

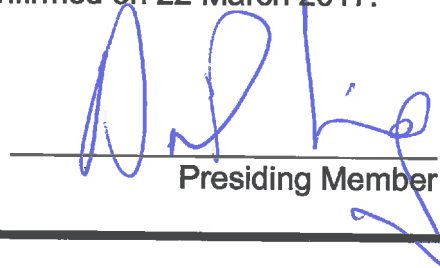


CONFIRMED MINUTES

BUSH FIRE ADVISORY COMMITTEE

22 FEBRUARY 2017

I certify that the minutes of the meeting of the Bush Fire
Advisory Committee held 22 February 2017 Folios BFAC1-11
including Attachment 1-8 were confirmed on 22 March 2017.



Presiding Member



**UNCONFIRMED MINUTES
BUSH FIRE ADVISORY COMMITTEE MEETING
22 FEBRUARY 2017**

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.

LEGEND

To assist the reader, the following explains the method of referencing used in this document:

Item	Example	Description
Page Numbers	BFAC1 NOVEMBER 14 (BFAC2, BFAC3 etc)	Sequential page numbering of BFAC Agenda or Minutes for November 2014.
Item Numbers	8.1 (8.2, 8.3 etc)	Sequential numbering of reports under the heading "8.0 Reports of Officers"
Committee Recommendation Reference	BFAC11.11.14	Committee Recommendation number 11 from BFAC meeting November 2014.
Committee Decision Reference	DBFAC7.11.14	Committee Decision number 7 from BFAC meeting November 2014.

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**BUSH FIRE ADVISORY COMMITTEE MEETING
CIVIC AREA – 7.30PM**

1.0 OPENING PROCEDURES – OPENED MEETING 7.30

1.1 Announcement of Visitors

1.2 Record of Attendance and Apologies

Members	David King	Presiding Person/Deputy Chief
	Cr Patrick Bertola	East Ward
	Cr Stephen Fox	East Ward
	Gary Rowles	Deputy Chief Bush Fire Control Officer
	Nigel Morgan	Deputy Chief Bush Fire Control Officer
	Ian Zlatnik	Deputy Chief Bush Fire Control Officer
	Brett Davies	Captain Chidlow VBFB
	Rod Teale	Captain Darling Range VBFB
	Eric Baldock	Captain Darlington VBFB
	Mark Jeans	Captain Glen Forrest VBFB
	Cameron Greaves	Captain Mt Helena VBFB
	Greg Walsh	Captain Parkerville VBFB
	John Lorantas	Captain Sawyers Valley VBFB
	Mark Taylor	Captain Stoneville VBFB
	John Duff	Mundaring Fire School
Staff	Jenine Banks	Minute Secretary
	Adrian Dyson	Manager Community Safety & Emergency Management
Apologies	Craig Garrett	DFES District Officer North East
	Brenden Scott	1st Lieutenant Mt Helena VBFB
	Mark Casotti	CESM/Chief Bush Fire Control Officer
	Mark Luzi	Director Statutory Services
	Craig Cuthbert	Coordinator Community Safety & Emergency Management
	Chris Kendrick	Deputy Chief Bush Fire Control Officer
	Daniel Eves	1st Lieutenant Darlington VBFB
Guests	Rod Reed	1st Lieutenant Darling Range VBFB
	Sefton Pitcher	1st Lieutenant Glen Forrest VBFB
	Angus Hay	1st Lieutenant Sawyers Valley VBFB
	Jeff Bromilow	1st Lieutenant Stoneville VBFB
	Dan Heptinstall	Captain Mundaring Volunteer Fire & Rescue
	Shaun Champ	Mundaring Volunteer Fire & Rescue

2.0 ANNOUNCEMENT BY PRESIDING MEMBER WITHOUT DISCUSSION

3.0 DECLARATION OF INTEREST

3.1 Disclosure of Financial Interest and Proximity Interests

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).

3.2 Disclosure of Interest Affecting Impartiality

Members and staff must disclose their interest in matters to be discussed at the meeting in respect of which the member or employee has given or will give advice. (Shire of Mundaring Code of Conduct, Local Government (Admin) Reg. 34C).

4.0 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

That the minutes of the meeting of the Bush Fire Advisory Committee held Wednesday 23 November 2016 be confirmed.

COMMITTEE DECISION		DBFAC1.02.17	
Moved by:	John Duff	Seconded by:	Greg Walsh

CARRIED 15/0

For: David King, Cr Patrick Bertola, Cr Stephen Fox, Gary Rowles, Nigel Morgan, Ian Zlatnik, Brett Davies, Rod Teal, Eric Baldock, Mark Jeans, Cameron Greaves, Greg Walsh, John Lorantas, Mark Taylor, John Duff

Against: Nil

5.0 PRESENTATIONS

Nil.

6.0 REPORTS OF EMPLOYEES

6.1 Amended Terms of Reference – Bush Fire Advisory Committee

File Code`	OR.MTG 7/1
Author	Adrian Dyson, Manager Community Safety & Emergency Management
Senior Employee	Mark Luzi, Director Statutory Services
Disclosure of Any Interest	Nil

SUMMARY

It has become apparent that the Bush Fire Advisory Committee (BFAC) Terms of Reference, (the adopted ToR) (**ATTACHMENT 1**) as endorsed by BFAC on 25 May 2016 and adopted by Council on 12 July 2016 contain an error in the provisions relating to voting. This in turn leads to consideration of the appropriate head of power, that is the *Bush Fires Act 1954* (BF Act) or the *Local Government Act 1995* (LG Act) under which BFAC should be established.

This report recommends that BFAC endorses the attached amended ToR. (**ATTACHMENT 2**), that list only the BF Act as the head of power and remove other references to the BF Act.

BACKGROUND

The adopted ToR within clause 2, *Head of Power* state:

The Committee is established by Council under section 5.8 of the Local Government Act 1995 as a committee comprised of council members and other persons under section 5.9(2)(d), and in accordance with section 67 of the Bush Fires Act 1954.

The adopted ToR within clause 12 in relation to voting state:

12.2 The presiding person does not have a casting vote in the event of equality of votes.

12.3 In the event of an equality of votes the question/s shall be determined in the negative.

Part 5, Division 2 of the LG Act covers matters concerning meeting of a council or committee. In relation to voting, Section 5.21 (3), *Voting* states:

(3) If the votes of members present at a council or a committee meeting are equally divided, the person presiding is to cast a second vote.

The adopted ToR thus conflict with the stated head of power being the LG Act.

The BF Act contains provisions in relation to the establishment, functions and composition of a BFAC and matters with regard to its relationship to Council.

STATUTORY / LEGAL IMPLICATIONS

Bush Fires Act 1954:

- (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 its 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 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*

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

Nil.

STRATEGIC IMPLICATIONS

Mundaring 2026 Strategic Community Plan

Priority 1: Governance

Objective 1.2: Transparent, responsive and engaged processes for Shire decision making

Strategy 1.2.1: Increase transparency and responsiveness of Shire administration processes.

SUSTAINABILITY IMPLICATIONS

Nil.

RISK IMPLICATIONS

Nil.

EXTERNAL CONSULTATION

This report is the means by which consultation with the Shire's volunteer bush fire brigade service membership is initiated.

COMMENT

This matter has been considered by the Shire's solicitors who recommend that the ToR be amended to list the BF Act as the head of power and that other reference to the LG Act within the ToR also be removed. The complete list of amendments to be made to the adopted ToR is as follows:

- a) Clause 2 : Amend this to state: The Committee is established by Council under 67 of the *Bush Fires Act 1954*,
- b) Clause 3: Remove *LG Act means the Local Government Act 1995*,
- c) Clause 7.3: Remove the first bullet point, *Overseeing and facilitating the conduct of meetings in accordance with the LG Act and the Shire's Meeting Procedures Local Law 2015*,
- d) Clause 15: Amend this to state: The Committee can be terminated at the discretion of Council.

VOTING REQUIREMENT

Simple majority

RECOMMENDATION

That Council adopts the amended Terms of Reference of the Bush Fire Advisory Committee (**ATTACHMENT 2**)

MOTION			
COMMITTEE DECISION			DBFAC2.02.17
Moved by:	Ian Zlatnik	Seconded by:	Mark Taylor

The Committee noted that the draft amended BFAC Terms of Reference erroneously omitted a MFS representative within membership. The Committee also wished to have more time to consider the draft ToR.

That the amended ToR be considered at the 24 May 2017 meeting of the BFAC.

CARRIED 15/0

For: David King, Cr Patrick Bertola, Cr Stephen Fox, Gary Rowles, Nigel Morgan, Ian Zlatnik, Brett Davies, Rod Teal, Eric Baldock, Mark Jeans, Cameron Greaves, Greg Walsh, John Lorantas, Mark Taylor, John Duff

Against: Nil.

