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# Bushfire Advisory Committee Meeting

## Minutes

Held on Thursday, 15 October 2015

**Commencing at 7.32pm**

In the Council Chambers, Cnr Bentley and Collins Streets,  
Donnybrook WA 6239

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A handwritten signature in blue ink, appearing to read "John Attwood".

**John Attwood**  
**Chief Executive Officer**

**19 October 2015**

### **Disclaimer**

The advice and information contained herein is given by and to the Council without liability or responsibility for its accuracy. Before placing any reliance on this advice or information, a written inquiry should be made to the Council giving entire reasons for seeking the advice or information and how it is proposed to be used.

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## BUSHFIRE ADVISORY COMMITTEE MEETING MINUTES

15 October 2015

### TABLE OF CONTENTS

1	<b>PUBLIC QUESTION TIME</b> .....	3
2	<b>DECLARATION OF FINANCIAL/IMPARTIALITY INTEREST</b> .....	3
3	<b>PETITIONS/DEPUTATIONS/PRESENTATIONS</b> .....	4
4	<b>CONFIRMATION OF MINUTES OF PREVIOUS MEETING</b> .....	4
5	<b>CORRESPONDENCE</b> .....	4
6	<b>REPORTS OF OFFICERS</b> .....	4
6.1	Manager Development and Environmental Services .....	4
6.1.1	<b>SUBJECT: PROPOSED NAME CHANGE FOR THE UPPER BALINGUP BUSHFIRE BRIGADE</b> .....	4
6.1.2	<b>SUBJECT: APPOINTMENT OF FIRE CONTROL OFFICER FOR THE UPPER BALINGUP BRIGADE</b> .....	6
6.1.3	<b>SUBJECT: SHIRE OF DONNYBROOK-BALINGUP BUSHFIRE RESPONSE PLAN</b> .....	9
7	<b>REPORTS</b> .....	11
8	<b>OTHER BUSINESS</b> .....	11
9	<b>CLOSURE OF MEETING</b> .....	11

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# SHIRE OF DONNYBROOK-BALINGUP

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## BUSHFIRE ADVISORY COMMITTEE MEETING MINUTES

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Held in Council Chambers on Thursday, 15 October 2015

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The Chairperson declared the meeting open at 7.32pm, welcomed the public gallery and advised them of the meeting procedures.

### MEMBERS PRESENT

FIRE CONTROL OFFICERS	BRIGADE	GUESTS	STAFF
N Gubler (Chair)	Mullalyup	Phil Brandrett DFES	Leigh Guthridge
M Walker	Ferndale	Deb Peachey (DPaW)	(MDES)
Ian Ralph	Argyle/Irishtown	Cr Anne Mitchell	R Jeffreys (Ranger)
N Clifford	Thomson Brook	Chris Sousa (DFES)	
R Roach	Upper Balingup		
J Fry (8.05pm)	Upper Capel		
J Bailey	Balingup		
N Thompson	Mumballup		
B Hearman	Beelerup		
T Radford	Kirup/Brazier		
G Foan	Thomson Brook		
D Tooke	Donnybrook		
B Anderson	Lowden		

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### PUBLIC GALLERY

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Michael Anderson                      Rob Neilson

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### APOLOGIES

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Murray Webb (Delta Charlie Network)

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### 1 PUBLIC QUESTION TIME

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Nil

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### 2 DECLARATION OF FINANCIAL/IMPARTIALITY INTEREST

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Division 6: Sub-Division 1 of the *Local Government Act 1995*. Care should be taken by all Committee members to ensure that a financial/impartiality interest is declared and that they refrain from voting on any matter, which is considered to come within the ambit of the Act.

### 3 PETITIONS/DEPUTATIONS/PRESENTATIONS

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Nil

### 4 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

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Moved: D Tooke

Seconded: G Foan

That the Minutes of the Bushfire Advisory Committee Annual General Meeting held on 30 April 2015 confirmed.

