.

Other Projects

- Julimar Crossover and Apron - This is now moving forward with contributions from Chalice, Julimar BFB and the Shire. The Shire will contribute and fund the crossover in hot mix as part of the current Julimar Road works. Concrete apron works have commenced with pour scheduled for 8/02/2024. Thankyou to Chalice, Julimar BFB and Shire for finally bring this project to fruition.
- Appliance fittings/adaptors. All appliances now have an expanded range of fittings. In addition to previously issued fitting this now includes 4" Camlock male and female and adapting to/from BIC male and female to camlock. Brigades requested to audit fittings against supplied lists monthly.

BUSHFIRE ADVISORY COMMITTEE MEETING MINUTES**7 FEBRUARY 2024**

Acknowledgments

- Thanks to the Shire for provision of shire accommodation for Disaster Ready Australia volunteers assisting residents effected by the Julimar fire. Thanks to Julimar BFB for allowing access to amenities on station.
- Thanks to all brigades for their efforts over the busy December/January period. A big effort.
- Congratulations to Chief Bush Fire Control Officer Craig Stewart on his recent awarding of the Australia Fire Service Medal. This puts Craig in an elite group of fire practitioners which includes the current DFES Commissioner. This is deserved recognition of Criag's efforts and respect within the industry.

4.7.10 UPDATE ON MITIGATION ON BEHALF OF THE SHIRE'S RESERVES MANAGEMENT OFFICER

R KOCH RAISED THE FOLLOWING POINTS:

- MAF 22/23 ROUND 2 - WORKS COMPLETED AND GRANT ACQUITTED.
- MAF 23/24 ROUND 2 - CURRENTLY OUT TO TENDER.
- DISASTER RESILIENCE FUND (DRF) GRANT AGREEMENT SIGNED AFTER SOME DELAY. WORKS UNDER THIS GRANT CAN NOW COMMENCE.

5 CONFIRMATION OF NEXT MEETING

The next meeting of the Bushfire Advisory Committee Meeting is scheduled to be held on 1 May 2024 commencing at 6:00 PM.

6 CLOSURE OF MEETING

The Chairperson closed the meeting at 6.55pm.

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
02/08/2023	Station Preventative Maintenance	Program of preventative works	ASAP	CESM	April 2024 Council Meeting	Refer to the minutes of Meeting for 1 Nov 2023 Memo been received by members of the BFAC delivered 7/2/2024. Council received a schedule of Preventative Maintenance
1/11/2023	Chainsaw Training Course Funding (P Brennan)	We will act post fire season at this stage as training efforts been placed into other priorities so this will be looked at in due course.	ASAP	CESM	T.B.A.	Refer to the minutes of Meeting for 1 Nov 2023 Still working on. Will provide training to Coondle and central in the new financial year.
07/02/2024	Update from CBFCO	That Council considers an increase in the CESM's credit card to enable an adequate limit for support during emergencies.	ASAP	CESM	Completed on 27 March 2024	Council Resolution: OCM102/03/24



BFAC Committee Member Reporting form

Reporting Details

I request for the item noted below to be discussed at the next BFAC meeting:

Date of Committee Meeting: _____

Item Name / Subject / Title / Purpose: _____

Are you tabling attachments at the meeting? Yes No Copy attached

The background information is below: ** If you require more room, include the text in the email when you send this form back to the Shire.*

Proposed recommendation required? Yes No *If yes, write wording below **

COMMITTEE MEMBER DETAILS

Name(s): _____

Organisation representing
(if applicable): _____

Contact Details: Phone No: _____ Email: _____

OFFICE USE ONLY

Officer Received Date: _____ Resolution Number: _____

Council approved Report minuted



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2.3 INWARD/OUTWARD CORRESPONDENCE

Nil.

3 BUSINESS LEFT OVER FROM PREVIOUS MEETING

Nil.

4 OTHER BUSINESS / NEW BUSINESS OF AN URGENT NATURE**4.1 RISK MANAGEMENT****4.2 PRESENTATIONS OR EVENTS****4.3 INCIDENT/EXERCISE REPORTS****4.4 PROJECTS AND GRANT FUNDING****4.5 STRATEGIC REVIEW / PLANNING****4.6 ROUNDTABLE DISCUSSION AND AGENCY UPDATES****5 CONFIRMATION OF NEXT MEETING**

The next meeting of the Bushfire Advisory Committee Meeting is scheduled to be held on 7 August 2024 commencing at 6:00 PM.

6 CLOSURE OF MEETING

The Chairperson will close the meeting.