



13 June 2023

Minutes

Bush Fire Advisory Committee

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1. Acknowledgment of Country

The Presiding Member noted this meeting is held on the lands of the Wadandi people and acknowledged them as the Traditional Owners, paying respect to their Elders, past, present and emerging and Aboriginal Elders of the other communities who may be present.

The chairperson, Allan Guthrie declared the meeting open at 6:30pm.

2. Attendance and Apologies

2.1. Present

Allan Guthrie	Chief Bush fire Control Officer (Chairperson)
Todd Johnson	Deputy Chief & Fire Control Officer, Hithergreen
Phill Cronin	Councillor, City of Busselton
Ken Sue	Fire Control Officer, Ambergate
Peter Dawson	Fire Control Officer, Vasse
Mark Fisher	Fire Control Officer, Yallingup Rural
Matt Muir	Fire Control Officer, Yallingup Rural
Mark Jolliffe	Fire Control Officer, Wilyabrup
Andrew Hunt	Fire Control Officer, Dunsborough
Mark Smith	Fire Control Officer, Sussex
Annette Batley	Fire Control Officer, Yoongarillup
Neville Haddon	Fire Control Officer, Yoongarillup
Colin Sanderson	Fire Control Officer, Eagle Bay
Chris Payne	Fire Control Officer, Kaloorup
Paul Blight	Fire Control Officer, Yallingup Coastal
Doug Walters	Fire Control Officer, Acton Park
Ray Fokkema	Fire Control Officer, Metricup

2.2. In Attendance

Rachel Runco	City of Busselton, Manager Regulatory Services
Matt du Plessis	CESM Busselton (Executive Officer)
Andy Thompson	DFES, Area Officer Geographe - LSW
Phoebe Buntain	City of Busselton, Senior Administration Officer (Minute Taker)
Mal Ballard	Captain, Dunsborough

2.3. Apologies

Grant Henley	Mayor, City of Busselton
Kate Cox	Councillor, City of Busselton
Oscar Negus	Deputy Chief & Fire Control Officer, Hithergreen
Peter Thomas	DFES, District Officer Capes
Ed Hatherley	DFES, Fire Operations Officer
Ian McGregor	Fire Control Officer, Acton Park

3. Disclosure of Interests

Nil.

4. Confirmation of Minutes

4.1. Meeting held 14 March 2023

Confirmation of minutes from previous meeting held 14 March 2023

Moved: Ken Sue

Seconded: Annette Batley

CARRIED

4.2. Business Arising

4.2.1 City vehicle insurance - Mark Smith

Rachel Runco has advised the below in terms of vehicle insurance:

“In the event of criminal damage to a registered volunteer’s vehicle parked at a brigade location, whilst they are participating in brigade activities, following the receipt of a police report by the City and a damages repair quote from a registered local repairer, the City will cover the costs of reparation to the volunteer’s vehicle.”

4.3. Table of Actions

Attachment 4.3.1 BFAC Actions Table Mar 23 to June 23

5. Presentations

5.1. Commonage Facility (Matt du Plessis)

Attachment 5.1.1 BFAC June 23

A workshop is to be held with BFAC members to establish a fit for purpose facility with the potential of community purpose use. This includes the option of a new brigade or a relocation of a brigade.

5.2. LGGs Grant Scheme Funding (Matt du Plessis)

Attachment 5.2.1 LGGs Grants Eligible and Ineligible items 2023-24

Please familiarise yourself with the attached document for eligible and ineligible items to be purchased in the new coming financial year through brigade ESL submissions.

Fleet equipment program – vehicle checks are to occur in May 2024, bulk orders to be placed by end of July 2024.

5.3. Secretary Forum (Matt du Plessis)

Attachment 5.3.1 BFB Roles Responsibilities

A3 laminated sheets of BFB Roles Responsibilities will be distributed to brigades by end of July 2023.

Attachment 5.3.2 Bus Logistic Officer/ Deployment Coordinator

Looking for 5 or 6 Bus Logistic Officers from all brigades – please distribute attachment to secretaries to send to all brigade members to seek volunteers for this role, this can be a volunteer who no longer wants to be active on the fire ground however still wants to be a part of a brigade as this is an important role in organising logistics during incidents where our crews are deployed.

For the Deployment Coordinator a large WhatsApp group can be created – this will be to capture the key information of crew members, as below:

- Next of Kin details
- Contact phone numbers
- Dietary requirements
- Medical conditions

Once this has been distributed to brigades please advise Ranger Admin via email of members who have volunteered to do this role. Implementation of this will require draft Roles and Responsibilities, this is to be completed as per 5.3 in Action Table.