Carried 12/0

### 5 CORRESPONDENCE

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Nil

### 6 REPORTS OF OFFICERS

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#### 6.1 Manager Development and Environmental Services

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<b>6.1.1</b>	<b>SUBJECT:</b>	<b>PROPOSED NAME CHANGE FOR THE UPPER BALINGUP BUSHFIRE BRIGADE</b>
	<b>Location:</b>	<b>Shire of Donnybrook – Balingup</b>
	<b>Applicants:</b>	<b>Upper Balingup Bush Fire Brigade</b>
	<b>Zone:</b>	<b>N/A</b>
	<b>File Ref:</b>	<b>FRC 02/1</b>
	<b>Author:</b>	<b>Leigh Guthridge – Manager Development and Environmental Services</b>
	<b>Report Date:</b>	<b>1 October 2015</b>
	<b>Attachment:</b>	<b>6.1.1 - Map of the Upper Balingup Bush Fire Brigade Area</b>

#### Background

The Upper Balingup Bushfire Brigade (UBBFB) has made an application to Council to change the name of the UBBFB to the Munroe Bushfire Brigade. The rationale provided by the UBBFB for the proposed name change is the apparent confusion with the call signs over the radio with the Balingup Bushfire Brigade.

The UBBFB advise that the name Munroe is proposed as the alternative name due to the historical connection with the Munroe Fire Tower in the area.

#### Comment

It is prudent to review the name of a brigade if there is confusion in radio communication between other brigade names. However it is difficult to evaluate the merits of this application

in terms of what effect it may have on the operations of bushfire management amongst the Brigades in the Shire generally.

It is understood that the Upper Balingup Brigade name has had association in this area for in excess of 50 years both when it was a brigade in its own right and when it was amalgamated to form part of the Balingup Brigade in 2006. The name Upper Balingup for obvious reasons delivers an accurate description or sense of place for the area covered by the brigade. Typically brigade names align with locality names.

The question for Council to consider is whether a name change of a brigade is a matter for the local brigade only, or if there are there other stakeholders that need to be consulted including residents in the area, other Brigades in the Shire of Donnybrook – Balingup and government agencies that are part of the overall planning and response to bushfire emergencies.

If Council take the view that there are other stakeholders that should be consulted then it would be appropriate to consult prior to approving a name change to the UBBFB.

### **Consultation**

Staff are not aware of any consultation having occurred with this application. If Council concludes that consultation is necessary then the following resolution is suggested:

*That Council conduct a consultation process regarding the proposed name change of the 'Upper Balingup Bushfire Brigade' to the 'Munroe Bushfire Brigade' for a period of one month using the following media:*

- *Place a notice in the Donnybrook–Bridgetown Mail newspaper;*
- *Place a notice on the Shire Website;*
- *Write to all other Brigades in the Shire of Donnybrook – Balingup; and*
- *Write to the local offices of the Department of Parks and Wildlife and Department of Fire and Emergency Services.*

### **Policy/Statutory/Voting Implications**

#### Policy

Nil

#### Statutory

The *Shire of Donnybrook – Balingup Bush Fire Brigades Local Law* provides authority for the Shire to name brigades in its district.

#### Voting

Simple Majority

### **Financial Implications**

There will be costs involved to modify maps and other brigade information resources in event that a name change is resolved by Council.

## Strategic Implications

Outcome 2.7 of the Shire's Strategic Community Plan: Improving Fire Prevention and Hazard Reduction facilities.

## Officer's Recommended Resolution

**Moved: J Bailey**

**Seconded: R Roach**

**That Council approve the name change of the Upper Balingup Bush Fire Brigade to the Munroe Bush Fire Brigade inclusive of the boundaries within the existing Upper Balingup Bush Fire Brigade area.**

## Procedural Motion

**Moved: B Hearman**

**Seconded: B Anderson**

**That the motion lay on the table until the next Bushfire Advisory Committee meeting scheduled for April 2016 and that the name 'Upper Balingup Bush Fire Brigade' remain unchanged until the end of the approaching fire season where the Firebreak Order and associated Brigade details has been released to the community and to allow further monitoring of the issue of radio confusion.**

**Carried 9/4**

\*\* 8.05pm – J Fry arrived at the meeting.

