



## **UNCONFIRMED MINUTES**

# **BUSH FIRE ADVISORY COMMITTEE MEETING**

**28 OCTOBER 2020**

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BUSH FIRE ADVISORY COMMITTEE MEETING  
28 OCTOBER 2020**

**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  
CIVIC AREA, SHIRE OF MUNDARING ADMINISTRATION CENTRE – 7.30 PM**

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**1.0 OPENING PROCEDURES**

The Presiding Person declared the meeting open at 7.32pm.

Acknowledgement of Country

Shire of Mundaring respectfully acknowledges the Whadjuk people 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 the contribution they make to the region.

**1.1 Announcement of Visitors**

The Chair Person welcomed Claire Silveira to the meeting.

**1.2 Attendance/Apologies**

|                  |                       |   |
|------------------|-----------------------|---|
| <b>Members</b>   | Toni Burbidge         | Chair Person  |
|                  | Jamie O'Neill         | CESM/CBFCO  |
|                  | Gary Rowles           | Deputy Chief 1                                      |
|                  | Nigel Morgan          | Deputy Chief 2                                      |
|                  | Ian Zlatnik           | Deputy Chief 3                                      |
|                  | Cameron Greaves       | Deputy Chief 5                                      |
|                  | George Watkins        | Captain Chidlow VBFB                                |
|                  | Gerry Starr           | Captain Darlington VBFB                             |
|                  | Rod Reed              | Captain Darling Range VBFB                          |
|                  | Tom Belger            | Captain Glen Forrest VBFB                           |
|                  | Matt Castaldini       | Captain Mt Helena VBFB                              |
|                  | Mark Bush             | Captain Parkerville VBFB                            |
|                  | Adrian Woodley        | Captain Sawyers Valley VBFB                         |
|                  | Jeff Bromilow         | Captain Stoneville VBFB                             |
|                  | Lesley Lynam          | Captain Wooroloo VBFB                               |
| Neil Hawkins     | Mundaring Fire School |   |
| <b>Staff</b>     | Adrian Dyson          | Manager Community Safety & Emergency Management     |
|                  | Craig Cuthbert        | Coordinator Community Safety & Emergency Management |
|                  | Jenine Banks          | Minute Secretary                                    |
| <b>Apologies</b> | Murray McBride        | DFES District Officer North East                    |
|                  | Mark Luzi             | Director Statutory Services                         |
|                  | Simon Cuthbert        | Councillor East Ward                                |
|                  | Phil Pampling         | 1 <sup>st</sup> Lt Mt Helena VBFB                   |
|                  | Daniel Heptinstall    | Deputy Chief 4                                      |
| <b>Guests</b>    | David Lefroy          | Darlington VBFB                                     |
|                  | Robin Preston         | 1 <sup>st</sup> Lt Darling Range VBFB               |
|                  | Mark Jeans            | 1 <sup>st</sup> Lt Glen Forrest VBFB                |
|                  | Steven Smith          | 1 <sup>st</sup> Lt Parkerville VBFB                 |
|                  | Craig Rudge           | 1 <sup>st</sup> Lt Stoneville VBFB                  |
|                  | Craig Pabst           | 1 <sup>st</sup> Lt Wooroloo VBFB                    |

## 2.0 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

### 2.1 Australian Red Cross

Claire Silveira – Emergency Services Coordinator  
Community Preparedness and Recovery

Claire Silveira introduced herself to the meeting, giving a briefing on the Perth Hills Preparedness Project, which involves working with the City of Swan, Shire of Mundaring and City of Kalamunda. The program is guided by multi-agency committees which identify target groups, helping to coordinate key message and advice throughout the project. The project focuses on psychosocial preparedness.

Brigades were encouraged to promote the project. Mt Helena and Chidlow brigades expressed interest in having the Red Cross attend future community sessions.

### 2.2 Mt Helena VBFB – Alps Street Reserve

Mt Helena VBFB Captain, Matt Castaldini read out the following:

*"The Alps Street Reserve is the big bush area along Sawyers Road, separating Mt Helena from Sawyers Valley. It covers an area of 66 hectares and provides a delightful bush buffer between us and Sawyers, links with the Railway Reserve heritage trail and I believe is vital in giving us, Mt Helena, our sense of identity, of seeing ourselves as a Hills community rather than part of the suburban sprawl.*

