



## **UNCONFIRMED MINUTES**

# **BUSH FIRE ADVISORY COMMITTEE MEETING**

**7 NOVEMBER 2023**

I certify that the minutes of the meeting of the Bush Fire  
Advisory Committee held on Tuesday, 7 November 2023 were  
confirmed on .

\_\_\_\_\_  
Presiding Person



**UNCONFIRMED MINUTES  
BUSH FIRE ADVISORY COMMITTEE MEETING  
7 NOVEMBER 2023**

**ATTENTION/DISCLAIMER**

The purpose of this Committee Meeting is to discuss and make recommendations to Council about items appearing on the agenda and other matters for which the Committee is responsible. The Committee has no power to make any decisions which are binding on the Council or the Shire of Mundaring unless specific delegation of authority has been granted by Council. No person should rely on or act on the basis of any advice or information provided by a Member or Employee, or on the content of any discussion occurring, during the course of the Committee Meeting.

The Shire of Mundaring expressly disclaims liability for any loss or damage suffered by any person as a result of relying on or acting on the basis of any advice or information provided by a Member or Employee, or the content of any discussion occurring during the course of the Committee Meeting.

## CONTENTS

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<b>1.0</b>	<b>OPENING PROCEDURES</b>	<b>4</b>
1.1	ANNOUNCEMENT OF VISITORS .....	4
1.2	ATTENDANCE/APOLOGIES .....	4
<b>2.0</b>	<b>ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION</b>	<b>5</b>
<b>3.0</b>	<b>DECLARATION OF INTEREST</b>	<b>5</b>
3.1	DECLARATION OF FINANCIAL INTEREST AND PROXIMITY INTERESTS .....	5
3.2	DECLARATION OF INTEREST AFFECTING IMPARTIALITY .....	5
<b>4.0</b>	<b>CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS</b>	<b>5</b>
	BFAC1.11.23.....	5
<b>5.0</b>	<b>PRESENTATIONS</b>	<b>5</b>
<b>6.0</b>	<b>REPORTS OF EMPLOYEES</b>	<b>6</b>
6.1	BUSH FIRE ADVISORY COMMITTEE - REVIEW TERMS OF REFERENCE .....	6
6.2	VOLUNTEER BUSH FIRE BRIGADES - WORK HEALTH AND SAFETY BUILDING INSPECTIONS .....	15
	BFAC3.11.23.....	16
6.3	UPDATE - CESM MUNDARING/ CHIEF BUSH FIRE CONTROL OFFICER .....	17
	BFAC4.11.23.....	18
6.4	UPDATE - DEPARTMENT OF PARKS AND WILDLIFE .....	19
	BFAC5.11.23.....	19
6.5	UPDATE - DEPARTMENT OF FIRE AND EMERGENCY SERVICES.....	20
6.6	UPDATE - BUSH FIRE RISK MANAGEMENT REPORT .....	21
	BFAC7.11.23.....	21
6.7	INFRINGEMENTS AND PROSECUTIONS .....	24
	BFAC8.11.23.....	24
6.8	COMMUNITY ENGAGEMENT .....	25
	BFAC9.11.23.....	25
6.9	SCHEDULE OF PENDING ITEMS .....	26
	BFAC10.11.23.....	26
<b>7.0</b>	<b>URGENT BUSINESS (LATE REPORTS)</b>	<b>27</b>
7.1	LAKE LESCHENALTIA PARK - PRE-EMPTIVE CLOSURE OF THE PARK ON EXTREME AND CATASTROPHIC FIRE DANGER RATING DAYS.....	27
7.2	UPDATE – MUNDARING FIRE SCHOOL .....	31
<b>8.0</b>	<b>CLOSING PROCEDURES</b>	<b>33</b>
8.1	DATE, TIME AND PLACE OF THE NEXT MEETING .....	33
8.2	CLOSURE OF THE MEETING .....	33

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**BUSH FIRE ADVISORY COMMITTEE  
CIVIC AREA, SHIRE OF MUNDARING ADMINISTRATION CENTRE – 7:00PM**

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**1.0 OPENING PROCEDURES**

The Presiding Person declared the meeting open at 7:03.

Acknowledgement of Country

Shire of Mundaring respectfully acknowledges the Whadjuk people of the Noongar Nation, who are the traditional custodians of this land. We acknowledge Elders past, present and emerging and respect their continuing culture and the contribution they make to the region.

**1.1 Announcement of Visitors**

Welcome to our new Shire President Paige McNeill & our new Shire CEO Jason Whiteaker.

**1.2 Attendance/Apologies**

<b>Members</b>	Cr Doug Jeans	Central Ward
	Cr John Daw	East Ward
	Catriona McCarthy	Captain Chidlow VBFB
	Neil Inwood	Captain Darlington VBFB
	Robin Preston	Captain Darling Range VBFB
	Glen Stenton	A/ Captain Glen Forrest VBFB
	Aaron Thredgold	Captain Mount Helena VBFB
	Dan Wharton	Captain Parkerville VBFB
	Adrian Woodley	Captain Sawyers Valley VBFB
	Jeff Bromilow	Captain Stoneville VBFB
	Lelsey Lynam	Captain Wooroloo VBFB
	Neil Hawkins	Mundaring Fire School
	Jamie O'Neill	DFES Chief Bush Fire Control Officer
	Gary Rowles	Deputy Chief Bush Fire Control Officer
	Tom Belger	Deputy Chief Bush Fire Control Officer
<b>Staff</b>	Adrian Dyson	Manager Community Safety & Emergency Management
	Karen Dore	Busghfire Risk Management Officer
	Matthew Lowndes	Fire Hazard Inspection Officer
	Charlotte Jones	Emergency Management Secretary
<b>Apologies</b>	Cr Karen Beale	West Ward
	Ian Zlatnik	Deputy Chief Bush Fire Control Officer
	Mark Luzi	Director of Statutory Services
	Murray McBride	Department of Fire Emergency Services
	Daniel Heptinstall	District Officer North East
	Nigel Morgan	Deputy Chief Bush Fire Control Officer

<b>Guests</b>	President Paige McNeil	Shire President
	Jason Whiteaker	Chief Executive Officer
	Steve Dryden	1 <sup>st</sup> LT Darlington VBFB
	Robert Atkins	1 <sup>st</sup> LT Darling Range VBFB
	Andy Brock	1 <sup>st</sup> LT Chidlow VBFB
	Greg Rankine	1 <sup>st</sup> LT Stoneville VBFB
	Katina Sweeny	1 <sup>st</sup> LT Wooroloo VBFB
	Jarrad Agnew	Fire Fighter Glen Forrest VBFB

**2.0 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION**

Nil

**3.0 DECLARATION OF INTEREST**

**3.1 Declaration of Financial Interest and Proximity Interests**

Council Members must disclose the nature of their interest in matters to be discussed at the meeting (*Part 5 Division 6 of the Local Government Act 1995*).

