



**City of Busselton**  
*Geographie Bay*

**Bush Fire Advisory Committee  
Minutes**

**12 September 2017**

City of Busselton, Kaloorup Room, 2 Southern Drive, Busselton on Tuesday 12<sup>th</sup> September 2017,  
commencing at 7.30pm.

**CITY OF BUSSELTON**

**MINUTES FOR THE BUSH FIRE ADVISORY COMMITTEE MEETING HELD ON  
12 September 2017**

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**CITY OF BUSSELTON****MINUTES – 12 SEPTEMBER 2017****1. DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS**

The Chairperson, Allan Guthrie declared the meeting open at 7.31pm

**2. ATTENDANCE AND APOLOGIES****Present**

Allan Guthrie	Chief Bushfire Control Officer
Robert Reekie	Councillor, City of Busselton
Oscar Negus	Deputy Chief Bushfire Control Officer, Hithergreen BFB
Todd Johnson	Fire Control Officer, Ruabon BFB
Peter Dawson	Fire Control Officer, Vasse BFB
Ian McGregor	Fire Control Officer, South Acton Park BFB
Mark Smith	Fire Control Officer, Sussex BFB
Mark Fisher	Fire Control Officer, Yallingup Rural BFB
Mark Jolliffe	Fire Control Officer, Wilyabrup BFB
David Hunt	Fire Control Officer, Yallingup Rural BFB
Colin Sanderson	Fire Control Officer, Eagle Bay BFB
Ray Fokkema	Fire Control Officer, Metricup BFB
Chris Ayres	Fire Control Officer, Yallingup Rural BFB
Barton Hatherly	Fire Control Officer, Dunsborough BFB
Ian Slee	Fire Control Officer, Yoongarillup BFB
Neville Haddon	Fire Control Officer, Yoongarillup BFB

**In Attendance**

Tanya Gillett	Manager- Environmental Services
Blake Moore	Community Emergency Services Manager, DFES/COB
Ian McDowell	Ranger & Emergency Services Coordinator
Phoebe Buntain-Barrie	Administration Officer
Jeremy Friend	Department of Parks and Wildlife
Nathan Hall	Area Officer Leeuwin, DFES
Mal Ballard	Captain Dunsborough BFB

**Apologies**

Danny Mosconi	Department of Fire and Emergency Services
Chris Payne	Deputy Chief Bushfire Control Officer, Kaloopup District BFB
Doug Walters	Fire Control Officer, North Acton Park BFB
Paul Blight	Fire Control Officer, Yallingup Coastal BFB
Neil McDonald	Fire Control Officer, Kaloopup BFB
Ken Sue	Fire Control Officer, Ambergate BFB
Andrew Hunt	Fire Control Officer, Dunsborough BFB
Peter Stark	Incident Control Vehicle Volunteer

**3. DISCLOSURE OF INTERESTS**

Nil

**4. CONFIRMATION OF MINUTES****4.1 CONFIRMATION OF MINUTES FROM MEETING HELD 13 JUNE 2017**

Moved: Mark Smith

Seconded: Robert Reekie

**CARRIED****BUSINESS ARISING****5. PRESENTATIONS**

Nil

**6. BUSINESS BEFORE THE COMMITTEE****6.1 BUSH FIRE ADVISORY COMMITTEE – REVIEW OF TERMS OF REFERENCE**

<b>SUBJECT INDEX:</b>	Emergency Management
<b>STRATEGIC OBJECTIVE:</b>	Governance systems, processes and practices are responsible, ethical and transparent
<b>BUSINESS UNIT:</b>	Planning and Development / Environmental Services
<b>ACTIVITY UNIT:</b>	Ranger and Emergency Services
<b>REPORTING OFFICER:</b>	Ranger and Emergency Services Coordinator, Ian McDowell
<b>AUTHORISING OFFICER:</b>	Director Planning and Development Services, Paul Needham
<b>VOTING REQUIREMENTS:</b>	Absolute Majority
<b>ATTACHMENT(S):</b>	A. Bush Fire Advisory Committee Terms of Reference showing track changes

**PRÉCIS**

The purpose of this report is to review the Terms of Reference of the Bush Fire Advisory Committee (BFAC).

