



CONFIRMED MINUTES BUSH FIRE ADVISORY COMMITTEE

27 FEBRUARY 2019

I certify that the minutes of the meeting of the Bush Fire Advisory Committee held 27 February 2019 were confirmed on 27 March 2019.

A handwritten signature in blue ink, consisting of several loops and flourishes, positioned above a horizontal line.

Presiding Member



CONFIRMED MINUTES
BUSH FIRE ADVISORY COMMITTEE MEETING
27 FEBRUARY 2019

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 16 (BFAC2, BFAC3 etc)	Sequential page numbering of BFAC Agenda or Minutes for November 2016.
Item Numbers	8.1 (8.2, 8.3 etc)	Sequential numbering of reports under the heading "8.0 Reports of Officers"
Committee Recommendation Reference	BFAC11.11.16	Committee Recommendation number 11 from BFAC meeting November 2016.
Committee Decision Reference	DBFAC7.11.16	Committee Decision number 7 from BFAC meeting November 2016.

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

1.0 OPENING PROCEDURES

The Presiding person opened the meeting at 7.30pm.

Acknowledgment of Country

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

1.1 Announcement of Visitors

1.2 Record of Attendance and Apologies

Members	Cr Stephen Fox	Presiding Person - East Ward
	Mark Luzi	Director Statutory Services
	Gary Rowles	Deputy Chief 1
	Ian Zlatnik	Deputy Chief 3
	Daniel Heptinstall	Deputy Chief 4
	Cameron Greaves	Deputy Chief 5
	Brett Davies	Captain Chidlow VBFB
	Ricky Harvey (7.39pm)	Captain Darlington VBFB
	Rod Teale	Captain Darling Range VBFB
	Greg Walsh	Captain Parkerville VBFB
	Adrian Woodley	Captain Sawyers Valley VBFB
	Jeff Bromilow	Captain Stoneville VBFB
Staff	Adrian Dyson	Manager Community Safety & Emergency Management
	Craig Cuthbert	Coordinator Community Safety & Emergency Management
	Jenine Banks	Minute Secretary
Apologies	Jamie O'Neill	CESM/CBFCO
	Cr Toni Burbidge	Central Ward
	Nigel Morgan	Deputy Chief 2
	Brenden Scott	Captain Mt Helena VBFB
	Micheal Logan	Captain Wooroloo VBFB
	Neil Hawkins	Mundaring Firefighters School
	Ross Cook	1 st Lt Stoneville
Guests	George Watkins	1 st Lt Chidlow
	Rod Teale	1 st Lt Darling Range
	Michael Hare	1 st Lt Glen Forrest
	Daniel Carapina	1 st Lt Mt Helena
	Peter Weis	1 st Lt Parkerville
	Warwick Leete	Stoneville President
Members of the Public		
Members of the Press		

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 28 November 2018 be confirmed.

COMMITTEE DECISION		DBFAC1.02.19	
Moved by:	Greg Walsh	Seconded by:	Rod Teale

CARRIED 12/0

For: Stephen Fox, Mark Luzi, Gary Rowles, Ian Zlatnik, Daniel Heptinstall, Cameron Greaves, Brett Davies, Ricky Harvey, Rod Teale, Greg Walsh, Adrian Woodley, Jeff Bromilow

Against: Nil

5.0 PRESENTATIONS

5.1 CESM Mundaring/Chief Bush Fire Control Officer

As the Mundaring CESM was an apology, DCBFCO1 provided the following on behalf of Jamie O'Neill:

Advice to Residents – Brigades were asked to ensure that all members are familiar with the Shires Firebreak and Fuel Load notice and Section 33 of the Bush Fires Act 1954 before giving any advice to residents.

Acknowledgment of Communications – Brigades were asked to ensure that all communications, particularly BART and Pager messages are responded to ASAP. Brigade Captains were also asked to ensure that all relevant information is provided to all brigade members in a timely manner, reminding the meeting that Captains represent their Brigade Captains personal opinion should not form part of any brigade communication.

Brigade Operating Procedures (BoP's) - The BoP's is a working document that will assist in the management of the operations of all brigades. The document will be reviewed annually with any changes to be discussed at BFAC. The Brigade Code of Conduct and Dispute Resolutions have been completed and will be added to the files on station. All previous directives are now superseded and should be removed from all Stations.

Adrian Dyson advised the meeting that the review of the Brigade Local Law will be coordinated by the Shire's Governance Officer in the not too distant future.

