



Bushfire Advisory Committee Meeting Minutes

Held on

Thursday, 20 October 2016

Commencing at 7.35pm

In the Seniors Room

Cnr Bentley and Collins Streets, Donnybrook WA 6239

Ben Rose
Chief Executive Officer

21 October 2016

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.



BUSHFIRE ADVISORY COMMITTEE MEETING MINUTES

20 October 2016

TABLE OF CONTENTS

1	PUBLIC QUESTION TIME	3
2	DECLARATION OF FINANCIAL/IMPARTIALITY INTEREST	3
3	PETITIONS/DEPUTATIONS/PRESENTATIONS	4
4	CONFIRMATION OF MINUTES OF PREVIOUS MEETING	4
5	CORRESPONDENCE	4
6	REPORTS OF OFFICERS	4
	6.1 <i>Manager Development and Environmental Services</i>	4
	6.1.1 SUBJECT: ADOPTION OF THE BUSHFIRE ADVISORY COMMITTEE TERMS OF REFERENCE	4
	6.1.2 SUBJECT: SHIRE OF DONNYBROOK-BALINGUP BUSHFIRE RESPONSE PLAN	5
7	REPORTS	7
8	OTHER BUSINESS	7
9	CLOSURE OF MEETING	8

SHIRE OF DONNYBROOK-BALINGUP

BUSHFIRE ADVISORY COMMITTEE MEETING MINUTES

Held in the Seniors Room on Thursday, 20 October 2016

The Chairperson declared the meeting open at 7.35pm, welcomed the public gallery and advised them of the meeting procedures.

MEMBERS PRESENT

FIRE CONTROL OFFICERS	BRIGADE	GUESTS	STAFF
N Gubler (Chair)	Mullalyup	P Thomas DFES	L Guthridge (MDES)
M Walker	Ferndale	B Anderson (VFRS)	P Robins (Senior Ranger)
B Dix	Upper Capel	S Symmonds	B Rose (Chief Executive Officer)
J Bailey	Balingup		
C Wringe	Kirup/Brazier (7.40pm)		
G Foan	Thomson Brook		
M Anderson	Lowden		
D Denham	Beelerup (Proxy)		

PUBLIC GALLERY

Nil

APOLOGIES

I Ralph – Argyle/Irishtown
D Goldfinch – Stirling Park

B Hearman - Beelerup
D Tooke - Donnybrook

1 PUBLIC QUESTION TIME

Nil

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.

Nil

3 PETITIONS/DEPUTATIONS/PRESENTATIONS

Nil

4 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

Moved: B Dix

Seconded: J Bailey

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

Carried 7/0

** 7.40pm – C Wringe arrived at the meeting.

5 CORRESPONDENCE

Nil

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: Cr Bailey

Seconded: D Denham

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

Carried 8/0

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: G Foan

Seconded: D Denham

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.**

Carried 8/0

7 REPORTS

7.1 Chief Fire Control Officer

Max Walker provided a brief update on the winter activities since the June 2016 Bushfire Advisory Meeting.

7.2 Department of Fire and Emergency Services

DFES have commenced implementing some of the recommendations from the Waroona Fire Report including automatic vehicle locators, crew protection roll out on vehicles and critical messaging systems.

8 OTHER BUSINESS

8.1 Delta Charlie Network Roll Call

The Delta Charlie network roll call will commence on 21 November 2016.

8.2 Report of the Special Inquiry Into the January 2016 Waroona Fire

Discussion held about the 17 recommendations that will be led by state government agencies DFES, DPAW, SEMC, Dept of Premier and Cabinet etc. Uncertainty on how the Rural Fire Service will be structured and managed.

9 CLOSURE OF MEETING

The Chairperson advised that 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