**BACKGROUND**

The Terms of Reference have been reviewed and revised and are presented for the consideration of the BFAC prior to being adopted by the Council.

**STATUTORY ENVIRONMENT**

Pursuant to section 67 of the *Bush Fires Act 1954* (the Act), a local government may at any time appoint such person as it thinks fit as a bush fire advisory committee for the purpose of advising the local government regarding all matters relating to bush fire response and mitigation.

**RELEVANT PLANS AND POLICIES**

The appointment of members of Council to Committees is subject to the requirements of Council Policy 014 – Convening the Council Following an Election.

A special meeting of the Council shall be convened for this purpose and wherever possible shall occur on the Monday evening immediately following the ordinary election day. The proceedings shall commence with the “Swearing In” ceremony for new Councillors to be followed by the Special Meeting for the election of the Mayor and Deputy Mayor and consideration of membership of the Council’s Committees and the appointment of Council delegates to other various groups.

### **FINANCIAL IMPLICATIONS**

Nil

#### **Long-term Financial Plan Implications**

Nil

### **STRATEGIC COMMUNITY OBJECTIVES**

Strategic Plan Key Goal Area 6 – Leadership

Community Objective 6.1: governance systems, processes and practices are responsible, ethical and transparent.

### **RISK ASSESSMENT**

An assessment of the potential implications of implementing the Officer Recommendation has been undertaken using the City’s risk assessment framework.

<b>Risk</b>	<b>Controls</b>	<b>Consequence</b>	<b>Likelihood</b>	<b>Risk Level</b>
BFAC consider matters outside its scope or BFAC members fail to recognise interests	Provision of advice and officer attendance at BFAC meetings	Minor	Possible	Medium

### **CONSULTATION**

There has been no formal consultation in the development of this report of the revised Terms of Reference.

It is standard governance for Committees to have Terms of Reference to establish their areas of responsibility and powers. The Terms of Reference contained within the recommendation seek to define those matters in a manner consistent with the functions of the BFAC established by the City under the Act.

### **OFFICER COMMENT**

The Terms of Reference for the BFAC have been reviewed and revised as shown in “tracked change” copy of the Terms of Reference at Attachment A.

The BFAC is likely to be on going in nature in the foreseeable future reference to the BFAC having a termination date has been removed. This will avoid the practice of re-establishing the BFACC every two years. It is noted that there is no statutory requirement for the life of the BFAC to be contained in the Terms of Reference. The termination relates to membership of the BFAC not the BFAC itself.

The revised Terms of Reference are as shown in the Officer Recommendation.

## CONCLUSION

Consistent with best practice, it is beneficial to review the operations of the BFAC in order to maximise efficiencies and ensure best outcomes. A review of the Terms of Reference has been conducted and changes are proposed as shown at Attachment A.

## OPTIONS

The BFAC or Council may require changes to be made to the Terms of Reference.

## TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

Once endorsed by the BFAC the Terms of Reference will be presented to Council in October 2017 for adoption.

## COMMITTEE RECOMMENDATION AND OFFICER RECOMMENDATION

### ABSOLUTE MAJORITY DECISION OF COUNCIL REQUIRED

That the BFAC endorses the following Terms of Reference:

### BUSH FIRE ADVISORY COMMITTEE

#### Terms of Reference

##### 1.0 Introduction

The Council of the City of Busselton establishes a Bush Fire Advisory Committee (BFAC) under the powers given in Section 67 of the *Bush Fires Act 1954*.

The Council appoints to the Committee those persons whose names (*shall*) appear in Section 3.0 below.

The Committee shall act for and on behalf of the Council in accordance with all relevant provisions of the *Bush Fire Act 1954*, local laws and policies of the City of Busselton and this document.