5.2 Department Fire and Emergency Services

5.3 Department Parks and Wildlife

5.4 Mundaring Fire School/Training Officers Committee

There is little to report this month as our training season has not yet started. That said, all the MFS courses are loaded into eAcademy and I encourage brigades to help members book training early.

Most brigades are currently concentrating on basic firefighting skills and this is a theme that Jamie has asked them to continue with a list of SOP's he has asked BTO's to refresh on-station throughout the year.

The Fire School cannot emphasise enough the importance basic skills; it has been observed that basic safety habits are sometimes being overlooked on the fire ground, i.e. leaving doors or windows open on appliances, this could allow smoke and embers into the vehicle potentially endangering crews.

Jamie and I will be attending the FES Academy in Forrestfield to receive the handover of the new bushfire modules, so further information should be available to brigades on how this is to be rolled out.

The MFS has undertaken to develop training outlines for brigade officer positions and to facilitate training for brigade officers in their roles. We will also be integrating the Incident Management Group Training that was previously being run by John Duff and Rod Eyre and offering it as a formal course.

Additionally, we will be developing a number of exercise packages aimed at refreshing and maintaining skills at the Ground Control, Crew Leader and Sector Command level. The aim is to provide brigades with the tools to run

their own exercises, or to help facilitate multiple brigade exercises that focus on these critical skills.

The school is seeking to offer MR driver training again this year and is liaising with the Department of Transport to undertake practical driving tests through the school.

5.5 Attachments for Information

5.5.1 Brigade Fire Reports

5.5.2 Community Engagement

5.5.3 Infringements/Prosecutions

Adrian Dyson said that at a recent court hearing in regards to an infringement issued by Shire Fire Hazard Inspection Officers the Magistrate had reserved his final judgement over the measuring device that was used to measure fuel loads on a property in Stoneville. The Magistrate will review the National Measuring Act before handing down his decision.

5.5.4 Schedule of Pending Items

- (i) Combined Stoneville Volunteer Bush Fire Brigade/MFS Facility Proposal

Adrian Dyson said that this proposal hinges on the announcement of the location of the Bushfire Centre of Excellence (BCoE), which is expected to be released in the very near future.

- (ii) BRMP Update

Adrian Dyson said that the key foundations of the plan have been completed and endorsed by OBRM. The Shire has been granted a mitigation fund for \$258,000 for works to be completed on various parcels of land for this financial year. The next round of funding will be a more organised process allowing time for consultation with brigades.

6.0 URGENT BUSINESS (LATE REPORTS)

6.1 De-establishment of Training Officers Committee

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

SUMMARY

This report recommends that the Bush Fire Advisory Committee (BFAC) de-establishes the Training Officers Committee (TOC) as a sub-committee of BFAC so that TOC so that it may be re-established as part of, and operationally under, the control of the Mundaring Firefighters School (MFS).

BACKGROUND

The TOC as it is currently configured was established as a subcommittee of BFAC at the BFAC meeting of 22 October 2014 with the Terms of Reference adopted at the BFAC meeting of 26 August 2015.

In practice TOC has however largely operated within the MFS structure particularly given that a number of Brigade Training Officers (BTO's) regularly attend MFS meetings

STATUTORY / LEGAL IMPLICATIONS

BFAC is a formal committee of Council established under:

Bush Fires Act 1954, section 67 – Advisory committees

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.

While BFAC is established and membership appointed (or de-established) by Council BFAC can establish or de-establish a subcommittee via the process detailed in its Terms of Reference.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Shire of Mundaring 2013 – 2023 Strategic Community Plan:
Strategic Theme: Respected Civic Leadership: *Strong civic leadership and trusted governance.*

SUSTAINABILITY IMPLICATIONS

Nil

RISK IMPLICATIONS

Nil

EXTERNAL CONSULTATION

This report follows consultation with the Shire's Chief Bush Fire Control Officer/Community Emergency Services Manager and MFS office bearers.

COMMENT

Bringing the TOC within the operations of the MFS provides for MFS to give enhanced support to BTO's by the availability and provision of an increased knowledge and experience base to greatly assist with training at brigade level.

In addition, the proposal would enhance the relationship between MFS and brigades particularly with regard to the exchange of feedback on training outcomes thus allowing MFS to continually review and improve its training packages and the outcomes concerned.