Employees must disclose the nature of their interest in reports or advice when giving the report or advice to the meeting (*Sections 5.70 and 5.71 of the Local Government Act 1995*).

Nil

**3.2 Declaration of Interest Affecting Impartiality**

A Council Member or an employee who has an interest in a matter to be discussed at the meeting must disclose that interest (*Shire of Mundaring Code of Conduct, Local Government (Admin) Reg. 34C*).

Nil

**4.0 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS**

<b>COMMITTEE DECISION</b>	<b>BFAC1.11.23</b>
<b>RECOMMENDATION</b>	
Moved by Captain McCarthy	Seconded by Deputy Chief Belger
That the Minutes of the Bush Fire Advisory Committee Meeting held 29 August 2023 be confirmed.	
<b>CARRIED</b>	

**5.0 PRESENTATIONS**

Nil

## 6.0 REPORTS OF EMPLOYEES

### 6.1 Bush Fire Advisory Committee - Review Terms of Reference

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<b>File Code</b>	GV.MTG 6.5
<b>Author</b>	Adrian Dyson, Manager Community Safety & Emergency Management
<b>Senior Employee</b>	Mark Luzi, Director Statutory Services
<b>Disclosure of Any Interest</b>	Nil
<b>Attachments</b>	1. Draft - Bush Fire Advisory Committee - Terms of Reference

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#### PURPOSE

The Bush Fire Advisory Committee's Terms of Reference have been reviewed (**Attachment 1**) and are presented to Council for consideration prior to the 2023 local government ordinary election.

#### BACKGROUND

The Bush Fire Advisory Committee (BFAC) was established on 2 May 1963 in accordance with the *Bush Fires Act 1954*.

Appointment of council member(s) to BFAC is determined by Council following ordinary local government elections, for a term to expire on the date of the subsequent ordinary local government elections.

#### STATUTORY / LEGAL IMPLICATIONS

BFAC is a formal committee established under the provisions of the *Bush Fires Act 1954*:

##### **67. Advisory committees**

- (1) *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.*
- (2) *A committee appointed under this section shall include a member of the council of the local government nominated by it for that purpose as a member of the committee, and the committee shall elect one of their number to be chairman thereof.*
- (3) *In respect to a committee so appointed, the local government shall fix the quorum for the transaction of business at meetings of the committee and may —*
  - (a) *make rules for the guidance of the committee; and*
  - (b) *accept the resignation in writing of, or remove, any member of the committee;*
  - (c) *where for any reason a vacancy occurs in the office of a member of the committee, appoint a person to fill that vacancy.*

- (4) *A committee appointed under this section —*
- (a) *may from time to time meet and adjourn as the committee thinks fit;*
  - (b) *shall not transact business at a meeting unless the quorum fixed by the local government is present;*
  - (c) *is answerable to the local government and shall, as and when required by the local government, report fully on its activities.*

Division 3 of the *Shire of Mundaring Bush Fire Brigades Local Law 2013* provides:

### 3.6 *Functions of Advisory Committee*

*The Bush Fire Advisory Committee is to have the functions set out in section 67 of the Act and is to include such number of nominees of the bush fire brigades as may be determined by the local government from time to time.*

### 3.7 *Advisory Committee to consider brigade motions*

*The Bush Fire Advisory Committee shall consider any motion received from a bush fire brigade and may make recommendations to the local government in relation to any motion supported by the Bush Fire Advisory Committee.*

Part 5, Subdivision 2 of the *Local Government Act 1995* (the Act) provides for committees including establishment and appointment of members. Part 5 Subdivision 3 of the Act provides for the quorum, voting, decisions and minutes of committees. The *Local Government (Administration) Regulations 1996* also make provisions in regards to committees.

Although not established under section 5.8 of the Act, BFAC operates in keeping with the principles of the Act.

## **POLICY IMPLICATIONS**

### **Code of Conduct for Council Members, Committee Members and Candidates**

The “Code of Conduct for Council Members, Committee Members and Candidates” (1.1) provides an expected standard of conduct for council members and committee members appointed to the Committee.

### **Committees, Advisory Groups, Representatives Meeting and Working Groups Policy**

The “Committees, Advisory Groups, Representatives Meeting and Working Groups Policy” (2.8) relates.

## **FINANCIAL IMPLICATIONS**

Nil

## **STRATEGIC IMPLICATIONS**

Mundaring Strategic Community Plan 2020 - 2030

Priority 4 - Governance

Objective 4.4 – High standard of governance and accountability

Strategy 4.4.8 – Compliance with the Local Government Act 1995 and all relevant legislation and regulations

## SUSTAINABILITY IMPLICATIONS

### Governance

- Deliver outcomes that are consistent with the strategic goals and objectives of the Shire.

## RISK IMPLICATIONS

<b>Risk:</b> Compliance: The BFAC Terms of Reference are not consistent with the requirements of the <i>Bush Fires Act 1954</i> , <i>Bush Fire Brigades Local Law 2013</i> and in keeping with the principles of the <i>Local Government Act 1995</i> and “the Committees, Advisory Groups, Representatives Meeting and Working Groups Policy” (2.8).		
Likelihood	Consequence	Rating
Possible	Moderate	Moderate
Action / Strategy		
The reviewed BFAC Terms of Reference are adopted.		

## EXTERNAL CONSULTATION

Nil

## COMMENT

The Terms of Reference were last reviewed in in November 2020 (C4.11.20).

The draft Terms of Reference have incorporated information relevant to the “Committees, Advisory Groups, Representatives Meeting and Working Groups Policy” and the previously adopted Terms of Reference.

