



Bushfire Advisory Committee Meeting

2 August 2023

Commencing at 6.00pm

AGENDA

The next Bushfire Advisory Committee Meeting will be held at the Shire of Toodyay Council Chambers, 15 Fiennes Street, Toodyay WA 6566 on the abovementioned date and time.

Members are requested to familiarise themselves with the Agenda and prepare notes to help address key issues for the debate during the Meeting.

Members are requested to email questions via email at ceo@toodyay.wa.gov.au at the earliest opportunity so that Officers can respond to those questions prior to the Meeting.

Hugo de Vos

ACTING CHIEF EXECUTIVE OFFICER



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ATTACHMENTS can be found in the Attachments Paper on the Council website alongside this agenda.

1 DECLARATION OF OPENING**1.1 ANNOUNCEMENT OF VISITORS****1.2 RECORD OF ATTENDANCE AND APOLOGIES****1.3 DISCLOSURE OF INTEREST****2 MINUTES AND ADDITIONAL INFORMATION****2.1 CONFIRMATION OF MINUTES****Minutes of Meeting held on 3 May 2023****OFFICER'S RECOMMENDATION**

That the Unconfirmed Minutes of the Bushfire Advisory Committee Meeting held on 3 May 2023 be confirmed.

2.2 REVIEW OF STATUS REPORT**2.2.1 Confirmation of Minutes and Status Report**

Attachments:	<ol style="list-style-type: none">1. Extract of May 2023 BFAC Meeting Minutes; and ↓2. Current Status Report; and ↓3. Committee Member Reporting Form. ↓
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The extract of the BFAC Minutes from May 2023 are provided for confirmation purposes.

The BFAC Status report is provided for review.

The Committee Member Reporting Form is provided with this agenda, and separately via email for members to complete upon receipt of the Agenda for the BFAC Meeting and email completed forms to execsec@toodyay.wa.gov.au

Please note that once the meeting is held, the title of this report will change to say update of the Status Report, in the minutes of the meeting.

BUSHFIRE ADVISORY COMMITTEE MEETING MINUTES**3 MAY 2023****1 DECLARATION OF OPENING**

Cr M McKeown, Chairperson, declared the meeting open at 5.59pm.

1.1 ANNOUNCEMENT OF VISITORS

Three visitors in the public gallery noted by the Chair.

1.2 RECORD OF ATTENDANCE AND APOLOGIESMembers

Cr M McKeown	Councillor (Chair)
Mr C Stewart	Chief Bush Fire Control Officer
Ms S Haslehurst	Chief Executive Officer
Mr R Koch	Deputy 2 CBFCO / CESM
Mrs E Francis	Emergency Management Officer
Mr L Hayward	Bejoording Brigade Representative
Mr S Gamble	Morangup BFB Representative
Mr S Tunnicliffe	Coondle-Nunile Brigade Representative
Mr I MacGregor	Toodyay Volunteer Fire & Rescue
Mr G Warburton	Reserves Management Officer
Mr P Hay	DFES District Officer

Staff

Mrs M Rebane Executive Assistant

Visitors

Mr K Bower

Mr J Norgate

Ms S Anderson

Apologies

Ms T Martin	Julimar Brigade Representative
Mr P Brennan	Toodyay Central Bush Fire Brigade Rep
Mr J Venn	Toodyay SES Representative / Morangup BFB representative
Mr N Griggs	Deputy 1 CBFCO (<i>departed at 6.05pm</i>)

1.3 DISCLOSURE OF INTEREST

The Chairperson advised that no disclosures of interest in the form of a written notice had been received prior to the commencement of the meeting.

BUSHFIRE ADVISORY COMMITTEE MEETING MINUTES

3 MAY 2023

2 MINUTES AND ADDITIONAL INFORMATION

2.1 CONFIRMATION OF MINUTES

2.1.1. Minutes of Meeting held on 1 February 2023

**OFFICER'S RECOMMENDATION/BFAC RESOLUTION NO.
BFAC005/05/23**

MOVED Mr S Tunnicliffe

SECONDED Mr L Hayward

That the Unconfirmed Minutes of the Bushfire Advisory Committee Meeting held on 1 February 2023 be confirmed subject to amending the following:

a) 4.1.2 pallets instead of pellets.

MOTION CARRIED 11/0

2.2 REVIEW OF STATUS REPORT

2.2.1 Updated Status Report

Attachments:	1. Updated Status Report
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The BFAC Status report was provided for review and updated.