7.0 STANDING REPORTS

7.1 CESM Mundaring/Chief Bush Fire Control Officer

Nil.

7.2 Department Fire and Emergency Services

Nil.

7.3 Department Parks and Wildlife

Nil.

7.4 Mundaring Fire School/Training Officers Committee

Mundaring Fire School

1. The 2017 Calendar has been released. This by far is the most extensive one to date both in the number and type of courses offered. This will not cover the requested number of positions required for Mundaring Firefighters. Please note that there are different courses being conducted on the same weekend so be careful when nominating.
2. Note that most courses are already published on the eAcademy and are open to the North Metro region, nominate early.
3. A request for more assistance as far as trainers and support staff has been sent to all brigades. The response so far has gained two names.
4. MFS next meeting is 23 February 2017 at 19.30.
5. Please check your Resource Roster and ensure you have the resource ready to go. Guides as to roster duties will be published soon.

Training Officers Committee

The Training Officers Committee has yet to have its first meeting for 2017 as at the time of this report but a full verbal and meeting update will be provided at the February BFAC meeting.

The main concern of TOC is the large number of outstanding driver training needs. A solution to the MR training appears to be in hand, but the emergency and off road training has at least 40 individuals outstanding.

Course nominations through eAcademy require confirmation of enrolment and joining instructions before they are actually enrolled. Students must read and comply with the joining instructions or they may not be accepted or not have results recorded. This is critical for higher level courses as prerequisites can be extensive and courses depend on completion of the work.

Next meeting scheduled for 7 February 2017 at Parkerville at 19.30 all welcome.

Local Government Fire Training Coordinator

MNRTAC

The November meeting was essentially to cover the calendars for all LGs in the North and align them to provide the greatest opportunity for access.

It should be noted that some DFES courses are being run differently, for example the IFF & BFF can vary in time and peripheral content. Please ensure candidates understand these variations and don't presume.

The North Metro covers a very diverse group of LGs and we are ensuring the best use of the limited resources by amalgamating our efforts.

Future meeting will look at providing increased sharing of materials, doing combined exercising and needs/course analysis and development.

7.5 Brigade Fire Reports

Nil comment.

7.6 Community Engagement

Nil comment.

7.7 Infringements/Prosecutions

Adrian Dyson reminded the meeting that volunteer firefighters are not to attend an incident in a private vehicle. Since the last BFAC meeting 2 volunteers from 2 different brigades have attended fires in private vehicles.

7.8 Schedule of Pending Items

Adrian Dyson told the meeting that although several meetings had been held with key DFES staff, the combined Stoneville/MFS project was still in the very early stages of planning. In near future meetings scheduled with DFES the Shire may seek financial support from DFES (as well as other sources of funding ESL/Grants) who have expressed interest in having a small DFES regional office on site. Due to the upcoming State Election to be held on 11 March 2017, local politicians have attended the site for talks/meetings in recent times.

7.9 Fire Protection Officers Report

Shaun Champ asked Councillors and Shire staff if the Shire was looking to expand the Fire Protection Crew in the near future. Adrian Dyson explained that Council are currently looking at ways to reduce revenue which could reduce services provided by the Shire, therefore there are no immediate plans to expand the Fire Protection Crew.

7.10 DOAC Minutes & Action List December 2016

A brief discussion was held around the DOAC meeting, with Adrian Dyson seeking some clarification on who the DOAC advises. Nigel Morgan invited Adrian Dyson to come along to the next DOAC meeting so that a better understanding of how the meeting is run can be experienced.

8.0 URGENT BUSINESS (LATE REPORTS)

9.0 CLOSING PROCEDURES

9.1 Date, Time and Place of the Next Meeting

The next Bush Fire Advisory Committee meeting will be held on **Wednesday 22 March 2017** at 7.30pm in the Civic Area.

9.2 Closure of the Meeting

The Presiding Person declared the meeting closed at 8.18pm.

10.0 ATTACHMENTS

Attachment No.	Item No.	Subject
1	6.1	BFAC Terms of Reference (the adopted ToR)
2	6.1	BFAC Amended Terms of Reference
3	7.5	Brigade Fire Reports
4	7.6	Community Engagement
5	7.7	Infringements/Prosecutions
6	7.8	Schedule of Pending Items
7	7.9	Fire Protection Officers Report
8	7.10	DOAC Minutes & Action List December 2016

ATTACHMENTS
BUSH FIRE ADVISORY COMMITTEE
22 FEBRUARY 2017

ATTACHMENT NO.	ITEM NO.	NO. OF PAGES	SUBJECT
1	6.1	4	BFAC Terms of Reference (the Adopted ToR)
2	6.1	4	BFAC Terms of Reference (Amended)
3	7.5	7	Brigade Fire Reports
4	7.6	1	Community Engagement
5	7.7	1	Infringements/Prosecutions
6	7.8	1	Schedule of Items Pending
7	7.9	4	Fire Protection Officers Report
8	7.10	12	DOAC Minutes & Action List December 2016

ATTACHMENT 1

BUSH FIRE ADVISORY COMMITTEE TERMS OF REFERENCE (The Adopted ToR)

Established: 2 May 1963
Terms of Reference: Adopted 12 July 2016
(C11.07.16)

1. NAME

The Name of the Committee is the Shire of Mundaring Bush Fire Advisory Committee.

2. HEAD OF POWER

The Committee is established by Council under section 5.8 of the *Local Government Act 1995* as a Committee comprised of Council members and other persons under section 5.9(2)(d), and in accordance with section 67 of the *Bush Fires Act 1954*.

3. DEFINITIONS

- LG Act means the Local Government Act 1995
- BF Act means the Bush Fires Act 1954
- Committee means the Shire of Mundaring Bush Fire Advisory Committee (BFAC)
- Council means the Council of the Shire of Mundaring
- Elected Member means a Councillor of the Shire of Mundaring

4. OBJECTIVES

- 4.1 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. COMMITTEE STRUCTURE

- 5.1 The Committee shall consist of the following members:
- Two elected members
 - The Chief Executive Officer or delegate
 - The Chief Bush Fire Control Officer
 - The Deputy Chief Bush Fire Control Officers (5)
 - Brigade members, being Shire of Mundaring Volunteer Bush Fire Brigade Captains (9)

ATTACHMENT 1

BUSH FIRE ADVISORY COMMITTEE TERMS OF REFERENCE (The Adopted ToR)

- Deputy Brigade members in the event that the Brigade Captain is unable to attend a meeting, being the respective Shire of Mundaring Volunteer Bush Fire Brigade Lieutenant

5.2 A quorum will be 11 members.

5.3 The Committee is supported by the Director Statutory Services and Manager Health and Community Safety Services.

6. TERMS OF APPOINTMENT

6.1 Members are appointed by Council following ordinary Local Government elections for a term of up to two years to expire on the date of the subsequent ordinary Local Government elections.

6.2 If a member resigns or becomes ineligible prior to an ordinary Local Government election, Council will appoint a replacement.

7. PRESIDING PERSON

7.1 During the first meeting of the Committee after ordinary Local Government elections, the Committee shall appoint one of their number to be the Presiding Person.

7.2 At the same meeting the Committee shall appoint one of their number to be a Deputy Presiding Person.

7.3 The role of the Presiding Person includes:

- Overseeing and facilitating the conduct of meetings in accordance with the Act and the Shire's Meeting Procedures Local Law 2015
- Ensuring all Committee members have an opportunity to participate in discussions in an open and encouraging manner and;
- Where a matter has been debated significantly and no new information is being discussed, to call the meeting to order and ask for the debate to be finalised and the motion to be put

8. MEETINGS OF THE COMMITTEE

8.1 The committee will meet at least 6 times per year in the months of February, March, May, August, October and November.

8.2 Meetings of the Committee are open to the public and will be advertised on the Shire website and by public notice in the local newspapers.

8.3 An ordinary or special meeting of the Committee is to be held:

ATTACHMENT 1

BUSH FIRE ADVISORY COMMITTEE TERMS OF REFERENCE (The Adopted ToR)

- If called for by either the Presiding Person or at least two Committee members in a notice to the CEO setting out the date and purpose of the proposed meeting; or
 - If so decided by the Committee; or
 - If called for by Council
- 8.4 The Committee may invite Shire employees and other appropriate persons to attend meetings and provide pertinent information where necessary.
- 8.5 The first item on the agenda for all Committee meetings (after apologies) shall be the declaration by Committee members present of any financial, proximity and impartiality interests. These shall be recorded in the minutes.
- 8.6 Committee members who have disclosed a financial or proximity interest must not be present during discussion of and voting on the matter in which they have an interest.
- 8.7 Committee members who have disclosed an impartiality interest may remain in the meeting and participate in the discussion and voting, unless the interest is such that it would prevent them from impartially and objectively considering all the relevant information.