##### 2.0 Objectives

- To provide advice to Council in regard to all matters relating to bush fire control, prevention and management, including recommendation on the annual firebreak requirements, capital equipment purchase, review of firefighting/prevention practices and firefighting training.
- To develop a bush fire strategic plan incorporating plant, firebreak order development process and strategic firebreak development, to be endorsed by Council.
- To care for, control and manage the bush fire risk within the district of the City of Busselton.

##### 3.0 Membership

One elected member shall be appointed to the Committee.

One deputy elected member shall be appointed to the Committee.

The Fire Control Officer from each of the City’s Bush Fire Brigades shall be, by virtue of the office held, appointed to the Committee. Other members of the Committee will be a representative from each of the Department of Fire and Emergency Services (DFES), and Parks and Wildlife Services in the Department of Biodiversity, Conservation and Attractions (DBCA) as nominated by the respective agency.

Other persons, or representatives of organisations, may participate in meetings of the Committee or any sub-committees the Committee may establish, as determined by a majority of the Committee. Such persons will not be entitled to vote on any matter brought before the Committee.

4.0 Presiding Member

The Committee shall appoint a Presiding Member and Deputy Presiding Member to conduct its business. The election of the Presiding Member and Deputy Presiding Member shall be held every two years at the first meeting of the Committee immediately following the Council election.

The Presiding Member shall ensure that Minutes of the proceedings are kept.

5.0 Executive Officer

The Committee shall be supported by an Executive Officer. The Executive Officer as appointed by the Chief Executive Officer of the City of Busselton shall be the Community Emergency Services Manager (CESM).

6.0 Meetings

The Committee may meet from time to time as the Committee thinks fit but, shall meet as a minimum twice annually, once at the beginning and once at the end of the bush fire season.

7.1 Notice of meetings shall be given to members at least 3 days prior to each meeting.

7.2 All members of the Committee shall have one vote. If the vote of the members present is equally divided, the person presiding shall cast a second vote.

7.0 Quorum

Quorum for a meeting shall be at least 50% of the number of offices, whether vacant or not. A decision of the Committee does not have effect unless it has been made by the required majority.

8.0 Delegated Powers

The Bush Fire Advisory Committee has been established as an advisory committee only and does not have any delegated powers. Committee recommendations shall be referred to the Council.

<u>History</u>	
TBA	CXXXX/XXX Review and revision
14 October 2016	C1510/294 Establishment of New Members
21 October 2013	SC1310/186 Membership
9 October 2013	C1310/267 Establishment
12 October 2011	C1110/315

**ALTERNATE COMMITTEE RECOMMENDATION**

That subject to any minor amendments provided by BFAC members will be distributed the day after the meeting to reflect changes, as follows:

The BFAC endorses the following Terms of Reference:

**BUSH FIRE ADVISORY COMMITTEE****Terms of Reference****3.0 Membership**

One elected member shall be appointed to the Committee.

One deputy elected member shall be appointed to the Committee.

The Fire Control Officers from each of the City's Bush Fire Brigades shall be, by virtue of the office held, appointed to the Committee.

Representatives of the Department of Fire and Emergency Services (DFES) and Parks and Wildlife Services (Department of Biodiversity, Conservation and Attraction (DBCA)) will be advisory members of the Committee. Such persons will not be entitled to vote on any matter brought before the Committee.

Other persons, or representatives of organisations, may participate in meetings of the Committee (or any sub-committees the Committee may establish) as determined by a majority of the Committee. Such persons will not be entitled to vote on any matter brought before the Committee.

**7.0 Quorum**

Quorum for a meeting shall be at least 40% of the number of offices. A decision of the Committee does not have effect unless it has been made by the required majority.

