



Shire of  
**Narrogin**

## MINUTES

### BUSH FIRE ADVISORY COMMITTEE MEETING 29 March 2022

The Chief Executive Officer recommends the endorsement of these minutes at the next Meeting of the Bush Fire Advisory Committee.

Signed: .....  
(CEO)

Date 6 April 2022

These minutes were confirmed at the Bush Fire Advisory Committee Meeting held on 19 September 2022

Signed: .....  
(Presiding Person at the meeting at which minutes were confirmed)

### **Acknowledgement of Noongar People**

The Shire of Narrogin acknowledges the Noongar people as traditional custodians of this land and their continuing connection to land and community. We pay our respect to them, to their culture and to their Elders past and present.

Naatj ngiyan Birdiya Gnarojin kep unna nidja Noongar Moort ngaala maya nidja boodjera baarlap djoowak karlerl koolark. Ngalak niny ngullang karnan balang Bibolman baalap borong koora wer boorda.

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**Alternative formats are also available upon request, including large print, electronic format (disk or emailed), audio or Braille**

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Please note that meetings may be recorded for minute taking purposes.

# CONTENTS

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<b>1.</b>	<b>OFFICIAL OPENING/ANNOUNCEMENT OF VISITORS .....</b>	<b>5</b>
<b>2.</b>	<b>RECORD OF ATTENDANCE/APOLOGIES/APPROVED LEAVE OF ABSENCE .....</b>	<b>5</b>
<b>3.</b>	<b>CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS .....</b>	<b>6</b>
<b>4.</b>	<b>ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION .....</b>	<b>6</b>
<b>5.</b>	<b>MATTERS WHICH REQUIRE DISCUSSION .....</b>	<b>6</b>
5.1	AMALGAMATION OF BUSH FIRE BRIGADES .....	6
5.2	ANNUAL APPOINTMENT OF FIRE OFFICERS .....	10
5.3	TRAINING .....	13
5.4	FIRE ORDER 22/23 .....	13
5.5	BUSH FIRE MANAGEMENT PLAN (BMP) UPDATE .....	14
<b>6.</b>	<b>GENERAL BUSINESS .....</b>	<b>14</b>
6.1	FCO DEBRIEF .....	14
6.2	RETIRING FCO'S .....	17
6.3	SAFETY ALERT .....	17
6.4	PRESENTATION .....	17
<b>7.</b>	<b>CLOSURE OF MEETING .....</b>	<b>17</b>

# **BUSH FIRE ADVISORY COMMITTEE MEETING AGENDA**

## **29 MARCH 2022**

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### **1. OFFICIAL OPENING/ANNOUNCEMENT OF VISITORS**

The Presiding Member, President Ballard, declared the meeting open at 3:13 pm.

### **2. RECORD OF ATTENDANCE/APOLOGIES/APPROVED LEAVE OF ABSENCE**

#### **Elected Members Present**

Mr Leigh Ballard – Shire President (Presiding Member)

#### **CBFCO**

Pip Porter

#### **DCBFCO**

Vern Gibson

Stuart Moyses

#### **FCO's**

Alastair McDougall

Bill Warren

Daryl Kilpatrick

Jon Rick

Kieran Quartermaine

Mark Hoysted

Nathan Walker

Braden Lange

Troy Smith

#### **Staff**

Mr Dale Stewart – Chief Executive Officer

Mr Guy Maley – Senior Ranger

Mr Noel White – Ranger

Mrs Wendy Russell – Executive Support Officer

#### **Other**

Snr Sgt Shannon McGeown – Narrogin Police

Aaron Kain – DFES

Blake Halford - DFES

#### **Apologies**

Mr Azhar Awang – Executive Manager Development & Regulatory Services

Murray Saunders

Sven Anderson

### 3. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

#### OFFICER'S RECOMMENDATION AND COMMITTEE RESOLUTION

Moved: Kieran Quartermaine

Seconded: Guy Maley

That the minutes of the Bush Fire Advisory Committee Meeting held on 23 September 2021 be confirmed as an accurate record of proceedings.