9. INVITEES

- 9.1 The Committee shall invite representatives of the following bodies to its meetings and shall hear and have regard for their views:
- Department of Parks and Wildfire
 - Department of Fire and Emergency Services
- 9.2 Such representatives shall not be members of the Committee.
- 9.3 The Committee may invite appropriate persons to attend any meeting but such persons shall not be entitled to vote on any decision arising out of that meeting.

10. POWERS OF THE COMMITTEE

- 10.1 The Committee is a formally appointed committee of Council and is responsible to that body.
- 10.2 The Committee does not have any delegated authority.
- 10.3 Committee recommendations must be adopted by Council during a formal Council meeting before they can be implemented.

ATTACHMENT 1

BUSH FIRE ADVISORY COMMITTEE TERMS OF REFERENCE (The Adopted ToR)

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

11.SUBCOMMITTEES

- 11.1 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.
- 11.2 The Committee shall determine the terms of reference for any subcommittee it so establishes.
- 11.3 A subcommittee so appointed shall report to the Committee in a frequency and manner determined by the Committee.

12.VOTING

- 12.1 Each member of the Committee present during a meeting will have one vote.
- 12.2 The Presiding Person does not have a casting vote in the event of equality of votes.
- 12.3 In the case of an equality of votes the question/s shall be determined in the negative.
- 12.4 The names of members voting for and against will be recorded in the minutes.

13.REPORTING REQUIREMENTS

- 13.1 Recommendations arising from the Committee's deliberations shall be presented to the next ordinary meeting of Council.

14.REVIEW OF TERMS OF REFERENCE

- 14.1 The Committee is to conduct a review of its terms of reference every four years.
- 14.2 Reviewed terms of reference will be provided to Council for consideration and adoption.

15.TERMINATION OF THE COMMITTEE

- 15.1 The Committee can be terminated in accordance with the Act or at the discretion of Council.

ATTACHMENT 2
BUSH FIRE ADVISORY COMMITTEE
TERMS OF REFERENCE
(Amended)

Established: 2 May 1963

Terms of Reference: Adopted ___/___/___
(C)

1. NAME

The Name of the Committee is the Shire of Mundaring Bush Fire Advisory Committee.

2. HEAD OF POWER

The Committee is established by Council under Section 67 of the *Bush Fires Act 1954*.

3. DEFINITIONS

- BF Act means the Bush Fires Act 1954
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- The preventing, controlling and extinguishing of bush fires
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 - The Deputy Chief Bush Fire Control Officers (5)
 - Brigade members, being Shire of Mundaring Volunteer Bush Fire Brigade Captains (9)

ATTACHMENT 2

BUSH FIRE ADVISORY COMMITTEE TERMS OF REFERENCE (Amended)

- Deputy Brigade members in the event that the Brigade Captain is unable to attend a meeting, being the respective Shire of Mundaring Volunteer Bush Fire Brigade Lieutenant

5.2 A quorum will be 11 members.

5.3 The Committee is supported by the Director Statutory Services and Manager Health and Community Safety Services.

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6.1 Members are appointed by Council following ordinary Local Government elections for a term of up to two years to expire on the date of the subsequent ordinary Local Government elections.

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7.3 The role of the Presiding Person includes:

- Ensuring all Committee members have an opportunity to participate in discussions in an open and encouraging manner and;
- Where a matter has been debated significantly and no new information is being discussed, to call the meeting to order and ask for the debate to be finalised and the motion to be put

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BUSH FIRE ADVISORY COMMITTEE TERMS OF REFERENCE (Amended)

- If called for by either the Presiding Person or at least two Committee members in a notice to the CEO setting out the date and purpose of the proposed meeting; or
 - If so decided by the Committee; or
 - If called for by Council
- 8.4 The Committee may invite Shire employees and other appropriate persons to attend meetings and provide pertinent information where necessary.
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- 11.3 A subcommittee so appointed shall report to the Committee in a frequency and manner determined by the Committee.

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- 12.2 The Presiding Person does not have a casting vote in the event of equality of votes.
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- 12.4 The names of members voting for and against will be recorded in the minutes.

13. REPORTING REQUIREMENTS

- 13.1 Recommendations arising from the Committee's deliberations shall be presented to the next ordinary meeting of Council.

14. REVIEW OF TERMS OF REFERENCE

- 14.1 The Committee is to conduct a review of its terms of reference every four years.
- 14.2 Reviewed terms of reference will be provided to Council for consideration and adoption.

15. TERMINATION OF THE COMMITTEE

- 15.1 The Committee can be terminated at the discretion of Council.

**ATTACHMENT 3
BUSH FIRE ADVISORY COMMITTEE MEETING - 22 FEBRUARY 2017
BRIGADE PRIMARY REPORTS**

REPORT NO	DATE & TIME	LOCATION	ORIGIN OF CALL	CAUSE	AREA	BRIGADE ATTENDING	REPORTING OFFICER	RECOMMENDATION/OUTCOME
070/16 345421	01/11/2016 10.58	265 Cromwell Sawyers Valley	Owner	Accidental	10 sqm	Sawyers Valley	J Lorantas	Out on Arrival
171/16 345429	01/11/2016 12.33	5680 Stoneville Rd Stoneville	N/A	Accidental	150 sqm	Stoneville	J Bromilow	Extinguished
072/16 345790	05/11/2016 08.53	Ryecroft Rd Darlington	N/A	Accidental	2 sqm	Darlington	R Harvey	Out on Arrival
073/16 346161	09/11/2016 18.06	9 Wilson St Wooroloo	N/A	Result of Planned Burn	N/A	Wooroloo	R Crisp	Extinguished
074/16 346368	12/11/2016 10.55	Hidden Valley Rd Parkerville	000	JFA	N/A	Parkerville	I Thomson	Smoke From EMRC HR Burn
075/16 346559	14/11/2016 10.20	Kingsmill Crs Parkerville	N/A	Accidental	100 sqm	Stoneville	M Warnock	Extinguished
076/16 346537	14/11/2016 05.24	Park Rd Hovea	6IP	Deliberate	200 sqm	Glen Forrest	D Bowden	Extinguished
077/16 346799	15/11/2016 20.02	870 Woodlands Rd Stoneville	N/A	Result of Planned Burn	1 sqm	Stoneville	G Jones	Extinguished
078/16 348130	11/12/2016 08.07	Coulston Rd Boya	N/A	N/A	N/A	Darlington	E Baldock	Extinguished
079/16 346422	13/11/2016 23.31	43 Ealy St Mt Helena	N/A	Suspicious	N/A	Mt Helena	D Carapina	Extinguished
080/16 346499	13/11/2016 18.37	945 Pechey Rd Swan View	N/A	Deliberate (Backyard Burn)	3 sqm	Darlington	R Harvey	Extinguished
181/16 346461	13/11/2016 14.08	Sawyers Rd Sawyers Valley	Comcen	Accidental	500 sqm	Sawyers Valley	A Hay	Extinguished

182/16 346784	15/11/2016 18.30	Beacon x Richardson Parkerville	000	JFA	N/A	Parkerville	I Thomson	JFA
183/16 347260	21/11/2016 18.11	7 Stanley St Glen Forrest	6IP	N/A	50 sqm	Glen Forrest	P Sully	Extinguished
184/16 347834	27/11/2016 04.35	Old Northam Rd Chidlow	N/A	N/A	N/A	Chidlow	D Connors	Extinguished
185/16 347834	27/11/2016 04.45	Old Northam Rd Chidlow	N/A	Suspicious	30 sqm	Mt Helena	J Bowen	Extinguished
186/16 347837	27/11/2016 07.29	Atkins Rd Mundaring	Comcen	Suspicious	0.7 Hectare	Sawyers Valley	A Hay	Extinguished Police/Arson Notified
187/16 348029	28/11/2016 19.39	Easton Rd Sawyers Valley	Comcen	N/A	N/A	Sawyers Valley	J Lorantas	Burning after 6pm - NFA
188/16 N/A	28/11/2016 19.59	5070 Richardson Rd Stoneville	N/A	Unauthorised Burn	N/A	Stoneville	E Schick	Extinguished by Resident
189/16 348108	29/11/2016 17.29	20 Hebron St Mt Helena	N/A	Suspicious	30 sqm	Mt Helena	J Bowen	Extinguished
190/16 348263	01/12/2016 13.13	205 Douglas Rd Chidlow	N/A	Accidental	2sqm	Chidlow	G Watkins	Extinguished
191/16 348295	01/12/2016 18.00	13 McGlew Rd Glen Forrest	6IP	Deliberate	1 sqm	Glen Forrest	I Mcleod	Extinguished Educated by Brigade Member
192/16 348320	02/12/2016 05.45	Carter Rd Beechina	N/A	Suspicious	N/A	Chidlow	G Watkins	Extinguished
193/16 348336	02/12/2016 09.35	Mathieson Rd Chidlow	N/A	Natural (Mulch fire)	N/A	Chidlow	B Davies	Extinguished
194/16 348363	02/12/2016 15.17	3350 Rosedale Rd Chidlow	N/A	Deliberate (Car Fire)	N/A	Shire of Mundaring	M Logan	Extinguished Western Power Notified
195/16 348422	03/12/2016 05.15	Coulston x Sandover Darlington	N/A	N/A	N/A	Darlington	P Lane	Investigation Only