*It is also an A class reserve, A34103, which was gazetted around 1988 after much pressure from the Alps St Reserve group led by Mike Alexander and others living near the reserve at the time. This classification recognised the social and environmental value of the block and protected it from development and/or damage. It has great value in its natural beauty – go and see the flowers at the moment – and its recreational value is obvious. Its size as one block also gives it great environmental importance, helping limit the invasion of weeds and protecting native flora and fauna. Reflecting its importance in this regard there are currently two University research projects being carried out in the Reserve.*

*It should also be noted that according to a recent Shire survey Alps Street is ranked as the reserve with the greatest biodiversity of any reserve in the shire. In a report commissioned by the Shire and conducted by the environmental consultation group Terratree, Alps St was ranked # 1 priority for protection of the 53 Shire Reserves reviewed.*

*Unfortunately the Reserve does contain patches of Dieback, two types I believe. *Phytophthora cinnamomi* is the more common form and is in a larger area along two edges but is not currently spread throughout the Reserve. There is also a smaller and isolated patch of a more voracious form, *Phytophthora multivora*. Dieback does threaten the reserve and must be closely monitored and contained as much as possible.*

*However in another recently commissioned report for the Shire, Alps Street Reserve was again given the highest ranking, this time because of its large areas not currently affected by Dieback and considered to be able to be protected, unlike the other reserves that were assessed. Any actions taken within the reserve must not help the spread of Dieback.*

*Of course it is also an area which needs to be managed carefully in terms of fire risk and I believe that we, MHVBFB, must be involved, should be pivotal, in any plans for that management. We do, or should, know it best. It is our patch"*

Matt then went on to acknowledge (since requesting permission to read the above out to BFAC) that there had been a misunderstanding/miscommunication and that there was a consultation process around works carried out/to be carried out at the Reserve.

Adrian Dyson said that notwithstanding the environmental issues and reminding BFAC that the Shire has an Environmental Advisory Committee (EAC), he would be prepared to write an item, however the question remains, what advice is it that BFAC wishes to give to Council on this matter?

A discussion was held, with the meeting being reminded that works (including works funded by MAF) carried out in Reserves are mainly carried out for firefighters safety (identify pinch points etc) with Deputy Chief 4 saying that it is important for BFAC as a whole to support these works.

Sawyers Valley VBFB Captain, Adrian Woodley advised BFAC that his brigade will also be writing a letter in regards to any future works scheduled for a reserve within their response area, advising that the brigade, along with Mt Helena would like to play a part in developing a management plan. Deputy Chief 4, Cameron Greaves said that a management plan is an environment issue and is unsure what part brigades hope to play.

Jamie O'Neill said that he is also unsure what the Mt Helena and Sawyers Valley brigades could "bring to the table".

Both Toni Burbidge and Adrian Dyson, asked that if an Item is requested, brigades will need to forward on clear information and direction as to what role they hope BFAC to play in order for an Item to be prepared for the next BFAC meeting.

### **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*).

Nil.

#### **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*).

Nil.

### **4.0 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS**

That the minutes of the meeting of the Bush Fire Advisory Committee held Wednesday 26 August 2020 be confirmed.

|                           |               |                     |              |
|---------------------------|---------------|---------------------|--------------|
| <b>COMMITTEE DECISION</b> |               | <b>DBFAC1.08.20</b> |              |
|                           |               |                     |              |
| Moved by:                 | Jeff Bromilow | Seconded by:        | Neil Hawkins |

**CARRIED 16/0**

**For:** Toni Burbidge, Jamie O'Neill, Gary Rowles, Nigel Morgan, Ian Zlatnik, Cameron Greaves, George Watkins, Gerry Starr, Rod Reed, Tom Belger, Matt Castaldini, Mark Bush, Jeff Bromilow, Lesley Lynam, Neil Hawkins, Adrian Dyson

**Against:** Nil.

## **5.0 PRESENTATIONS**

### **5.1 CESM Mundaring/Chief Bush Fire Control Officer**

#### **Pre-Season**

8<sup>th</sup> driest winter on record.

While KDBI/SDI are slightly above the 5-year average, November to January is likely to see above average rainfall across nearly all of Australia. On average, days during November to January are likely to be warmer than the long-term average across parts of south-east, northern, and Western Australia.

On average, nights during November to January are very likely to be warmer than the long-term average across nearly all of Australia.

A La Niña is underway in the tropical Pacific. La Niña typically increases the likelihood of above average rainfall across much of Australia during spring and early summer.

#### **Mitigation UCL/UMR**

UCL/UMR works ongoing with 30.5ha HRB conducting since last BFAC.