In conclusion, the de-establishment of TOC as a subcommittee of BFAC and the re-establishment of TOC under the MFS are positive steps for the Shire of Mundaring Bush Fire Service.

VOTING REQUIREMENT

Simple majority

That the Bush Fire Advisory Committee (BFAC);

- I. De-establish the Training Officers Committee as a subcommittee of the Bush Fire Advisory Committee, and;
- II. Endorse the re-establishment of the Training Officers Committee within the operation of the Mundaring Firefighters School

COMMITTEE DECISION		DBFAC2.02.19	
Moved by:	Jeff Bromilow	Seconded by:	Ricky Harvey

CARRIED 12/0

For: Stephen Fox, Mark Luzi, Gary Rowles, Ian Zlatnik, Daniel Heptinstall, Cameron Greaves, Brett Davies, Ricky Harvey, Rod Teale, Greg Walsh, Adrian Woodley, Jeff Bromilow

Against: Nil

The Presiding person requested that ToR of ToC be included in these Minutes:

BFAC Confirmed Minutes August 2015 (Item 8.2)

TRAINING OFFICERS COMMITTEE SHIRE OF MUNDARING

TERMS OF REFERENCE

PURPOSE

- To ensure that brigade members are trained to at least the minimum standards as set and agreed by Shire of Mundaring Fire Services.
- To provide a common support and communication opportunity for all training managed by Brigade Training Officers.
- Advise Bush Fire Advisory Committee, Chief Bushfire Control Officer, Mundaring Firefighters School and Brigades on all matters regarding Brigade training.
- Monitor training providers and standards to provide recommendations on needs, improvements and deficiencies.

MEMBERSHIP

Voting

- One Brigade Training Officer per brigade
- Local Government Fire Training Coordinator

Non voting

- Chairman
- Secretary
- Co-opted as required
- Chief Bushfire Control Officer or nominee
- Mundaring Firefighters School representative

RESPONSIBILITIES

Brigade Training Officers

- Management of brigade training.
- Represent the views and needs of their brigades, Training Officers Committee.
- Provide annual brigade Training Needs Analysis, as per brigade needs and organisational standards.
- Communicating and disseminating the outcomes and discussions of the Training Officers Committee to their brigades and members.

Chairperson

- Ensure the forwarding minutes and recommendations to the relevant stakeholder and entities.
- Convene and manage the meetings.
- Manage completion of action items.

Local Government Fire Training Coordinator

- Provides representation and liaison between Bush Fire Advisory Committee and Regional Training Advisory Committees.
- Provide advice on procedures and standards.
- Provide leadership on training matters.

Secretary

- Keep minutes.
- Conduct communications.

MEETINGS

- The committee will meet as required.

AGM

- To be conducted at the next meeting following Brigade elections.
- Appointments required are;
 - Chair
 - LGFTC
 - Secretary

REVIEW

The Committee's priorities, Terms of Reference and viability will be reviewed at the first ordinary meeting each calendar year.

7.0 CLOSING PROCEDURES

7.1 Date, Time and Place of the Next Meeting

The next Bush Fire Advisory Committee meeting will be held on **Wednesday 27 March 2019** at 7.30pm in the Civic Area.

7.2 Closure of the Meeting

The Presiding Person declared the meeting closed at 8.15pm.



ATTACHMENTS
BUSH FIRE ADVISORY COMMITTEE
27 FEBRUARY 2019

ATTACHMENT NO.	ITEM NO.	NO. OF PAGES	SUBJECT
5.5.1		7	Brigade Fire Reports
5.5.2		1	Community Engagement
5.5.3		1	Infringements/Prosecutions
5.5.4		1	Schedule of Pending Items