**CARRIED**

### 4. ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION

Nil

### 5. MATTERS WHICH REQUIRE DISCUSSION

#### 5.1 AMALGAMATION OF BUSH FIRE BRIGADES

Attachment 1– map showing updated proposed amalgamated BFB's

Attachment 1A– map showing updated proposed amalgamated BFB's

#### Summary

The proposal is to consider and review the number of Bush Fire Brigades from Ten (10) down to five (5) Brigades, so as to improve the management and operation of the Brigades during a Bush Fire event.

#### Background

This proposal was previously considered at the Bush Fire Advisory Committee (BFAC) held on 7 August 2018. The proposal was for the following Bush Fire Brigades to be amalgamated as follows:

- Ockely and Boudain;
- Normans Lake and Highbury East;
- Highbury South and Highbury West;
- Minigin and Central; and
- Narrogin Valley and Narrogin South.

At that meeting, the recommendation was considered, and recommendation was lost.

Prior to the upcoming BFAC meeting to be held at the Normans Lake Hall on 29 March 2022, there has been some discussions between the Chief Bush Fire Control Officer (CBFCO) and the Deputy Chief Bush Fire Control Officer (DCBFCO) and Senior Ranger in regards to amalgamating the ten brigades down to five or six.

A Steering Group consisting of Pip Porter (CBFCO), Stuart Moyses (DBFCO), Vern Gibson (DBFCO), Leigh Ballard (Shire President), Azhar Awang (EMDRS) and Guy Maley (Senior Ranger) met on Thursday 17 March 2022, and proposed the amalgamation of the following Brigades:

- Ockley and Part of Boundain;
- Normans Lake and Part of Boundain;
- All of Highbury to become one;
- Minigin; and
- Narrogin South, Central and some of Narrogin Valley.

The Steering committee looked into reducing the brigades' numbers, but not losing any of the existing Fire Control Officer's (FCO). It will be easier to maintain a weather committee with less responsibility on some FCO's.

We have been informed that some of the FCO's are retiring from their role as of the end of this fire season, and now is a good time to start to move forward into the future.

This is an opportunity to introduce new FCO's into the system that can be classed as a lookout for their areas and be able to report to the Captain of that brigade. With the reduce number of brigades as the result of the amalgamation with adjoining existing brigades, there is more available equipment for each brigade, such as Narrogin East and Ockley will become one brigade with two standpipe trailers. Furthermore, this allows the smaller brigades such as Narrogin South, that do not previously have access to equipment, can now access them to be used on the fire ground such as Normans Lake or Ockley brigades.

### Consultation

- Steering Committee;
- Brigade Captains; and
- Chief Executive Officer.

### Voting Requirements

Simple Majority

#### OFFICERS' RECOMMENDATION

That the Bush Fire Advisory Committee recommend to Council that the following Bush Fire Brigades be amalgamated as per Attachment 1, prior to the 2022/23 fire season:

- Ockley and Part Boundain;
- Normans Lake and Part of Boundain and part of Narrogin Valley;
- Highbury to become one brigade;
- Minigin; and
- Narrogin South, Central and part of Narrogin Valley.