Brigade Hazard reduction Burning – please ensure that particular attention to the requirements of the Burn Plans is taken by Burn Controllers and those who are writing the Burn Plan complete the plan

#### **COVID 19**

Please ensure you review and circulate the recent COVID 19 circular

Brigades to start investigating strategies to maintain capabilities while ensuring personnel and equipment hygiene and safe distancing where possible

## **Operations**

Brigade Response since last BFAC – 59 incidents attended by SoM Brigades

Circulars sent out 22/10 and 28/10 please ensure they are circulated.

Approximately 50K – 60K so far has been spent on vehicle repairs either from breakage or driver error. Brigades Leadership Team to encourage driver to take more care.

Problem occurring with some Light Tankers fitted with the remote fuel tank assemblies. The fuel tank breather is leaking when the appliances are operating off road causing the fuel to splash around inside the tank. The issue has been reported to the DFES and Technifire.

DFES Fleet Services have conducted testing on a Light Tanker fitted with this system and found this information to be accurate.

Technifire have been advised and will not be fitting any more of the remote fuel tanks until this issue can be resolved.

DFES workshops have advised they are already working on a solution to the fuel leaking out of the breather by extending the breather neck. Once they have fitted one it will need to be tested for DFES Stake holders to sign off on before we can go ahead and commence the retro fits

## **Compliance Season**

Please advise all members who may be giving advice to residents on property preparation are providing advice according to the Shires firebreak notice, particularly if Shire Officers have already been in attendance.

### **5.2 Department Fire and Emergency Services**

Nil.

### **5.3 Department Parks and Wildlife**

#### **Fire Call outs**

Weir Village Rd – Garden Refuge

#### **Prescribed Burning**

Beelu National Park, Zamia Block (Total 136ha)

Cell 1 – 105ha

Cell 2 – 31ha

Mundaring Weir – Total (48ha)

Cell 1 – 21ha

Cell 2 – 27ha



## Key notes

- Annual Pre-season training is complete for all fire staff at DBCA Perth Hills District
- The Perth Hills District Fire roster for the 2020-2021 fire season commenced Oct 8<sup>th</sup> 2020 for all fire crews.
- Prescribed burning will continue in the DBCA Perth Hills district however all significant cells are complete for the Shire of Mundaring with no significant cells remaining on the program for the Shire of Mundaring for Spring 2020.

## 5.4 Mundaring Fire School/Training Officers Committee

Training has progressed well since recommencement in July, we have run 11 courses to date with 105 students deemed competent.

The following courses have been completed:

- Bushfire Safety Awareness (25/07/20) – 4 students plus upskilled four trainer assessors
- Leadership Fundamentals (01/08/20) – 7 students
- IC Level 1 (08/08/20) – 6 students
- Bush Firefighting Skills (15/08/20) – 10 students
- Advanced Bush Firefighting (22/08/20) – 13 students
- Crew Leader (23/08/20) – 13 students
- WAERN Basic (12/09/20) – 8 students
- WAERN Advanced (12/09/20) – 10 students
- Bushfire Safety Awareness (19/09/20) – 12 students
- Bush Firefighting Skills (03/10/20) – 12 students
- Structural Firefighting (10/10/20) – 10 students

Additionally, we have endorsed George Watkins as a Trainer Assessor for Advanced Bushfire and Matt Castaldini and Will Scott (Career Senior Firefighter) as Trainer Assessors for Structural Firefighting.

There are only three courses left on the calendar this year (ICAW, WAERN Basic and WAERN Advanced), however we would like to run another Bushfire Safety Awareness and Bush Firefighting Skills if we can find some trainer assessors.

The Mundaring Firefighters School Annual General Election was held on 27 August 2020 and the following people were elected to positions:

- Chairperson – NEIL HAWKINS
- Treasurer – HEATHER CURLEY
- Secretary – ROD TEALE
- Local Government Fire Training Coordinator – NEIL HAWKINS
- Deputy Chairperson & Course Administrator – SUE SMITH
- Committee Member – KEN PARKIN

As the new Chairperson I thank the other committee members for volunteering and look forward to working with the Shire, Brigades, the Bushfire Centre of Excellence and DFES in the coming year.

## 5.5 Attachments for Information

### 5.5.1 Brigade Fire Reports

Nil Discussion.

### **5.5.2 Community Engagement**

Nil Discussion.

### **5.5.3 Infringements/Prosecutions**

Nil Discussion.

### **5.5.4 Schedule of Pending Items**

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

Adrian Dyson advised that since the last BFAC meeting, an appeal has been lodged with DFES in regards to not receiving funding for the new Station. BFAC will continue to be updated through this process.

Preliminary arrangements around converting the Stoneville Playgroup for Mundaring Fire School continues, with the bulk of the money for this project having been granted. BFAC will continue to be updated through this process.