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<b>6.1.2</b>	<b>SUBJECT:</b>	<b>APPOINTMENT OF FIRE CONTROL OFFICER FOR THE UPPER BALINGUP BRIGADE</b>
	<b>Location:</b>	<b>Shire of Donnybrook – Balingup</b>
	<b>Applicants:</b>	<b>Upper Balingup Bushfire Brigade</b>
	<b>Zone:</b>	<b>N/A</b>
	<b>File Ref:</b>	<b>FRC 02/1</b>
	<b>Author:</b>	<b>Leigh Guthridge – Manager Development and Environmental Services</b>
	<b>Report Date:</b>	<b>1 October 2015</b>
	<b>Attachment:</b>	<b>6.1.2 - Minutes of the Upper Balingup Bushfire Brigade Meeting dated 13 June 2015</b>

## Background

Council at its May 2015 meeting resolved the following:

*That Council support the formation of the Upper Balingup Bushfire Brigade.*

The Upper Balingup Bushfire Brigade (UBBFB) has subsequently submitted a copy of the minutes from an extraordinary meeting that details its nominations for office bearers for the new brigade.

For the purposes of confirming the new appointments in accordance with the *Shire of Donnybrook–Balingup Bushfire Brigades Local Law* (Local Law) this meeting is treated as the UBBFB first annual general meeting since establishment of the Brigade.

## **Comment**

Section 2.2 of the Local Law states in part:

*On establishing a bushfire brigade under clause 2.1(1) the local government is to appoint:*

- *a Bushfire Control Officer;*
- *a Captain;*
- *a First Lieutenant;*
- *a Second Lieutenant;*
- *additional Lieutenants if the local government considers it necessary;*
- *an Equipment Officer;*
- *a Secretary; and*
- *a Treasurer; or*
- *a Secretary/Treasurer combined.*

Section 3.7 of the Local Law states:

*At the annual general meeting of a bush fire brigade, one brigade member is to be nominated to the Bushfire Advisory Committee to serve as the bush fire control officer for the brigade area until the next general meeting;*

Section 3.8 of the Local Law states:

*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.*

The minutes from the extraordinary meeting of the UBBFB (Attachment 6.1.2) confirm that Mr Ric Roach has been nominated as the Fire Control Officer for the newly established UBBFB. As per the Local Laws this appointment is required to be ratified by the Bushfire Advisory Committee and then Council.

All the other appointments for office bearers only need to be ratified by the Council (and not the Bushfire Advisory Committee), but have been included this report for the purposes of streamlining the appointment process.

## **Consultation**

Nil

## **Policy/Statutory/Voting Implications**

### Policy

Nil

Statutory

The *Shire of Donnybrook – Balingup Bushfire Brigades Local Law* details the appointment process for newly established brigades.

Voting

Simple Majority

**Financial Implications**

Nil

**Strategic Implications**

Outcome 2.7 of the Shire’s Strategic Community Plan: Improving Fire Prevention and Hazard Reduction facilities.

**Officer’s Recommended Resolution**

**Moved: B Hearman**

**Seconded: J Bailey**

**That Council appoint the following office bearers to the newly established Upper Balingup Bushfire Brigade:**

<b>Title</b>	<b>Appointee</b>
Bush Fire Control Officer	Ric Roach
Captain	Matt Aldridge
First Lieutenant	Tas Thomo
Second Lieutenant	Rod Wych
Equipment Officer	Jason Rogers
Secretary	Natalie Aldridge
Treasurer	Trevor Payne