Generally, Terms of Reference for Shire facilitated committees are reviewed as part of each local government ordinary election cycle to confirm the format of the committee and membership is still effective and appropriate. It is considered that the format of the Bush Fire Advisory Committee is the appropriate and in keeping with the provisions of the *Bush Fires Act 1954*.

Following the 2023 ordinary local government elections, an item was presented to the 31 October 2023 Special Council Meeting to appoint council members to committees. Council subsequently resolved to appoint three council members to BFAC with the Terms of Reference to be amended accordingly.

Council members appointed include (SC26.10.23):

- Cr John Daw
- Cr Karen Beale
- Cr Doug Jeans

## VOTING REQUIREMENT

Simple Majority



**COMMITTEE RECOMMENDATION**

**BFAC2.11.23**

Moved by Neil Hawkins

Seconded by Deputy Chief Belger

That Council adopts the reviewed Bush Fire Advisory Committee Terms of Reference (**Attachment 1**).

**CARRIED**



## Terms of Reference

### BUSH FIRE ADVISORY COMMITTEE

These Terms of Reference are to be read in conjunction with the "Committees, Advisory Groups, Representative Meetings and Working Groups Policy".

#### 1. Name

The name of the committee is Shire of Mundaring Bush Fire Advisory Committee.

#### 2. Head of Power

The committee is established by Council under the provisions of section 67 of the *Bush Fires Act 1954* (C4.11.20).

#### 3. Definitions

<b>Act</b>	the <i>Local Government Act 1995</i> .
<b>BF Act</b>	The <i>Bush Fires Act 1954</i> .
<b>Chief Executive Officer</b>	the Chief Executive Officer (CEO) of Shire of Mundaring.
<b>committee</b>	the Shire of Mundaring Bush Fire Advisory Committee.
<b>Council</b>	the body consisting of all council members sitting formally as the Council of the Shire of Mundaring.
<b>council member</b>	a person elected under the Act as a member of Council. The Shire's council members includes the Shire President, Deputy Shire President and Councillors (as defined by the Act).
<b>external member</b>	a person appointed to this committee who is not a council member.
<b>member</b>	a person appointed to this committee.

#### 4. Objectives

The primary objective of the committee is to provide a forum for discussion and to advise Council on all matters relating to:

- The preventing, controlling and extinguishing of bush fires
- The planning of the layouts of firebreaks in the district
- Prosecutions for breaches of the BF Act
- The formation of Bush Fire Brigades and the grouping thereof under group Brigade Officers
- The ensuring of cooperation and coordination of Bush Fire Brigades in their efforts and activities

- Any other matter relating to bush fire control whether of the same kind as, or different kind from those specified

## 5. Powers

The committee is to report to Council and provide appropriate advice and recommendations on matters relevant to its term of reference. This is in order to facilitate informed decision-making by Council in relation to the legislative functions and duties of the local government that have not been delegated to the CEO.

The committee has no delegated authority.

The committee does not have executive powers or authority to implement actions in areas over which the CEO has legislative responsibility and does not have any delegated financial responsibility. The committee does not have any management functions and cannot involve itself in management processes or procedures.

Committee recommendations must be adopted by Council during a formal Council meeting before they can be implemented.

Members of the committee are not permitted to speak to the media as representatives of the committee unless approved by Council.

### 5.1. Subcommittees

The committee may establish and appoint members from within its number to subcommittees to consider any specified matter or matters within the general remit of the committee objectives.

The committee shall determine the terms of reference for any subcommittee it so establishes.

A subcommittee so appointed shall report to the committee in a frequency and manner determined by the committee.

## 6. Membership

The committee shall consist of the following members:

- a. up to three council members
- b. the Chief Executive Officer or their delegate
- c. the Chief Bush Fire Control Officer
- d. the Deputy Chief Bush Fire Control Officers, as appointed
- e. the Coordinator Mundaring Fire School or their delegate
- f. the nine Brigade members, being Shire of Mundaring Volunteer Bush Fire Brigade Captains

In the event that a Brigade Captain is unable to attend a meeting, the respective Shire of Mundaring Volunteer Bush Fire Brigade Lieutenant is to be assigned as deputy Brigade member.

The committee is supported by the Director Statutory Services and Manager Community Safety and Emergency Management.

The committee may invite representatives of the following bodies to its meetings and shall hear and have regard for their views but are not members of the committee:

- Department of Biodiversity Conservation and Attractions
- Department of Fire and Emergency Services

The committee may invite, through the CEO, Shire employees or others to attend meetings and provide pertinent information where necessary but such persons shall not be entitled to vote on any item arising out of that meeting. If authorised by the committee, council members attending as observers may participate in the meeting (but are not able to vote).

## **7. Appointment**

### **7.1. Council Members**

Council members are appointed to the committee by Council for a term to expire on the date of the subsequent ordinary local government elections in accordance with section 5.10 of the Act.

If for any reason, a council member is unable to hold office for the full period of their appointment, Council shall fill that vacancy. The council member appointed shall hold office for the balance of the term of the member originally elected.

### **7.2. Presiding Member**

The presiding member and deputy presiding member are to be appointed by the committee at its first meeting immediately following local government election.

In the absence of the presiding member at a meeting, the committee may appoint one of their number as Deputy Presiding person for that meeting. Appointment will be temporary and based on ranking seniority.

## **8. Roles and Responsibilities**

Each member is expected behave in keeping with the principles of the Shire's "Code of Conduct for Council Members, Committee Members and Candidates" (Code of Conduct), to have open and honest discussions and to treat each member and employees with due courtesy and respect.

Council members and employees are to disclose financial, proximity and impartiality interests in accordance with the Act. External members are to be aware that any conflict of interest needs to be recognised to ensure that probity is maintained at all times.

Each member is responsible for attending meetings, reviewing relevant material to enable informed discussion and making timely decisions/actions to progress the objectives of the committee.

In addition to the above, the specific roles for each membership type are as follows:

- Council members are responsible for ensuring that the committee adheres to the direction set by Council, contributing from a Shire-wide perspective, and ensures the delivery of the committees objective.

- External members are responsible for contributing to the delivery of the committees objectives within the scope of their skills, knowledge, experience and capabilities.
- The Presiding Member is responsible for ensuring all members have an opportunity to participate in discussions in an open and encouraging manner and ensuring the timely consideration of items. Where the presiding member is unable or unwilling to chair the meeting, the deputy presiding member will chair the meeting. Deputy committee members are to act in the capacity of a committee member unable to attend a meeting and shall exercise all rights of the absent committee member.
- Employees are responsible for conducting necessary research as required by the committee, providing professional advice, and for administering its meetings.