The Presiding Person requested that people in the gallery who were not members of the committee leave the room at 6.17pm so that confidential matters could be discussed.

At 6.23pm the public gallery returned.

The Emergency Management Officer departed at 6.28pm.

The Emergency Management Officer returned at 6.30pm.

BUSHFIRE ADVISORY COMMITTEE MEETING MINUTES

3 MAY 2023

2.3 INWARD/OUTWARD CORRESPONDENCE

2.3.1 Coondle Nunile Station Boundaries

Committee Member details:	Steve Tunnicliffe
Organisation representing:	Coondle Nunile VBFB
Attachments:	Nil

Background

In recent months the area to the rear of Coondle-Nunile Station has been used by Shire and multiple contractors with respect to the local roadworks and upgrades.

Active Plant & Machinery, plus Large Vehicle movements have been significant and product being dropped and reclaimed being the main activity.

This has seen the small area we were allowed to use, become a dangerous area for our volunteers when turning out to incidents; access and parking have been compromised by the above activities.

Piles of stone were not only unloaded in the area, the stone piles also compromised the railway (within 3 meters) some of which was over the rail...

Both Coondle appliances were also at risk of damage when returning to station due to the limited space to turn into the rear doors.

Comments and Details

We are all volunteers who turnout in our own private vehicles to protect the community with the hope that we can firstly access the station safely and also leave our vehicles parked safely whilst we are out on the fire grounds.

Coondle would like to request that boundaries are made and communicated in order to separate the live working site from the VBFB Station, some means of physical demarcation/bollards/fencing would be helpful in making the area safer and reduce the risk of volunteer workplace injuries and damage to private vehicles.

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION/BFAC RESOLUTION NO. BFAC006/05/23	
MOVED	Mrs E Francis
SECONDED	Mr C Stewart
That the incoming correspondence from the Coondle-Nunile VBFB, raised by S Tunnicliffe, be received and noted.	
MOTION CARRIED 11/0	

BUSHFIRE ADVISORY COMMITTEE MEETING MINUTES

3 MAY 2023

3 BUSINESS LEFT OVER FROM PREVIOUS MEETING

Nil.

4 OFFICER REPORTS

4.1 Updates to Shire of Toodyay Bush Fire Operating Procedures Document

Date of Report:	28 April 2023
Applicant or Proponent:	Shire of Toodyay
File Reference:	FIR3
Author:	R Koch – Community Emergency Services Manager
Responsible Officer:	J Augustin – Manager Infrastructure and Assets
Previously Before Council:	246/11/22
Author’s Disclosure of Interest:	Nil
Council’s Role in the matter:	Executive
Attachments:	1. Excerpt of Propose Changes to Shire of Toodyay Bush Fire Operating Procedures (Items 11.4 & 11.5)

PURPOSE OF THE REPORT

To consider proposed amendments to the Shire of Toodyay Bush Fire Operating Procedures and to make a recommendation to Council with respect to the proposed changes.

BACKGROUND

Council adopted the Bush Fire Operating Procedures document as Council’s interim Policy on 24 June 2014 (155/06/14) with several amendments considered by BFAC and ultimately endorsed by Council since initial adoption. The most recent adopted update occurred at the November 2022 OCM (247/11/22, 248/11/22).

However, at the November 2022 OCM, Council did not endorse BFAC proposed changes to Item 11 of the Shire of Toodyay Bush Fire Operating Procedures (relating to Bushfire Control Officers recommendation process). Council resolved (246/11/22) to request a report with a revised proposal to be brought to a future meeting.

COMMENTS AND DETAILS

Review of both existing and November 2022 proposed changes to Item 11.5 of the Shire of Toodyay Bush Fire Operating Procedures indicated a need to make changes to the wording to ensure compliance with Committee requirements which are governed by the *Local Government Act*.

The attached excerpt (Item 11) of the Shire of Toodyay Bush Fire Operating Procedures constitutes the proposed procedure. There are two parts to this:

BUSHFIRE ADVISORY COMMITTEE MEETING MINUTES**3 MAY 2023**

1. New nominations are accompanied by a cover letter from the nominated individual. This provides further background information to committee members (and by extension Council) in assessing suitability for recommendation or appointment. This came out of previous BFAC discussion. Specifically, these changes can be found in 11.4.5 with associated modification to 11.5.1e.
2. Alignment of recommendation process wording as to how the committee has and is required to operate. The existing wording of item 11.5 was prescriptive to the result of a confidential ballot as being the recommendation to Council. If followed to its full extent, this would have implications on the moving/seconding of a motion and open (public display) of voting on such a recommendation.