Moved: Oscar Negus

Second: Mark Smith

**CARRIED**

**6.2 CITY OF BUSSELTON CESM- ACCEPTANCE OF YOONGARILLUP AND DUNSBOROUGH FCO NOMINATIONS**

Moved: Colin Sanderson

Second: Ian McGregor

**CARRIED**

**7. OFFICER/DELEGATE REPORTS**

Attachment 7.1 - City of Busselton RESC Report, Ian McDowell

Attachment 7.2 - Department of Fire and Emergency Services/City of Busselton, Blake Moore

Attachment 7.2 - Department of Fire and Emergency Services, Danny Mosconi

Attachment 7.3 – Department of Biodiversity, Conservation and Attractions, Jeremy Friend



**Officer Recommendation**

1. The committee receives the following reports and notes the comments therein:
  - a) City of Busselton Ranger & Emergency Services Coordinator
  - b) Department of Fire and Emergency Services/City of Busselton
  - c) Department of Fire and Emergency Services
  - d) Department of Biodiversity, Conservation and Attractions

**8. MATTERS OF URGENCY**

8.1 Committee follow up on FCO request to be allowed to issue bush fire permits on Sundays and Public Holidays

**9. OCCUPATIONAL HEALTH & SAFETY (OH&S)**

Nil

**10. NEXT MEETING**

The next meeting will be held on 12 DECEMBER 2017 at 7:30pm at the City of Busselton, Kaloorup Meeting Room, 2 Southern Drive, Busselton.

**11. CLOSURE**

There being no further business, the Chairperson declared the meeting closed at 9.00pm

**Attachment 1****Attachment 7.1 Report to the City of Busselton Bush Fire Advisory Committee (BFAC) meeting to be held on 12 September 2017**

**Agency:** City of Busselton

**Officer Representing:** Ranger & Emergency Services Coordinator, Ian McDowell

**Matters to be discussed:**

**1. Annual Fire Inspections – 2017/18**

Planning has commenced for our annual fire break inspection for the 2017/18 season. As in previous years our focus will be on high fire risk areas throughout the City. The City has been divided into 28 zones with priority given to those zones with the highest percentage of bushfire prone land.

This year we sent out the Firebreak and Fuel Hazard Reduction Notice out with the rates letters. The Notice is the same as last year however, it is our intention to review and simplify the Notice for the 2018/19 season.

Key dates for the coming season are:

- Restricted: burning permits required:
  - from 2 November 2017 to 14 December 2017
  - from 1 March 2018 to 12 May 2018
  - burning on Sundays and public holidays prohibited
- Prohibited: fires in the open are prohibited from 15 December 2017 to 28 February 2018
- Rural residential, urban and industrial land: compliance with the Firebreak and Fuel Hazard Reduction Notice by 16 November 2017 and maintained until 12 May 2018
- Rural land: compliance with the Firebreak and Fuel Hazard Reduction Notice by 15 December 2017 and maintained until 12 May 2018

**2. Meeting Dates**

Pursuant to clause 6.0 of the Terms of Reference, the Committee may meet from time to time as the Committee thinks fit but, shall meet as a minimum twice annually, once at the beginning and once at the end of the bush fire season.

The following is the proposed meeting schedule for future meetings (all meetings commence at 7:30pm):

- 12 December 2017
- 13 March 2018
- 12 June 2018
- 11 September 2018
- 11 December 2018
- 12 March 2019

**Attachment A 6.1 Bush Fire Advisory Committee- Review of Terms of Reference Track Changes**

**Agency:** City of Busselton

**Officer Representing:** Ranger & Emergency Services Coordinator, Ian McDowell

**Matters to be discussed:**

BUSH FIRE ADVISORY COMMITTEE

Terms of Reference

1.0 Introduction

The Council of the City of Busselton establishes a Bush Fire Advisory Committee (BFAC) under the powers given in Section 67 of the *Bush Fires Act 1954*.

The Council appoints to the Committee those persons whose names (*shall*) appear in Section ~~43.0~~ below.

The Committee shall act for and on behalf of the Council in accordance with all relevant provisions of the *Bush Fire Act 1954*, local laws and policies of the City of Busselton and this document.

~~2.0~~ Name

~~The name of the Committee shall be the Bush Fires Advisory Committee.~~

~~2.0~~ 2.0 Objectives

- To provide advice to Council in regard to all matters relating to bush fire control, prevention and management, including recommendation on the annual firebreak requirements, capital equipment purchase, review of firefighting/prevention practices and firefighting training.
- To develop a bush fire strategic plan incorporating plant, firebreak order development process and strategic firebreak development, to be endorsed by Council.
- To care for, control and manage the bush fire risk within the district of the City of Busselton.