5.4. MAFS Burns – Mitigation Officer (Matt du Plessis)

Attachment 5.1.1 BFAC June 23 (Mitigation information included)

Mitigation Burns 2023-24

August – November 2023

1. Quindalup – Creek View Road Reserve
2. Yallingup – Whittle Road
3. Dunsborough – Bird Crescent (Golf Course)
4. Vasse – Wood Swallow Dr reserve
5. Eagle Bay – Fire break (Riedel / Meelup)
6. Yallingup – Wyadup Road
7. Yoongarillup – Yoongarillup Reserve (Hall)

Autumn 2024

1. Meelup Reserve – North Fire Scar

Chemical Works 2023-24

August – November 2023

1. Siesta Park – Siesta Park Rd
2. Yallingup Siding - Hayes Road and Vasse Yallingup Siding
3. Ambergate Reserve – Southwest Cell

Mechanical Works 2023-24

August – November 2023

1. Tutunup - 266 Tutunup Road – Firebreaks
2. Ruabon – 372-382 Ruabon Rd – Firebreaks
3. West Busselton - Fernbrook Way – Tracks, reduce fuel load, gate installation
4. West Busselton - College Ave - reduce fuel load

5. Vasse - Woodswallow Dr and Rendevous Rd Reserve - access tracks/firebreaks
6. Yalyalup - Daintree and Walpole Loops – reduce fuel load
7. Yallingup Siding - Wardandi x Cowrang Lane – reduce fuel load
8. Ambergate - St Andrews Lane – reduce fuel load
9. Busselton - Meadow View Riverfront – reduce fuel load
10. Naturalist - Hemsley Road – reduce fuel Load for evacuation/access
11. Eagle Bay – Riedle Park – firebreak

5.5. DBCA (Ed Hatherley)

Attachment 5.5.1 South West fuel status and our Risk Management Framework

Attachment 5.5.2 CoB LGA BFAC Presentation

6. Business before the Committee

6.1. Terms of Reference / Voting (Rachel Runco)

BFAC to review Terms of Reference, this will be following the endorsement of the Local Law which will lead us into a review or change of the Terms of Reference. This will happen in the September Council meeting. Recommendations will then be made to council in the next 6-12 months.

6.2. Local Law Endorsement (Rachel Runco)

The Policy and Legislation committee in May have surveyed the Local Law and it will be endorsed at the next Council meeting.

Link to the Local Law provided here: [Minutes – Policy and Legislation](#)

6.3. Certificates of Commendation for City of Busselton - Hester Fire (Matt Muir)

Attachment 6.3.1 Hester/Bridgetown Fire - 5th February 2022 Busselton Taskforce

The following brigades were nominated and successful in receiving a Certificate of Commendation for the duty of service to the Hester Community. These awards will be distributed at the November 'Awards Night' held by the City of Busselton. To include Phil Brandrett – Superintendent DFES to be invited to present these awards to the brigades.

- Dunsborough - 3:4
- Vasse - 3:4
- Yallingup Rural - 3:4
- Wilyabrup - 2:4 (DFES High Season)
- Hithergreen - 1:4
- Sussex - LT
- Busselton 12:2

Peter Dawson gave thanks on behalf of BFAC thank Matt Muir for taking the time to put forward this nomination submission.

7. Officer/Delegate Reports

7.1. DFES

Attachment 7.1 DFES Andy Thompson

7.2. CESM

Attachment 7.2 DFES/CoB Matt du Plessis

8. Matters of Urgency

Nil.

9. Work Health & Safety

9.1. Reportable Events

Nil

9.2. Facilities

Peter Dawson - Vasse BFB, water leak being actioned by Tanya Simpson. WA External Solutions contacting Matt Sharp to organise to meet on site, 13/06/2023. A leak detection may be arranged. Action item 9.2 Action Table.

Annette Batley, Yoongarillup – A solution required for Yoongarillup with transferring of water into the Light Tanker. An internal pump for filling the tank is required as the current method is time consuming and could be more effective.

This issue applies to the following brigades:

Yoongarillup

Metricup

Wilyabrup

Action item 9.2 Action Table.

Annette Batley, Yoongarillup – Back up battery on alarm required. Action item 9.2 Action Table.

Dunsborough BFB Dunsborough Alarm is underway with a DFES work order Action item 9.2 Action Table.

9.3. Training

- *Train the Trainer workshop held on 08/07/2023 on Annual Skills Refresher Training*
- *RAC Course – Priority 1 Driving on roads lights and sirens – Todd Johnson (Andy to talk to Donna about aligning some training for this, Action item 9.3 Action Table.*
- *Electric Vehicle Training required for brigades – Andy Thompson Action item 9.3 Action Table.*

9.4. PPE/PPC

- *Todd Johnson to work out a plan with rolling out FLIRS for appliances with CESM.*
- *Matt du Plessis monthly delivery of brigade PPE orders to brigade stations.*
- *Returning of PPE uniforms – PPE of non active brigade members must be returned to the brigade and then to the CoB. Brigades to request members to return their kits to the station and CESM informed.*

Andy Thompson – DFES to distribute letter template, this is created by DFES stipulating PPE must be returned.

Once received this will be provided to the FCO's and secretaries to use as a template for requesting the return of PPE from brigade members.

- *Filters to be replaced for half masks – place orders through order forms and filters will be replaced*

10. Action items

10.1. Table of Actions

Attachment 10.1.1 Actions Table Current

11. Next Meeting

The next meeting will be held on 12 September 2023 6:30pm Kaloorup meeting room.

12. Closure

There is no further business, the Chairperson declared the meeting closed at 8:45pm.