



15 November 2017

## NOTICE OF MEETING

Dear Committee Member,

The next Bush Fire Advisory Committee meeting will be held at 7.30pm on Wednesday, 29 November 2017 in the Shire of Mundaring, Civic Area.

The attached agenda is presented for your consideration.

Yours sincerely

A handwritten signature in black ink, appearing to read "Paul O'Connor", with a horizontal line extending to the right.

**Paul O'Connor**  
**ACTING CHIEF EXECUTIVE OFFICER**

### **Please Note**

If an Elected Member has a query regarding a report item or requires additional information in relation to a report item, please contact the senior employee (noted in the report) prior to the meeting.



**AGENDA**  
**BUSH FIRE ADVISORY COMMITTEE MEETING**  
**29 NOVEMBER 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.

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**BUSH FIRE ADVISORY COMMITTEE MEETING  
SHIRE OF MUNDARING  
CIVIC AREA – 7.30PM**

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**1.0 OPENING PROCEDURES**

**1.1 Announcement of Visitors**

**1.2 Attendance/Apologies**

**Staff** Jenine Banks

Minute Secretary

**Apologies**

**Guests**

**1.2.1 Election of Presiding Member**

**1.2.2 Election of Deputy Presiding Member**

**2.0 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION**

**3.0 DECLARATION OF INTEREST**

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

Elected 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 Declaration of Interest Affecting Impartiality**

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

**4.0 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS**

<b>RECOMMENDATION</b>
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That the Minutes of the Bush Fire Advisory Committee Meeting held 4 October 2017 be confirmed.

## **5.0 PRESENTATIONS**

### **5.1 Mundaring Fire School/Training Officers Committee**

As previously reported the DFES Volunteer Fire Pathways meeting in September was cancelled pending a review of the training consultation process. There has been a meeting scheduled in early December which will hopefully resolve some of these issues, and I believe that it is likely that there will be a separate Pathway for each Service moving forward.

#### **Mundaring Firefighters School**

The Mundaring Firefighters School, to date this year has scheduled fifty training courses, but has had to cancel seven, four due to a lack of nominations and the others due to a lack of qualified Instructors. Despite the slow start we have trained more than 300 students so far, with only eleven 'no shows' who have been referred back to their brigades.

The lack of nominations earlier in the year was a concern, it appears that this may have been a result of confusion regarding the fact that MFS special courses like ICAW and Practical Crew Leader are not listed on eAcademy.

We now have a draft version of the 2018 NFS Calendar and should have this finalised and published by the end of November.

As always, we are looking for suitable volunteers to help out with the school, especially as trainers and assessors. Please ask you members to think about getting involved with us over the coming fire season and if they can help, we would be happy to help them get endorsed through DFES.

#### **Shire Training Officers Committee**

The TOC has compiled the Training Needs Analysis figures provided by Brigades. This has been considered when scheduling courses at the School, but brigades are reminded that there are courses available at Forrestfield and in neighbouring Shires, so please look at the Metro calendar, especially for some of the higher-level courses that we can only schedule limited numbers for at the School.

As the Shire is transitioning from the training season to the operational fire season, the School is finishing up, with our Christmas Function being held at the John Forrest Tavern on 19 November.

I wish all Brigades a safe and happy Christmas period and look forward to next years training season.

### **5.2 Attachments Under Separate Cover**

- 5.2.1 Brigade Fire Reports**
- 5.2.2 Community Engagement**
- 5.2.3 Infringements/Prosecutions**
- 5.2.4 Schedule of Pending Items**

## 6.0 REPORTS OF EMPLOYEES

### 6.1 Establishment of Administrative and Operational Directives Sub-Committee

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<b>File Code</b>	OR.MTG.7/1
<b>Author</b>	Craig Cuthbert, Co-ordinator Community Safety and Emergency Management
<b>Senior Employee</b>	Steve Trlin, Manager Building and Health
<b>Disclosure of Any Interest</b>	Nil
<b>Attachments</b>	Nil

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#### SUMMARY

This report recommends that the Committee establishes a sub-committee to assist the Chief Bush Fire Control Officer (CBFCO) to issue administrative and operational directives (directives) to the nine brigades as and when required. This will allow for consistency and continuity across brigades.

#### BACKGROUND

Directives are the equivalent of policies and procedures for bush fire brigades.

Directives currently in place cover the following subjects:

- Administration of bush fire brigades (brigade meetings, committee meetings, constitution);
- Community engagement;
- Legislation;
- Membership (type, application, life membership, rewards and recognition);
- Mitigation;
- Operations (driver responsibilities);
- Safety;
- Stations, appliances and equipment; and
- Training.

Following the appointment in August 2017 of Jamie O'Neill as the Shire's CBFCO it is considered timely to review and update the existing directives and draft further directives where a need is identified.

#### STATUTORY / LEGAL IMPLICATIONS

Nil

**POLICY IMPLICATIONS**

Nil

**FINANCIAL IMPLICATIONS**

Nil

**STRATEGIC IMPLICATIONS**

Mundaring 2026 Strategic Community Plan

Priority 2 - Community

Objective 2.1 – A community that is prepared for bush fire and other natural disasters

Strategy 2.1.2 – Support local volunteer bush fire brigades to do their job effectively and efficiently

**SUSTAINABILITY IMPLICATIONS**

Nil

**RISK IMPLICATIONS**

Shire of Mundaring could be exposed to possible legal consequences due to lack of process or procedure.		
<b>Likelihood</b>	<b>Consequence</b>	<b>Rating</b>
Unlikely	Moderate	Moderate
<b>Action / Strategy</b>		
Having directives in place will provide guidance to the CBFCA and brigades to do their job effectively and efficiently for themselves and the community.		

**EXTERNAL CONSULTATION**

Brigade Captains have been invited to express an interest in joining the proposed sub-committee.

**COMMENT**

The brigades have expressed an interest in being involved in the proposed sub-committee, to ensure uniformity across brigades.

**VOTING REQUIREMENT**

Simple Majority

## RECOMMENDATION

1. That the Committee establishes a sub-committee to assist the CBFCO in the updating and making of current and new administrative and operational directives.
  2. That the sub-committee:
    - a. consists of:
      - i. The Chief Bushfire Control Officer;
      - ii. One Deputy Chief Bush Fire Control Officer;
      - iii. Four Shire of Mundaring Brigade Captains or three Captains and the Mundaring Fire Service Coordinator;
      - iv. One Shire of Mundaring employee; and
    - b. meets monthly to discuss administrative and operational directives.
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**7.0 URGENT BUSINESS (LATE REPORTS)**

**8.0 CLOSING PROCEDURES**

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

The next meeting will be held on 28 February 2018 at 7.30pm in the Civic Area.

**8.2 Closure of the Meeting**