## 9. Meetings

Meetings shall be held in accordance with the provisions of the Act, the *Local Government (Administration) Regulations 1996* and the *Meeting Procedures Local Law 2015*. Due consideration is to be given to the "Committees, Advisory Groups, Representative Meetings and Working Groups Policy".

Ordinary meetings will be held at least four times per year.

Special meetings may be held:

- a. if called for by either the presiding member or at least two members in a notice to the CEO setting out the date and purpose of the proposed meeting; or
- b. if so decided by the Committee; or
- c. if called for by Council.

Meetings are to be generally open to the public with public participation in accordance with the *Meeting Procedures Local Law 2015*.

Meeting quorum is at least 50% of the number of members of the committee whether vacant or not. Each member of the committee at a meeting will have one vote. The presiding member will have a deliberative vote but does not in the event of an equality of votes have a casting vote. In the event of a tied vote the matter will be determined in the negative.

If a member is unable to attend a meeting, they must advise the presiding member as soon as reasonably practicable.

## 10. Recording and Reporting

The contents of the Minutes are to be in accordance with the Act and *Meeting Procedures Local Law 2015*.

Where a committee does not have a delegation/ authorisation, if a decision is the duty or function of the Council, it must be referred to Council.

Recommendations of the committee to be included in a Council meeting agenda to obtain a formal Council decision, where applicable. Committee recommendations are advisory only and shall not be binding on Council.

**11. Changes to Terms of Reference**

This Terms of Reference is to be reviewed prior to each ordinary local government election.

These Terms of Reference may be amended by the committee when required with Council to endorse any changes.

**12. Disband**

Council may determine at any time that a committee is no longer required and is to be disbanded.

**Document Control**

Item	Date	Resolution #
Committee established (in current format)	2 May 1963	
Reviewed	July 2016	C11.07.16
Reviewed	December 2017	C3.12.17
Reviewed	November 2020	C4.11.20
Reviewed	October 2023	SC26.10.23
Reviewed	XX	XX

## 6.2 Volunteer Bush Fire Brigades - Work Health and Safety Building Inspections

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<b>File Code</b>	GV.MTG 6.5
<b>Author</b>	Craig Cuthbert, Coordinator Community Safety & Emergency Management
<b>Senior Employee</b>	Mark Luzi, Director Statutory Services
<b>Disclosure of Any Interest</b>	Nil
<b>Attachments</b>	Nil

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### **PURPOSE**

Shire of Mundaring is reviewing Work Health and Safety standards, practices and procedures across all its operations including the activities of its Volunteer Bush Fire Brigades to fulfil its legal obligations whilst safeguarding the health and safety of volunteers, staff and contractors.

### **BACKGROUND**

It has been identified that regular VBFB station WHS inspections and record keeping should be further implemented as it wasn't formally included within the Shires WHS inspections regimes.

Historically such inspections have not been carried out by the Shire staff within the nine brigades under its management. However preventative maintenance and regular roster checks have been ways in which hazards/compliance matters have identified and will continue to be in conjunction with bi annual inspections carried out by shire staff and a brigade representative.

### **STATUTORY / LEGAL IMPLICATIONS**

*Work Health & Safety Act 2020 and Regulations 2022*

### **POLICY IMPLICATIONS**

Shire of Mundaring - Work Health Safety Policy 2.1

### **FINANCIAL IMPLICATIONS**

Officer time

### **STRATEGIC IMPLICATIONS**

Mundaring Strategic Community Plan 2020 - 2030

Priority 4 - Governance

Objective 4.4 – High standard of governance and accountability

Strategy 4.4.3 – Risks are well managed

### **SUSTAINABILITY IMPLICATIONS**

Nil

## RISK IMPLICATIONS

<b>Risk:</b> Non Compliance with WHS requirements		
<b>Likelihood</b>	<b>Consequence</b>	<b>Rating</b>
Possible	Moderate	Moderate
<b>Action / Strategy</b>		
Bi annual checks inline with checklist and appropriate AS/NZ standards		

## EXTERNAL CONSULTATION

This matter has been the subject of consultation with the Operations and Command meeting consisting of brigade Captains

## COMMENT

Inspections commenced 1 July 2023 with Shire staff along with a designated brigade member will carrying out the bi annual inspections during weekdays and advise the brigade/s on results of the inspections, and any corrective actions required by the brigade, Shire of Mundaring or others.

All completed.

## VOTING REQUIREMENT

Simple Majority

<b>COMMITTEE DECISION RECOMMENDATION</b>	<b>BFAC3.11.23</b>
Moved by Captain Thredgold	Seconded by Captain Bromilow
That the Committee note the Work Health and Safety Inspections have all been completed.	
<b>CARRIED</b>	



## 6.3 Update - CESM Mundaring/ Chief Bush Fire Control Officer

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<b>File Code</b>	GV.MTG 6.5
<b>Attachments</b>	Nil

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### PURPOSE

CESM Mundaring update - November 2023

### Prevention

- Currently in the restricted season, due to seasonal conditions increased restrictions on burn permits apply.

### Preparedness

- Dual mobilisation has been set up for Chidlow VFBF and Woorloo VFBF
- Shire officers are currently inspecting properties throughout the shire for compliance to the fire break and fuel load notice.
- Metro Northeast Incident leadership refresher conducted October 14
- Skills refreshers are now complete, thank you to all Brigades they have all been sent through and recorded. For those members who have not completed the Skills refresher they are to be inactive until completed.

### Response

- Brigades fully operational. One high season light tanker at Darlington and SOSF 3.4 at Chidlow until the 4.4 is returned from transmission rebuild then will go to Darlington.