#### COMMITTEE RESOLUTION

Moved: Pip Porter

Seconded: Stuart Moyses

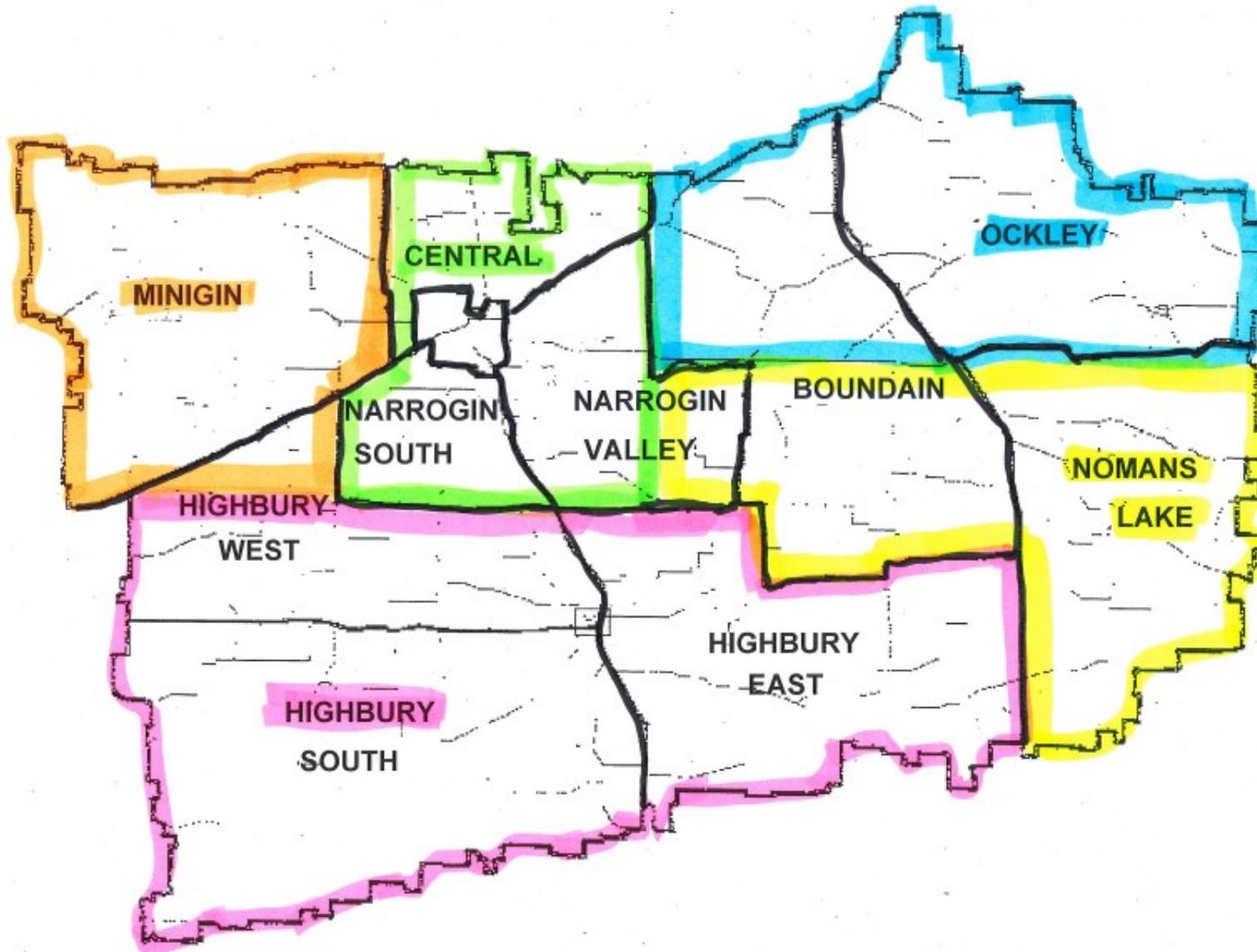
That the Bush Fire Advisory Committee recommend to Council that the following Bush Fire Brigades be amalgamated as per Attachment 1 with the amendment of extending Nomans Lake Brigade to Rushy Pool Road , prior to the 2022/23 fire season:

