



Minutes

**Bush Fire
Advisory Committee**

Thursday 17 May 2018

Bush Fire Advisory Committee – 17 May 2018
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Minutes of Meeting

The Bush Fire Advisory Committee meeting was held at the Shire of Murray Councillors Lounge and Chambers at 1915 Pinjarra Road, Pinjarra on Thursday 17 May 2018 commencing at 6:35pm.

Important Notes

It should be noted that decisions of this Committee are only recommendations to and not decisions of Council. Committee recommendations should therefore not be acted on or otherwise relied upon until Council has formally considered and decided on the Committee recommendations.

1. ATTENDANCES

Members

Cr. A Rogers (Presiding Member)	Councillor, Shire of Murray
Ms. D Walker	CESC, Shire of Murray
Mr. R Wilson	CBFCO and FCO, West Murray VBFB
Mr. B Armstrong	DBFCO and FCO, Dwellingup VBFB
Mr. M Webster	FCO, North Dandalup VBFB
Mr. D McLarty	FCO, Coolup VBFB
Mr. J Camplin	Training Coordinator/FCO, South Yunderup/Ravenswood VBFB
Mr. K Jones	Brigade Captain FCO, Pinjarra VFRS

Ex-Officio

Mr. B Finlay	District Officer - South West Region, Rural, DFES
Mr. R Marlborough (Proxy)	Manager Governance, Shire of Murray

Guests

Mr. P Thurkle	Brigade Captain, North Dandalup VBFB
Mr. S Kirkham	Brigade Captain, Coolup VBFB
Mr. D Unsworth	Chief Executive Officer, Shire of Murray

2. ABSENT

Ex-Officio

Ms. C Goff	RESSO/Minute Secretary, Shire of Murray
Mr. S Gunn	Fire Operations Officer – Perth Hills District, P&W

3. CONFIRMATION OF MINUTES OF MEETING

3.1 Confirmation of Minutes of the Bush Fire Advisory Committee meetings – Thursday 25 May 2017

COMMITTEE RECOMMENDATION:

BFAC18/001

Moved: Mr. B Armstrong

That the minutes of the Bush Fire Advisory Committee meeting held on Thursday 25 May 2017 be confirmed as a true and correct record.

CARRIED UNANIMOUSLY 8:0

Committee Recommendation BFAC18/001 was carried by the Council at the 26 July 2018 Ordinary Council meeting as per resolution OCM18/147.

4. BUSINESS ARISING FROM THE PREVIOUS MEETING

Nil

5. BUSINESS ARISING

5.1 Structure of the Bush Fire Advisory Committee

File Ref: 1804

Previous Items: Nil

Author and Title: Donna Walker (Community Emergency Services Coordinator)

Purpose

To determine the membership and structure of the Bush Fire Advisory Committee (BFAC) and provide a recommendation to Council on that structure.

Background/Proposal

The existing membership of the Shire of Murray BFAC was determined at the Ordinary Council Meeting on 22 June 2017 (OCM17/115), as follows –

1. *Shire of Murray Councillor, Shire of Murray Community Emergency Service Coordinator (CESC), Fire Control Officers from the Coolup Volunteer Bush Fire Brigade, Dwellingup Volunteer Bush Fire Brigade, North Dandalup Volunteer Bush Fire Brigade, South Yunderup/Ravenswood Volunteer Bush Fire Brigade and West Murray Volunteer Bush Fire Brigade, a representative from the Pinjarra Fire and Rescue Services be appointed to the Bush Fire Advisory Committee; and,*
2. *the following be appointed Ex-Officio (advisory capacity only) representative from the Department of Fire and Emergency Services (DFES), two representatives from the Department of Parks and Wildlife (P&W) (one from the Swan Coastal District and one from Perth Hills District), Shire of Murray Manager Ranger and Emergency Services and Shire of Murray Ranger and Emergency Services Support Officer/Minutes Secretary.*

The Council representative was determined at the Ordinary Council Meeting on 26 October 2017 (OCM17/198), as follows –

That Cr A Rogers with Cr G Black (proxy) be appointed to the Bush Fire Advisory Committee expiring on 19 October 2019.

Elections of volunteer Officer positions are undertaken annually however this does not affect the BFAC membership structure. A Fire Control Officer (FCO) automatically becomes a member of BFAC because of their brigade appointment. Therefore as the BFAC membership is role based it is recommended that the structure be endorsed until otherwise amended by the BFAC or Council.