ATTACHMENT 5.5.1
BUSH FIRE ADVISORY COMMITTEE MEETING - 27 FEBRUARY 2019
BRIGADE PRIMARY REPORTS

REPORT NUMBER	DATE & TIME	LOCATION	CAUSE	AREA	BRIGADE ATTENDING	REPORTING OFFICER	RECOMMENDATION/OUTCOME
132/18 413595	16/11/2018 13.09	970 Lacey Rd Parkerville	Accidental (Re-Ignition)	100 sqm	Parkerville	J Pinkard	Extinguished - Educated by Brigade Member
133/18 414356	20/11/2018 14.27	50 Traylen Rd Stoneville	Result of Planned Burn	4000 sqm	MDG FPO	G Rowles	Extinguished
134/18 414506	21/11/2018 12.27	685 Boyamyne Rd Parkerville	Accidental (Re-Ignition)	70 sqm	Parkerville	J Pinkard	Extinguished - Educated by Brigade Member
135/18 414487	21/11/2018 11.12	GEH X Stonehouse LP Sawyers Valley	Accidental	20 sqm	MDG DCBFCO 4	D Heptinstall	Extinguished - Attended by DPaW
136/18 414489	21/11/2018 11.46	GEH x Gorrie Rd Sawyers Valley	N/A	N/A	MDG FPO	G Rowles	Investigation Only
137/18 414692	22/11/2018 17.47	745 Woodlands Rd Stoneville	Result of Planned Burn	250 sqm	Stoneville	G Rankine	Extinguished
138/18 415144	24/11/2018 20.58	1 Ann St Darlington	Escaped Burn	N/A	Darlington	R Guyan	Extinguished
139/18 415366	26/11/2018 15.30	1755 Bailup Rd Wooroloo	Suspicious	8 Hectares	Wooroloo	C Pabst	Extinguished - Further action to be Discussed with CBFCO/CESM
140/18 415359	26/11/2018 14.35	65 Vernon Ave Mundaring	Accidental (Re-Ignition)	1/2 Hectare	MDG DCBFCO 4	D Heptinstall	Extinguished
141/18 415421	26/11/2018 19.32	Glen x Amherst Ave Darlington	Result of Planned Burn	1 sqm	Darlington	R Harvey	Investigation Only
142/18 415359	26/11/2018 14.36	Coolgardie x Forrest Mundaring	N/A	N/A	Sawyers Valley	J Lorantas	Redirect on arrival to 415366
143/18 415366	28/11/2018 15.50	1755 Bailup Rd Wooroloo	Accidental	N/A	Wooroloo	M Logan	Fire Extinguished

144/18 415684	28/11/2018 14.35	Bilgoman Rd Glen Forrest	Result of Planned Burn	N/A	Glen Forrest	J Norman	DPaW in Attendance
145/18 416042	30/11/2018 14.37	580 Goslin St Sawyers Valley	Accidental (Re-Ignition)	2 Hectares	Sawyers Valley	K Woodley	Extinguished Referred to Deputy 5
146/18 416185	01/12/2018 15.35	450 Flora Rd Hovea	Accidental (Re-Ignition)	50 sqm	Glen Forrest	K Oxford	Extinguished Educated by Brigade Member
147/18 416651	05/12/2018 17.25	Kingswood St Mt Helena	Suspicious	100 sqm	Mt Helena	C Greaves	Fire Extinguished
148/18 416650	05/12/2018 17.10	30 Tilbrook St Glen Forrest	Result of Planned Burn	1 sqm	Glen Forrest	J Norman	Extinguished Educated by Brigade Member
149/18 417211	10/12/2018 19.00	Wade St Wooroloo	Mulch Pile	N/A	Wooroloo	D Burgess	Fire Extinguished
150/18 417430	13/12/2018 07.05	Hedges x Brooking Parkerville	JFA	N/A	Parkerville	M Bush	JFA
151/18 417661	15/12/2018 04.45	3456 Toodyay Rd Bailup	Deliberate	N/A	Wooroloo	M Logan	Fire Extinguished
152/18 418107	19/12/2018 22.40	Keane St East x Lion Mt Helena	Deliberate	N/A	Wooroloo	M Logan	Fire Extinguished
153/18 418612	25/12/2018 12.32	Riley Rd Stoneville	Deliberate	400 sqm	Stoneville	J Bromilow	Fire Extinguished Reported to WAPOL and Comcen
154/18 418718	26/12/2018 20.43	GEH X Bilgoman Rd Glen Forrest	Suspicious	N/A	Glen Forrest	J Agnew	Fire Extinguished
155/18 418731	27/12/2018 01.20	GEH X Bilgoman Rd Glen Forrest	Re-Ignition	50 sqm	Glen Forrest	D Bowden	Fire Extinguished
001/19 419368	03/01/2019 18.02	Bilgoman Rd Glen Forrest	Result of Planned Burn	N/A	Glen Forrest	N/A	Fire Extinguished
002/19 420097	13/01/2019 08.15	14 Northcote St Chidlow	N/A	N/A	Chidlow	G Watkins	Investigation Only
003/19 420385	16/01/2019 16.23	Lakes Roadhouse	N/A	N/A	Chidlow	G Watkins	Stood Down
004/19 420580	18/01/2019 23.15	2905 Roland Rd Parkerville	Accidental (HV Cable)	300 sqm	Parkerville	S Smith	Fire Extinguished
005/19 420983	22/01/2019 22.44	830 Kilburn Rd Parkerville	Accidental (Pole Top Fire)	N/A	Parkerville	M Bush	Fire Extinguished Western Power in Attendance
006/19 421170	24/01/2019 18.13	155 Bramwell Chidlow	Deliberate (Cooking Fire)	Fire Pit	Chidlow	G Watkins	Investigation Only