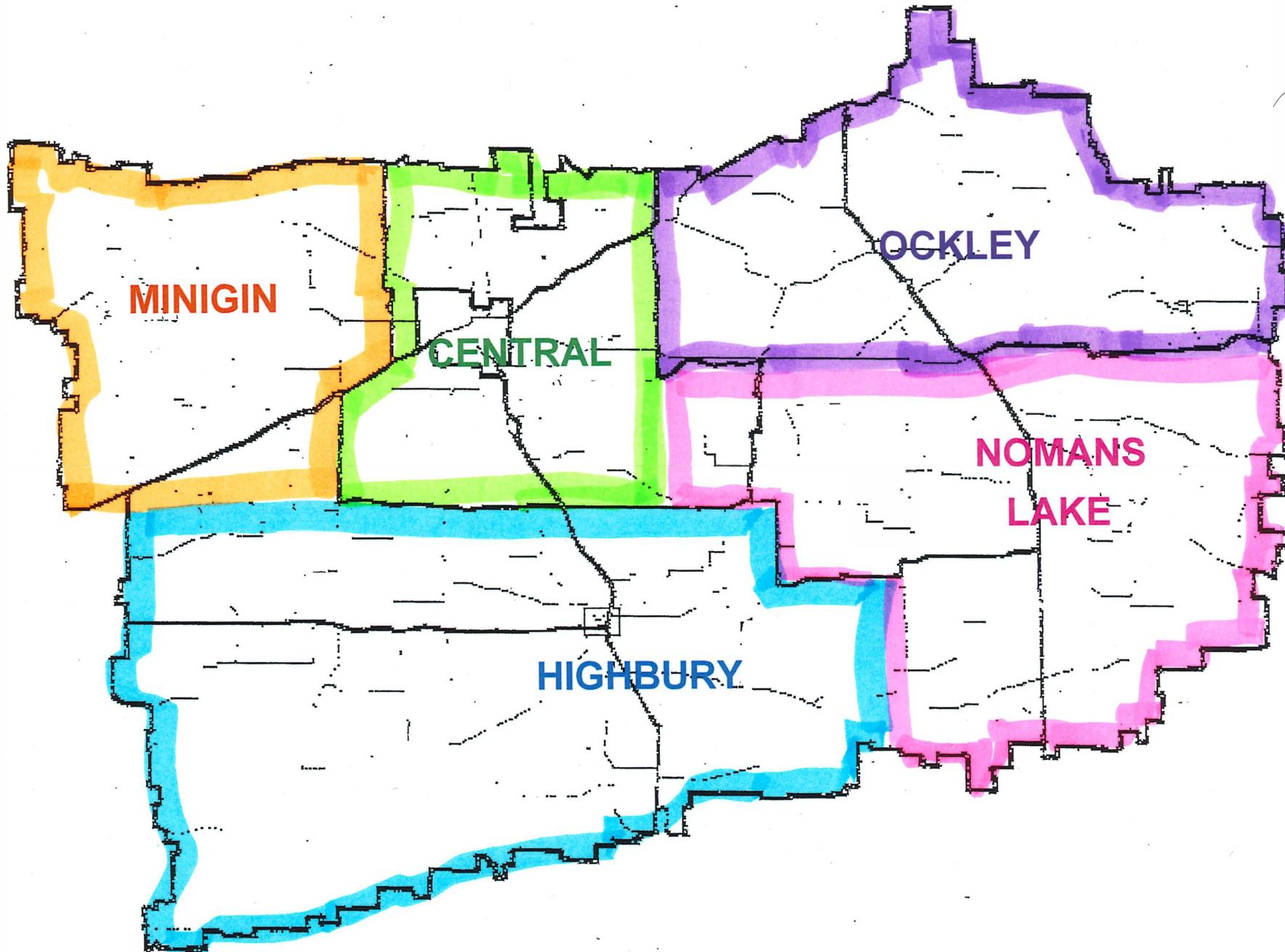
- Ockley and Part Boundain;
- Normans Lake and Part of Boundain and part of Narrogin Valley;
- Highbury to become one brigade;
- Minigin; and
- Narrogin South, Central and part of Narrogin Valley.

**CARRIED**

Proposed New Brigades

ATTACHMENT 1





## 5.2 ANNUAL APPOINTMENT OF FIRE OFFICERS

Attachment 2– List of current appointees

A list of the current CBFCO, DCBFCO, Weather Committee, FCO's ,Brigade Captains and Dual FCO's is required to be endorsed by Council annually prior to the fire season.

This list may be varied depending upon the outcome of the previous item.

### COMMITTEE RESOLUTION

Moved: Bill Warren

Seconded: Kieran Quartermaine

There be a recommendation to Council to appoint the following with all previous appointments being rescinded.