Proposed changes to 11.5.2, 11.5.3, 11.5.4 and 11.5.5 use a survey method to inform the committee in drafting a recommendation(s). Such recommendations are then moved/seconded and voted upon via normal committee procedures. In doing so aligning the Shire of Toodyay Bush Fire Operating Procedures with the conduct of previous BFAC meetings.

IMPLICATIONS TO CONSIDER**Consultative:**

Consultation with the Shire of Toodyay Executive Services Officer and WALGA occurred prior to redrafting.

Strategic:

Nil.

Policy related:

This report aims to strengthen Shire policy in line with relevant legislation (Local Government Act 1995).

Financial:

Nil.

Legal and Statutory:

This report aims to strengthen Shire policy in line with relevant legislation (*Local Government Act 1995*).

The *Bush Fires Act 1954* makes requirement on Local Government to appoint Bush Fire Control Officers.

Risk related:

Safe and effective management of Bush Fire is a responsibility of Local Government under the *Bush Fires Act 1954* and other legislation. Improving and reviewing procedures and standards in relation to the operation of the Bush Fire Service, supports compliance with relevant legislation (in this case the *Local Government Act 1995*) and in doing so reduces exposure to risk.

There is a risk that insufficient or inaccurate documented procedures could result in a negative compliance finding against the Shire.

Consequence: Unlikely (2)

Likelihood: Minor (2)

BUSHFIRE ADVISORY COMMITTEE MEETING MINUTES**3 MAY 2023**

Calculated Risk: Low (4)

There is a risk that insufficient or inaccurate documented procedures could result in a negative public perception (reputation) of the Shire.

Consequence: Major (4)

Likelihood: Unlikely (2)

Calculated Risk: Moderate (8)

Workforce related:

Nil.

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION/BFAC RESOLUTION NO. BFAC007/05/23

MOVED Mr C Stewart

SECONDED Mr I MacGregor

That the Bushfire Advisory Committee recommends to Council the following:

That Council approves and adopts changes to Item 11.4 and 11.5 of the Shire of Toodyay Bush Fire Operating Procedures, as per Attachment 1.

MOTION CARRIED 11/0

BUSHFIRE ADVISORY COMMITTEE MEETING MINUTES

3 MAY 2023

4.2 Request for Feedback Regulation 24ZC - TFB Prescribed Activity - Road Works

Date of Report:	2 May 2023
File Reference:	FIR3
Author:	R Koch – Community Emergency Services Manager
Responsible Officer:	J Augustin – Manager Infrastructure and Assets
Attachments:	1. Email from DFES; and 2. Total Fire Ban Exceptions Brochure.

PURPOSE

To consider supporting the current provisions of the Bush Fire Regulation 24ZC and the need for a review of the Australian Fire Danger Rating System with respect to declaration of total fire bans.

BACKGROUND

DFES is conducting a review regarding roadwork regulations during a total fire ban (TFB).

Road works are defined as *grading and bituminising works*.

The primary requirements of the prescribed activity are:

- Notification to DFES (24 hours - 30 min) prior to works;
- Minimum 5m clearance of works to vegetation; and
- Firefighting water requirement where less than 30m of separation to vegetation.

Incident No. 608854 proved to be an example of a grader causing a fire where there was no separation to vegetation.

Some local governments have experienced an increase in the number of TFBs since introduction of the AFDRS, which has increased the frequency of disruption to road work activities. The Shire of Toodyay experienced a small increase on a mild summer.

COMMENTS AND DETAILS

Incident number 608854 is an example of fire ignition by grading works, where there was insufficient separation to vegetation, and justifies the minimum separation distance currently specified under Bush Fire Regulation 24ZC.

Furthermore, with particular respect to maintenance grading, the officer notes this is generally a single operator task. Thus, there is not a spotter or second set of eyes to identify ignition of a fire, where the operator's concentration is forward, not rearward where a fire would establish. Even if separation distances would be overcome the firefighting water provisions would still be required - necessitating extra resource/personnel.