### Brigade Incidents 29/08/23 - 23/10/2023

	2023/2024
<b>Total Number of Bushfires:</b>	<b>7</b>
Unreported	4
Burn off fires	1
Campfires/bonfires/outdoor cooking	1
Suspicious/Deliberate	1

Locality	Incident No	Date / Time	Suburb	Street	Ignition Cause	Size (hect)
MUNDARING (S)	638183	21/09/2023 01:20	MOUNT HELENA	SHORT ST	Burn off fires	< 1
MUNDARING (S)	638486	23/09/2023 00:13	STONEVILLE	STONELEIGH RD	Unreported	< 1
MUNDARING (S)	640185	01/10/2023 30:10	STONEVILLE	MULUMBA PL	Unreported	< 1
MUNDARING (S)	641209	07/10/2023 15:15	CHIDLOW	ASH RD	Unreported	< 1
MUNDARING (S)	641897	11/10/2023 20:08	MOUNT HELENA	ALICE RD	Campfires/bonfires/outdoor cooking	< 1
MUNDARING (S)	642373	13/10/2023 14:13	SWAN VIEW	MARLBORO RD	Suspicious/Deliberate	< 1
MUNDARING (S)	643136	17/10/2023 38:10	WOORLOO	LIBERTON RD	Unreported	Unknown

## All Shire Incidents

Incident Type	2023/2024
Called Off - No Attendance	2
False Alarm - System Initiated	2
False Call - Good Intent	16
Fire - Bushfire (lge)	1
Fire - Bushfire (sml)	6
Fire - Other/Rubbish/Vehicle	4
Fire - Structure	2
Hazardous Situation	2
Natural Hazard	4
Not Reported	3
Rescue & Medical	1
Road Crash & Rescue	3
<b>Total</b>	<b>46</b>

## VOTING REQUIREMENT

Simple Majority

### COMMITTEE DECISION RECOMMENDATION

**BFAC4.11.23**

Moved by Captain McCarthy  
Rowles

Seconded by Deputy Chief Bush Fire Control Officer

That the Committee notes the update provided by the CESM Mundaring/ Chief Bush Fire Control Officer.

**CARRIED**

## 6.4 Update - Department of Parks and Wildlife

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<b>File Code</b>	GV.MTG 6.5
<b>Attachments</b>	Nil

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### **PURPOSE**

Parks and Wildlife update provided by Jordan Cantelo.

#### **Prescribed burning:**

The Perth Hills District is close to finishing its Spring Burn program.

Prescribed Fuel Reduction Burns that have been completed in the Shire of Mundaring include:

- PHS\_242 John Forest NP 2, 132ha
- PHS-235 Sawyers 2, 1533.3ha

Currently, no other prescribed burning is planned in the Shire of Mundaring for Spring 2023.

#### **Bushfire response:**

Parks and Wildlife bushfire response since previous BFAC

- John Forest National Park (18<sup>th</sup> Oct 2023)  
Controlling Agency DBCA (0.1ha)
- Keaninine NR (19<sup>th</sup> Sept 2023)  
Initial Controlling Agency LGA  
Final Controlling Agency DBCA
- Yetar Road (25<sup>th</sup> October)

Controlling Agency LGA

#### **Operational Capacity/Capability:**

Parks and Wildlife – Perth Hills District commenced the Duty Officer and Fire Availability roster for the 2023/2024 fire season on October 8<sup>th</sup> 2023.

#### **Fire Detection:**

- Aerial spotter flights have commenced through the Perth Hills District
- Walyunga and Bickley Fire Detection Towers will commence the 23<sup>rd</sup> of November 2023

#### **Training:**

Pre-season training has been completed for the 2023/2024.

### **VOTING REQUIREMENT**

Simple Majority

<b>COMMITTEE DECISION RECOMMENDATION</b>	<b>BFAC5.11.23</b>
Moved by Captain Inwood	Seconded by Neil Hawkins
That the Committee notes the update provided by the Department of Parks and Wildlife.	
<b>CARRIED</b>	

## 6.5 Update - Department of Fire and Emergency Services

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**File Code** GV.MTG 6.5  
**Attachments** Nil

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### **PURPOSE**

That an update to be provided from DFES – NIL report.

### **VOTING REQUIREMENT**

Simple Majority

<b>COMMITTEE DECISION RECOMMENDATION</b>	<b>BFAC6.11.23</b>
Moved by Captain McCarthy	Seconded by Captain Thredgold
That the Committee notes the update provided by the Department of Fire and Emergency Services.	
<b>CARRIED</b>	

## 6.6 Update - Bush Fire Risk Management Report

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<b>File Code</b>	GV.MTG 6.5
<b>Attachments</b>	1. BRMO Report 2023 10 02 Quarterly

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### PURPOSE

To brief the Committee on Shire of Mundaring progress against its Bushfire Risk Management Plan as per the Bushfire Risk Management Officer (BRMO) Quarterly Update 30 June 2023 (with amendments as at 5 September 2023).

### COMMENT

Quarterly Report was on hold waiting on new guidelines, regarding all our assets, road classifications, high traffic routes, arterial routes etc. High priority items will be added into BRMS.

Preseason meetings with all stakeholders bar DCBA waiting on preseason finish.

Bushfire ready liason groups

Volunteer recruitment with 74 responses for survey, great response. Lead to social media campaign, on hold til Feb when less fire posts on shire site, but brigades are welcome to start utilising it once finalised. Echo advertisement on behalf of all brigades

Recruitment pack to brigades with information on all the various roles available within brigades.

MAF works, ONR complete, Stoneville Rd complete, RRHT under way and #2 submission hoping to find out 24/11.

### VOTING REQUIREMENT

Simple Majority

<b>COMMITTEE DECISION</b>	<b>BFAC7.11.23</b>
<b>RECOMMENDATION</b>	
Moved by Captain Thredgold	Seconded Neil Hawkins
That the Committee notes and provides feedback on the BRMO Quarterly update 30 June 2023 (with amendments as at 5 September 2023).	
<b>CARRIED</b>	