<b>Chief Bush Fire Control Officer</b>	- Pip Porter
<b>First Deputy CBFCO</b>	- Vern Gibson
<b>Second Deputy CBFCO</b>	- Stuart Moyses
<b>Base Radio Operator</b>	- Guy Maley

#### Bush Fire Brigade Fire Control Officer's:

Highbury	Captain	Pip Porter
	1st Lieutenant	Stuart Moyses
	2nd Lieutenant	Murray Saunders
	3rd Lieutenant	Leigh Ballard
Minigin	Captain	Clayton Hardie
	1st Lieutenant	Lewis Hardie
	2nd Lieutenant	Russell Ashley
Central	Captain	Vern Gibson
	1st Lieutenant	Jon Rick
	2nd Lieutenant	Guy Maley
	3rd Lieutenant	Noel White
Nomans Lake	Captain	Nathan Walker
	1st Lieutenant	Daryl Kilpatrick
	2nd Lieutenant	Mark Hoysted
Ockley	Captain	Kieran Quartermaine
	1st Lieutenant	Troy Smith
	2nd Lieutenant	Braden Lange

#### Weather Committee

Boundain	Mark Hoysted	<b>Alternative Member</b> Keiran Quartermaine
Highbury East	Pip Porter	Stuart Moyses
Highbury South	Murray Saunders	
Minigin	Clayton Hardie	Lewis Hardie
Central	Vern Gibson	
Nomans Lake	Nathan Walker	Daryl Kilpatrick
Ockley	Troy Smith	Braden Lange

#### Dual Fire Control Officers

Cuballing	Guy Maley
	Clayton Hardie
	Keiran Quartermaine
Wagin	Stuart Moyses
	Nathan Walker
West Arthur	Murray Saunders
Wickepin	Troy Smith
Williams	Clayton Hardie
	Murray Saunders
	Russell Ashley

**CARRIED**

		Name
Chief Bush Fire Control Officer		Pip Porter
First Deputy CBFCO		Vern Gibson
Second Deputy CBFCO		Stuart Moyses
Base Radio Operator		Alastair McDougall
Bush Fire Brigade	Brigade Rank	Fire Control Officers
Boundain	Captain	Mark Hoysted
Highbury East	Captain	Pip Porter
	1st Lieutenant	Bernie Rhodes
Highbury South	Captain	Stuart Moyses
	1st Lieutenant	Murray Saunders
	2nd Lieutenant	Bill Warren
Highbury West	Captain	John Eckersley
	1st Lieutenant	Russell Ashley
Minigin	Captain	Barry Hardie
	1st Lieutenant	Clayton Hardie
	2nd Lieutenant	Lewis Hardie
Narrogin Central	Captain	Richard Chadwick (deceased)
	1st Lieutenant	Cameron Hayes
Narrogin South	Captain	Vern Gibson
	1st Lieutenant	Jon Rick
Narrogin Valley	Captain	Keiran Quartermaine
Nomans Lake	Captain	Nathan Walker
	1st Lieutenant	Daryl Kilpatrick
Ockley	Captain	Tim Shepherd
	1st Lieutenant	Alastair McDougall
Shire of Narrogin Fire Control Officers		
Senior Ranger		Guy Maley
Ranger		Noel White
Weather Committee		Alternative member
Boundain	Mark Hoysted	Keiran Quartermaine
Highbury East	Pip Porter	Stuart Moyses
Highbury South	Murray Saunders	John Eckersley
Minigin	Clayton Hardie	Lewis Hardie
Narrogin Central	Richard Chadwick	Vern Gibson
Nomans Lake	Nathan Walker	Daryl Kilpatrick
Ockley	Alastair McDougall	Tim Shepherd
Dual Fire Control Officers		

<b>Shire</b>	<b>Fire Control Officers</b>
Cuballing	Richard Chadwick (Deceased) Barry Hardie Tim Shepherd
Wagin	Stuart Moyses Nathan Walker
West Arthur	Murray Saunders
Wickepin	Tim Shepherd Alastair McDougall
Williams	Barry Hardie Murray Saunders

### 5.3 TRAINING

There are currently seven (7) FCO's who have not completed the required training and 15 who have (including the Rangers). The following training is recommended for FCO's and Bushfire Volunteers to be facilitated by DFES.