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~~4.0~~ 3.0 Membership

One elected member shall be appointed to the Committee.

~~Councillor~~

One deputy elected member shall be appointed to the Committee.

The Fire Control Officer from each of the City's Bush Fire Brigades shall be ~~(by virtue of the office held)~~ appointed to the Committee. Other members of the Committee will be a representative from each of ~~FESA and CALM, the Department of Fire and Emergency Services (DFES), and Parks and Wildlife Services of the Department of Biodiversity, Conservation and Attractions (DBCA) as nominated by the respective agency~~ ~~(to nominate representatives)~~.

Other persons ~~(or representatives of organisations)~~ may participate in meetings of the Committee ~~(or any sub-committees the Committee may establish)~~ as determined by a ~~an~~ ~~ordinary~~ majority of the Committee. Such persons will not be entitled to vote on any matter brought before the Committee.

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5.04.0 Presiding Member

The Committee shall appoint a ~~Chairman-Presiding Member~~ and Deputy ~~Chairman-Presiding Member~~ to conduct its business. ~~The election of the Presiding Member and Deputy Presiding Member shall be held every two years at the first meeting of the Committee immediately following the Council election.~~

The Chairman shall ensure that Minutes of the proceedings are kept.

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5.0 Executive Officer

~~The Committee shall be supported by an Executive Officer. The Executive Officer as pointed by the Chief Executive Officer of the City of Busselton shall be the Community Emergency Services Manager (CESM).~~

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6.0 Meetings

The Committee may meet from time to time as the Committee thinks fit but, shall meet as a minimum at least twice annually, once at the beginning and once at the end of the bush fire season, ~~as a minimum.~~

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- Notice of meetings shall be given to members at least 3 days prior to each meeting.
- All members of the Committee shall have one vote. If the vote of the members present is equally divided, the person presiding shall cast a second vote.

7.0 Quorum

Quorum for a meeting shall be at least 50% of the number of offices, whether vacant or not. A decision of the Committee does not have effect unless it has been made by the required majority.

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8.0 Delegated Powers

~~The Bush Fire Advisory Committee has been established as an advisory committee only and does not have any delegated powers. Committee recommendations shall be referred to the Council.~~

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<u>History</u>	
<u>TBA</u>	<u>CXXXX/XXX Review and revision</u>
14 October 2016	C1510/294 Establishment of New Members
21 October 2013	SC1310/186 Membership
9 October 2013	C1310/267 Establishment
12 October 2011	C1110/315

**Attachment 7.2 Report to the City of Busselton Bush Fire Advisory Committee (BFAC) meeting to be held on 12 September 2017****Agency:** City of Busselton / DFES**Officer Representing:** Community Emergency Services Manager, Blake Moore**Matters to be discussed:****General Items**

1. Thank you all for welcoming myself on board, I am endeavouring to get around to meet you all or make contact for an introduction and I look forward to working with you all
2. New Commissioner Darren Klemm announced
3. State budget handed down
  - 3.1. Busselton has received funding for the BRMP program to have a BRPC
  - 3.2. Still uncertainty as to a future of a RFS

**Training**

1. Upcoming training
  - 1.1. Fire Control Officer 16 September
  - 1.2. Emergency Services Expo 23 September
  - 1.3. Rural Urban Interface / Community Street meet 14 October
  - 1.4. Fire Control Officer Refresher 21 October

**Security alarms at fire stations**

1. Break in at Yoongarillup station, look to be scared off by new alarm. Please remain vigilant
2. Funding for additional alarm systems approved, I will be coordinating installation shortly

**Updated brigade records**

1. New reports and membership list will be sent to brigades shortly, please audit and return as promptly as possible

**Operational Circulars**

**Attachment 7.3 Report to the City of Busselton Bush Fire Advisory Committee (BFAC) meeting to be held on 12 September 2017**