The occurrence of a fire on a TFB (bad fire behaviour day) stemming from a non-critical function, represents an unacceptable risk to the community and those who have responsibility for control and containment (Shire & Firefighters). Thus, the Officer recommends support of and no change to Regulation 24ZC.

BUSHFIRE ADVISORY COMMITTEE MEETING MINUTES**3 MAY 2023**

However, given Toodyay experienced an (albeit a small) increase in TFBs on a mild summer, and noting that other LGs experienced significant (three digit percentage growth) in TFB over the 2022/23 summer period (the first season of the new AFDRS), the application of TFBs should be examined to ensure that only true high risk forecast conditions, or state resource restrictions, form exclusion of such works.

Recent community concern over elevated Fire Danger Rating resulting from the AFDRS, appear justified and as a result it stands to reason that TFB declarations have also been similarly affected. The Officer recommends that application of TFBs and any effect of the ADFRS on declarations of TFB is reviewed prior to the 2023/24 southern fire season.

OFFICER'S RECOMMENDATION/BFAC RESOLUTION NO.BFAC008/05/23**MOVED** Mrs E Francis**SECONDED** Mr S Tunnicliffe

That the Bushfire Advisory Committee recommends to Council the following:

That Council requests the CEO to communicate to DFES:

1. Support for the current provisions of Bush Fire Regulation 24ZC; and
2. Need for review of the Australian Fire Danger Rating System with respect to declaration of Total Fire Bans.

Voted For: Cr M McKeown, Mr R Koch, Ms S Haslehurst, Mr C Stewart, Mrs E Francis, Mr G Warburton, Mr I MacGregor, Mr L Hayward, Mr S Gamble, and Mr S Tunnicliffe

Voted Against: Mr P Hay

MOTION CARRIED 10/1

BUSHFIRE ADVISORY COMMITTEE MEETING MINUTES**3 MAY 2023****5 OTHER BUSINESS / NEW BUSINESS OF AN URGENT NATURE****5.1 RISK MANAGEMENT**

Nil.

5.2 PRESENTATIONS OR EVENTS

Nil.

5.3 INCIDENT/EXERCISE REPORTS

Nil.

5.4 PROJECTS AND GRANT FUNDING

Nil.

5.5 STRATEGIC REVIEW / PLANNING

NIL.

5.6 ROUNDTABLE DISCUSSION AND AGENCY UPDATES

Roundtable discussion provided as follows:

5.6.1 RMO Update

Mr G Warburton advised as follows:

- Permit season and new AFDRS combined with early rain precluded farmers from burning. Few calls received from frustrated farmers. Zero incidents associated with Restricted Burning Period.
- Mitigation Activities: acquittal of the last round of mitigation funding activities just completed. Next activity ready to go. In the next month discussion move forward to the next round on chemical mitigation and ensuring good outcomes.
- Productive landholder engagement. Potential for using controlled sheep grazing on some reserves.

5.6.2 EMO Update

Mrs E Francis advised as follows:

- Verge Spray Program contractor has been secured for the 23/24 Financial year.
- Previous BFAC 2022 – DBFCO raised the topic of Fire-break Inspections and suggested a Triage method, whereby properties are assessed on the front facing portion of a property. Discussion resulted in the decision to collect data throughout the 22/23 Firebreak Inspections seasons to determine how effective or otherwise this method would be. EMO to detail the results of the data collection.

Attachments

- 1 Tabled document - Fire Break Triage Inspection Analysis.

BUSHFIRE ADVISORY COMMITTEE MEETING MINUTES**3 MAY 2023****5.6.3 Coondle-Nunile Brigade**

Steve Tunnicliffe provided the following information for Roundtable discussion and agency update:

- In terms of fires and incidents since Februarys BFAC; it has been relatively quiet, minimum incidents since Cobbler Pool and only 1 actual incident since the restricted burning period ended just over a week ago.
- We anticipate an increase of incidents where the community and agriculture-sector will be burning prior to the forecasted rainfall; rosters are still in place and brigade training is still a priority as to be prepared for such events.
- The brigade has had 2 retirements from active duty: Richard Broadwood and Mark Middleton have called it a day after notable lengthy services, we thank them both for their efforts over the years.
- 3 new members have joined, 1 of which was picked up during our fundraiser raffle at the IGA on 25th March, and Coondle would like to acknowledge the Community for their support and generosity of the VBFB and raffle.
- The rear of Coondle Fire Station had seen some considerable activity of works which has impacted our operational ability, this is an agenda item so won't continue during this roundtable discussion.
- AGM first Saturday in July. CESM asked for Brigades to notify him when their AGM's are.