- FCOs - ½ day
- Rural fire awareness – ½ day
- Bushfire Safety Awareness 1.5 days
- Firefighting Skills 1.5 days

DFES recommends that FCO's complete the Bushfire Safety and Fire Fighting Skills. This can be completed over a Friday evening Saturday and Sunday to get the suite completed.

#### OFFICERS' RECOMMENDATION

That the Bush Fire Advisory Committee recommend to Council that all FCO's must as a minimum complete the Bushfire Safety and Fire Fighting Skills and the FCO's Training within the next 12 months.

#### COMMITTEE RECOMMENDATION

Moved: Nathan Walker

Seconded: Kieran Quartermaine

That the Bush Fire Advisory Committee recommend to Council that with respect to Bushfire Brigade Member Training :

1. All FCO's must as a minimum complete the FCO's course training within the first 12 months of being appointed, and complete a refresher at least once every 10 years.
2. A sub-committee consisting of the Chief Bushfire Control Officer and the two (2) Deputy Chief Bushfire Control Officers, be authorised to assess Fire Control Officers competency with regards to the Rural Fire Awareness, Bushfire Safety Awareness, and Firefighting Skills and if satisfied, to recommend to the Shire's CEO that their previous experience be accepted as Recognised Prior Learning (RPL), although FCO's should be encouraged to complete the training.

**CARRIED**

#### Action

Administration to investigate what kind of training DFES can provide re a basic weather course and report back at the next BFAC meeting.

### 5.4 FIRE ORDER 22/23

Attachment 3 – 21/22 Fire Order

It has been noted that there is a perception of a discrepancy or interpretation between the information on the Shire's website regarding open fires and the information provided in the Annual Fire Order.

The Fire Order reads

**“3. Open Air Fires**

(a) Open air fires are permitted during the Restricted Burning period, subject to compliance with the provisions relating to Restricted Burning periods and Shire of Narrogin Local Laws eg. requiring a permit.

(b) Open air fires are not permitted at all during the Prohibited Burning period (including garden refuse).

(c) No fires in the open air are permitted on any day when the fire danger rating is “Very High” or above.”

While the website provides the following information.

“Garden refuse, cooking, camping fires, etc are not permitted at all –

- during the Prohibited Burning period from 1 November to 1 March
- on days when the fire danger rating is “Very High” or above

Garden refuse, cooking, camp fires, etc MAY be permitted during the Restricted Burning period, if the fire danger is lower than “Very High” AND you have a permit from a Fire Control Officer AND you comply with any conditions listed on that permit which will include a minimum 3 metre clear firebreak around it.”

It was recommended that the committee consider and nominate the preferred information.

After some discussion it was decided that the Committee was happy with the current Fire Order and no changes needed to be made and the current Fire Order recommended to Council.

## **5.5 BUSH FIRE MANAGEMENT PLAN (BMP) UPDATE**

CBFCO (Pip Porter) provided an update on the BMP.

- There has been a lot of mulching work completed;
- we are still waiting for some more fencing;
- the burn off has not been done;
- DPIRD will conduct burning in Foxes Lair;
- Narrogin Senior High School have thinned out bush as part of their fire mitigation plan;
- ARC infrastructure have been contacted re the state of the railway lines and they are aware of the work required to ensure they comply with the fire order.

## **6. GENERAL BUSINESS**

### **6.1 FCO DEBRIEF**

Attachment 4 – FCO debrief notes from the Narrogin East Fire

There was some general discussion about the fire, comments included:

- It was the worst day ever, because people panicked;
- It is important that we learn from this experience

A big thank you to:

- All of the fire volunteers who gave up their time on the day and into the following weeks;
- The other Shires who assisted;

## DEFINITIONS

**Authorised Officer:** An officer appointed as a Shire of Narrogin Fire Control Officer.

**Ban On The Movement Of All Vehicles:** includes machinery and the operation of internal combustion engines within the Shire or a part of the Shire and during a time as specified in a Notice or broadcast with the exception of the movement of vehicles and machinery on constructed gazetted roads, internal vehicle access and yards;

