

Bushfire Advisory Committee Meeting

To be held on

Thursday, 20 October 2016

Commencing at 7.30pm

In the Seniors Room

Cnr Bentley and Collins Streets, Donnybrook WA 6239

A handwritten signature in black ink, appearing to read "Ben Rose".

Ben Rose
Chief Executive Officer

13 October 2016

Disclaimer

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BUSHFIRE ADVISORY COMMITTEE MEETING AGENDA

20 October 2016

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SHIRE OF DONNYBROOK-BALINGUP

BUSHFIRE ADVISORY COMMITTEE MEETING

To be held in the Seniors Room on Thursday, 20 October 2016

The Chairperson to declare the meeting open at _____, welcome the public gallery and advised them of the meeting procedures.

MEMBERS PRESENT

FIRE CONTROL OFFICERS	BRIGADE	GUESTS	STAFF
N Gubler (Chair)	Mullalyup	Peter Thomas DFES	Leigh Guthridge
M Walker	Ferndale	Phil Brandrett DFES	(MDES)
Ian Ralph	Argyle/Irishtown	Deb Peachey (DPaW)	P Robins (Senior
N Clifford	Thomson Brook	R Jones (FRS)	Ranger)
M Aldridge	Munro		
B Dix	Upper Capel		
J Bailey	Balingup		
N Thompson	Mumballup		
D Goldfinch	Stirling Park		
B Hearman	Beelerup		
C Wringe	Kirup/Brazier		
G Foan	Thomson Brook		
D Tooke	Donnybrook		
M Anderson	Lowden		

PUBLIC GALLERY

APOLOGIES

1 PUBLIC QUESTION TIME

2 DECLARATION OF FINANCIAL/IMPARTIALITY INTEREST

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

4 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

Moved:

Seconded:

That the Minutes of the Bushfire Advisory Committee Annual General Meeting held on 2 June 2016 be confirmed.

5 CORRESPONDENCE

6 REPORTS OF OFFICERS

6.1 *Manager Development and Environmental Services*

6.1.1	SUBJECT:	ADOPTION OF THE BUSHFIRE ADVISORY COMMITTEE TERMS OF REFERENCE
	Location:	Shire of Donnybrook-Balingup
	Applicants:	N/A
	Zone:	N/A
	File Ref:	CSV 20
	Author:	Leigh Guthridge – Manager Development and Environmental Services
	Report Date:	12 October 2016
	Attachments:	6.1.1 - Draft Terms of Reference

Background

The Shire of Donnybrook-Balingup (The Shire) currently does not have Terms of Reference to support the meeting procedures of the Bushfire Advisory Committee (BAC).

The Terms of Reference establishes the agreed roles and functions of the BAC, both collectively and for individual members. It is utilised by the BAC and the Shire to ensure that the BAC is governed responsibly.

Comment

A draft Terms of Reference is attached and was developed from other local governments BAC's as a guide.

The draft terms of reference details the following for the BAC:

- Roles and Responsibilities
- Membership and proxy arrangements

- Voting and quorum
- Meeting frequency and structure
- Agenda and minutes

The terms of reference is an important tool for a Committee to establish the rules to ensure that structured decision making and recommendations are made for Council.

Consultation

Nil

Policy/Statutory/Voting Implications

Voting Implications

Simple majority

Financial Implications

Nil

Strategic Implications

Outcome 3.4 - Maintain and improve the provision of emergency services.

Officer's Recommended Resolution

Moved:

Seconded:

That Council adopt the Shire of Donnybrook-Balingup Bushfire Advisory Committee Terms of Reference, as attached.

6.1.2	SUBJECT:	SHIRE OF DONNYBROOK-BALINGUP BUSHFIRE RESPONSE PLAN
	Location:	Shire of Donnybrook-Balingup
	Applicants:	N/A
	Zone:	N/A
	File Ref:	FRC 01
	Author:	Leigh Guthridge- Manager Development & Environmental Services
	Report Date:	12 October 2016
	Attachments:	N/A

Background

Shire staff has 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:

- Reflect the name change of the 'Upper Balingup Bushfire Brigade' to 'Munro Bushfire Brigade';
- Reflect changes of government agency name changes, brigade membership call signs and personnel contact details;
- Update the training status for each brigade;
- 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 has been modified to reflect the minimum training requirements for volunteer bushfire brigade members, which is:

- Induction
- AIMS Awareness
- Introduction to Fire Fighting
- Bushfire Fighter

The Department of Fire and Emergency Services (DFES) have added the Australasian Interagency Management System (AIMS) to Introduction to Fire Fighting and Bushfire Fighter as part of its requirement for bushfire training and have 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:

Seconded:

That the Bushfire Advisory Committee endorses the modifications proposed to the Shire of Donnybrook-Balingup Bushfire Response Plan as follows:

- 1. Reflect the name change of the 'Upper Balingup Bushfire Brigade' to 'Munro Bushfire Brigade';**
 - 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 Bushfire Brigade.**
 - 4. Reflect changes of government agency name changes, Brigade 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.**
-

7 REPORTS

Reports will be provided by:

- DPaW
- DFES
- Chief Fire Control Officer

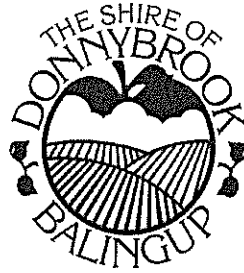
8 OTHER BUSINESS

- Discuss commencement date of the Delta Charlie network roll call;
- Report of the Special Inquiry Into the January 2016 Waroona Fire (Euan Ferguson Report)

9 CLOSURE OF MEETING

The Chairperson to advise that the next Bushfire Advisory Committee AGM will be advised.