Murray 2025 Strategic Community Plan

Objective 3	A connected, safe and inclusive community that provides for, and lobbies for accessible services for all residents
Outcome 3.4	A safe Shire where our residents feel secure
Strategy 3.4.1	Support the community in emergency and bush fire management planning, response and recovery

Other Strategic Links

Nil

Statutory Environment

Section 67 *Bush Fires Act 1954*; and,
Shire of Murray Meeting Procedures Local Law 2015.

Policy Implications

There is no policy implication associated with this proposal.

Sustainability & Risk Considerations

Economic – (Financial impact to the community)

Nil.

Social – (Quality of life to community and/or affected landowners)

There is no impact on the quality of life of the community.

Environment – (Impact on environment's sustainability)

Not applicable.

Governance – (Policy implications)

There are no policy implications and the level of risk is considered to be low if the recommendation is endorsed. The proposed membership is in accordance with the provisions of the Bush Fires Act 1954.

Overall Risk Management Consideration

Nil.

Consultation

- Bush Fires Act 1954
- Council Records
- Council Staff
- Chief Bush Fire Control Officer
- Bush Fire Advisory Committee minutes

Resource Implications

Financial

Nil

Workforce

Nil

Options

The Committee has the option of:

1. Recommending to Council to endorse the recommendation.
2. Rejecting the proposal.

Conclusion/Justification of Officer Recommendation

It is recommended that the existing BFAC membership that was determined at the Ordinary Council Meeting on 22 June 2017, be maintained excepting the following modifications;

1. Change Department of Parks and Wildlife (P&W) to Department of Biodiversity, Conservation and Attractions (DBCA).

It is recommended that the Bush Fire Advisory Committee advise Council that the following structure be endorsed and remain in effect until otherwise amended by the BFAC or Council.

Voting Requirements

Simple Majority

COMMITTEE RECOMMENDATION:**BFAC18/002****Moved: Mr. R Wilson**

That Council accepts the following Committee recommendation, that;

1. **Shire of Murray Councillor, Shire of Murray Community Emergency Service Coordinator (CESC), Fire Control Officers from the Coolup Volunteer Bush Fire Brigade, Dwellingup Volunteer Bush Fire Brigade, North Dandalup Volunteer Bush Fire Brigade, South Yunderup/Ravenswood Volunteer Bush Fire Brigade and West Murray Volunteer Bush Fire Brigade, a representative from the Pinjarra Fire and Rescue Services be appointed to the Bush Fire Advisory Committee; and,**
2. **the following be appointed Ex-Officio (advisory capacity only) representative from the Department of Fire and Emergency Services (DFES), two representatives from the Department of Biodiversity, Conservation and Attractions (DBCA) (one from the Swan Coastal District and one from Perth Hills District), Shire of Murray Manager Ranger and Emergency Services and Shire of Murray Ranger and Emergency Services Support Officer/Minutes Secretary.**

CARRIED UNANIMOUSLY 8:0

Committee Recommendation BFAC18/002 was carried by the Council at the 26 July 2018 Ordinary Council meeting as per resolution OCM18/144.

5.2 Election of Presiding Member

File Ref: 1804

Previous Items: Nil

Author and Title: Donna Walker (Community Emergency Services Coordinator)

Appendix 1

Purpose

To elect a Presiding Member for the Shire of Murray Bush Fire Advisory Committee (BFAC).

Background/Proposal

Council Committees elect their own Presiding Member from the relevant committee membership. A Presiding Member's term of appointment is until the next Council election or the incumbent resigns.

At the Ordinary Council Meeting on 22 June 2017 (OCM17/116) council endorsed the following;

That Cr C Thompson (Chairperson) is elected as the Chairperson of the Shire of Murray Bush Fire Advisory Committee expiring on 21 October 2017.

A written nomination as detailed at **Appendix 1** has been received from Cr Angela Rogers for the position of BFAC Chairperson.

Murray 2025 Strategic Community Plan

Objective 3	A connected, safe and inclusive community that provides for, and lobbies for accessible services for all residents
Outcome 3.4	A safe Shire where our residents feel secure
Strategy 3.4.1	Support the community in emergency and bush fire management planning, response and recovery

Other Strategic Links

Nil

Statutory Environment

Section 67 *Bush Fires Act 1954*; and,
Shire of Murray Meeting Procedures Local Law 2015.

Policy Implications

Nil

Sustainability & Risk Considerations

Economic – (Financial impact to the community)

Nil.

Social – (Quality of life to community and/or affected landowners)

There is no impact on the quality of life of the community.