## Bushfire Risk Management Officer Quarterly Update, 30 September 2023

Key  
Up-to-date ●  
In progress ●  
Overdue ●

1. Bushfire Risk Management Plan (BRMP)				
<ul style="list-style-type: none"> <li>Data updating continues.</li> </ul> <p>Currently there are 345 Human Settlement “assets” mapped within the Bushfire Risk Management System (BRMS). These assets can range in size from a few adjacent properties to a subdivision (up to 250 properties).</p>				
<i>Extreme</i>	<i>Very High</i>	<i>High</i>	<i>Medium</i>	<i>Low</i>
87	74	101	48	35
<p>Continuing to review “Extreme” assets. Also, adding into the BRMS mapping potential entrapment points as identified in the Shire’s Bushfire Area Access Strategy (BAAS) and DPLHs proposed Bushfire Area Vehicle Access Strategy (BAVAS).</p> <p>In relation to Wooroloo Inquiry Recommendation 2 “<i>enhanced and integrated community engagement programs for bushfire</i>”, the Shire are awaiting DFES announcing further information in relation to the Areas of Community Engagement Focus (ACEF) program review. An understanding of this will ensure that proposed community engagement undertaken with residents located within asset areas whose main risk is from within the asset is in line with these findings.</p>				
2. Stakeholder Relations				
<ul style="list-style-type: none"> <li>Stakeholder Relations Plan Summary available on request. <ul style="list-style-type: none"> <li>DBCA – 2024 Burn Program, meeting scheduled for early December.</li> <li>DoE (DFES) – ongoing liaison with DFES Bushfire Risk Management Liaison Officer, collaborating via BRMS.</li> <li>DPLH (DFES) – pre-season meeting held 23/06/23.</li> <li>MRWA – pre-season meeting held 24/08/23.</li> <li>WaterCorp – pre-season meeting held 11/07/23.</li> </ul> </li> </ul> <p>Other Agencies ‘as required’ and / or via Shire’s FHIO / FPO.</p>				
3. Community Engagement				
<i>Inform</i>	<i>Consult</i>	<i>Involve</i>	<i>Collaborate</i>	<i>Empower</i>
<ul style="list-style-type: none"> <li>ProPer Prep (<i>Inform &amp; INSPIRE</i>) <ul style="list-style-type: none"> <li>Short videos x 5: <a href="https://engage.mundaring.wa.gov.au/emergency-response-recovery">https://engage.mundaring.wa.gov.au/emergency-response-recovery</a></li> <li>Social media campaign: underway (weekly prepared posts, updated branding)</li> </ul> </li> <li>At Risk Communities (<i>Involve</i>) <ul style="list-style-type: none"> <li>Disability Inclusive Emergency Preparedness workshop held on 11/09/23.</li> <li>DFES At Risk Program – proposal to utilise outcomes of above to further engage with aged care facilities / senior groups in relation to preparedness.</li> </ul> </li> <li>Volunteer Recruitment (<i>facilitate to Empower</i>) <p>Continuing to work with local Brigades to prepare an Action Plan for a collaborative Volunteer Recruitment campaign.</p> </li> <li>Bush Fire Ready Groups (<i>Collaborate</i>) <ul style="list-style-type: none"> <li>Preparedness advocate email list created (14 people).</li> <li>Preparedness advocate ‘meet &amp; greet’ session organised for 14/09/23 (6 RSVPs + 3 guests and 1 apology to date).</li> <li>At the suggestion of Darlington preparedness advocate/Brigade the Shire is facilitating a shared information stall at the Rotary Markets on 10/09/23, ten volunteers assisting.</li> </ul> </li> </ul>				

4. Mitigation Activity Funding (MAF)		
● 22-23 \$499,146.12	● 21-22 \$499,968.54	● 20-21 \$331,596.00
● 19-20 \$182,914.00	● 18-19 \$258,000.00	
<p>● <b>MAF 23-24 Round 1, \$500k application</b></p> <p>1: Lake Leschenaultia (west), mechanical works \$97k/firebreaks \$99k, 35 days, <b>COMPLETE</b>.</p> <p>2: Old Northam Rd (Liberton to Jason), mechanical works \$142k, 18 days, <b>UNDERWAY</b>.</p> <p>3: Stoneville Rd (Bentley to Cameron), mechanical works \$79k, 10 days, 06/10/23.</p> <p>4: Heritage Trail (Seaborne to Stoneville), mechanical works, \$83k, 15 days, late October.</p>		
<p>● <b>MAF 23-24 Round 2 submitted \$240k application, await outcome</b></p> <p>1: Coothallie Road (Reserve 35396), mechanical works \$90k</p> <p>2: Cockatoo Drive (adjacent Yallambie), mechanical works \$20k</p> <p>3: Gray Court (Reserve 41670), mechanical works \$50k</p> <p>4: Lake Leschenaultia (east) firebreaks \$80k</p>		
5. Other Funding Opportunities		
<p>● <b>National Disaster Risk Reduction (NDRR) grants program</b></p> <ul style="list-style-type: none"> <li>Submitted 29/05/23 (Ref: NDRR2324-014) Awaiting outcome (expected mid-July January 2024).</li> <li>\$20,000 project, \$10,000 requested.</li> <li>Project: creation of a further ten informative localised property and personal preparation related videos, project plan underway.</li> </ul>		
<p>● <b>All West Australians Reducing Emergencies Aware (AWARE) program</b></p> <ul style="list-style-type: none"> <li>Submitted 20/09/23 (Ref: AWARE2324-018)</li> <li>\$35,100 project, \$21,600 requested, \$13,500 in-kind contribution.</li> <li>Formal BAL Assessor training for relevant staff (6) to assist with community engagement in relation to personal preparedness, including retro-fitting older homes.</li> </ul>		
<p>● <b>Disaster Ready Fund (DRF) Round Two (2024)</b></p> <ul style="list-style-type: none"> <li>Likely to open in January and close in March, with funds available in July 2024.</li> <li>Expression of Interest (DRFEOI24-0004-XXX) "in progress".</li> <li>Grants from \$15,000</li> <li>Several ideas currently under discussion. <ul style="list-style-type: none"> <li><i>Arena Generator, forwarded to Infrastructure</i></li> <li>Bushfire Area Access Strategy works</li> <li>Jane Brook and / or Wooroloo Brook management plan and works</li> <li>Safer Communities – Retrofit Assistance</li> <li>Emergency Response Trailer – Animal Welfare</li> <li>Static Water Tanks</li> <li>Partner with Toodyay, multi-layered walk through of an incident (video)</li> </ul> </li> </ul>		

## 6.7 Infringements and Prosecutions

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<b>File Code</b>	GV.MTG 6.5
<b>Attachments</b>	Nil

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### **PURPOSE**

That the Committee notes the updates provided by Craig Cuthbert.