**Firebreak:** means a strip of land cleared to the specified width by ploughing, cultivating, scarifying, burning or otherwise clearing;

**Flammable Material:** includes bush (as defined in the Bushfires Act), timber, boxes, cartons, paper and like flammable materials, rubbish and also any combustible matter, but does not include green standing trees, or growing bushes and plants in gardens, or lawns;

**Harvest Ban:** applies on the operation of all grain harvesting machines including swathing, baling or slashing machines within the Shire or part of the Shire and during a time, as specified in a notice or broadcast;

**Harvesting:** includes grain harvesting, swathing, baling or slashing of stubble or hay in any crop;

**Internal Vehicle Access:** is defined as a trafficable surface, free of all flammable material, a minimum width of four metres, and with overhanging vegetation pruned back so as not to come into contact with parts of a vehicle;

**Mobile Fire Fighting Unit:** is defined as having a minimum water carrying capacity of four hundred (400) litres, fitted with a hose and pump capable of delivering water through an adjustable nozzle in the spray and jet configurations;

**Yard:** is defined as an area, greater than four metres wide, with a constructed, trafficable surface, free of all flammable material save live standing trees.

## DEFINITIONS

**Prohibited Burning:** This period commences on 1 November of each year until and including 1 March of the following year. This time may be amended, subject to prevailing seasonal conditions.

**Restricted Burning Time:** This period commences on 2 March until and including 1 May and recommences on 1 October until and including 31 October of any year. This time may be amended, subject to the prevailing seasonal conditions.

**Unrestricted Burning Time:** The time period each year where a permit to burn is not required, in areas zoned rural under the Shire of Narrogin Town Planning Scheme. This period commences on 2 May until and including 30 September. This time may be amended, subject to the prevailing seasonal conditions.

**Firebreak Time:** The time each year where fire hazard reduction works must be maintained as specified in this Fire Control Order. This period commences on 1 November each year until and including 1 May of the following year.

### Fire Control Enquiries

Phone: 08 9890 0900, 8.30 am – 5.00 pm  
email: [ranger@narrogin.wa.gov.au](mailto:ranger@narrogin.wa.gov.au)

### General Enquiries

Shire of Narrogin  
89 Earl St  
Narrogin WA 6312  
Phone: 9890 0900  
email: [enquiries@narrogin.wa.gov.au](mailto:enquiries@narrogin.wa.gov.au)  
Visit the Shire office between  
8.30 am – 4.30 pm, Monday to Friday



Shire of  
**Narrogin**

*Love the life*

# Fire Control Order

Effective for 2021-22



## FIRST AND FINAL NOTICE

Pursuant to the *Bush Fires Act 1954 section 33*, owners or occupiers of land situated within the Shire of Narrogin are required by law to comply with the prescribed Fire Control Order here within.

### 1. Land Zoned General Agriculture, Rural Smallholding & Rural Residential

#### 1.1. Firebreaks

(a) at least 2.5 metres wide shall be maintained inside and within 20 metres of the boundary of all land; and surrounding such other positions as is necessary to divide land in excess of 400 hectares into area not exceeding 400 hectares, each completely surrounded by a firebreak.

(b) at least 6 metres wide shall completely encircle all buildings and haystacks.

(c) fuel tanks, whether containing fuel or not, shall have the ground surface cleared to a distance of 6 metres from and encircling the tank/s of all flammable material.

1.2. Fire Fighting Equipment – Where the land owners total land holding is 100 hectares or greater a readily mobile operational fire fighting unit containing a minimum of 400 litres of water on standby and available for inspection is required during the period from 1 November to 1 May, inclusive.

1.3. Harvesting – A person shall not undertake or allow harvesting during the Prohibited Burning period unless–

(a) one hand held water filled fire extinguisher with a minimum capacity of 7.5 litres is filled in a readily accessible position on the machine, and

(b) a readily mobile fire fighting unit of a minimum of 400 litre capacity powered by an engine driven pump is in attendance in or adjacent to the entrance of the paddock being harvested.