Environment – (Impact on environment's sustainability)

Not Applicable.

Governance – (Policy implications)

There are no policy implications and the level of risk is considered to be low if the recommendation is endorsed.

Overall Risk Management Consideration

Nil

Consultation

- Bush Fires Act 1954,
- Council Records; and,
- Bush Fire Advisory Committee minutes.

Resource Implications*Financial*

Nil

Workforce

Nil

Options

The Committee has the option of:

1. Recommending to Council to endorse the recommendation.
2. Rejecting the proposal.

Conclusion/Justification of Officer Recommendation

It is recommended that the Committee endorse a Chairperson for a one year term expiring in May 2019, coinciding with the Election of Officers for the 2019/2020 bush fire season.

Voting Requirements

Simple Majority

COMMITTEE RECOMMENDATION:

BFAC18/003

Moved: Mr. D McLarty

That Council accepts the following Committee recommendation to endorse Cr Ange Rogers as the Chairperson of the Shire of Murray Bush Fire Advisory Committee (BFAC) for a one year term expiring in May 2019.

CARRIED UNANIMOUSLY 8:0

Committee Recommendation BFAC18/003 was carried by the Council at the 26 July 2018 Ordinary Council meeting as per resolution OCM18/145.

Change of Order of Business

The Chairperson sought to change to order of business in the agenda to receive the reports detailed in Item 6.

5.3 Election of Officers for the 2018/2019 Fire Season

File Ref: 1804

Previous Items: Nil

Author and Title: Donna Walker (Community Emergency Services Coordinator)

Appendix 2 and Appendix 3

Purpose

For the Bush Fire Advisory Committee to elect and recommend appointments required under the Bush Fires Act 1954 and other appointments as deemed necessary.

Background/Proposal

Brigade Fire Control Officers appointments at brigade level are determined by each brigade at their respective Annual General Meetings (AGM) and this supports the Council BFAC membership structure.

Each year at the BFAC meeting, nominations are received for appointment to the following positions.

- Chief Bush Fire Control Officer
- Deputy Chief Bush Fire Control Officer/s
- Fire Control Officers (Bush Fire Permit issuing only)
- Fire Weather Officer
- Deputy Fire Weather Officer
- Shire Training Coordinator

With the introduction of delegated authority in recent years the endorsement of Fire Control Officers appointments by Council is no longer required as the Chief Executive Officer has the delegated authority under Section 48 of the *Bush Fires Act 1954* to appoint Fire Control Officers, inclusive of a Chief Bush Fire Control Officer and Deputy Chief Bush Fire Control Officers and Fire Weather Officers. The appointment of Fire Weather Officers requires additional DFES endorsement.

Accordingly the proposal presented is for the Committee to support the appointment of the brigade nominated Fire Control Officers from the Coolup Volunteer Bush Fire Brigade, Dwellingup Volunteer Bush Fire Brigade, North Dandalup Volunteer Bush Fire Brigade, South Yunderup/Ravenswood Volunteer Bush Fire Brigade and West Murray Volunteer Bush Fire Brigade as Fire Control Officers in the district.

Attached at **Appendix 2** for information purposes are the Shire of Murray Volunteer Bush Fire Brigades AGM minutes that detail the appointments of Brigade Officers in each of the Volunteer Bush Fire Brigades, including Fire Control Officers and Permit Issuing Officers.

Written nominations as detailed at **Appendix 3** have been received from Mr Benjamin Armstrong and Mr Robert Wilson for the position of Chief Bush Fire Control Officer. Mr Benjamin Armstrong has provided a nomination for the position of Deputy Chief Bush Fire Control Officer.

Additionally Mr James Camplin has forwarded a nomination for the Shire Training Coordinator and Fire Weather Officer positions.

The Committee is also required to identify a suitable member from the Pinjarra Fire and Rescue Services Brigade to be appointed as a Fire Control Officer and any other brigade representative to be appointed as Fire Control Officer/s for permit issuing only Shire Rangers, the Community Emergency Service Coordinator (CESC) and the Manager of Ranger and Emergency Services are appointed as Fire Control Officers and prosecutors, as required, under the provisions of the *Bush Fire Act 1954* at the time of their employment. There is no need to appoint or amend the appointments of these officers.

Murray 2025 Strategic Community Plan

Objective 3	A connected, safe and inclusive community that provides for, and lobbies for accessible services for all residents
Outcome 3.4	A safe Shire where our residents feel secure
Strategy 3.4.1	Support the community in emergency and bush fire management planning, response and recovery

Other Strategic Links

Nil

Statutory Environment

Fire Control Officers, Fire Control Officers (Permit Issuing Only) & Chief & Deputy Chief Fire Control Officers.

