



12 December 2023

Agenda

Bush Fire Advisory Committee

Contents

1.	Acknowledgment of Country	3
2.	Attendance and Apologies	3
2.1.	Present.....	3
2.2.	In Attendance	3
2.3.	Apologies	3
3.	Election of Chair and Deputy Chair.....	3
4.	Disclosure of Interests	3
5.	Confirmation of Minutes	3
5.1.	Meeting held 12 September 2023.....	3
5.2.	Business Arising	3
5.3.	Table of Actions	3
6.	Presentations.....	3
6.1.	Information session on Regional Operations Centre – ROC (Peter Thomas).....	3
6.2.	Incident Controllers Kit (Todd Johnson)	3
6.3.	Update on Terms of Reference (Rachel Runco)	3
6.4.	Bush Fire Brigade Policy (Rachel Runco)	3
6.5.	DBCA (Helen Holzheuer).....	3
7.	Business before the Committee	4
8.	Officer/Delegate Reports	4
8.1.	DFES	4
8.2.	CESM.....	4
8.3.	Lead Trainer Brigades	4
9.	Matters of Urgency.....	4
10.	Work Health & Safety	4
10.1.	Reportable Events	4
10.2.	Facilities	4
10.3.	Training.....	4
10.4.	PPE/PPC	4
11.	Action items.....	4
11.1.	Table of Actions	4
12.	Next Meeting.....	4
13.	Closure	4

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NOTICE is given that a meeting of the Bush Fire Advisory Committee will be held at the City of Busselton, Kaloorup Meeting Room, 2 Southern Drive, Busselton with the option of via Microsoft Teams video conference on Tuesday 12th December 2023 commencing at 6:30pm.

Your attendance is respectfully requested.

TONY NOTTLE
Chief Executive Officer, City of Busselton

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:

2. Attendance and Apologies

2.1. Present

2.2. In Attendance

Welcome to our new Mayor, Phill Cronin (Allan Guthrie)

2.3. Apologies

Kate Cox	Councillor
Ray Fokkema	Fire Control Officer, Metricup
Peter Stark	Lead Trainer - Brigades

3. Election of Chair and Deputy Chair

Rachel Runco, Manager Community Safety will conduct the nomination and voting to elect a Chair of the Bush Fire Advisory Committee in accordance with section 67(2) of the *Bush Fires Act 1954*.

The elected Chair will conduct the nomination and voting to elect a Deputy Chair.

4. Disclosure of Interests

5. Confirmation of Minutes

5.1. Meeting held 12 September 2023

Moved

Seconded

5.2. Business Arising

5.3. Table of Actions

6. Presentations

6.1. Information session on Regional Operations Centre – ROC (Peter Thomas)

6.2. Incident Controllers Kit (Todd Johnson)

6.3. Update on Terms of Reference (Rachel Runco)

6.4. Bush Fire Brigade Policy (Rachel Runco)

6.5. DBCA (Helen Holzheuer)

7. Business before the Committee

8. Officer/Delegate Reports

8.1. DFES

Attachment 8.1 DFES Peter Thomas

8.2. CESM

Attachment 8.2 DFES/CoB Matt du Plessis (report to be tabled)

8.3 Lead Trainer Brigades

Attachment 8.3 Peter Stark (report to be tabled)

Attachment 8.3.1 Bushfire Centre of Excellence Update August 2023

Attachment 8.3.2 Bushfire Skills Card Radios

9. Matters of Urgency

10. Work Health & Safety

10.1. Reportable Events

*FCO's to update group on any reportable events. This includes volunteer injuries, major vehicle accidents, suspicious events such as arson and volunteer welfare.
All outstanding Incident Reports to be completed*

10.2. Facilities

Urgent works or future works needed for BFB Facilities

10.3. Training

FCO's to update on future training needs for the Brigades.

10.4. PPE/PPC

FCOs to update on any issues with current PPE/PPC.

11. Action items

11.1. Table of Actions

Update table of actions for next meeting.

12. Next Meeting

Tuesday 12 March 2024

13. Closure