5.6.4 Morangup Brigade/Julimar Brigade Update

Mr S Gamble advised as follows:

- Struggling with numbers of drivers due to FIFO.
- Julimar Brigade having their AGM 24 June 2023.

5.6.5 Bush Fire Volunteer Fire And Rescue (Toodyay)

Mr I MacGregor advised as follows:

- The Emergency Management Services dinner is being held on 8 July 2023. Partners are encouraged to attend also. The Minister will be there for the dinner.

CESM asked that all brigades submit their medal nominations ASAP.

BUSHFIRE ADVISORY COMMITTEE MEETING MINUTES**3 MAY 2023****5.6.6 CBFCO Update**

CBFCO:

- Thanked the CEO for the proactive action re operational issues.
- Thanked the RMO and all issuing officers for permits.
- Advised that there was training that occurred around the issuing of permits.
- Thanked the brigades for the maintenance of rosters, and mentioned that it appears that brigades are becoming busy again.
- Reasonably mild conditions have been experienced lately.
- Thanks to 12:2 roster crew.
- A lot of things happening with the AFDRS. Meeting at local government level. Meetings at State level. Has not worked well in permit season. Worked reasonably well beforehand, but not in permit season. Fine tuning of indexing vs ratings. Lobbied at all levels. Minor political influence.

5.6.7 Toodyay Central BFB Update

Cr M McKeown advised the following:

- AGM for Central is the 9th of May 2023.
- Central picked up extra members and extra drivers.
- The 4:4 out of action but other vehicles available.
- United Arab Emirates donated to the brigade a 12:2 appliance.

5.6.8 Fire Danger Rating SignsCr Michael McKeown asked:

Question

When will the Shire's fire danger rating sign be replaced with the electronic one?

Response

The CESM confirmed the new sign will be installed soon.

BUSHFIRE ADVISORY COMMITTEE MEETING MINUTES**3 MAY 2023****5.6.9 CESM Update**

Mr R Koch advised the following:

- Funding application has been submitted in regard to Bejoording Station. Application as strong as possible. Decision will come late August from the funding body.
- Found out through fleet the 4:4 for Bejoording is being built.
- The Julimar truck sits in the same financial year program. I intend to follow up on that. (*P Hay advised the timeline is four weeks from the time they get the chassis*).
- FCO Nominations: Next BFAC meeting in August 2023 will deal with FCO nominations. CESM asked Captains and others present to identify members in the brigade who have potential and give them a nudge to nominate.
- No foundation training until August. Set of foundation courses set to occur. CESM to liaise with Captains.

5.6.10 CEO UPDATE

The CEO thanked our CBFCO for his input when fielding farmers and politician's phone-calls about neighbouring Shire property owners being able to burn off when properties within the Shire of Toodyay were not allowed to. Information was posted to Facebook. The issue is that people think that Toodyay is located in the Avon region when referring to the fire danger rating. We have asked for a meeting with DFES and LGIS as well as our CBFCO and also Agricultural Alliance representatives and our Shire President to talk through the effects, issues, risk management and strategies associated with the AFDRS.

6 CONFIRMATION OF NEXT MEETING

The next meeting of the Bushfire Advisory Committee Meeting is scheduled to be held on 2 August 2023 commencing at 6.00pm.

7 CLOSURE OF MEETING

The Chairperson closed the meeting at 7.47pm.

BFAC STATUS REPORT
Bush Fire Advisory Committee

Supporting Officer / Responsible Officer
Community Emergency Services Manager /
CEO



Meeting Date	Purpose	Resolution / Action	Target date for completion	Actioned by	Completion Date	Meeting Commentary
03/05/2023	Updates to Shire of Toodyay Bush Fire Operating Procedures Document	That the Bushfire Advisory Committee recommends to Council the following: That Council approves and adopts changes to Item 11.4 and 11.5 of the Shire of Toodyay Bush Fire Operating Procedures, as per Attachment 1.	Completed	CESM	28/06/23	Council Resolution OCM133/06/23
03/05/2023	Request for Feedback Regulation 24ZC - TFB Prescribed Activity - Road Works	That the Bushfire Advisory Committee recommends to Council the following: That Council requests the CEO to communicate to DFES: 1. Support for the current provisions of Bush Fire Regulation 24ZC; and 2. Need for review of the Australian Fire Danger Rating System with respect to declaration of Total Fire Bans.	Completed	CESM	28/06/23	Council Resolution OCM135/06/23



