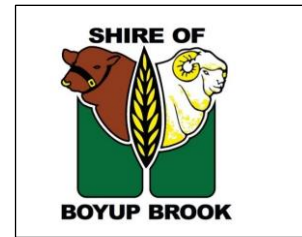


Date: 27 May 2024

To: Shire President  
Councillor  
Community



**NOTICE AND AGENDA – BUSHFIRE ADVISORY COMMITTEE MEETING**

A Bushfire Advisory Committee meeting will be held in the Boyup Brook Town Hall on 25 June 2024 at 7:00pm to consider the matters set out in the attached agenda.

A handwritten signature in black ink, appearing to read "Leonard Long".

Leonard Long  
Chief Executive Officer

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## AGENDA

### 1. DECLARATION OF OPENING

The Presiding Member declared the meeting open at ..... pm.

Acknowledgement of Traditional Custodians

We acknowledge and pay our respects to the Traditional Custodians of the land on which we meet and work.

Committee Meetings are public meetings.

Committee Members and staff risk being held personally liable if their comments are defamatory, or breach any duty of confidentiality.

Statements made during Committee Meetings are solely those of the person making them. Nothing expressed at a Committee Meeting can be attributed to the Shire, unless it is adopted by a resolution of Council.

The Confirmed Minutes of a Committee Meeting are the official record of that Committee Meeting. Verbatim Minutes are not required.

Please make sure your mobiles are turned off or on silent for the duration of the Meeting.

This meeting will be audio recorded for minute taking purposes. Please speak clearly and do not speak while others are speaking.

### 2. RECORD OF ATTENDANCE

#### 2.1 ATTENDANCE

##### **Bushfire Advisory Committee Presiding Members 2023/2024**

Shire President	Cr Richard Walker
Councillor	Cr Charles Caldwell

##### **Council Officers**

Chief Executive Officer	Leonard Long
Executive Officer	Magdalena Le Grange
Emergency Services Officer	Donna Forsyth

##### **Shire of Boyup Brook X-Ray Team**

Ben Thompson	-	Chief Bush Fire Control Officer
Tristan Mead	-	1 <sup>st</sup> Deputy
Brad Skraha	-	2 <sup>nd</sup> Deputy
David Fortune	-	Communications Officer
Brad Fairbrass-	-	Fire Weather Officer
Wayde Robertson	-	Deputy Fire Weather Officer

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**Shire of Boyup Brook Bushfire Brigades and VFRS**

Rob Imrie	-	Benjinup
Clint Westphal	-	Benjinup
Glenn Mead	-	Chowerup
Luke Harding	-	Chowerup
Wayne White	-	Dinninup
John Ritson	-	East Boyup Brook
Ken Holland	-	East Boyup Brook
Ron Bingham	-	Gibbs Road
Paul Goerling	-	Gibbs Road
Geoff Dalton	-	Kenninup
Nick Bagshaw	-	Kenninup
Anthony Marsh	-	Kulikup
Ben Creek	-	Mayanup
Mat Franke	-	Mayanup
Kieren Power	-	McAlinden
Glenn Kirk	-	McAlinden
Clint Graham	-	Mickalarup/Dwalganup
Jamie Forbes	-	Mickalarup/Dwalganup
Marcus Gifford	-	Nollajup
Rob Introvigne	-	Nollajup
Charles Caldwell	-	Scotts Brook
Dylan Roney	-	Scotts Brook
Matt Della-Gola	-	Tonebridge
David Turner	-	Tonebridge
David Muir	-	Tweed
Scott Nix	-	Tweed
Brian Cailles	-	West Boyup Brook
Peter Jennings	-	West Boyup Brook
Clinton Wawilow	-	VFRS Boyup Brook Town
Gyula Bogar	-	VFRS Boyup Brook Town

**Agencies**

Chris Sousa	-	District Officer – DFES
Chris Doherty	-	BMO – DFES
Rob Brogan	-	BRMO – LSW - DFES
Stewart Tutton-	-	PF Olsen Plantations
Greg Hogson	-	Forest Products Commission (FPC)
Bryce Edwards	-	Forest Products Commission
Rayna Barr	-	Bunbury Fibre (MITSUI)
Ed Hatherley	-	DBCA – Blackwood Region
Stephen Mills	-	DBCA – Donnelly Region
Allan Madgwick	-	DBCA – Wellington Region

**2.2 APOLOGIES**

Bryce Edwards	-	Forest Products Commission
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**3. ELECTION OF PRESIDING MEMBERS**