(ii) BRMP Update

Nil Update.

## 6.0 REPORTS OF EMPLOYEES

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

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|                                   |   |
|-----------------------------------|---|
| <b>File Code</b>                  | GV.MTG 6.5  |
| <b>Author</b>                     | Adrian Dyson, Manager Community Safety and Emergency Management |
| <b>Senior Employee</b>            | Mark Luzi, Director Statutory Services                          |
| <b>Disclosure of Any Interest</b> | Nil   |
| <b>Attachments</b>                | 1. Proposed BFAC ToR<br>2. Adopted BFAC ToR Dec 17              |

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#### SUMMARY

An amendment to the Terms of Reference (ToR) for the Bush Fire Advisory Committee (BFAC) primarily to reduce the number of meetings from 6 per year to 4 per year was discussed in Corporate Discussion following the 26 February 2020 meeting proper of BFAC.

This report recommends that BFAC endorses the attached (**Attachment 1**) amended ToR and recommends that Council adopt same.

#### BACKGROUND

BFAC is established in accordance with the provisions of the *Bush Fires Act 1954* (the BF Act) and was first established within the Shire of Mundaring in May 1963.

The current BFAC ToR was endorsed by BFAC on 4 October 2017 and adopted by Council on 12 December 2017, a copy of same is attached. (**Attachment 2**).

The number of BFAC meetings per year has been 6 since the iteration of BFAC ToR that were adopted in May 2007.

#### STATUTORY / LEGAL IMPLICATIONS

*Bush Fires Act 1954:*

##### **67. Advisory Committees**

- (1) *A local government may at any time appoint such persons as it thinks fit as a bush fire advisory committee for the purpose of advising the local government regarding all matters relating to the preventing, controlling and extinguishing of bush fires, the planning of the layout of fire breaks in 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*

(2) A committee appointed under this section shall include a member of the council of the local government nominated by it for that purpose as a member of the committee, and the committee shall elect one of their member to be chairman thereof.

(3) In respect to a committee so appointed, the local government shall fix the quorum for the transaction of business at meetings of the committee and may-

- a) make rules for the guidance; and
- b) accept the resignation in writing of, or remove, any member of the committee; and
- c) where for any reason a vacancy occurs in the office of a member of the committee, appoint a person to fill that vacancy

(4) A committee appointed under this section –

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

#### **POLICY IMPLICATIONS**

Nil

#### **FINANCIAL IMPLICATIONS**

Nil

#### **STRATEGIC IMPLICATIONS**

Mundaring Strategic Community Plan 2020 - 2030

Priority 1 - Community

Objective 1.1 – Healthy, safe, sustainable and resilient community

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

#### **SUSTAINABILITY IMPLICATIONS**

Nil

#### **RISK IMPLICATIONS**

|   |                    |               |
|---|--------------------|---------------|
| <b>Risk:</b> A reputation risk exists within the Shire's Volunteer Bush Fire Service if brigade officers are required or obliged to attend an excessive number of meetings. |                    |               |
| <b>Likelihood</b>   | <b>Consequence</b> | <b>Rating</b> |
| Possible  | Minor              | Moderate      |
| <b>Action / Strategy</b>  |                    |               |
| Adopt BFAC ToR that includes the number of meetings deemed appropriate by BFAC  |                    |               |

## EXTERNAL CONSULTATION

This matter has been the subject of consultation with the Shire's Volunteer Bush Fire Brigades through meetings of BFAC.

## COMMENT

As provided for within the BF Act (see STATUTORY/LEGAL IMPLICATIONS above) Council is able to make rules for the guidance of BFAC and the committee (BFAC), *may from time to time meet and adjourn as the committee thinks fit.*

It is noted that the Shire of Mundaring Bush Fire Service (through its Volunteer Bush Fire Brigades) has through continuous operation and community service and continuous improvement (noting that its BFAC was established in 1963) developed an effective working relationship with Council and the Shire administration.

It is thus therefore considered that the BFAC terms of reference be amended to stipulate at least 4 meetings per year in the months of February, May, August and November.

It should however be noted that the ToR will continue to provide for the holding of an ordinary or special meeting at other times if required.