195616 348577	05/12/2016 07.50	Ashtead Rd Sawyers Valley	Comcen	JFA	N/A	Sawyers Valley	J Lorantas	JFA
197116 348988	09/12/2016 22.45	Tillbrook St Glen Forrest	000	JFA	N/A	Glen Forrest	P Talbot	JFA
198116 350743	29/12/2016 17.01	5 Dargin St Mt Helena	N/A	Deliberate	N/A	Mt Helena	O Mallie	Extinguished
001117 350934	01/01/2017 05.17	Great Eastern Hwy Hovea	N/A	Deliberate	N/A	Darlington	E Baldock	Extinguished Police Notified
002117 351767	11/01/2017 23.30	6 Jindalee Stoneville	000	Accidental (electrical fire)	Internal Structural	Stoneville	G Walsh	Extinguished
003117 351979	13/01/2017 08.39	GEH x Cable St The Lakes	N/A	JFA	N/A	Chidlow	J Neylon	JFA
004117 352034	13/01/2017 22.51	16 Hebron St Mt Helena	N/A	Deliberate	2 x 1sqm	Mt Helena	B Scott	Repeat Offender Infringement Issued
005117 353056	26/01/2017 10.06	Great Eastern Hwy Sawyers Valley	N/A	No Fire Found	N/A	Chidlow	G Watkins	NFA
006117 353413	29/01/2017 17.48	1345 Jacoby St Mundaring	000	Accidental (Vehicle Fire)	Vehicle Interior	Parkerville	D Casparis	Extinguished

**ATTACHMENT 3
BUSH FIRE ADVISORY COMMITTEE MEETING - 22 FEBRUARY 2017
BRIGADE SUPPORT REPORTS**

INCIDENT NUMBER	DATE & TIME OF FIRE	LOCATION	ORIGIN OF CALL	CAUSE	BRIGADE ATTENDING	REPORTING OFFICER	COMMENTS
343955	14/10/2016 07.58	115 Pearce St Sawyers Valley	Comcen	Support	Sawyers Valley	J Lorantas	Assist Mundaring VFRS
345421	01/11/2016 10.55	Cromwell Rd Sawyers Valley	N/A	Support	Mt Helena	B Scott	Assist Sawyers Valley
346005	08/11/2016 19.08	680 Traylen Rd Stoneville	000	Support	Parkerville	S Wilde	Assist Mundaring VFRS
346101	09/11/2016 01.53	Pechey Rd Swan View	N/A	Support	Darlington	E Baldock	Assist Midland
346320	11/11/2016 20.10	1 Lionel Rd Darlington	N/A	Support	Darlington	E Baldock	Assist Midland
346461	13/11/2016 14.11	1310 Sawyers Rd Sawyers Valley	N/A	Support	Mt Helena	D Carapina	Assist Sawyers Valley
346461	13/11/2016 14.15	1310 Sawyers Rd Sawyers Valley	N/A	Support	Shire of Mundaring	G Rowles	Assist Sawyers Valley
346559	14/11/2016 10.20	Kingsmill Crs Parkerville	N/A	Support	Shire of Mundaring	G Rowles	Assist Parkerville
346559	14/11/2016 10.20	Kingsmill Crs Parkerville	000	Support	Glen Forrest	M Jeans	Assist Parkerville
346537	14/11/2016 05.40	Park Rd x GEH Hovea	N/A	Support	Darlington	E Baldock	Assist Glen Forrest
347223	21/11/2016 13.15	Glen Forrest	000	Support	Parkerville	S Wilde	Assist Glen Forrest
347588	25/11/2016 08.35	Kingsmill Crs	N/A	Support	Shire of Mundaring	G Rowles	Assist Parkerville
347773	26/11/2016 15.45	Rainer Loop Toodyay	N/A	Support	Mt Helena	N/A	Assist Toodyay
347762	26/11/2016 14.21	Bunning Rd Gidgegannup	N/A	Support	Mt Helena	R Collins	Assist East Gidgegannup
N/A	26/11/2016 16.10	Rayner Loop Toodyay	N/A	Support	Stoneville	E Schick	Assist Toodyay
347837	27/11/2016 07.45	Atkins Rd Mundaring	N/A	Support	Shire of Mundaring	G Rowles	Assist Sawyers Valley

347837	27/11/2016 08.03	Atkins Rd Mundaring	N/A	Support	Mt Helena	J Bowen	Assist Sawyers Valley
N/A	27/11/2016 08.10	Atkins Rd Mundaring	N/A	Support	Stoneville	E Schick	Assist Mundaring
347834	27/11/2016 04.27	Old Northam Rd Chidlow	N/A	Support	MDG DCBFCO1	G Rowles	Assist Chidlow
348263	01/12/2016 13.00	Douglas Rd Chidlow	N/A	Support	Shire of Mundaring	M Logan	Assist Chidlow
348311	02/12/2016 03.35	Banks Ave Beechina	N/A	Support	Chidlow	D Connors	Assist
348361	02/12/2016 15.35	Gorrie Rd Sawyers Valley	N/A	Support	Mt Helena	J Bowen	Assist PaW
348361	02/12/2016 15.32	Gorrie Rd Sawyers Valley	Comcen	Support	Sawyers Valley	A Hay	Assist PaW
348361	02/12/2016 15.30	Gorrie Rd Sawyers Valley	N/A	Support	Shire of Mundaring	M Logan	Assist PaW
348336	02/12/2016 09.45	Mathieson Rd Chidlow	N/A	Support	Mt Helena	B Scott	Assist Chidlow
348642	06/12/2016 05.19	Swan Rd Swan View	N/A	Support	Darlington	P Lane	Assist Midland VRFS
349709	18/12/2016 17.14	Kwinana	MDG CESM	Support	Darling Range	S Smith	Assist MDG CESM
349970	21/12/2016 06.44	Dandaragan	N/A	Support	Darlington	E Baldock	Assist Hill River
349970	22/12/2016 06.30	Dandaragan	N/A	Support	Mt Helena	M Pratt-Hague	Task Force
350238	23/12/2016 15.38	Gidgegannup	N/A	Support	Parkerville	D Screen	Assist West Gidgegannup
350238	23/12/2016 16.10	Gidgegannup	N/A	Support	Stoneville	M Warnock	Assist West Gidgegannup
N/A	26/11/2016 14.35	Bunning/Inthanoona Gidgegannup	N/A	Support	Stoneville	E Schick	Assist Gidgegannup
350717	29/12/2016 14.02	150 Bingham St Bullsbrook	000	Support	Parkerville	D Casparis	Assist Bullsbrook
350717	29/12/2016 14.12	Bingham Rd Bullsbrook	N/A	Support	Darlington	R Harvey	Assist Bullsbrook
350975	01/01/2017 17.51	Ryecroft/Hubert St Darlington	N/A	Support	Darlington	N King	Assist Midland VRFS

351533	09/01/2017 01.45	Cathedral Ave Brigadoon	000	Support	Parkerville	M Bush	Assist Swan
351533	09/01/2017 08.50	Cathedral Ave Brigadoon	N/A	Support	Chidlow	B Davies	Assist Swan
351533	09/01/2017 08.50	Cathedral Ave Brigadoon	N/A	Support	Mt Helena	D Carapina	Assist DFES ICV
351533	09/01/2017 11.30	Cathedral Ave Brigadoon	N/A	Support	Parkerville	P Weis	Assist Swan
351533	09/01/2017 22.42	Copley Rd Upper Swan	N/A	Support	Darlington	E Baldock	Assist East Swan
350238	10/01/2017 10.20	Brigadoon Upper Swan	N/A	Support	Stoneville	M Warnock	Assist West Swan
351875	12/01/2017 11.10	William St Herne Hill	000	Support	Parkerville	G Walsh	Assist West Swan
351875	12/01/2017 11.00	William St Herne Hill	N/A	Support	Stoneville	M Warnock	Assist West Swan
351944	13/01/2017 13.20	Stevens St Stoneville	000	Support	Parkerville	J Pinkard	Assist Mundaring
352002	13/01/2017 15.28	5 Daleview Glen Forrest	000	Support	Parkerville	J Pinkard	Assist Glen Forrest
352002	13/01/2017 15.40	5 Daleview Glen Forrest	000	Support	Glen Forrest	M Jeans	Assist Midland
351979	13/01/2017 08.57	The Lakes Roadhouse	N/A	Support	Mt Helena	D Carapina	Assist Chidlow
352301	17/01/2017 18.11	Patterson Rd Middle Swan	N/A	Support	Darlington	P Lane	Assist Midland
352459	19/01/2017 15.01	GEH x Linley Valley Rd Woorloo	N/A	Support	Chidlow	G Watkins	Assist Woorloo
352459	19/01/2017 15.05	GEH x Linley Valley Rd Woorloo	N/A	Support	Shire of Mundaring	M Logan	Assist Northam Chief
352451	19/01/2017 12.03	Swan View Rd Greenmount	N/A	Support	Darlington	E Baldock	Assist Midland