Section 38 (1) of the *Bush Fires Act 1954* ('Act') states that a local government may from time to time appoint such persons as it thinks necessary to be its bush fire control officers under and for the purposes of the Act, and of those officers shall subject to section 38A(2) appoint 2 as the Chief Bush Fire Control Officer and the Deputy Chief Bush Fire Control Officer who shall be first and second in seniority of those officers, and subject thereto may determine the respective seniority of the other bush fire control officers appointed by it. The appointment of Fire Control Officers may be delegated to the Chief Executive Officer under Section 48 of the Act.

A local government or a person delegated the authority shall cause notice of an appointment made under the provisions of subsection (1) to be published at least once in a newspaper circulating in its district.

Fire Weather & Deputy Fire Weather Officers

Section 38 (6) (c) An approved local government may appoint to the office of fire weather officer such number of senior bush fire control officers as it thinks necessary. The appointment of Fire Weather officers may also be delegated to the Chief Executive Officer under Section 48 of the Act.

- (ca) Where more than one fire weather officer is appointed by a local government the local government shall define a part of its district in which each fire weather officer shall have the exclusive right to exercise the power conferred by paragraph (h).
- (cb) An approved local government may appoint one or more persons, as it thinks necessary, to be the deputy or deputies, as the case may be, of a fire weather officer appointed by the local government and where 2 or more deputies are so appointed they shall have seniority in the order determined by the local government.

- (cc) Where the office of a fire weather officer is vacant or whilst the occupant is absent or unable to act in the discharge of the duties of the office, any deputy appointed in respect of that office under paragraph (cb) is, subject to paragraph (cd), entitled to act in the discharge of the duties of that office.
- (cd) A deputy who is one of 2 or more deputies of a fire weather officer is not entitled to act in the discharge of the duties of the office of that fire weather officer if a deputy who has precedence over him in the order of seniority determined under paragraph (cb) is available and able to discharge those duties.
- (d) The local government shall give notice of an appointment made under paragraph (c) or (cb) to the Authority and cause notice of the appointment to be published at least once in a newspaper circulating in its district and the Authority shall cause notice of the appointment to be published once in the *Government Gazette*.
- (h) A fire weather officer of an approved local government, or a deputy of that fire weather officer while acting in the place of that officer, may authorise a person who has received a permit under section 18(6)(a), to burn the bush in the district of the local government notwithstanding that for any day, or any period of a day, specified in the notice the fire danger forecast issued by the Bureau of Meteorology in Perth, in respect to the locality where the bush proposed to be burnt is situated, is “extreme” or “very high”, and upon the authority being given the person, if he has otherwise complied with the conditions prescribed for the purposes of section 18, may burn the bush.
- (i) This subsection does not authorise the burning of bush during the prohibited burning times.

Note: Fire Weather Officers must be appointed as Fire Control Officers pursuant to clause (6) (c).

Section 48 Delegation by local governments

- (1) A local government may, in writing, delegate to its chief executive officer the performance of any of its functions under this Act.
- (2) Performance by the chief executive officer of a local government of a function delegated under subsection (1) —
 - (a) is taken to be in accordance with the terms of a delegation under this section, unless the contrary is shown; and
 - (b) is to be treated as performance by the local government.
- (3) A delegation under this section does not include the power to sub-delegate.
- (4) Nothing in this section is to be read as limiting the ability of a local government to act through its council, members of staff or agents in the normal course of business.

The Shire Training Coordinator position is not an appointment specified within the Act. Council has traditionally recognised this position to assist the Shire in certain functions.

Policy Implications

Nil

Sustainability & Risk Considerations

Economic – (Financial impact to the community)

There are no economic impacts on the community.

Social – (Quality of life to community and/or affected landowners)

The appointments support the community and there is no negative impact on the quality of life.

Environment – (Impact on environment's sustainability)

There is no negative impact on the natural or built environment.

Governance – (Policy implications)

There are no policy implications and the level of risk is considered to be low if the recommendation is endorsed. The proposed appointments under delegated authority are in accordance with the provisions of the Bush Fires Act 1954.

Overall Risk Management Consideration

Nil

Consultation

- Bush Fires Act 1954
- Council Records
- Council Staff
- Chief Bush Fire Control Officer
- Bush Fire Advisory Committee minutes

Resource Implications

Financial

The cost of advertising the appointments is provided in the annual Shire of Murray budget.