*5.12. Presiding members and deputies, election of*

- (1) *The members of a committee are to elect a presiding member from amongst themselves in accordance with Schedule 2.3, Division 1 as if the references in that Schedule —*
  - (a) *to “office” were references to “office of presiding member”; and*
  - (b) *to “council” were references to “committee”; and*
  - (c) *to “councillors” were references to “committee members”.*
  
- (2) *The members of a committee may elect a deputy presiding member from amongst themselves but any such election is to be in accordance with Schedule 2.3, Division 2 as if the references in that Schedule —*
  - (a) *to “office” were references to “office of deputy presiding member”; and*
  - (b) *to “council” were references to “committee”; and*
  - (c) *to “councillors” were references to “committee members”; and*
  - (d) *to “mayor or president” were references to “presiding member”.*

**3.1 ELECTION OF PRESIDING MEMBER**

The Committee calls for nominations

**3.2 ELECTION OF THE DEPUTY PRESIDING MEMBER**

The Committee calls for nominations

**4. ELECTION OF OFFICERS / MEMBERS**

- 4.1 Chief Fire Control Officer**
- 4.2 1<sup>st</sup> Deputy Chief Fire Control Officer**
- 4.3 2<sup>nd</sup> Deputy Chief Fire Control Officer**
- 4.4 Communications Officer**
- 4.5 Fire Weather Officer**
- 4.6 Deputy Fire Weather Officer**
- 4.7 Training Officer**

**5. DECLARATION OF FIRE CONTROL OFFICERS FOR EACH BRIGADE**

**5.1 BENJINUP BUSHFIRE BRIGADE**

Fire Control Officer.....  
 Deputy Fire Control Officer.....

**5.2 CHOWERUP BUSHFIRE BRIGADE**

Fire Control Officer.....  
 Deputy Fire Control Officer.....

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**5.3 DINNINUP BUSHFIRE BRIGADE**

Fire Control Officer.....  
Deputy Fire Control Officer.....

**5.4 EAST BOYUP BROOK BUSHFIRE BRIGADE**

Fire Control Officer.....  
Deputy Fire Control Officer.....

**5.5 GIBBS ROAD BUSHFIRE BRIGADE**

Fire Control Officer.....  
Deputy Fire Control Officer.....

**5.6 KENNINUP BUSHFIRE BRIGADE**

Fire Control Officer.....  
Deputy Fire Control Officer.....

**5.7 KULIKUP BUSHFIRE BRIGADE**

Fire Control Officer.....  
Deputy Fire Control Officer.....

**5.8 MAYANUP BUSHFIRE BRIGADE**

Fire Control Officer.....  
Deputy Fire Control Officer.....

**5.9 MCALINDEN BUSHFIRE BRIGADE**

Fire Control Officer.....  
Deputy Fire Control Officer.....

**5.10 MICKALARUP/DWALGANUP BUSHFIRE BRIGADE**

Fire Control Officer.....  
Deputy Fire Control Officer.....

**5.11 NOLLAJUP BUSHFIRE BRIGADE**

Fire Control Officer.....  
Deputy Fire Control Officer.....

**5.12 SCOTTS BROOK BUSHFIRE BRIGADE**

Fire Control Officer.....  
Deputy Fire Control Officer.....

**5.13 TONEBRIDGE BUSHFIRE BRIGADE**

Fire Control Officer.....  
Deputy Fire Control Officer.....

**5.14 TWEED BUSHFIRE BRIGADE**

Fire Control Officer.....  
Deputy Fire Control Officer.....

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**5.15 WEST BOYUP BROOK BRIGADE**

Fire Control Officer.....

Deputy Fire Control Officer.....

**5.16 BOYUP BROOK VOLUNTEER FIRE & RESCUE BRIGADE**

Fire Control Officer.....

Deputy Fire Control Officer.....

**6. PREVIOUS COMMITTEE MEETING MINUTES**

**6.1 BUSHFIRE ADVISORY COMMITTEE MEETING MINUTES – 23 MAY 2023**

Moved: ..... Seconded: .....

**OFFICER RECOMMENDATION BFAC 24/06/...**

**That the minutes of the Bushfire Advisory Committee Meeting held on 23 May 2023 be confirmed as being a true and accurate record.**

.....  
**For:**  
**Against:**

**6.2 BRIGADE AGM MEETING MINUTES**

<b>Brigade</b>	<b>AGM Held</b>	<b>Minutes Received</b>
Benjinup	23/04/2024	Yes
Chowerup Brigade	16/04/2024	Yes
Dinninup Brigade	09/05/2024	Yes
East Boyup Brook Brigade	03/04/2024	Yes
Gibbs Brigade	05/04/2024	Yes
Kenninup Brigade	23/04/2024	Yes
Kulikup Brigade	09/04/2024	Yes
Mayanup Brigade	24/04/2024	Yes
McAlinden Brigade	24/03/2024	Yes
Mickalarup/Dwalganup Brigade	28/04/2024	Yes
Nollajup Brigade	18/04/2024	Yes
Scotts Brook Brigade.	09/04/2024	Yes
Tonebridge Brigade.	03/04/2024	Yes
Tweed Brigade.	24/03/2024	Yes
West Boyup Brigade.	27/03/2024	Yes

Moved: ..... Seconded: .....