353056	26/01/2017 09.12	Great Eastern Hwy Sawyers Valley	N/A	Support	Sawyers Valley	A Hay	Assist Chidlow
353056	26/01/2017 09.24	Great Eastern Hwy Sawyers Valley	N/A	Support	Mt Helena	A Duncan	Assist Chidlow

**ATTACHMENT 4
BUSH FIRE ADVISORY COMMITTEE - 22 FEBRUARY 2017**

COMMUNITY ENGAGEMENT

Date	Event	Brigade	Location
6 November 2016	RSL Meeting	Chidlow	Chidlow Tavern - RSL Meeting
18 November 2016	Facebook	Chidlow	26389 reaches
20 November 2016	Sacred Heart Primary School	Chidlow - Full Crew, LT and 4.4R	Sacred Heart Fair
20 November 2016	Chidlow Chatter (article)	Chidlow	Local Publication
8 December 2016	Carols by Lake	Chidlow	Lake Leschenaultia
17 December 2016	Sausage Sizzle	Chidlow	Chidlow Night Markets
23 December 2016	Santa at the Station	Chidlow	Chidlow Brigade
31 December 2016	Chidlow Chatter (article)	Chidlow	Local Publication
31 December 2016	Facebook	Chidlow	8620 reaches 20 new page likes
December 2016	Video created by Chidlow Captain	Chidlow	DFES Facebook Page

HAZARD REDUCTION BURNS

Date	Event	Brigade	Location
October 2016	Hazard Reduction Burn	Darlington	Private Property
October 2016	Hazard Reduction Burn	Mundaring VFRS	R10083
October 2016	Hazard Reduction Burn	Darlington	Private Property
October 2016	Hazard Reduction Burn	Darlington	R6922
October 2016	Hazard Reduction Burn	Darlington	UMR Beacon Rd
October 2016	Hazard Reduction Burn	Darlington	Private Property
October 2016	Hazard Reduction Burn	Mundaring VFRS	R31196
November 2016	Hazard Reduction Burn	Chidlow, Darling Range, Darlington, Mt Helena, Glen Forrest, Parkerville, Sawyers Valley, MDG VFRS	Reserve 7045
November 2016	Hazard Reduction Burn	Darling Range, Parkerville, Sawyers Valley, MDG VFRS	Reserve 32727
November 2016	Hazard Reduction Burn	Chidlow	Private Property
November 2016	Hazard Reduction Burn	Sawyers Valley	Private Property
November 2016	Hazard Reduction Burn	Chidlow	Private Property
November 2016	Hazard Reduction Burn	Wooroloo	Wooroloo Prison Farm
November 2016	Hazard Reduction Burn	Glen Forrest	Private Property
November 2016	Hazard Reduction Burn	Darlington	R2021
November 2016	Hazard Reduction Burn	Parkerville	Red Hill Waste Transfer
November 2016	Hazard Reduction Burn	Parkerville	Sunseekers Inc
November 2016	Hazard Reduction Burn	Parkerville	Private Property
November 2016	Hazard Reduction Burn	Glen Forrest	Private Property
November 2016	Hazard Reduction Burn	Sawyers Valley	Private Property
November 2016	Hazard Reduction Burn	Darlington	Private Property
November 2016	Hazard Reduction Burn	Darlington	Private Property

**ATTACHMENT 5
INFRINGEMENTS/PROSECUTIONS - 22 FEBRUARY 2017**

INFRINGEMENTS

OFFENCE DATE	PLACE OF OFFENCE	OFFENCE	PENALTY
10/01/2017	Swan View	Failure to comply with Councils Fire Break Notice	\$250
11/01/2017	Mundaring	Failure to comply with Councils Fire Break Notice	\$250
23/01/2017	Mt Helena	Light Fire to Garden Refuse or Like	\$250
23/01/2017	Chidlow	Failure to comply with Councils Fire Break Notice	\$250

PROSECUTIONS

OFFENCE DATE	PLACE OF OFFENCE	OFFENCE	HEARING DATE/OUTCOME
-	-	-	-

ATTACHMENT 6
Schedule of Items Pending

SUMMARY:

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
(i)	Combined Stoneville Volunteer Bush Fire Brigade/MFS Facility Proposal	Adrian Dyson	Ongoing

ATTACHMENT 7
Fire Protections Officers Report

**Report of Works Undertaken by
Mundaring Fire Protection Officers
May 2016 – December 2016**

Report Objective

The purpose of this report is to present managers and councillors with an overview of works attributable to the Fire Protection Officers (FPO'S) since the last report. This report covers the period between April and Nov 2016 and includes a general overview of works carried out and some recommendations for the upcoming reporting period.

Reflection over the Last Six Months

Most worthy of note for this six month period has been a seeming return to more normal weather patterns. Rain has fallen on a consistent basis over the winter months and although slightly under average totals have fallen, these regular falls have led to significant winter grass growth which will elevate risk over the upcoming fire season. This increased grass growth is falling outside the ability of current Fire Protection resources to manage.

As detailed below, the weather patterns experienced this year have allowed a highly successful Hazard Reduction Burn programme compared to previous years with performance significantly exceeding targets.

Reserve Mitigation Work

The first 4 months of this period saw significant work carried out in reserves to prepare them for hazard reduction burns in September/October/November. Primarily this work consists of under pruning and firebreak upgrades but it has become practice to remove as many woody weeds (introduced wattles etc) prior to burns. This has the effect of greatly reducing the remnant dead flammable material problem caused by weed mortality as a result of hazard reduction burns. This weed mortality after HR burns often leads to community concerns about perceived fire risk posed by this dead flammable material (DFM). FPO's have trialled the use of contractors to cut and mulch these weeds on larger scale jobs with some success however the costs involved can have a significant impost on current budgets.

For mid-size jobs cutting and stacking the weeds has been occurring with the intent of burning in piles once the debris is cured. This can be effective however leads to double handling of material. Cutting and carting to a transfer station in a trailer is only cost effective for the smallest of jobs as each load carries around an hour and half's turnaround time. This can become grossly time ineffective.

Based on results thus far the value of removing these woody weeds prior to HR burns is undeniable therefore a business case has been prepared and submitted for the procurement of a commercial, towable mid-size wood chipper. This would allow FPO's to deal with a greater range of jobs without needing to resort to contractors and would also lead to a significant efficiency dividend as detailed in the business plan. (Attached)

Other works carried out relate to the ongoing maintenance of trafficable fire breaks on Shire managed lands through fallen tree removal, erosion mitigation and supervision of contractor upgrades and other works.

With the ongoing creation of new reserves due to sub-divisions some issues have arisen relating to the creation of these reserves and the consequent management implications for Fire Protection. At present there is no notification process when new reserves are created meaning that Fire Protection are unable to add the reserves to the FPO database and commence management work. Also becoming apparent is

that in some cases reserves are being created and handed over without due consideration to the creation of adequate management access, fire breaks and pre-handover fuel load management.

Due to the seeming normalisation of weather patterns this year the burn season has extended well into November significantly delaying the commencement of the slashing jobs previously carried out by Fire Protection. There is an obvious need to prioritise burning over slashing therefore it has become necessary to engage contractors to carry out some of the slashing works. This will have an impact on the mitigation budget. It is suggested that a review of the fire protection slashing programme is carried out to establish the value of contractors vs Fire Protection carrying out the works and the resulting budgetary implications of this change.

Recommendation 1:

As per the Business case previously submitted (Attached) a Mulcher/woodchipper is procured for use by Fire Protection to increase the range of jobs able to be completed without resorting to use of contractors.

Recommendation 2:

That a mechanism is put in place by the relevant officers/departments to a) ensure that newly created reserves are handed over with compliant fire breaks and access points/routes through public rather than private property and that fuel loads are managed to acceptable levels prior to handover and b) that a mechanism is established to inform Fire Protection of the creation of a new reserve.

Recommendation 3:

It is suggested that a review of the fire protection slashing programme is carried out to establish the value of contractors vs Fire Protection carrying out the works and the resulting budgetary implications of this change.