## VOTING REQUIREMENT

Simple Majority

|                                 |
|---------------------------------|
| <b>COMMITTEE RECOMMENDATION</b> |
|---------------------------------|

That the Committee:

1. Endorses the amended Terms of Reference of the Bush Fire Advisory Committee; and
2. Recommends that Council adopts the amended Terms of Reference of the Bush Fire Advisory Committee

|                           |             |                     |           |
|---------------------------|-------------|---------------------|-----------|
| <b>COMMITTEE DECISION</b> |             | <b>DBFAC2.08.20</b> |           |
|                           |             |                     |           |
| Moved by:                 | Gary Rowles | Seconded by:        | Mark Bush |

**CARRIED 15/1**

**For:** Toni Burbidge, Jamie O'Neill, Gary Rowles, Nigel Morgan, Cameron Greaves George Watkins, Gerry Starr, Rod Reed, Tom Belger, Matt Castaldini, Mark Bush, Jeff Bromilow, Lesley Lynam, Neil Hawkins,

**Against:** Ian Zlatnik



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
- 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 Five (5) Deputy Chief Bush Fire Control Officers
  - The Coordinator Mundaring Fire School or delegate
  - Brigade members, being Shire of Mundaring Volunteer Bush Fire Brigade Captains (9)
  - 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 Community Safety and Emergency Management.

## **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:
  - 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 4 times per year in the months of February, May, August 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:
  - 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 Biodiversity, Conservation and Attractions
  - 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.
- 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 at the discretion of Council.



Established: 2 May 1963  
Terms of Reference: Adopted 12 December 2017  
(C3.12.17)

#### 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
- 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 Five (5) Deputy Chief Bush Fire Control Officers
  - The Coordinator Mundaring Fire School or delegate
  - Brigade members, being Shire of Mundaring Volunteer Bush Fire Brigade Captains (9)
  - 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 Community Safety and Emergency Management.

## **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:
  - 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:
  - 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 Biodiversity, Conservation and Attractions
  - 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.
- 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 at the discretion of Council.

## 6.2 Appointment of Fire Control Officers

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|                                   |   |
|-----------------------------------|---|
| <b>File Code</b>                  | EM.VNT 1.3  |
| <b>Author</b>                     | Adrian Dyson, Manager Community Safety and Emergency Management |
| <b>Senior Employee</b>            | Mark Luzi, Director Statutory Services                          |
| <b>Disclosure of Any Interest</b> | Nil   |
| <b>Attachments</b>                | Nil   |

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### SUMMARY

This report recommends that the committee note the appointment of new brigade Fire Control Officers by the Shire following brigade elections.

### BACKGROUND

As part of the last round of Shire of Mundaring volunteer bush fire brigade annual general meetings 4 new Fire Control Officers (FCO's) were elected as follows:

|              |                 |                              |
|--------------|-----------------|------------------------------|
| Chidlow      | George Watkins  | (outgoing FCO Brett Davies)  |
| Darlington   | Gerry Starr     | (outgoing FCO Ricky Harvey)  |
| Glen Forrest | Tom Belger      | (outgoing FCO Paul Sully)    |
| Mt Helena    | Matt Castaldini | (outgoing FCO Brenden Scott) |
| Parkerville  | Mark Bush       | (outgoing FCO Greg Walsh)    |
| Wooroloo     | Lesley Lynam    | (outgoing FCO Michael Logan) |

In accordance with the Bush Fires Act 1954 and Council's delegated authority in that regard Shire of Mundaring Chief Executive Officer, Mr Jonathan Throssell, confirmed the appointments of George Watkins, Gerry Starr, Tom Belger, Matt Castaldini, Mark Bush and Lesley Lynam on 15 September 2020.

### STATUTORY / LEGAL IMPLICATIONS

*Section 38, Bush Fires Act 1954, Local government may appoint bush fire control officer*

### POLICY IMPLICATIONS

Nil

### FINANCIAL IMPLICATIONS

Costs associated with giving public notice of the appointments

### STRATEGIC IMPLICATIONS

Mundaring Strategic Community Plan 2020 - 2030

Priority 1 - Community

Objective 1.1 – Healthy, safe, sustainable and resilient community

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

## SUSTAINABILITY IMPLICATIONS

Nil

## RISK IMPLICATIONS

| <b>Risk:</b> A Compliance risk exists if brigade elected Captains are required to exercise powers under the <i>Bush Fires Act 1954</i> without proper appointment as Fire Control Officers |             |          |
|--|-------------|----------|
| Likelihood   | Consequence | Rating   |
| Possible   | Minor       | Moderate |
| <b>Action / Strategy</b>   |             |          |
| Appoint bush fire control officers in accordance with the <i>Bush Fires Act 1954</i>   |             |          |

| <b>Risk:</b> A Reputation risk exists if the Shire fails to appoint brigade elected Captains as Fire Control Officers as stipulated within the <i>Bush Fires Act 1954</i> |             |          |
|---|-------------|----------|
| Likelihood  | Consequence | Rating   |
| Possible  | Minor       | Moderate |
| <b>Action / Strategy</b>  |             |          |
| Appoint bush fire control officers in accordance with the <i>Bush Fires Act 1954</i>  |             |          |

## EXTERNAL CONSULTATION

This report forms the basis of consultation with the Shire's volunteer bush fire brigades.