**Carried 13/0**



<b>6.1.3</b>	<b>SUBJECT:</b>	<b>SHIRE OF DONNYBROOK-BALINGUP BUSHFIRE RESPONSE PLAN</b>
	<b>Location:</b>	<b>Shire of Donnybrook-Balingup</b>
	<b>Applicants:</b>	<b>N/A</b>
	<b>Zone:</b>	<b>N/A</b>
	<b>File Ref:</b>	<b>FRC 01</b>
	<b>Author:</b>	<b>Leigh Guthridge- Manager Development &amp; Environmental Services</b>
	<b>Report Date:</b>	<b>6 October 2015</b>
	<b>Attachments:</b>	<b>N/A</b>

## **Background**

Shire staff have undertaken the annual review of the Shire of Donnybrook-Balingup Bushfire Response Plan (the Response Plan).

### **Comment**

There are several modifications proposed to the Response Plan as part of the review as follows:

- The Upper Balingup Bushfire Brigade will be recognised as a Brigade in its own right following Council's resolution to support the establishment of the Brigade at its May 2015 Council meeting;
- Update the training status for each brigade;
- Reflect changes of government agency name changes, brigade membership call signs and personnel contact details;
- Vehicle condition updates;
- Update the schedule of existing equipment;
- Update the ten year replacement program; and
- Update the register of building improvements.

### Training Requirements

The Response Plan current stipulates that the minimum training requirements for volunteer bush fire brigade members is:

- Induction
- Introduction to Fire Fighting
- Bushfire Fighter

The Department of Fire and Emergency Services (DFES) has added the Australasian Interagency Management System (AIMS) to Introduction to Fire Fighting and Bush fire fighter as part of its requirement for bushfire training and called it Volunteer Fire Fighter 1 (VFF1).

It is proposed that the Response Plan incorporate this training as a recommended requirement for members of a volunteer bushfire brigade.

## Consultation

Nil

## Policy/Statutory/Voting Implications

### Policy

N/A

### Statutory

*Bush Fires Act 1954.*

### Voting

Simple Majority

## Financial Implications

Changes to the ten year replacement program in the Shire's Bushfire Response Plan will need to be budgeted for accordingly. This includes securing funding from the Local Government Grant Scheme in accordance with the application requirements of the Department of Fire and Emergency Services.

## Strategic Implications

Outcome 2.7 of the Shire's *Strategic Community Plan* "Improving Fire Prevention and Hazard Reduction facilities".

## Officer's Recommended Resolution

**Moved: D Tooke**

**Seconded: I Ralph**

**That Council endorse the modifications proposed to the Shire of Donnybrook-Balingup Bushfire Response Plan as follows:**

- 1. The Upper Balingup Bushfire Brigade will be recognised as a Brigade in its own right;**
- 2. Update the training status for each brigade;**
- 3. Reflect that Volunteer Fire Fighter 1 be the recommended training requirement for members of a volunteer bush fire brigade.**
- 4. Reflect changes of government agency name changes, brigade membership call signs and personnel contact details;**
- 5. Vehicle condition updates;**
- 6. Update the schedule of existing equipment;**
- 7. Update the ten year replacement program; and**
- 8. Update the register of building improvements.**

**Carried 12/1**

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## **7 REPORTS**

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A copy of the following reports have been attached:

- Ranger and Training Coordinators
- Chief Fire Control Officer
- DFES
- DPaW

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## **8 OTHER BUSINESS**

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- The commencement date for the Delta Charlie network roll call will be 2<sup>nd</sup> November 2015;
- The restricted burning period will be set as per the Firebreak Order from 1<sup>st</sup> to 30<sup>th</sup> November 2015.

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## **9 CLOSURE OF MEETING**

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The date for the next Bushfire Advisory Committee AGM will be advised.

The Chairperson declared the meeting closed at 8.30pm.

**These Minutes were confirmed as a true and accurate record at the Bushfire Advisory Committee Meeting held on \_\_\_\_\_**

**Shire President**

**Presiding Member**