Hazard Reduction Burning

Due to 'co-operative' weather conditions this year we were able to complete all but one of our high priority burns this season. A total of 45 hazard reduction burns on Shire Managed lands were carried out this reporting period. Given the yearly target is 35 this is a significant lift in service delivery.

This figure includes burns carried out by local volunteer brigades but co-ordinated and managed by Fire Protection officers. Any burns carried out by VBFB's at SOM/FPO's request require burn planning such as fuel load measurements, community consultation and the preparation of burn prescriptions and post burn assessments so even when not physically involved in the actual burn FPO's are still committing significant time and resources to all of these achieved burns.

Resourcing for burns in terms of personnel and equipment was an issue this burn season. For larger burns significant assistance was provided by local brigades and some form of formal recognition for this assistance is recommended. With smaller burns carried out by FPO's alone the necessity to run backwards and forwards to access the Deputies Light Tanker, when not being used by a VBFB, proved to be inefficient and time consuming. Full time access to an additional vehicle, such as a light tanker would significantly increase efficiencies and allow greater productivity year round. An additional vehicle would also allow for the FPO's to work independently when required and appropriate increasing the amount of jobs that can be completed in a given amount of time.

Recommendation 4:

That a formal letter of thanks is sent from the Shire to all Mundaring VBFB's acknowledging them for their assistance with this year's burn programme.

Recommendation 5:

That the Shire retain one of the soon to be superseded VBFB light tankers for the year round use of Fire Protection

Non-Reserve Mitigation Work

Although Shire managed reserves are our core responsibility, FPO's are regularly asked to involve themselves in the management of other types of shire land including public access ways, unmade roads, emergency access ways, road verges etc. As the number of actual reserves increases through subdivision etc responding to requests for works on verges and these other non-reserve parcels of lands is placing significant strain on FPO resources and taking the officers away from the core area of reserve management. A review of the areas FPO's are expected to manage is required to ensure that areas of core responsibility are not being neglected in favour of tasks that may be more efficiently dealt with by other Shire departments.

Recommendation 6:

A review of the areas of responsibility allocated to Fire Protection is carried out to identify currently managed works that would be more appropriately dealt with by other departments of the Shire. Once established the clear delineation of responsibilities should disseminated to limit the occurrence of inappropriate job referrals.

Response

Call outs/responses for this period are well down on the corresponding period last year due to a much later and milder start to this year's fire season.

2015	23 Support	5 primary
2016	4 Support	1 Primary

Statistics

Treatments for reporting period	366
Assessments/Inspections	252
HR Burns	45

Summary

In 2017 Fire Protection will enter it's 6th year of operation. Sufficient time has passed to be able to notice significant gains in the health of Shire managed reserves along with the benefits of a managed fire hazard reduction programme.

Adoption of the recommendations of this report would significantly add to the ability of Fire Protection to provide an efficient and high quality service and enable us to contribute to the ongoing maintenance of our unique environmental assets and build on the gains made to date in enhancing the safety of our community.

Recommendations

Recommendation 1:

As per the Business case previously submitted (Attached) a Mulcher/woodchipper is procured for use by Fire Protection to increase the range of jobs able to be completed without resorting to use of contractors.

Recommendation 2:

That a mechanism is put in place by the relevant officers/departments to a) ensure that newly created reserves are handed over with compliant fire breaks and access points/routes through public rather than private property and that fuel loads are managed to acceptable levels prior to handover and b) that a mechanism is established to inform Fire Protection of the creation of a new reserve

Recommendation 3:

It is suggested that a review of the fire protection slashing programme is carried out to establish the value of contractors as opposed Fire Protection carrying out the works and the resulting budgetary implications of this change.

Recommendation 4:

That a formal letter of thanks is sent from the Shire to all Mundaring VBFB's acknowledging them for their assistance with this year's burn programme.

Recommendation 5:

That the Shire retain one of the soon to be superseded VBFB light tankers for the year round use of Fire Protection

Recommendation 6:

A review of the areas of responsibility allocated to Fire Protection is carried out to identify currently managed works that would be more appropriately dealt with by other departments of the Shire. Once established the clear delineation of responsibilities should disseminated to limit the occurrence of inappropriate job referrals.



Minutes

North Metropolitan District Operations Advisory Committee

DFES Regional Office
91 Leake Street, Belmont
Tuesday 13 December 2016

Present:

Jamie O'Neill	CESM Chittering (Chair)
Brad Delavale	Chief Superintendent Metropolitan
Jon Broomhall	Superintendent North East Region
Craig Garrett	District Officer North East
Ryan Murtagh	A/District Officer North Coastal
Phillip Barrett	A/CESM Gingin
Mark Casotti	CESM Mundaring
Rik Mills	CESM Swan
Blake Moore	A/CESM Wanneroo
Rod Wallington	Perth South DOAC Representative
Rob Towers	P&W Swan Region
Nigel Morgan	DBFCO Mundaring
Ian Hollick	DCBFCO Chittering
David Wilson	North RTAC Representative
John Mangini	AVBFB Representative
Gavin Eva	DO South East BFS

Meeting Minutes:

Lyn Bryant	Secretary
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Apologies:

Bradley Reynolds	P&W Swan Region
Herb Elliot	DCFCO Gingin
Brad Miles	A/Superintendent North Coastal Region
Michael Pasotti	P&W Perth Hills District
Leigh Sage	P&W

1. WELCOME & VOTE OF THANKS

The Chairman, Jamie O'Neill, opened the meeting at 1220 hours and welcomed all present.

2. CONFIRMATION OF PREVIOUS MINUTES AND ACTION LIST

The Minutes of the meeting held on 5 July 2016 were accepted as a true and accurate record of proceedings with the following amendment:

Item 18. General Business First paragraph, last line should read:
Mark is not supportive of Volunteer Bush Fire Brigades turning out to RCR.

Moved: Rik Mills
Seconded: Mark Casotti
Carried

3. ACTION ITEMS

01/13 ESD Upgrade

Completed

06/15 New T-Cards

There are now two T-Cards for BFB they are now purple (heavy vehicles) and yellow (light vehicles)

Completed

4. ANY OTHER MATTERS ARISING FROM PREVIOUS MINUTES – CHAIR

Nil

5. CORRESPONDENCE IN /OUT

IN

Nil

OUT

Nil

6. LOCAL GOVERNMENT REPORTS

6.1 SHIRE OF CHITTERING – JAMIE O'NEILL

Prevention:

- Shire Bush Fire Risk Planning Coordinator has completed risk assessment on all developments throughout the Shire.
- Shire fire break notice reviewed with adjustments to lower the block size that requires fire break to 5000 m² (land under ½ ha) and move restricted date forward to October 1.
- Continue to promote monthly community engagement theme through Shire Face Book and Website
- Promote Bush Fire Ready
- Improved Bush Fire Prone Signage budgeted for throughout the Shire
- Advise given on the following Bush Fire Management Plans;
 - Bushfire Management Plan - Lots 101 Tea Tree Rd
 - Reviewed Bush Fire Risk Management Plan

Preparedness:

- Brigade training season underway training conducted to date;
 - Bush Fire Ready Training
 - ICV Exercise X 2
 - Hue Davies Training Day
 - Structural Fire Fighting
 - Rural Urban Interface firefighting Exercise
 - Advance Firefighter
 - Crewleader

Response 01/07/2016 – 30/06/2017

Brigade	Incidents	Personnel
Muchea 6443	8	38
Lower Chittering 6387	7	42
Upper Chittering 6138	8	53
Bindoon 6055	8	27
Wannamal 6652	5	54
Chittering Incident Support 6975	0	26

Recovery:

- Nil

Finanace:

- LGGS acquittal completed and submitted

Governance:

- BFAC has adopted brigade Constitution, brigades are now working on Brigades General Instructions
- Fire Break inspection ongoing throughout the Shire.

Investigation/Reviews**Contentious / Critical Issues:**

- DFES review of LGGS acquittal, Brigade duty mobiles, Telstra costs, Avon Waste, AED replacement parts and station cleaning were questioned on eligibility or total cost was questioned.
- State Duty Roster has not been activated as per previous years
- Establishment of clear parameters for activation of task force and strike teams (Activate on known hazard, deployment duration and communicate who the Manager is).
- AVBFB have not had second meeting with Brigades representatives as arranged

6.2 SHIRE OF GINGIN – PHILLIP BARRETT

No report submitted.

