



City of Busselton
Geographe Bay

**Bush Fire Advisory Committee
Minutes**

08 December 2020

City of Busselton, Kaloorup Room, 2 Southern Drive, Busselton on Tuesday 8th December 2020

CITY OF BUSSELTON**MINUTES
8 DECEMBER 2020****TABLE OF CONTENTS**

ITEM NO.	SUBJECT	PAGE NO.
1.	Declaration of Opening	2
2.	Attendance and Apologies	2
3.	Disclosure of Interests	3
4.	Confirmation of Minutes	3
4.1	Confirmation of minutes from meeting held 8 September 2020	3
5.	Business Arising	3
5.1	Issuing of tablets to brigades - Blake Moore	3
6.	Presentations	3
6.1	Department of Biodiversity, Conservation and Attractions - Ed Hatherly	3
7.	Business Before the Committee	3
8.	Officer/Delegate Reports	3
8.1	Department of Fire and Emergency Services - Peter Thomas	6-7
8.2	CoB/Department of Fire and Emergency Services - Blake Moore	8
9.	Matters of Urgency	4
9.1	Oxyviva Equipment cylinders rental - Mark Smith	4
9.2	Insurance of personal items - Mark Fisher	4
10.	Occupational Health & Safety (OH&S)	4
10.1	Hazards present on the fire ground - Blake Moore	4
10.2	Replacing PPE - Blake Moore	4
10.3	Overhead hazards - Blake Moore	4
10.4	OH&S Legislation Fatigue Guidelines - Blake Moore	5
11.	Next Meeting	5
12.	Closure	5

CITY OF BUSSELTON**MINUTES – 8 DECEMBER 2020****1. DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS**

The chairperson, Allan Guthrie declared the meeting open at 7.30pm.

2. ATTENDANCE AND APOLOGIES**Present**

Allan Guthrie	Chief Bush Fire Control Officer (Chairperson)
Grant Henley	Mayor, City of Busselton
Chris Payne	Deputy Chief & Fire Control Officer, Kaloorup
Todd Johnson	Deputy Chief & Fire Control Officer, Ruabon
Oscar Negus	Deputy Chief & Fire Control Officer, Hithergreen
Ian McGregor	Fire Control Officer, Acton Park South
Ken Sue	Fire Control Officer, Ambergate
Peter Dawson	Fire Control Officer, Vasse
Mark Fisher	Fire Control Officer, Yallingup Rural
Mark Joliffe	Fire Control Officer, Wilyabrup
Paul Blight	Fire Control officer, Yallingup Coastal
Neville Haddon	Fire Control Officer, Yoongarillup
Doug Walters	Fire Control Officer, Acton Park North
Neil McDonald	Fire Control Officer, Jindong
Mark Smith	Fire Control Officer, Sussex
Ray Fokkema	Fire Control Officer, Metricup
Matt Muir	Fire Control Officer, Yallingup Rural
Annette Batley	Fire Control Officer, Yoongarillup

In Attendance

Blake Moore	CESM Busselton (Executive Officer)
Phoebe Buntain-Barrie	City of Busselton, Senior Administration Officer (Minute Taker)
Peter Thomas	DFES, District Officer Capes
Ed Hatherly	DBCA, Fire Operations Officer

Apologies:

Colin Sanderson	Fire Control Officer, Eagle Bay
Ross Paine	Councillor, City of Busselton
Andrew Hunt	Fire Control Officer, Dunsborough
Tanya Gillett	City of Busselton, Manager Environmental Services

3. DISCLOSURE OF INTERESTS

Nil.

4. CONFIRMATION OF MINUTES**4.1 Confirmation of minutes from meeting held 8 September 2020**

Moved: Mark Smith
Seconded: Chris Payne

CARRIED

5. BUSINESS ARISING**5.1 Issuing of tablets to brigades - Blake Moore**

Blake proposed each brigade purchase a tablet Samsung Galaxy TAB A7 ≈\$520.00 to use for mapping and the roll out of BART. Brigades will need to purchase the tablets from their own budgets however there will be a discounted city rate and once the tablet is purchased the city will set up the following;

BART on all of the tablets, email, teams and first responder maps

Motion:

The Bush Fire Advisory Committee support establishing a single supplier for sourcing tablets and for the city to invoice brigades annually for the data and associated subscriptions.

Moved: Ken Sue
Seconded: Mark Smith

CARRIED 17/0

6. PRESENTATIONS**6.1 Department of Biodiversity, Conservation and Attractions - Ed Hatherly
Attachment 6.1****7. BUSINESS BEFORE THE COMMITTEE**

Nil.

8. OFFICER/DELEGATE REPORTS

Attachment 8.1 - Department of Fire and Emergency Services - Peter Thomas

Attachment 8.2 - CoB/Department of Fire and Emergency Services - Blake Moore

Officer Recommendation

The committee receives the following reports and notes the comments therein:

- 1) Department of Fire and Emergency Services
- 2) City of Busselton/Department of Fire and Emergency Services

9. MATTERS OF URGENCY

9.1 Oxyviva equipment cylinders rental - Mark Smith

Mark asked whether there had been a follow-up on action since the last BFAC.

Allan advised it had been taken to ROAC and has since progressed to the BOC (Bushfire Operations Committee).

Blake said the letter that Yallingup Rural has written to the AVBFB has been received.

Mark Smith requested to follow-up with AVBFB and Allan Guthrie will follow up with ROAC.

9.2 Insurance of personal items - Mark Fisher

Mark asked how the volunteer claims process works for volunteers away on a DFES deployment. A YRBFB member was left out of pocket following a DFES risk cover claim for glasses that were damaged at a deployment fire.