BFAC Committee Member Reporting form

Reporting Details

I request for the item noted below to be discussed at the next BFAC meeting:

Date of Committee Meeting: _____

Item Name / Subject / Title / Purpose: _____

Are you tabling attachments at the meeting? Yes No Copy attached

The background information is below: ** If you require more room, include the text in the email when you send this form back to the Shire.*

Proposed recommendation required? Yes No *If yes, write wording below **

COMMITTEE MEMBER DETAILS

Name(s): _____

Organisation representing
(if applicable): _____

Contact Details: Phone No: _____ Email: _____

OFFICE USE ONLY

Officer Received Date: _____ Resolution Number: _____

Council approved Report minuted



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2.3 INWARD/OUTWARD CORRESPONDENCE

Nil.

3 BUSINESS LEFT OVER FROM PREVIOUS MEETING

Nil.

4 OFFICER REPORTS

4.1 2023/2024 Bush Fire Control Officer Appointments

Date of Report:	23 June 2023
Applicant or Proponent:	R Koch – Community Emergency Services Manager
File Reference:	FIR25
Author:	R Koch – Community Emergency Services Manager
Responsible Officer:	S Haslehurst – Chief Executive Officer
Previously Before Council:	Resolution 173/08/22 – Appointments 22/23 Resolution 172/08/21 – Appointments 21/22
Author's Disclosure of Interest:	Nil
Council's Role in the matter:	Executive
Attachments:	Nil

PURPOSE OF THE REPORT

To consider the nominations for the roles of Bush Fire Control Officers and make recommendations to Council for Bush Fire Control Officers and appointment of Chief Bush Fire Control Officer and Deputy Chief Bush Fire Control Officer(s) pursuant to Section 38(1) of the *Bushfires Act 1954*.

BACKGROUND

As per items 11.4 and 11.5 of the Shire of Toodyay Bush Fire Operating Procedures (the Operating Procedures), a process for nomination, recommendation and resolution to appoint Bush Fire Control Officers is conducted annually.

As per item 11.5.1 (a-f) the Shire of Toodyay compiled a report on Bush Fire Control Officer nominations received and circulated to the membership via email on 19 July 2022.

Items 11.5.2 and 11.5.3 of the Operating Procedures, now require a recommendation to Council regarding the appointment of Bush Fire Control Officers from this meeting of the Bush Fire Advisory Committee, in line with the procedure of the aforementioned items in the procedures document.

COMMENTS AND DETAILS

Seven applications for the role of Bush Fire Control Officer have been received. These have been provided as a Confidential Attachment. Given the Operating Procedures provide for eleven appointment and only seven nominations have been received, the BFAC may wish to consider whether additional nominations are required.

IMPLICATIONS TO CONSIDER

Consultative:

Nil.

Strategic:

Bushfire management is an outcome that the Council has identified to meet the aspirations for Toodyay as a liveable and thriving Shire in the Toodyay 2023 Strategic Community Plan. The focus of the outcome is to increase the number of registered volunteers for the Bush Fire Brigades. Provision of effective leadership and incident control personnel for bushfire events is a key component of effective management of volunteers.

Policy related:

The excerpt below is from section 11.3 of the *Shire of Toodyay Bush Fire Operating Procedures Administration Manual* which denotes the role, duties, responsibilities and qualifications of a Bush Fire Control Officer as follows:

---Begin Excerpt---

11.3 Bush Fire Control Officer

Role

A Bush Fire Control Officer is a delegated representative of the Local Government responsible for the administration of provisions within the *Bush Fires Act 1954*. The position is required to perform active operational duties in relation to both firefighting and fire prevention strategies within the local community.

A Bush Fire Control Officer must be able to demonstrate experience in wild fire behaviour, AILMS and knowledge of the area. The person in this position must be able to interpret provisions of the Bush Fires Act 1954 and the Bush Fires Regulations 1954 and be confident with communication skills.

This position reports to the Chief Bush Fire Control Officer on all matters pertinent to bush fire management.

A Bush Fire Control Officer may hold jointly the position of Brigade Captain.