6.3 MUNDARING – MARK CASOTTI**Prevention**

- Bushfire Brigades conducted 41 burns this year
- Fire Hazard Inspection Officers conducted 45 burns this year – target was 35
- Prohibited burning period commences 1st December
- Meeting with Water Corporation - bushfire mitigation program
- Meeting with 'Vulcan'

Preparedness

- VBFB Training at Mundaring Firefighters School:
 - 17th & 18th September: Pump Operations – 10 attendees
 - 24th September: Initial Control At Wildfires – 11 attendees

- 15th October: Fire Control Officer - 20 attendees including 3 City of Wanneroo Rangers
- 8th/9th October: Introduction to Firefighting – 14 attendees including 2 BFB volunteers from other local governments and 2 x SES volunteers
- 15th/16th October: Bushfire Firefighting – 14 attendees including 1 other local government BFB volunteer and 2 x SES volunteers
- 22nd October: Ground Controllers Course – 24 attendees including
- 29th/30th October: Structural Firefighting – 16 attendees including 5 BFB volunteers from other local governments and 1 SWORD volunteer
- 5th November: Crew Leader Bushfire – cancelled (insufficient numbers)
- 6th November: Advanced Bushfire Firefighting – cancelled (insufficient numbers)
- 12th November: Mundaring Practical Crew Leader – 5 attendees
- 12th November: WAERN Basic – 10 attendees including 2 from other local governments and 1 from metro VFRS
- 12th November: WAERN Advanced – 13 attendees including 3 from other local governments and 1 from metro VFRS
- Total: 12 courses, 2 cancelled , 137 attendees
- Other Training:
 - 12th October – Breathing Apparatus Refresher – 14 attendees
 - Preseason exercise - Angarika
 - North East Region bushfire exercise - SIMCEN
 - State Exercise – Quinns Rocks
 - Shire of Mundaring Preseason Training Seminar
 - North region Preseason Volunteer Forum
 - 2 day DFES Workshop
 - Level 3 IMT exercise – Wannamal
 - North Region ICV exercise
 - Level 3 IMT exercise - Chidlow
- Community Engagement:
 - Presentation to Chidlow Bushfire Ready Group Street Coordinators
 - Presentation to Darlington Bushfire Ready Group Street Coordinators
 - Darlington emergency warning siren community meeting
 - Mundaring Firefighters School launched Facebook page
 - Presentation to School Principals (Principals Forum) on 'Principals Guide to Bushfire'
- Operational Preparation:
 - DCBFCOs meeting
 - Brigade Training Officers meeting
 - Mundaring Firefighters School meeting x 2
 - Mundaring BFAC x 2
 - Fire Operation Group Mundaring meeting
 - Preseason operational support planning – Toodyay, Northam, York LGs
- Other
 - ICV preseason ICT inspection
 - ABC interviews re aftermath of Parkerville Stoneville Mundaring fire

Response

- Volunteer Bush Fire Brigade responses
- Incidents 1st July 2016 – 30th November 2016
 - 100 responses
 - 54 Primary responses (local incidents)

- 46 Support responses (multiple brigade responses/provision of external support)
- Incidents 1st July 2014 – 30th June 2015
 - 171 responses
 - 70 Primary responses (local incidents)
 - 101 Support responses (multiple brigade responses/provision of external support)
- Overall response down by 71 incidents / down by 41%
- Primary response down by 16 incidents / down by 23%
- Support response down by 55 incidents / down by 54%
- Overall there has been a significant increase in the occurrences of suspicious and deliberate fire incidents.

Recovery

Esperance Report – waiting for State to declare position on the recommendations

Other

Acting District Officer North Coastal for the period of 27/09/2016 – 21/01/2016
Mundaring Firefighters School celebrated 21 years

Seasonal Synopsis

- Initiatives and projects for this upcoming season which are in line with the intent of the Ferguson Recommendations.
 - The formation of Level 3 Bushfire Preformed Teams,
 - New Incident Action Plan documentation,
 - Operations Pre-start Books,
 - Volunteer Identification Cards,
 - Traffic Management processes; and the
 - Automatic Vehicle Location project amongst many others, are all new initiatives for this season.
- In the South West, despite early and close to average rainfall, there is an underlying long-term deficit in the soil moisture and, despite recent bushfires and prescribed burning which has reduced fuel loads in localised areas, the current high loads of forest fuels have resulted in above normal fire potential.
- November to January rainfall is likely to be above average across most of WA, except for the southwest of the state.
- November to January days are likely to be warmer than average over the western Pilbara and Gascoyne districts, whilst cooler than average over the remainder of the state.
- Night-time temperatures are also more likely to be warmer than average over the western Pilbara and Gascoyne districts, whilst cooler than average over the remainder of the state.
- A 63% chance of an above average number of tropical cyclones in waters off the northwest coast (average number is five).
- Likelihood of around two coastal impacts.
- Significant risk of at least one severe tropical cyclone coastal impact during the season.
- Atmospheric Instability
This fire season BoM is introducing atmospheric instability into the DFES Operational Preparedness Briefings by adopting the C-Haines Index. The C-Haines Index provides a guide on whether pyro-cumulonimbus (pyrocb) will develop. Pyro-cb is a fire generated thunderstorm which can have a significant impact on fire behaviour as it can cause:

- Amplification of burn and spread rates.
- Enhanced spotting from the lofting of firebrands downwind.
- Ignition of new fires from lightning strikes.
- Graphical Severe Weather Warnings
BoM is improving the Severe Weather and Severe Thunderstorm Warning services for Western Australia and the Northern Territory. Previously, warnings for severe weather and severe thunderstorm events were described using text-only updates. The new service will include a graphical representation of the warnings to better convey which areas are at threat of severe weather or severe thunderstorms. This completes the national roll-out of graphical severe weather and severe thunderstorm warnings. www.bom.gov.au/wa/warnings/.
- Bureau of Meteorology's Mobile App
BOM Weather is BoM's weather app, giving you the most accurate weather information as you move around. <http://www.bom.gov.au/app/?ref=marketing>
- Emergency WA Website
Emergency WA is a product of the DFES Critical Messaging System (CMS) Project, managed by Media and Corporate Communications. The CMS also streamlines Public Information processes, however this does not change the way warnings are 'activated' by Incident Management Teams.
- Emergency WA (www.emergency.wa.gov.au) will replace the existing alerts and warnings websites from DFES and Parks and Wildlife for all hazards. This new site has many advantages including being:
 - faster – you will see information on the website as soon as a triple zero call comes in to DFES;
 - easier – you can visit one site to find alerts and warnings from DFES, Parks and Wildlife and local governments, and it will include information from other departments in the future; and
 - better – you can look at mapping of incidents that is easier to read and understand, as well as search, filter and enlarge maps to find information that might affect your safety.

6.4 CITY OF SWAN – RIK MILLS

No report submitted.

6.5 CITY OF WANNEROO – BLAKE MOORE

No report submitted.

6.6 DEPARTMENT OF PARKS AND WILDLIFE REPORTS – ROB TOWERS

- Fires – Perth Hills 34 , Swan Coastal 36
- Prescribed burning – very good – map distributed and attached to Minutes.
- Seasonal arrangements as normal – 2nd Nash dozer comes on stream – up to strength
- Had a dozer they wer going to sell but this has been deferred
- Contact details the same as previous – Keith Lowe is no longer Regional Duty Officer
- Arrangement being made for Preformed Teams
- Control Points – there are a few issues on how to designate Level 2 or 3
- Comprehensive Impact Assessment document has come out – 30 page document from Department of Emergency Management – not sure how they are going to implement this.
- Still struggling to roll ot a clear picture on how to manage traffic management.

6.7 REGIONAL REPORT DO NORTH EAST – CRAIG GARRETT

- The 2016-2017 WA Cyclone and Southern Bushfire Season Synopsis has been released and is available on the Volunteer Portal; please encourage all Brigade members to read prior to the season.
- The Season Synopsis covers items such as Bushfire Seasonal Assessment, Climate outlook, Incident Action Plans, Operations Pre-start book, AVL, Safety and Wellness.
- Level 3 Pre-Formed Teams have been established between DPAW and DFES and includes a cadre of potential Local Government and Volunteer team members, to utilise their local knowledge at incidents.
- A reminder to your Brigades to send in the required information to allow for the completion and distribution of Volunteer ID cards, if not already completed.
- Please ensure that you are across the updated information from SEMC including Strategic Control Priorities, Traffic Management Guidelines, Recovery Aide Memoir for IC, etc.
- A letter will be sent out shortly to Local Government CEO's from DFES, reaffirming the relationship between agencies to work collaboratively to improve preparation and response to bush fires.
- Funds have been allocated to the Regions and mitigation works are commencing on UCL/UMR land within the City.
- Thanks to those that attended the Pre-season Bush Fire briefing at Joondalup recently and to those that participated in the RUI exercises in their respective areas.
- The installation of AVL will commence shortly, although there may be a slight delay to the proposed start dates in Metro.
- Strike Force Vulcan has been initiated by WAPOL again this season and commenced on 28 November. Be aware that they may present on the fire ground and will endeavour to make contact with the Incident Controller.
- CESM and DFES staff currently working with FIO and Arson squad on high incidence of arson in Swan and Mundaring areas.
- Please pass on thanks to all Brigade members and extended families for their support, dedication and service throughout the year. Have a happy Xmas and a safe fire season.
- On behalf of DFES, please pass on thanks also to your Local Governments and DPAW for their support throughout the year.