## COMMENT

In noting the appointment of new brigade FCO's the contributions of the outgoing FCO's should be recognised. Brett Davies, Ricky Harvey, Paul Sully, Brenden Scott, Greg Walsh and Michael Logan who have provided sound leadership contributing to the ongoing effectiveness of their respective brigades and the Shire of Mundaring volunteer bush fire brigade service as a whole.

In conclusion the new FCO appointments and the contribution of the outgoing FCO's should be noted and acknowledged accordingly.

## VOTING REQUIREMENT

Simple Majority

## COMMITTEE RECOMMENDATION

That the Committee:

1. Acknowledges the efforts of outgoing FCO's Brett Davies, Paul Sully, Brenden Scott, Greg Walsh and Michael Logan and thanks them for their valued contributions to their brigades and the Shire of Mundaring volunteer bush fire service,
2. Notes the appointment of George Watkins, Gerry Starr, Tom Belger, Matt Castaldini, Mark Bush and Lesley Lynam and congratulates them accordingly.

|                           |             |                     |           |
|---------------------------|-------------|---------------------|-----------|
| <b>COMMITTEE DECISION</b> |             | <b>DBFAC3.08.20</b> |           |
|                           |             |                     |           |
| Moved by:                 | Gary Rowles | Seconded by:        | Mark Bush |

**CARRIED 15/0**

**For:** Toni Burbidge, Jamie O'Neill, Gary Rowles, Nigel Morgan, Ian Zlatnik, Cameron Greaves, George Watkins, Gerry Starr, Rod Reed, Tom Belger, Matt Castaldini, Mark Bush, Jeff Bromilow, Lesley Lynam, Neil Hawkins

**Against:** Nil.

### 7.0 URGENT BUSINESS (LATE REPORTS)

Deputy Chief 1, Gary Rowles asked for an update on the electronic Fire Danger Rating Boards and the installation date. Craig Cuthbert said that installation posts have been manufactured, with footings still to be laid, advising that the boards will be installed November 2020.

Deputy Chief 1, Gary Rowles asked for an update on the progress of the new water tank in Chidlow. Adrian Dysons said that the Shire is waiting on a second quote, advising that it is expected that the tank will be installed before the upcoming fire season.

### 8.0 CLOSING PROCEDURES

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

The next Bush Fire Advisory Committee will be held on Wednesday 25 November 2020 at 7.30 pm in the Civic Area, Shire of Mundaring Administration Centre.

#### 8.2 Closure of the Meeting

The Chairperson closed the meeting at 8.28pm.



**ATTACHMENTS**  
**BUSH FIRE ADVISORY COMMITTEE**  
**28 OCTOBER 2020**

| <b>ATTACHMENT NO.</b> | <b>ITEM NO.</b> | <b>NO. OF PAGES</b> | <b>SUBJECT</b>             |
|-----------------------|-----------------|---------------------|----------------------------|
| 5.5.1                 |                 | 3                   | 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 - 28 OCTOBER 2020  
BRIGADE PRIMARY REPORTS**