Workforce

Nil

Options

The Committee has the option of:

1. Recommending to Council to endorse the recommendation.
2. Rejecting the proposal.

Conclusion/Justification of Officer Recommendation

The Committee recommendations are to be used by the Chief Executive Officer under delegated authority to formally appoint persons in accordance with the provisions of the Bush Fires Act 1954 to the following positions;

- Chief Bush Fire Control Officer,
- Deputy Chief Bush Fire Control Officer,
- Fire Control Officers,
- Fire Control Officers (Bush Fire Permit issuing only),
- Fire Weather Officer,

- Deputy Fire Weather Officer; and
- Shire Training Coordinator.

Voting Requirements

Simple Majority

Note: Voting, by secret ballot for the position of Chief Bush Fire Control Officer was undertaken due to their being two nominations for this position. Prior to voting, the Chairperson approved for Mr Peter Thurkle from the North Dandalup Volunteer Bush Fire Brigade to ask the nominees questions. The questions presented related to 5 and 10 year planning and improving brigade harmony.

COMMITTEE RECOMMENDATION:

BFAC18/004

Moved: Mr. R Wilson

Following receiving nominations and voting, where necessary Council accept the appointment of the following by delegated authority for the 2018/2019 Fire Season;

Chief Bush Fire Control Officer	Mr. Robert Wilson
Deputy Chief Bush Fire Control Officer	Mr Benjamin (Ben) Armstrong
Fire Control Officers	Mr. Robert Wilson – West Murray VBFB Mr. Ben Armstrong – Dwellingup VBFB Mr. Douglas McLarty – Coolup VBFB Mr. Peter Thurkle – North Dandalup VBFB Mr. James (Jim) Camplin – South Yunderup / Ravenswood VBFB Mr. Kevin Jones – Pinjarra VFRS
Fire Control Officers (Permit Issuing Only)	Mr. Chris Sattler – Coolup VBFB Mr. Lance Pitter – Coolup VBFB Mr. Dave Turner – Dwellingup VBFB Mr. Michael Webster – North Dandalup VBFB Mr. Jamie McBride – South Yunderup / Ravenswood VBFB Ms. Christine Thompson JP – West Murray VBFB Mr. Brian Bird – West Murray VBFB
Fire Weather Officer	Mr. Jim Camplin
Deputy Fire Weather Officer	Community Emergency Services Coordinator
Shire Training Coordinator/s	Mr. Jim Camplin Community Emergency Services Coordinator

CARRIED UNANIMOUSLY 8:0

Committee Recommendation BFAC18/004 was carried by the Council at the 26 July 2018 Ordinary Council meeting as per resolution OCM18/146.

6. REPORTS – EXTERNAL AGENCIES

6.1 Chief Bush Fire Control Officer's Report

As per **Appendix 4**.

6.2 Shire Training Coordinator's Report

As per **Appendix 5**.

6.3 Community Emergency Services Coordinator's Report

As per **Appendix 6**.

6.4 DFES Representative's Report

As per **Appendix 7**.

6.5 DBCA Representative's Report

Nil.

6.6 Volunteer Brigade Reports

6.6.1 Coolup VBFB

Mr. D McLarty thanked all Brigades, Ms. D Walker, Ms. C Goff and Ms. D Biggs for their support during the quiet fire season. Brigade membership is strong and cohesive.

6.6.2 Dwellingup VBFB

As per **Appendix 8**.

6.6.3 North Dandalup VBFB

As per **Appendix 9**.

6.6.4 South Yunderup/Ravenswood VBFB

As per **Appendix 10**.

6.6.5 West Murray VBFB

As per previous discussion in **Appendix 4**.

7. MOTIONS WITHOUT NOTICE FOR DISCUSSION AT THE NEXT MEETING

Mr. Peter Thurkle – North Dandalup VBFB

Review process relating to appointments of Brigade Fire Control Officers, Fire Control Officers (Permit Issuing Only), Chief & Deputy Chief Fire Control Officers, Shire Training Officers and Fire Weather and Deputy Fire Weather Officers to ensure effective and timely with appointments being presented to the June Council meeting, if necessary.

8. NEXT MEETING

The next Shire of Murray Bush Fire Advisory Committee (BFAC) meeting will be held on Thursday 16 May 2019. Venue and time of meeting is to be advised.

9. CLOSE

There being no further business the Presiding Member declared the meeting closed the time being 7:40pm.