Duties and Responsibilities

Duties and responsibilities of the Bush Fire Control Officer include:

- 11.3.1 Authorise permits for hazard reduction burns within the Shire of Toodyay in accordance with the Bush Fires Act 1954 and Environmental Act as and when directed by the CEO;
- 11.3.2 Identify and conduct risk assessments of fire hazards within the Shire of Toodyay;
- 11.3.3 Perform duties prescribed by the Bush Fires Act 1954 and authorised by Local Government;
- 11.3.4 Maintain a personal log book to include a record of events and decisions during an incident;
- 11.3.5 Take control, command and manage resources during wildfire or hazard reduction burns within the Brigade area they are appointed;
- 11.3.6 To take control of firefighting operations at a wildfire outside their Brigade area where no other Fire Control Officer is present;

- 11.3.7 Demonstrate Positive leadership and mentor Captains and Brigade members;
- 11.3.8 Provide advice to the CBFCO and CESM as to when harvest bans and or movement of vehicle bans should be applied.

Criteria of Bush Fire Control Officer -

- Firefighting experience of 8 years;
- Knowledge of managing a volunteer organisation;
- Knowledge of all Fire Response Plans in the Shire of Toodyay;
- Knowledge of the Bush Fires Act 1954;
- Ability to attend further fire and emergency management training;
- Effective Interpersonal Skills;
- Good Written and Verbal Communication Skills;
- Leadership Skills;
- Management Skills;
- Experience in managing operations;
- Ability to perform under stressful conditions.

Qualifications of Bush Fire Control Officer –

Following courses completed:

- Bush Fire Safety Awareness;
- Firefighting Skills;
- Crew Leader 2020;
- Advanced Bush Fire Firefighting 2020;
- Structural Fire Fighting;
- Sector Commander;
- Fire Control Officer;
- AIIMS 2017;
- Incident Controller Level 1;
- AIIMS awareness;
- Ground Controller;
- Machine Supervision.

If a member has not done a course they must endeavour to complete the next available course and in this situation the appointment will be at the discretion of the CBFCO and/or CEO.

---End Excerpt---

Additionally, the process for BFAC to make a recommendation is also specified in the *Shire of Toodyay Bush Fire Operating Procedures*. The excerpt below is from section 11.5 outline the procedure to be followed.

---Begin Excerpt---

11.5 Recommendation of Nominations (to Council)

- 11.5.1 <intentionally omitted>
- 11.5.2 At each August BFAC, the committee will consider the report (11.5.1) and each member present will participate in a survey in the following manner to assist the committee in drafting a recommendation to Council:
- a) By indicating which candidate(s) (zero or more) they endorse on the provided candidate survey form.
 - b) Candidates receiving endorsement on an absolute majority of survey responses returned shall be disclosed to the committee in descending order based on the number of survey endorsements received up to a maximum of 11 candidates.
 - c) In the case of a tie where the 12th or subsequent candidates share the same number of survey endorsements as the 11th placed candidate, process 11.5.3(d) and if required (e) shall be followed to determine the 11th candidate.
- 11.5.3 At each August BFAC, the committee will consider the report (11.5.1), and the results of the survey (11.5.2) and each member will participate in the following manner to assist the committee in drafting a CBFCO recommendation to Council:
- a) Nominations for CBFCO will be called from the BFAC membership. Nominations may come from either:
 - i. candidates recommended in 11.5.2, or;
 - ii. a member of staff who has been appointed an FCO as part of their employment duties under council delegated authority to the CEO.
 - b) Nominees must have expressed their acceptance of the nomination by:
 - i. In writing along with their FCO nomination; or;
 - ii. In person as a member or guest at the August BFAC.
 - c) Where there are more than two accepted nominations, each member present will participate in a survey of the nominees. The membership will be advised of the survey results in descending order based on the number of survey endorsements to assist the committee in drafting a recommendation to Council.
 - d) In the case of a tie, the tied candidates shall become the subject of a subsequent survey, and so on until a result.

- e) In the case process (d) results in a tie of two candidates the BFAC chair shall have the casting survey response.
- 11.5.4 At each August BFAC, the committee will consider the report (11.5.1), and the results of the survey (11.5.2) and each member will participate in the following manner to assist the committee in drafting DCBFCO recommendation(s) to Council:
- a) The process followed shall be the same as 11.5.3, substituting the term CBFCO for DCBFCO.
 - b) The process may be repeated to appoint desired number of DCBFCOs by ascending number designation.
 - c) Candidates previously recommended to the CBFCO or a DCBFCO role shall be ineligible to be nominated.
- 11.5.5 The drafted recommendation(s) resulting from 11.5.2, 11.5.3 and 11.5.4 shall be moved/voted on by the committee membership present as per normal committee procedures.