6.8 REGIONAL REPORT DO NORTH COASTAL – RYAN MURTAGH

- New to this position
- Thanks to Phil for exercise
- No report submitted.

7. SUPERINTENDENT REPORT – JON BROOMHALL

- AVL – He has portable units in his office which will be deployed tomorrow for giving to contractors as required.
- Wish every one a happy and safe Christmas

John Mangini asked if the AVLs will be available to private fire fighting vehicles. Brad Delavale to advise.

Action: Brad Delavale to advise if AVL will be available to private vehicles.

8. VBFB REPORT – JOHN MANGINI

General activities conducted by the AVBFB:

- Weekly Newsletter to approximately 3,500 recipients
- AVBFB Executive have had meetings with Department of Premier and Cabinet, Officer of FES Minister, DFES and other groups and organisations including the Volunteer Associations, WA Farmers and WALGA regarding the Ferguson Report and Rural Fire Service.
- Various media interviews by President.
- There has been significant lobbying regarding Preformed Level 3 IMT development, still pushing for more Volunteer BFS involvement.
- A win to which AVBFB contributed significantly has been getting the proposed amendments to Section 35 of the Bush Fire Act re-amended as in their original form could have been interpreted as making most hazard reduction burning by Brigades on private property not a Normal Brigade Activity, thus voiding LGIS Insurance.
- A project which has just commenced is to develop, in conjunction with LGIS and WALGA, a briefing document IN PLAIN ENGLISH regarding rights and responsibilities of Brigades and Volunteers in relation to LGIS.
- Donations have been made from the Capricorn Society. Grant applications for Capricorn were advertised in the AVBFB Weekly Newsletter on 7 October – these are small grants of \$250 or so. At the time of this update nine applications had been received and approved from Brigades which exhausted the donated funds.
- There was a poor response to the EOI to assist in getting the Bush Fire Games up and running, however our coordinator Alison Lloyd (Midwest/Gascoyne) is in discussions with several individuals regarding holding the games next year. Note that the World Fire Fighter Games are likely to be held in WA in 2018.
- We have been working through the DGR process to hopefully increase our funding base from corporate donations our WA Government allocation ends next year.
- Meetings are to be held next week with Superintendent Stuart Wade regarding Vehicle Advisory Committees and with DFES Chief Superintendents on various matters.
- AVBFB, with approximately 580 Brigades, is still running with a ¾ FTE employee and with no office. All other Committee Members are Volunteers. As a comparison to VFRSA with approximately 90 Brigades who have two FTE persons plus an office funded by DFGES. ESVA (VFES) with 26 Brigades has a 0.5 FTE but no office.

In addition to extensive out of session correspondence since the last DOAC, I have attended on behalf of AVBFB:

- 22 September – Future Fleet medium unit Concept of Operations Workshop
- 23 September – SEMC Presentations – AEMO, NBN, BoM
- 4 October – SEMC Seasonal Preparedness Briefing
- 8 October – DFES Ferguson Report Recommendation Implementation Session
- 30 October – WA Emergency Services Hardship Assistance Scheme AGM

- 31 October - SEMC Policy and Governance Review Workshop
- 8 November – SEMC Reponse and Capability Subcommittee Meeting
- 19/20 November – AVBFB Committee Meeting in Mandurah
- 23 November – Noggin Group Resource Management Briefing – as SEMC R & C Member

My current external representative roles on behalf of AVBFB:

- SEMC Response and Capability Subcommittee
- Future Fleet Concept of Operations Workshops
- (New) BFS Representative on Management Committee of Hardship Assistance Scheme
- (New) AVBFB Representative on WAES Conference Committee

9. NORTH RTAC – DAVID WILSON

- Have met twice now and have established Terms of Reference which have been approved.
- Proactive in creating a portal for distribution of documents
- Created an online calendar where events can be noted that are not specifically eAcademy
- Mapping of training capability and identified weakness in a number of areas
- Working on creating a draft combined training calendar to enable training across different LGs. These will be also available on eAcademy.
- In relation to shortage of trainers and absence of TRKs. Put a programme in place to identify the courses that traineres are needed in. Market that we need more trainers and gain support in the endorsement of those people in gaining their TRKs.
- One of other areas – when oversubscription to courses, a panel be convened to select the persons to attend the course based on operational requirements.
- Machine Supervision pathway – currently sits as Pathway 1 – a FF at Pathway 1 doesn't have enough experience to supervise machinery.
- Prescription Burnign Course – see that there is some value in expnding this course and would like to see a recommendation going to FTAC to enable this to be mor widely accessible.
- WAERN currently does not sit as a mandatory course in Pathways. Why? This is used on a day to day basis.
- More courses in WAERN required.
- LG training coordinators – enable to have access to training records of people in the Shire. DOs and CESMs have access but not LG T/Cs.

Brad Delavale – make sure we are all working to the same end goal. Training Analysis received from Training Support Officers indicates a bottleneck as at present there are not enough courses for those applying.

10. AGENDA ITEMS

Nil

11. GENERAL BUSINESS

Strike Teams and Task Forces.

- Ryan Murtagh: There seems to be some communication issues coming from MOC as to what level of resource is required. Need to have a flow chart and make it more current. Brad Delavale advised there is a flow chart although it is a bit outdated and is in the process of being updated. The next step is to look at the numbers and what vehicle are required.
- Gavin Eva: Strongly believes a CESM or DFES Manager should be in charge although a volunteer should also be involved. Nigel Morgan advised that DFES staff get depleted in a large incident but agreed that a leader was required who could handle a team. Rod Wallington advised that in South Metropolitan it has to be a Chief or Deputy Chief.
- Jamie O'Neill: Advised it is critical to have a point of contact at an incident.

ESL - LGGS

- Mark Casotti: Raised the subject of mobile phones in appliances. At present there are only two provided per Local Government, and they are for the Chief and Deputy Chief. In Mundaring there are 19 appliances and only two phones. He asked what avenue is there to fix this?
- Jamie O'Neill advised that this is a safety issue and that each Brigade has a Duty Phone. The review being undertaken of all the equipment was very promising but there has been no outcome as yet.
- John Mangini advised that a review will be held next year so this could possibly be an item on the Agenda. Each Local Government has a mobile phone in each of their vehicles.
- Brad Delavale will make enquiries as to why there are only two phones per Brigade.
- Rob Towers raised the point of being very conscious of what type of mobile phone as operating temperatures are a factor.

Contractors

- Mark Casotti ask if DFES was still providing fuel and food to contractors. Craig Garrett advised that they turn up to an incident with a full tank of fuel and can then be re-fueled on the fire ground.
- Rob Towers advised their people have been looking at how they deal with contractors and they have been told to tighten up on the way they manage fuel supplies. In essence, other than internal pressure to be accountable, we need to account for how much fuel we have given to each machine.

ICV

- Mark Casotti advised they now have access to the DFES network and 4G and are trialling a tablet in one of their units. They are also trialling a new A3 colour printer. There is good work happening through DFES ICT. Air conditioning and other issues will be rolled out very soon.
- Brad Delavale noted it is encouraging that ICT have engaged and have assigned a resource to the ICVs.

Prescribed Burns

- Rob Towers advised their burn planning cycle and system has changed a bit and they are having a one year cycle and they can go back every year to ask for any changes to that cycle. The updated information regarding burns carried out this spring will be available in the next week or two on FES Maps. (maps indicating burns programme for 2016 spring attached).
- Brad Delavale advised it is important from a safety and compliance perspective to stick to the Comms Plans whilst at an incident.
- Restricted Access Permit has been released and DFES are receiving feed back. Northshore SES are testing this.
- There is a new platform to be launched for WebWOC

Terms of Reference: The wording of Item 15 Minutes regarding submission of reports to be altered to read:

All reports are to be submitted electronically to the Chairperson a minimum of seven (7) days prior to the meeting.

The Committee unanimously agreed

12.. CLOSE OF MEETING

The Chair thanked all for their attendance. The meeting closed at 1350 hours.

Dates for Meetings for 2017 all to be held at DFES Regional Office and are:

7 March 2017

6 June 2017

5 September 2017 – Combined

5 December 2017



Action List
North Metropolitan District Operations Advisory Committee
13 December 2016

Serial No.	Date raised	Subject	Action Required	Action Taken	Responsibility
7	13/12/2016	AVL Availability	John Mangini asked if the AVLs will be available to private fire fighting vehicles.		Brad Delavale
8	13/12/2016	Mobile Phones in Appliances	At present there are only mobile phones provided per Local Government, and they are for the Chief and Deputy Chief.		Brad Delavale