### **Infringements.**

Several referred to Fines Enforcement Registry

**Considerable activity likely to present next meeting as restricted period moved and closed.**

### **VOTING REQUIREMENT**

Simple Majority

<b>COMMITTEE DECISION RECOMMENDATION</b>	<b>BFAC8.11.23</b>
Moved by Deputy Chief Bush Fire Control Officer Rowles	Seconded by Cr. Daw

That the Committee notes the attached infringements and prosecutions report.

**CARRIED**



## 6.8 Community Engagement

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<b>File Code</b>	GV.MTG 6.5
<b>Attachments</b>	Nil

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### PURPOSE

That the Committee notes the update as advised.

01/08/2023	Glen Forrest VBFB	Recruitment campaign via social media and LED sign. At least three people EOI so far.
23/08/2023	Mt Helena VBFB	Mt Helena Residents and Rate Payers Meeting Bush Fire Preparedness Presentation
19/08/2023	Darlington VBFB	Darlington History Club Event
7/10/2023	Darlington VBFB	Swan view Show BRG display as well as collar tank and 3 units
28/08/2023	Darlington VBFB	Darlington Community Recreation Advisory Group
23/10/2023	Darlington VBFB	Bushfire ready street contact meeting at station - 28 attendees
29/10/2023	Darlington VBFB	Bushfire Ready street meet - Glen Road - 16 attendees

### VOTING REQUIREMENT

Simple Majority

#### COMMITTEE DECISION RECOMMENDATION

**BFAC9.11.23**

Moved by Neil Hawkins

Seconded by Captain McCarthy

That the Committee notes the attached community engagement report.

**CARRIED**

## 6.9 Schedule of Pending Items

<b>File Code</b>	GV.MTG 6.5
<b>Attachments</b>	Nil

### PURPOSE

This report item includes a range of actions identified by the BFAC for future action and report.

### BACKGROUND

Pending actions are discussed at each meeting and relate to matters being investigated by committee members of officers prior to final consideration.

### COMMENT

REF NO.	ACTION	BY WHOM	TIME FRAME
1	<b>Pre-Employment Medicals</b> Mr Dyson advised Mr Cuthbert not in attendance, and was working on the back end.	Craig Cuthbert	Ongoing
2	<b>BRMP Update</b> Covered in item 6.6 – Committee agreed to remove from Schedule of Pending Items.	Karen Dore	Ongoing
3	<b>Progress of Local Law Review</b> Mr Dyson advised comment from public but will follow up. Mr Whiteaker suggest may go to council in December	Adrian Dyson	Ongoing
4	<b>Wooroloo Bush Fire Enquiry Recommendations Update</b> As per attachment update distributed to all members.	Adrian Dyson	Ongoing
5	<b>Volunteer Bush Fire Brigade Register of Cancer Incidents</b> NA	Adrian Dyson	Ongoing
6	<b>Australian Fire Danger Rating System</b> Mr O'Neill confirmed improvements were noted, but still working to continue with adjustments.	Adrian Dyson	Ongoing

### VOTING REQUIREMENT

Simple Majority

<b>COMMITTEE DECISION RECOMMENDATION</b>	<b>BFAC10.11.23</b>
Moved by Deputy Chief Belger	Seconded by Captain McCarthy
That the Committee note the items included in the schedule of pending items.	
<b>CARRIED</b>	

## 7.0 URGENT BUSINESS (LATE REPORTS)

### 7.1 Lake Leschenaultia Park - Pre-emptive closure of the park on Extreme and Catastrophic Fire Danger Rating days

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<b>File Code</b>	EM.VNT 1
<b>Author</b>	Adrian Dyson, Manager Community Safety & Emergency Management
<b>Senior Employee</b>	Mark Luzi, Director Statutory Services
<b>Disclosure of Any Interest</b>	Nil
<b>Attachments</b>	Nil

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#### **PURPOSE**

This report recommends that Council endorse a Shire of Mundaring operational practice to undertake pre-emptive closures of the Lake Leschenaultia Park on Extreme and Catastrophic Fire Danger Rating days as follows:

Extreme: The lake park is closed to the general public however open to campers

Catastrophic: The lake park is closed to the general public and campers

#### **BACKGROUND**

Lake Leschenaultia Park while being an outdoor area of significant natural beauty offering both passive and active (swimming, kayaking/canoeing, walking, mountain biking) recreation opportunities poses a number of bushfire safety related risks basically outlined as follows:

- The lake park and surrounding reserves are extensively wooded, extreme bush fire risk areas.
- One main access/egress point onto/off a road (Rosedale Rd) with that road not being a “through road”, that is only providing for escape out of bushfire risk areas in one direction. These factors bring about a risk to Lake Park patrons, Shire lake park staff and firefighters if the lake park is threatened by a bushfire requiring evacuation of the Lake Park patrons and staff.

Prior to the implementation of the Australian Fire Danger Rating System on 1 September 2022 and since the 2021/2022 bushfire high threat period a pre-emptive closure regime was implemented as follows:

- Severe FDR: Lake park closed to the general public (booked camping allowed)
- Extreme and Catastrophic FDR: Lake park closed to all patrons (general public and campers)

With the introduction of the AFDRS on 1 September 2022 and thus for the 2022/2023 bushfire high threat period the pre-emptive closure regime introduced to align with the new ratings was:

- Extreme FDR: Lake park closed to general public (booked camping allowed)
- Catastrophic FDR: lake park closed to all patrons (general public and campers)

Noting that the AFDRS is a new fire danger rating system on ground local observations were in many instances that the FDR was significantly higher than would be expected given the on ground local conditions. In short the AFDRS rating was seen as overstating the actual risk.

Following application of the AFDRS informed pre-emptive closure regime the lake park was thus closed on an increased number of days wherein a significant number of complaints were received that the conditions were nothing other than a warm summer day and could not be considered of significant bushfire risk.

In review of the above matters a decision was made to align the pre-emptive closure regime with the regime adopted by Department of Biodiversity , Conservation and Attractions (DBCA) in that closure would occur when either John Forrest National Park, Walyunga National Park or Greenmount National Park were closed due to bushfire risk conditions.

Subsequent to the national review of the AFDRS wherein Shire staff were advised that adjustments had been made to the system such that it (the system) could be better expected to match the forecast rating.