1.4. Harvest bans and other bans – permitted activities

(a) Water carting for stock and domestic purposes provided it is accompanied by a mobile fire fighting unit, or alternatively, the water carting vehicle acts as the mobile fire fighting unit and meets minimum specifications.

(b) Checking of stock and water for stock, provided it is accompanied by a mobile fire fighting unit, or alternatively, the water carting vehicle acts as the mobile fire fighting unit and meets minimum specifications.

(c) All necessary travel to and from and within piggeries, sheep or cattle feed lots, provided this is undertaken with a mobile fire fighting unit in attendance.

(d) All necessary carting of livestock, provided that such a vehicle is accompanied by a mobile fire fighting unit.

(e) Essential service provider checking for telecommunications, power or utility water services, provided they are accompanied by a mobile firefighting unit.

(f) Activities which received specific exemptions from the Shire or the Chief Bush Fire Control Officer.

#### 1.5. Public Holidays

(a) A harvest ban and a ban on the movement of all vehicles and machinery and the operation of internal combustion engines is imposed on Christmas Day, Boxing Day and New Year's Day each year.

(b) All other activities or operations may only be undertaken during a ban on the movement of all vehicles and machinery and a ban on the operation of internal combustion engines after approval has been granted by the Shire. Approval has to be sought on an individual basis, and is subject to specified conditions. It should be noted that approval may not be granted.

### 2. All Other Land, Including Residential, Rural Townsite, Service Commercial, and Industrial

(a) Where the area of land is 4,000 m<sup>2</sup> in area or less – all flammable material on the land shall be reduced to a height of less than 10 cm.

(b) Where the area of land exceeds 4,000 m<sup>2</sup> in area –  
(i) firebreaks shall be maintained at least 2.5 metres wide immediately inside all external boundaries of the land and surrounding all buildings situated on the land; and

(ii) flammable material on the remainder of the land shall be reduced to a height of less than 10 cm.

(iii) A special control zone or other land not elsewhere specified in this Notice, shall comply with the higher level measures required by adjoining land unless varied under clause 5.2.

### 3. Open Air Fires

(a) Open air fires are permitted during the Restricted Burning period, subject to compliance with the provisions relating to Restricted Burning periods and Shire of Narrogin Local Laws eg. requiring a permit.

(b) Open air fires are not permitted at all during the Prohibited Burning period (including garden refuse).

(c) No fires in the open air are permitted on any day when the fire danger rating is "Very High" or above.

### 4. Properties with Fire Management Plans

All properties with approved fire management plans shall comply with the plan and or this notice whichever is the greater.

### 5. General

5.1. If the requirements of this Notice are carried out by burning, such burning must be in accordance with the relevant provisions of the Bush Fires Act. A permit to burn is required during the Restricted Burning periods from an Authorised Officer.

5.2. If it is considered to be impracticable for any reason to clear firebreaks or to remove flammable material from the land or any other provisions required by this notice you may apply to the Shire or its duly Authorised Officer not later than 1 October, for permission to provide firebreaks in alternative positions or to take alternative action to manage fire hazards on the land. If permission is not granted by the Shire or a duly authorised person, you shall comply with the requirements of this notice.

5.3. Penalties apply to persons who fail to comply with the requirements of this Notice.

5.4. A person who fails to comply with the notice is also liable, whether prosecuted or not to pay the cost of performing the work directed in this notice if it is not carried out by the owner or occupier by the date required by this notice.

## **6.2 RETIRING FCO'S**

The following FCO's are retiring and were thanked for all of their work over a lot of years:

- Alastair McDougall;
- Bill Warren;
- Bernie Rhodes; and
- Tim Shepherd.

## **6.3 SAFETY ALERT**

There was a safety alert issued re the locking mechanism on Isuzu trucks. A copy was provided to all FCO's at the meeting.

## **6.4 Presentation**

Pip Porter, the Chief Bushfire Control Officer made a presentation to Alastair McDougall in appreciation for all of his work as the base radio operator.

## **7. CLOSURE OF MEETING**

There being no further business to discuss, the Presiding Member declared the meeting closed at 5:10 pm