Blake Moore will follow up with the DFES risk cover insurance and LGIS policy manager in relation to insurance of person items.

10. OCCUPATIONAL HEALTH & SAFETY (OH&S)

10.1 Hazards present on the fire ground - Blake Moore

Just a reminder to be aware of hazards that can be on the fire ground or can be exposed by fire. An OH&S incident occurred with a member on the fire ground tripped on fencing wire in the middle of a burn that had been exposed by the fire.

10.2 Replacing PPE - Blake Moore

If members gloves or PPE is becoming worn and needing replaced please have your brigade secretary supply a uniform order through to the City and once approved by the CESM new PPE can be issued.

10.3 Overhead Hazards - Blake Moore

Please remind brigade members when they are on the fire ground to ensure they are aware of their surroundings, always checking overhead for burning stags to ensure that fire fighters are not walking under trees or limbs that may fall. Additionally not to park under any trees where possible.

10.4 OH&S Legislation Fatigue Guidelines - Blake Moore

Just to be aware there is a new OH&S Legislation which includes fatigue management requirements, coming out that will impact on brigades, information will be provided once this occurs and is formally rolled out.

11. NEXT MEETING

The next meeting will be held on 9 March 2021 7:30pm at the City of Busselton (Kaloorup Meeting Room, 2 Southern Drive, Busselton).

12. CLOSURE

There is no further business, the Chairperson declared the meeting closed at 8.31pm.

Attachment 8.1 Report to the City of Busselton Bush Fire Advisory Committee (BFAC) meeting to be held on 8th December 2020

Agency: Department of Fire and Emergency Services

Officer Representing: Peter Thomas

Matters to be discussed:



Government of Western Australia
Department of Fire & Emergency Services



City of Busselton BFAC Meeting

DFES LSW Region Report – 8th December 2020

- **Aerial Firefighting Fleet**

Bunbury Airport:

Available daily 0600-1800hrs

- 2 x Air Tractor 802 fixed wing (SEATs/BOMBERS)
- 1 x AS350 Squirrel Type 3 FIREBIRD helicopter (AAS, utility)
- 1 x GA8 Airvan BIRDDOG fixed wing (AAS, utility)

Busselton Airport:

Online from 15 December 2020, available daily 0900-1800hrs

- 2 x Bell 214B Type 2 HELITAKS

Manjimup Airfield:

Available daily 0600-1800hrs

- 2 x Air Tractor 802 fixed wing (SEATs/BOMBERS)
- 1 x Champion Scout BIRDDOG light fixed wing (AAS)

- **New Prescribed Burn Plan Templates**

All DFES staff and volunteers are now required to complete documentation for any burns they are undertaking.

The current basic prescription template along with supporting documentation has recently been reviewed. Several improvements were identified and have been incorporated into this new Burn Plan document package.

Where a full prescription is not required, the templates have been designed as a tool for all DFES staff engaged in prescribed burning activities to use. These templates ensure a range of considerations are addressed during the planning phase, enabling informed decision making. All volunteers engaged in prescribed burning activities are also encouraged to adopt these templates.

- **Capes and Blackwood Valley Zone Response**

Both the Capes and Blackwood Valley Zone responses are active from the 1st of December, this is the second year the Blackwood is running with great success last year. The response zones enable a multi-agency response to fires which has proved beneficial in combatting fires and protecting properties.

- **Combined Pre-Season Forum**

DFES, DBCA and WAPOL will be holding a combined bushfire Pre-Season Forum in December it will involve members from both the SW and LSW region participating in a day event to build capacity and networks in the lead up to the fire season.

- **Enhanced Rescue Capability for Schoolies**

This year we positioned a specialised rescue vehicle at Dunsborough Fire and Rescue station. This vehicle was crewed by 2 Career firefighters from Sunday the 22nd to Friday the 27th between the hours of 1200 to 2200. The idea was to support the local volunteers in response to Road Crash. Luckily the crews weren't required however the process worked well with great support from the local volunteers.

- **DFES COVID 19 Safe Operations Guidelines**

Attached to the report is a set of guidelines to follow during incidents, it is broken down into individual checklists for different sections/activities. The main one to be aware of for all crews is on the front cover "COVID-19 safety measures to be maintained at all times"

Peter Thomas

District Officer Capes - LSW

Attachment 8.2 Report to the City of Busselton Bush Fire Advisory Committee (BFAC) meeting to be held on 8th December 2020

Agency: City of Busselton/Department of Fire and Emergency Services

Officer Representing: Blake Moore

Matters to be reported:

Incidents

- Nil significant

Mitigation

- A massive thank you to all involved it was a huge 2 weeks to complete the biggest mitigation program the shire has ever run.
- Very successful results across all burns completed
- Now looking to lock in the autumn program

Vehicles

- Wilyabrup high season 2.4 has arrived

Capes Fire Station

- Nil progress at this time

Bart

- Roll out going well. Thank you to all for your efforts and patience

Defibs

- Have been placed on all appliances
- Defibs that were already on trucks have been removed to be serviced and reallocated

Training

- Upcoming courses
 - Bush Fire Firefighting Skills 12 & 13 September – Dunsborough Fire Station
 - Ground Controller 10 October – Cowaramup Fire Station
 - Bush Fire Safety Awareness 17 & 18 October – Ambergate Fire Station
 - Bush Fire Firefighting Skills 14 & 15 November – Witchcliffe Fire Station

Operational Circulars

- **As per the attached**