| REPORT NUMBER    | DATE & TIME         | LOCATION                      | CAUSE                            | AREA        | BRIGADE ATTENDING | REPORTING OFFICER | RECOMMENDATION/OUTCOME                           |
|------------------|---------------------|-------------------------------|----------------------------------|-------------|-------------------|-------------------|--|
| 111/20<br>493737 | 05/09/2020<br>17.01 | 1380 Glen Road<br>Darlington  | Result of Planned<br>Burn        | .04 Hectare | Darlington        | R Dymond          | Extinguished                                     |
| 112/20<br>493688 | 05/09/2020<br>11.58 | Yetar Rd<br>The Lakes         | Suspicious                       | 100 sqm     | Chidlow           | A Brock           | Extinguished                                     |
| 113/20<br>493791 | 06/09/2020<br>02.58 | Coothalie Rd<br>Chidlow       | Result of Planned<br>Burn        | N/A         | Chidlow           | G Watkins         | Investigation Only                               |
| 114/20<br>494399 | 12/09/2020<br>18.05 | 50 Bailey Rd<br>Glen Forrest  | Result of Planned<br>Burn        | 20 sqm      | Glen Forrest      | J Moore           | Extinguished                                     |
| 115/20<br>49435  | 12/09/2020<br>14.40 | 482 Mayo Road<br>Gidgegannup  | Result of Planned<br>Burn        | 1.5 Acres   | Woorloo           | L Lynam           | Extinguished                                     |
| 116/20<br>494533 | 13/09/2020<br>17.41 | Dickson Court<br>Mt Helena    | Accidental                       | N/A         | Mt Helena         | L Redstone        | Out on Arrival                                   |
| 117/20<br>494913 | 16/09/2020<br>19.20 | JFNP                          | Accidental<br>(Electrical Fault) | Car         | Parkerville       | J Pinkard         | Extinguished                                     |
| 118/20<br>495237 | 18/09/2020<br>20.49 | Glenburn Rd<br>Glen Forrest   | Deliberate                       | 2sqm        | Glen Forrest      | J Agnew           | Extinguished                                     |
| 119/20<br>495839 | 24/09/2020<br>02.59 | 3145 Roland<br>Parkerville    | Reignition                       | 10 sqm      | Parkerville       | M Bush            | Extinguished - Educated by brigade member        |
| 120/20<br>495945 | 24/09/2020<br>21.32 | Alfred St<br>Mt Helena        | Suspicious                       | 0.5 Hectare | Mt Helena         | A Dossel          | Extinguished                                     |
| 121/20<br>495930 | 24/09/2020<br>18.35 | 2360 Bailup Rd<br>Woorloo     | Result of Planned<br>Burn        | 1 Hectare   | Woorloo           | L Lynam           | Mostly Extinguished - Owner to monitor overnight |
| 122/20<br>496189 | 26/09/2020<br>10.03 | 69 Ballot Rd<br>Chidlow       | Result of Planned<br>Burn        | 0.1 Hectare | Chidlow           | A Brock           | Extinguished                                     |
| 123/20<br>498217 | 10/10/2020<br>08.05 | Coppin Rd<br>Mundaring        | DPaW Burn                        | Tree Stag   | Parkerville       | J Pinkard         | Extinguished                                     |
| 124/20<br>498494 | 10/10/2020<br>22.54 | 3275 Government Rd<br>Woorloo | Deliberate                       | Grass Tree  | Woorloo           | C Pabst           | Extinguished                                     |

|                  |                     |                                    |                             |         |              |           |  |
|------------------|---------------------|------------------------------------|-----------------------------|---------|--------------|-----------|--|
| 125/20<br>499465 | 16/10/2020<br>10.49 | 1795 McDowell Loop<br>Parkerville  | Accidental<br>(Permit Burn) | 15 sqm  | Parkerville  | J Pinkard | Extinguished - Actions to be discussed with CBFCO/DCBFCO |
| 126/20<br>499676 | 17/10/2020<br>11.45 | GEH x Weller Rd<br>Parkerville     | Accidental                  | 10 sqm  | Parkerville  | D Wharton | Extinguished   |
| 127/20<br>500029 | 19/10/2020<br>02.22 | Strettle x Kenmore<br>Glen Forrest | DPaW Burn                   | 300 sqm | Glen Forrest | T Belger  | Extinguished   |

**ATTACHMENT 5.5.1  
BUSH FIRE ADVISORY COMMITTEE MEETING - 28 OCTOBER 2020  
BRIGADE SUPPORT REPORTS**

| INCIDENT NUMBER | DATE & TIME OF FIRE | LOCATION                          | BRIGADE ATTENDING | REPORTING OFFICER | COMMENTS                          |
|-----------------|---------------------|-----------------------------------|-------------------|-------------------|-----------------------------------|
| 491818          | 17/08/2020<br>04.00 | Helena Valley Rd<br>Helena Valley | Darlington        | R Harvey          | Called to assist Midland          |
| 493245          | 31/08/2020<br>11.29 | 2365 Alice Rd<br>Mt Helena        | Mt Helena         | A Dossel          | Called Off                        |
| 434350          | 12/09/2020<br>15.23 | Needham Rd<br>Wooroloo            | Chidlow           | A Jones           | Called to assist Wooroloo         |
| 494913          | 16/09/2020<br>19.15 | JFNP Rd<br>Hovea                  | Glen Forrest      | J Norman          | Called to assist Parkerville      |
| 495191          | 18/09/2020<br>18.05 | 15 Brora Grove<br>Boya            | Darlington        | M Green           | Called Off                        |
| 495214          | 18/09/2020<br>18.52 | Clayton/Fyfe<br>Boya              | Darlington        | D Lefroy          | Called to assist Midland          |
| 496584          | 28/09/2020<br>19.02 | Noble Falls Tavern                | Parkerville       | J Pinkard         | Called to assist East Gidgegannup |
| 496584          | 28/09/2020<br>19.01 | 2672 Toodyay Rd<br>Gidgegannup    | Mt Helena         | M Castaldini      | Called Off                        |
| 496826          | 30/09/2020<br>17.25 | Ridge Hill Rd<br>Helena Valley    | Darlington        | D Lefroy          | Called off                        |
| 498051          | 09/10/2020<br>12.20 | 445 Lilydale Rd<br>Chidlow        | Parkerville       | D Casparis        | Called to assist Mundaring VFRS   |