---End Excerpt---

Financial:

Nil

Legal and Statutory:

Local Governments appoint Bushfire Control Officers under Sections 38 and 38A of the *Bushfires Act 1954* and the duties of Bush Fire Control Officers are set out in the legislation. The Shire must appoint, at a minimum, a Chief and Deputy Chief Bush Fire Control Officer.

Risk related:

FCOs are provided powers under Section 39 of the *Bush Fires Act 1954*. While the appointment of FCOs aim to reduce risk to the community by providing leadership in control of bush fire incidents, having an untrained or under-skilled FCOs increases the potential exposure to the following risks:

- *Reputational Risk – There is a potential reputational risk to the Shire should review of a major incident expose unacceptable levels of training/skill or oversight in the appointment of FCOs.*

Likelihood: Rare

Consequence: Major

Analysis Risk: Medium

- *Social/Economic/Environmental Risk – There is the potential for social, economic and environmental impact of incidents, where life, or property or other significant assets are lost due to unacceptable levels of training/skill or oversight in the appointment of FCOs.*

Likelihood: Rare

Consequence: Extreme

Analysis Risk: High

In response to this risk, Council moved to adopt the Volunteer Bush Fire Brigade – Bush Fire Operating Procedures as Council's Interim Policy on 24 June 2014 (with most recent amendments adopted 27 July 2023) which sets out the qualities and qualifications of a FCO.

Workforce related:

Shire Staff FCOs – The Shire also requires a number of staff members to be appointed FCOs to perform the function of their employment. As these appointments relate to the management of Shire Staff, Delegation to the CEO exists under the Shire’s delegation register (Item ES8) in relation to Section 38 “Local government may appoint bush fire control officers” of the *Bush Fires Act 1954*.

Historically this includes the individuals holding the following positions:

1. Community Emergency Services Manager (CESM)
2. Emergency Management Officer (EMO)
3. Reserves Management Officer (RMO)
4. Ranger 1
5. Ranger 2

The Shire of Toodyay has a Memorandum of Understanding (MOU) with the Department of Fire and Emergency Services (DFES) that the person employed in the CESM role will be appointed an FCO for the Shire of Toodyay. This requirement extends to any staff member who is appointed to act in the role when the incumbent is on a period of leave.

These details have been provided in this report to provide BFAC the CEO’s intent and full visibility of appointments to be advertised to meet the requirements of the *Bush Fires Act 1954*, and therefore feature in the officer’s recommendation below.

VOTING REQUIREMENTS

Simple Majority

OFFICER’S RECOMMENDATION 1

That the Bushfire Advisory Committee recommends to Council the following:

Appointment of (to Position)

1. _____ (Chief Bush Fire Control Officer)
2. _____ (Deputy Chief Bush Fire Control Officer 1)
3. _____ (Deputy Chief Bush Fire Control Officer 2)
4. _____ (Bush Fire Control Officer)
5. _____ (Bush Fire Control Officer)
6. _____ (Bush Fire Control Officer)
7. _____ (Bush Fire Control Officer)
8. The following Shire Officers as Bush Fire Control Officers:
 - a) Robert Koch – Community Emergency Services Manager
 - b) Ebony Francis - Emergency Management Officer
 - b) Greg Warburton - Reserves Management Officer
 - c) Leon Couper - Ranger
 - d) Wade MacMillan - Ranger

5 OTHER BUSINESS / NEW BUSINESS OF AN URGENT NATURE**5.1 RISK MANAGEMENT****5.2 PRESENTATIONS OR EVENTS****5.3 INCIDENT/EXERCISE REPORTS****5.4 PROJECTS AND GRANT FUNDING****5.5 STRATEGIC REVIEW / PLANNING****5.6 ROUNDTABLE DISCUSSION AND AGENCY UPDATES****6 CONFIRMATION OF NEXT MEETING**

The next meeting of the Bushfire Advisory Committee Meeting is scheduled to be held on 1 November 2023 commencing at 6.00pm.

7 CLOSURE OF MEETING

The Chairperson will close the meeting.