The Chairperson to declare the meeting closed at _____.



SHIRE OF DONNYBROOK-BALINGUP

BUSH FIRE ADVISORY COMMITTEE

TERMS OF REFERENCE

ESTABLISHMENT

The Shire of Donnybrook-Balingup Bushfire Advisory Committee (BAC) is established in accordance with the *Bushfires Act 1954* (the Act).

VOTING MEMBERSHIP

Members of the BAS are appointed in accordance with Section 67 of the Act. The following table represents the BAC voting structure:

Representative Brigade	Position	Voting Rights
Argyle / Irishtown	Fire Control Officer	1
Balingup	Fire Control Officer	1
Beelerup	Fire Control Officer	1
Donnybrook	Fire Control Officer	1
Ferndale	Fire Control Officer	1
Kirup / Brazier	Fire Control Officer	1
Lowden	Fire Control Officer	1
Mullalyup	Fire Control Officer	1
Mumballup	Fire Control Officer	1
Munro	Fire Control Officer	1
Stirling Park	Fire Control Officer	1
Thomson Brook	Fire Control Officer	2
Shire of Donnybrook-Balingup	Elected Member	1

NON VOTING MEMBERSHIP

- Plantation Industry
- Department of Parks and Wildlife
- Department of Fire and Emergency Services
- Fire and Rescue
- Staff - Shire of Donnybrook – Balingup

ROLES AND RESPONSIBILITIES

The BAC shall advise and recommend to Council matters relating to:

- Reviews of the Shire's Bushfire Response Plan;
- Reviews of the Shire's Bushfire Risk Management Plan;
- Government reports making recommendations for changes in local government practices relating to fire risk management, planning, response and improvements;
- Annual bushfire budget and relevant financial matters;
- Bushfire planning, setting standards and works program for fire prevention and mitigation within the Shire;
- The Shire's annual Firebreak Order;
- Appointments of Chief Fire Control Officer and Fire Control Officers;
- Reviews of bushfire related procedures, policies and local laws;
- Formation, rationalisation or dissolving any Bushfire Brigades within the Shire;
- Standards of equipment that should be provided and maintained under Brigade control;
- Distribution of firefighting equipment and funding between Brigades;
- Training standards for Brigade members; and
- Any other function assigned to the Committee under Section 67 of the Bush Fires Act and subsidiary legislation.

GOVERNANCE

The Chairperson for the BAC, Communications Officer, Weather Officer and Training Officer shall be appointed by the voting members of the BAC at the Annual General Meeting of the BAC held in March annually.

An elected member of the Shire of Donnybrook – Balingup shall be appointed by Council to represent the BAC.

Shire staff including the Manager Development and Environmental Services and Senior Ranger are responsible for the functional activities of the BAC and, as such, will attend these meetings in an advisory capacity and provide guidance to the committee. Shire staff do not have voting rights.

Membership Term

The Shire of Donnybrook-Balingup elected member will be for a period of two (2) years in line with local government elections.

All Fire Control Officers will be voting members on the BAC whilst they remain Fire Control Officers for their respective brigades.

Proxies

If a voting member cannot be present at a BAC meeting, the member can assign a proxy as follows:

Bush Fire Brigade

1 representative to each Bush Fire Brigade FCO

Elected member

1 alternative elected member

Quorum and Voting

Quorum for a meeting is conditional on a representative or proxy from a minimum of seven (7) member organisations participating in the vote.

A decision of the BAC does not have effect unless quorum is met. If the votes of members present at a meeting are equally divided, the Chair has the casting vote.

POWERS OF THE BUSH FIRE ADVISORY COMMITTEE

The BAC has no delegated powers under the *Local Government Act 1995* and is to advise and make recommendations to Council only.

MEETING FREQUENCY AND STRUCTURE

The BAC will meet as a minimum biannually.

AGENDA AND MINUTES

The agenda for the BAC meetings will be distributed to all members a minimum of 3 days working prior to the meeting.

Minutes of the meeting will be taken and will be distributed to all members prior to the next BAC meeting date.

DOCUMENT CONTROL

AMENDMENT		DETAILS OF AMENDMENT		AMENDED BY (INITIALS)
NO.	Scope	Council	BAC	
1	Document Prepared	Adopted 27 October 2016	Endorsed 20 October 2016	LG
2				