**ATTACHMENT 5.5.2  
BUSH FIRE ADVISORY COMMITTEE - 28 OCTOBER 2020**

**COMMUNITY ENGAGEMENT**

| Date           | Brigade      | Event   | Location          |
|----------------|--------------|---|-------------------|
| September 2020 | Mt Helena    | Glen Forrest & Canning Sea Scouts - Fire Safety Education | Mt Helena Station |
| September 2020 | Mt Helena    | Mt Helena Community Kindergarten - Fire Safety Education  | Mt Helena Station |
| September 2020 | Mt Helena    | Notification of Hazard Reduction Burn - Alice Road        | Facebook          |
| September 2020 | Glen Forrest | Fire Drill and Media Event                                | Helena College    |

**HAZARD REDUCTION BURNS**

| Date           | Event   | Brigade             | Location                |
|----------------|---------|---------------------|-------------------------|
| August 2020    | HR Burn | Parkerville VBFB    | R40416                  |
| August 2020    | HR Burn | Darling Range VBFB  | Black Cockatoo Reserve  |
| August 2020    | HR Burn | Glen Forrest VBFB   | Black Cockatoo Reserve  |
| August 2020    | HR Burn | Sawyers Valley VBFB | Black Cockatoo Reserve  |
| August 2020    | HR Burn | Mundaring VFRS      | Black Cockatoo Reserve  |
| August 2020    | HR Burn | Darling Range VBFB  | R7789                   |
| August 2020    | HR Burn | Glen Forrest VBFB   | R7789                   |
| August 2020    | HR Burn | Parkerville VBFB    | R40416                  |
| August 2020    | HR Burn | Glen Forrest VBFB   | UCL - Taree Rd          |
| August 2020    | HR Burn | Parkerville VBFB    | Private                 |
| August 2020    | HR Burn | Sawyers Valley VBFB | Private                 |
| September 2020 | HR Burn | Chidlow VBFB        | R23165                  |
| September 2020 | HR Burn | Sawyers Valley VBFB | Private                 |
| September 2020 | HR Burn | Parkerville VBFB    | Rise Network (Cells1-3) |
| September 2020 | HR Burn | Chidlow VBFB        | Private                 |
| September 2020 | HR Burn | Glen Forrest VBFB   | UCL - Moola Rd          |
| September 2020 | HR Burn | Glen Forrest VBFB   | UCL - Marnie Rd         |
| September 2020 | HR Burn | Chidlow VBFB        | R23165                  |
| October 2020   | HR Burn | Parkerville VBFB    | Private                 |
| October 2020   | HR Burn | Parkerville VBFB    | Private                 |
| October 2020   | HR Burn | Parkerville VBFB    | R40921                  |
| October 2020   | HR Burn | Parkerville VBFB    | Private                 |
| October 2020   | HR Burn | Darlington VBFB     | Bilgoman Pool           |
| October 2020   | HR Burn | Sawyers Valley VBFB | Private                 |
| October 2020   | HR Burn | Sawyers Valley VBFB | Private                 |
| October 2020   | HR Burn | Parkerville VBFB    | Private                 |

**ATTACHMENT 5.5.3  
INFRINGEMENTS/CAUTIONS/PROSECUTIONS - 28 OCTOBER 2020**

**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 |
|--------------|------------------|---------|--------------|
|              |                  |         |              |

**ATTACHMENT 5.5.4  
BUSH FIRE ADVISORY COMMITTEE MEETING – 28 OCTOBER 2020  
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:**

| <b>REF NO.</b> | <b>ACTION</b>   | <b>BY WHOM</b> | <b>TIME FRAME</b> |
|----------------|---|----------------|-------------------|
| (i)            | Combined Stoneville Volunteer Bush Fire Brigade/MFS Facility Proposal | Adrian Dyson   | Ongoing           |
| (ii)           | BRMP Update   | Adrian Dyson   | Ongoing           |