**OFFICER RECOMMENDATION BFAC 24/06/...**

**That the AGM Minutes of the various brigades be received.**

.....  
**For:**  
**Against:**



## 7. BUSINESS ARISING FROM BFAC 2023

### 7.1 ANNUAL FIRE INFORMATION & FIREBREAK NOTICE UPDATE

Carried over from 2023 BFAC meeting.

#### **SUMMARY**

Updating the Shire of Boyup Brook Annual Fire Information & Firebreak Notice.

#### **BACKGROUND**

The Shire of Boyup Brook Annual Fire Information & Firebreak Notice was flagged as not meeting LGA recommendations for an enforceable document. WALGA distributed a guideline to assist LGAs with an update for the document. The shire needs a robust document to proceed with enforcement of fines or prosecution for breaches of the Notice.

Motion: Carried:

### 7.2 BRIGADE CONTACTS FOR 2024-2025

#### **SUMMARY**

The Bush Fire Advisory Committee is requested to review and advise administration of any changes that need to be made. (*Refer to attachment 1: Brigade Contacts 2024-2025 Fire Season*). Hard-copies will be available at the meeting.

Motion: Carried:

### 7.3 ACTION ITEM 10.1 (2023 BFAC) – Servicing of Fire Units and Trailers.

#### **SUMMARY**

The servicing of vehicles was completed by Old Dog Dirt & Deisel prior to the 2023-24 Fire Season. Are there any recommendations for improvement and do we proceed with this service provider for 2024-25 servicing requirements?

Motion: Carried:

### 7.4 Action Item 10.5 2023 BFAC - BFAC Administration & Communication with Shire.

#### **SUMMARY**

The Shire has been requested to provide dedicated and consistent communication and administration support to the brigades.

Motion: Carried:

**7.5 Action Item 10.7 2023 BFAC – Gathering community phone contacts for fire brigades.**

**SUMMARY**

The Shire is investigating the best way to gather mobile phone contacts for residents in the shire for use in an emergency. Requesting information with the rates notice will only go to landowners who are not always the current residents on properties.

Motion: Carried:

**7.6 Action Item 10.10 2023 BFAC – Using tied-down slip-on units on the fire ground.**

**SUMMARY**

The use of tied down slip-on units on a fire ground poses risks to the safety of the user. The introduction of a risk assessment and controls to minimise the risk of injury or incident to the individual is recommended.

Motion: Carried:

**8. REPORTS**

- 8.1 Chief Bush Fire Control Officer Report
- 8.2 Brigade 2024 AGM Minutes as tabled by the Chief Bush Fire Control Officer – Items for discussion in General Business.
- 8.3 Forest Product Commission (FPC) – Greg Hodgson (Manager-Fire Safety)
- 8.4 PF Olsen – Stewart Tutton (Regional Manager)
- 8.5 Bunbury Fibre Exports – Rayna Barr (Forester/Safety Officer)
- 8.6 Department Biodiversity Conservation & Attractions (DBCA)
- 8.7 Department of Fire & Emergency Services (DFES)
  - Chris Sousa (District Officer-Nelson)

**9. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

Nil

**10. GENERAL BUSINESS – FROM BFB MINUTES**

- 10.1 Wilga townsite – Firebreak, cleaning out Mill dam, Water tank at Mill Dam
- 10.2 Adopt a Buddy system for on fire ground
- 10.3 Restricted/Prohibited Burning Season – Opening/Closing dates.
- 10.4 Weather stations across shire
- 10.5 Cleaning out Qualeup Dam – funds?
- 10.6 Querijup Pool – signs for No Campfires. Remove it from free campsite list
- 10.7 Purchasing of handheld radios for all FCOs and deputies
- 10.8 Criteria needed to be met by VBFB members to be covered by insurance
- 10.9 Purchasing lighting for fast-fill trailers
- 10.10 Earlier fire-break and fire hazard inspections

**11. LATE ITEMS / URGENT BUSINESS MATTERS**

**12. NEXT MEETING AND CLOSURE**

Next meeting to be held on 202... at ....pm at the

.....

There being no further business the meeting closed at ... pm.

\_\_\_\_\_  
Presiding Member

\_\_\_\_\_  
Date