007/19 421647	30/01/2019 05.24	Rosedale x Stone Chidlow	N/A	N/A	Chidlow	G Watkins	Investigation Only
008/19 421960	03/02/2019 00.42	12 Connelly Pl Mt Helena	Suspicious	30 sqm	Mt Helena	P Costall	Fire Extinguished
009/19 422054	04/02/2019 03.38	Kingwood Rd Mt Helena	N/A	N/A	Mt Helena	P Costall	Investigation Only

**ATTACHMENT 5.5.1
BUSH FIRE ADVISORY COMMITTEE MEETING - 27 FEBRUARY 2019
BRIGADE SUPPORT REPORTS**

INCIDENT NUMBER	DATE & TIME OF FIRE	LOCATION	BRIGADE ATTENDING	REPORTING OFFICER	COMMENTS
412707	10/11/2018 19.59	Brooking Rd Hovea	Parkerville	J Pinkard	Called to Assist Glen Forrest
413371	14/11/2018 19.15	Scott x Coulton Darlington	Glen Forrest	J Norman	Stood down en route
414356	20/11/2018 14.50	50 Traylen Rd Stoneville	Parkerville	D Casparis	Called to Assist Stoneville
414356	20/11/2018 14.28	50 Traylen Rd Stoneville	Stoneville	J Bromilow	Called to Assist MDG FPO
413794	17/11/2018 11.06	546 Great Eastern Hwy Greenmount	Darlington	C Griffiths	Called to Assist Midland
414258	19/11/2018 21.55	2143 Great Eastern Hwy El Caballo	Wooroloo	M Logan	Called to Assist Wundowie
414268	19/11/2018 22.02	Lakes Roadhouse Beechina	Mt Helena	D Carapina	Called to Assist Mundaring
414258	20/11/2018 22.38	Lakes Roadhouse Beechina	Mt Helena	D Carapina	Called to Assist Wundowie
414489	21/11/2018 11.30	Flynn Rd Gorrie	Chidlow	D Martin	Called to Assist DPaW

**ATTACHMENT 5.5.2
BUSH FIRE ADVISORY COMMITTEE - 27 FEBRUARY 2019**

COMMUNITY ENGAGEMENT

Date	Brigade	Event	Location
-	-	-	-

HAZARD REDUCTION BURNS

Date	Event	Brigade	Location
November 2018	HR Burn	Mt Helena	Private Residence
November 2018	HR Burn	Mt Helena	Dowie St Road Verge 3061
November 2018	HR Burn	Chidlow	Private Residence
November 2018	HR Burn	Chidlow	Private Residence
November 2018	HR Burn	Glen Forrest	Private Residence
November 2018	HR Burn	Glen Forrest	Private Residence
November 2018	HR Burn	Glen Forrest	Rear of Glen Forrest Station
November 2018	HR Burn	Darlington	Private Residence
November 2018	HR Burn	Darlington	Private Residence
November 2018	HR Burn	Darlington	Private Residence
November 2018	HR Burn	Darlington	Private Residence
November 2018	HR Burn	Darlington	Private Residence

**ATTACHMENT 5.5.3
INFRINGEMENTS/CAUTIONS/PROSECUTIONS -27 FEBRUARY 2019**

INFRINGEMENTS

OFFENCE DATE	PLACE OF OFFENCE	OFFENCE	PENALTY
-	-	-	-

CAUTIONS

OFFENCE DATE	PLACE OF OFFENCE	OFFENCE	PENALTY
-	-	-	-

PROSECUTIONS

OFFENCE DATE	PLACE OF OFFENCE	OFFENCE	HEARING DATE/OUTCOME
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**ATTACHMENT 5.5.4
BUSH FIRE ADVISORY COMMITTEE MEETING – 27 FEBRUARY 2019
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
(ii)	BRMP Update	Adrian Dyson	Ongoing