The pre-emptive closure regime thus adopted for the 2023/2024 bushfire high threat period reverted to:

- Extreme FDR: Lake park closed to general public (booked camping allowed)
- Catastrophic FDR: lake park closed to all patrons (general public and campers)

## **STATUTORY / LEGAL IMPLICATIONS**

*Work Health and Safety Act 2020*

*Emergency Management Act 2005*

*Bush Fires Act 1954*

## **POLICY IMPLICATIONS**

Nil

## **FINANCIAL IMPLICATIONS**

Potential loss of Lake Leschenaultia Park entry and camping fees revenue

## **STRATEGIC IMPLICATIONS**

Mundaring Strategic Community Plan 2020 - 2030

Priority 1 - Community

Objective 1.1 – Healthy, safe, sustainable and resilient community

Strategy 1.1.7 – Provide emergency management planning, disaster management and disaster recovery, and associated community liaison and education

**SUSTAINABILITY IMPLICATIONS**

Nil

**RISK IMPLICATIONS**

<b>Risk:</b> People, Compliance and Reputational in the event that as a result of a bushfire incident affecting the lake park injuries/deaths occur (to patrons, staff or emergency responders) wholly or partly due to difficulties evacuating the lake park		
<b>Likelihood</b>	<b>Consequence</b>	<b>Rating</b>
Possible	Extreme	High
<b>Action / Strategy</b>		
Continue to apply a bushfire risk pre-emptive closure at the Lake Leschenaultia Park		

<b>Risk:</b> Reputational and Financial risk associated with patrons being unable to access the lake park on days of pre-emptive closure		
<b>Likelihood</b>	<b>Consequence</b>	<b>Rating</b>
Possible	Minor	Moderate
<b>Action / Strategy</b>		
Continue to engage with the community as to the risk management profile of the lake and associated reasons for exercising pre-emptive closures		

**EXTERNAL CONSULTATION**

This report represents formal consultation with Shire of Mundaring Volunteer Bush Fire Brigades

This matter has been the subject of consultation with the Shire’s insurer, Local Government Insurance Services Wester Australia

**COMMENT**

Shire of Mundaring is both legislatively and in terms of common law as the entity responsible for management of risks associated with the reserve operated as Lake Leschenaultia Park noting that it (the Shire) has developed and promotes that reserve as a recreational and tourist facility.

Shire of Mundaring is therefore prudent in, upon assessment of any/all risks inherent in managing the public place being Lake Leschenaultia Park, putting in place risk control measures to best protect patrons, staff and emergency responders attending that facility from harm associated with a bushfire impacting, or likely to impact the lake park.

The adoption of a Pre-Emptive Closure regime is thus reasonable and warranted.

## VOTING REQUIREMENT

Simple Majority

<b>COMMITTEE RECOMMENDATION</b>	<b>BFAC11.11.23</b>
Moved by Captain McCarthy	Seconded by Captain Thredgold
<p>That Council:</p> <p>Endorses a Shire of Mundaring operational practice to undertake pre-emptive closures of the Lake Leschenaultia Park on Extreme and Catastrophic Fire Danger Rating days as follows:</p> <p>Extreme: The lake park is closed to the general public however open to campers</p> <p>Catastrophic: The lake park is closed to the general public and campers</p> <p><b>CARRIED</b></p>	

## 7.2 Update – Mundaring Fire School

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<b>File Code</b>	GV.MTG 6.5
<b>Attachments</b>	1. BFAC Report LGFTC November 2023

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### **PURPOSE**

That the Committee notes the updates provided by Neil Hawkins as per below attachment.

### **VOTING REQUIREMENT**

Simple Majority

<b>COMMITTEE RECOMMENDATION</b>	<b>BFAC12.11.23</b>
Moved by A/Captain Stenton	Seconded by Captain McCarthy
That the Committee notes the attached infringements and prosecutions report.	
<b>CARRIED</b>	

## Shire of Mundaring Fire Training Coordinator SHIRE OF MUNDARING

**TO:** Mundaring Firefighters School  
**SUBJECT:** Report to MFS, 7 November 2023  
**DATE:** 21 October 2023

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To date we have run nineteen courses and trained 233 students.

Date	Name	Competent
21/01/2023	Bushfire Safety Awareness	4
4/02/2023	Firefighting Skills	8
15/04/2023	Operations Officer	0
29/04/2023	Assist with Planned Burning	8
8/05/2023	Bushfire Safety Awareness	3
20/05/2023	Firefighting Skills	7
27/05/2023	Advanced Bush Firefighting	13
28/05/2023	Crew Leader	9
10/06/2023	Structural Firefighting	8
17/06/2023	Pump Operations	7
24/06/2023	WAERN Basic Radio Use	7
24/06/2023	WAERN Advanced Radio Use	7
2/07/2023	Assist with Planned Burning	3
8/07/2023	Bushfire Safety Awareness	11
15/07/2023	Firefighting Skills	10
29/07/2023	Pump Operations	8
5/08/2023	Leadership Fundamentals	10
19/08/2023	Sector Commander (Volunteer)	9
26/08/2023	Fire Control Officer (FCO)	9
02/09/23	Provide First Aid	17
09/09/23	Incident Controller Level 1	5
16/09/23	Provide First Aid	15
07/10/23	Structural Firefighting	3
14/10/23	Advanced Bushfire Firefighting	10
15/10/23	Crew Leader Bushfire	11
21/10/23	WAERN Basic Radio Use	9
21/10/23	WAERN Advanced Radio Use	9

We have another two MFS courses still to run with 16 nominations.

Finally, we will be starting to think about next years training calendar soon, so please let us know if there are specific training needs.

As always, please don't hesitate to contact me if there are any fire training related questions or concerns.



Neil Hawkins  
 Mobile – 0412 225 886  
 Shire of Mundaring Fire Training Co-ordinator



## **8.0 CLOSING PROCEDURES**

### **8.1 Date, Time and Place of the Next Meeting**

The next Bush Fire Advisory Committee will be held on Tuesday 20 February at 7:00pm in the Civic Area, Shire of Mundaring Administration Centre.

#### **Scheduled meeting dates, subject to change;**

Tuesday 21 May 2024

Tuesday 20 August 2024

Tuesday 9 November 2024

### **8.2 Closure of the Meeting**

8:21 pm.

7:47 - Cr. Daw & Cr. Jeans left.

7:52 - Cr. Daw returned