**Agency:** Department of Fire and Emergency Services

**Officer Representing:** District Officer Capes, Danny Mosconi

**Matters to be discussed:**

**DFES LSW Busselton BFAC Report**

- *The Burning Question* Prescribed Burning Forum was held in Busselton on the 9/10/11th of August. All LGs in the LSW were invited. TBQ is National Forum looking at information sharing regarding fuel reduction across the country. DCBFCO Oscar Negus attended from the City;
- Membership Review of LG BFS. Under the *Bush Fires Act 1954* s.42 (2), a Local Government shall keep a register of Bush Fire Brigades and their members in accordance with the regulations. Under s.42 (2a) of this Act, a Local Government is to notify the FES Commissioner if any changes to these details occur. Blake has been asked to begin this annual process and will need your assistance;
- AllIMS Capability Review - we are reviewing the capabilities of each LG with regards to AllIMS competencies/qualifications. This is important so we know what level of support we would need to provide during an incident. Blake and myself will sit down with the CBFCO in the near future to review who would be considered experienced enough to perform a particular role and who has the qualification to perform that role. Oscar Negus is currently undergoing Level 2 Operations Officer Training with myself in Margaret River.
- As you may be aware, the State Government has expressed a commitment to create a more efficient public sector and deliver better services to the community. With this in mind, the Department of Premier and Cabinet (DPC), at the direction of Minister for Emergency Services the Hon. Fran Logan MLA, is currently undertaking a review of DFES. This is to assess the Department's future roles and functions, and ensure we are aligned to the government's agenda. Mr Logan recently visited the region and met with a number of volunteers.
- A working group has been established for this purpose, with the first meeting having taken place in late July. Recognising that fire and emergencies affect many different areas of government, the group includes representatives from DFES, DPC, the Public Sector Commission, the Department Biodiversity, Conservation and Attractions (including the Parks and Wildlife Service), the Office of Emergency Management (OEM), Office of Bushfire Risk Management, and the Departments of Treasury, and Planning, Lands and Heritage.  
The objectives of the group are to:
  - make recommendations on the future structure of DFES, particularly in relation to the possibility of a Rural Fire Service and the role of OEM (resulting from the Ferguson Inquiry);
  - to incorporate outcomes of the recent Bushfire Mitigation Summit; and
  - to provide advice on the management of the Emergency Services Levy.
 The FES Commissioner is the DFES representative on this group.
- We are in the process of planning a RUI drill and Street Meet on the 14th October. The RI drill will be in the morning from 9 - 12 followed by the Street Meet after Lunch between 1 - 3. This will be the only DFES/LG drill organised together, however, if local brigades want to conduct their own drills with neighbouring brigades I am happy to provide a sample session plan that you could use to assist in the planning of the drill. Peter Campbell and his Bushfire Ready Team will facilitate the Street Meet, however it would be great if some volunteers could stay to help provide advice to the community about how to prepare themselves for the bushfire season;

- Yallingup has been identified as Areas of Community Engagement Focus by the LSW staff. This is seen as high priority within the region and Steph de Bruin will concentrate Community Engagement activities in these two areas over the next two years.

**Attachment 7.4 Report to the City of Busselton Bush Fire Advisory Committee (BFAC) meeting to be held on 12 September 2017**

**Agency:** Department of Biodiversity, Conservation and Attractions

**Officer Representing:** Jeremy Friend, Fire Operations Officer

**Matters to be discussed:**

**Mechanical Fuel Management**

- Approximately 35km of strategic firebreaks and access tracks slashed within the LNNP (within the City of Busselton boundaries).
- Additional parkland clearing completed around the Yallingup Townsite to provide a fuel reduced buffer of over 30m

**Prescribed Burning**

Areas proposed for Spring 2017 within City of Busselton

- BWD\_079 Upper Capel - 4,290 ha (half in the Shire of Donnybrook Balingup)
- BWD\_096 Yallingup - 150 ha (east of Caves Road)
- BWD\_102 McGregor Millbrook - 17,550 ha (proposed to be completed over a number of seasons, the majority of the area is within the Shire of Augusta Margaret River)
- BWD\_106 Abba - 770 ha