



# City of Busselton

*Geographe Bay*

## **Bush Fire Advisory Committee Agenda**

**14 September 2021**

City of Busselton, Kaloorup Room, 2 Southern Drive, Busselton on Tuesday 14<sup>th</sup> September 2021  
commencing at 6:30pm.

## CITY OF BUSSELTON

AGENDA FOR THE BUSH FIRE ADVISORY COMMITTEE MEETING TO BE HELD ON  
14 SEPTEMBER 2021

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**CITY OF BUSSELTON**

**MEETING NOTICE AND AGENDA – 14 SEPTEMBER 2021**

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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 on Tuesday 14<sup>th</sup> September 2021 commencing at 6:30pm.

Your attendance is respectfully requested.



**MIKE ARCHER**  
Chief Executive Officer, City of Busselton

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**1. DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS**

**2. ATTENDANCE AND APOLOGIES**

**Attendance:**

Refer to attached list.

**Apologies:**

Department of Biodiversity, Conservation and Attractions - Ed Hatherly  
Department of Fire and Emergency Services – Peter Thomas

**3. DISCLOSURE OF INTERESTS**

**4. CONFIRMATION OF MINUTES**

**4.1 Confirmation of minutes from meeting held 15 June 2021**

Moved:

Seconded:

**5. BUSINESS ARISING**

**6. PRESENTATIONS**

6.1 Department of Biodiversity, Conservation and Attractions - Ed Hatherly

**7. BUSINESS BEFORE THE COMMITTEE**

7.1 Mandatory Member Skills Refresher – Blake Moore  
Attachment 7.1 – CoB Annual Skills Refresher 2021-2022

7.2 Tablets and associated applications – Blake Moore

**8. OFFICER/DELEGATE REPORTS**

Attachment 8.1 - CoB/Department of Fire and Emergency Services - Blake Moore

Attachment 8.2 - City of Busselton - Ian McDowell

Attachment 8.3 - Busselton ICV and (VBFSTAG) - Peter Stark

**Officer Recommendation**

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

- 1) CoB/Department of Fire and Emergency Services – Blake Moore
- 2) City of Busselton – Ian McDowell
- 3) Busselton ICV and (VBFSTAG) – Peter Stark

**9. MATTERS OF URGENCY****10. OCCUPATIONAL HEALTH & SAFETY (OH&S)****11. NEXT MEETING**

The next meeting will be held on 14 December 2021 6:30pm at the City of Busselton (Kaloorup Meeting Room, 2 Southern Drive, Busselton).

**12. CLOSURE**

**Attachment 7.1 – CoB Annual Skills Refresher 2021-2022**

**Refer to next page**

## MEMBER SKILLS REFRESHER 2021/22

**Completion Due Date: 1<sup>st</sup> December 2021**

Member Name \_\_\_\_\_

DFES Number \_\_\_\_\_

Brigade \_\_\_\_\_

**Note:** Members are to read and understand the following, then sign below prior to commencing:

- This is a **compulsory** annual member skills refresher which has been endorsed by the City of Busselton CBFCO, CESM, ALL DCBFCO's and Brigade Fire Control Officers.
- It is designed to ensure that all members of Brigades, within the City of Busselton, have achieved a minimum standard of skills, prior to the fire season.
- Members who have not completed all skills refresher tasks listed below by the completion date, will become inactive Firefighters until such a time that endorsement of all skills refresher tasks is obtained.
- Members that are inactive are unable to attend any Brigade incident or turnout, including planned burns.
- Members deemed inactive may complete further training and reassessment, at a later date, to become an active member.
- Each Brigade will keep an accurate record of the status of each member and a copy of these records shall be forwarded to the City of Busselton CESM when completed.
- These records are to be retained for seven (7) years in accordance with *State Records Act 2000*.
- Retrospective dating will not be accepted.

### **Where can I get the opportunity to sign off the required activities?**

This book can be completed at any of the following normal brigade activities:

- Incidents
- Training sessions
- Maintenance nights
- Planned burns

### **Who can sign off on activities?**

For all activities:

- A Brigade officer (FCO, Captain, Lieutenant, Training Officer) at an incident/training/planned burn
- The Incident Controller or Officer in Charge at an incident/training/planned burn

**I have read and understand the above information:**

Member Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Member Number: \_\_\_\_\_

Appliance Skills	Satisfactory	Comments
Shipping a hydrant standpipe and producing water. <b>PPC, Removing standpipe and handle from vehicle, Correct lid removal, check hydrant, check standpipe, attach, flush, fit hose, removal and stowage</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	Brigades without ground hydrants shall discuss the procedure.
Start/stop each type of appliance's pump. <b>Different methods of starting, electric internal/external, hand pull. Set pressure</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> LT <input type="checkbox"/> 1.4 <input type="checkbox"/> 2.4 <input type="checkbox"/> 3.4 <input type="checkbox"/> 4.4 <input type="checkbox"/> 12.2 (Cross out not applicable)
Show water at the branch and monitor of each brigade appliance. <b>6 stages of management, Left for life, talk about branch settings, Spray patterns, water usage</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> LT <input type="checkbox"/> 1.4 <input type="checkbox"/> 2.4 <input type="checkbox"/> 3.4 <input type="checkbox"/> 4.4 Other: (Cross out not applicable)
Deploy and make up a centre rolled hose and a dutch-rolled hose	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Explain how foam is produced on each brigade appliance and flush after use. <b>Difference between use for fire-fighting and mop up, filling of foam</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> LT <input type="checkbox"/> 1.4 <input type="checkbox"/> 2.4 <input type="checkbox"/> 3.4 <input type="checkbox"/> 4.4 Other: (Cross out not applicable)
Demonstrate appliance drafting (minimum one appliance type). <b>Tying off of the hose lengths, supporting the hose in water, tank fittings methods of removing air.</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	Appliance type:
Demonstrate deflation of tyres and identify location of vehicle recovery equipment	<input type="checkbox"/> Yes <input type="checkbox"/> No	Appliance type:
Reverse an appliance or act as a spotter when reversing	<input type="checkbox"/> Yes <input type="checkbox"/> No	Appliance type:
Operate lights/siren on an appliance	<input type="checkbox"/> Yes <input type="checkbox"/> No	Appliance type:
Identify location of first aid kit/AED on each of the brigades appliances	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Communication Skills	Satisfactory	Comments
<b>The following items apply to both the TAIT Single Band (Black) and TAIT Dual Band (Green or Yellow) Radio's.</b>		
Change a channel. <b>Direct on device and via handpiece</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Adjust the volume. <b>Rotate on/off knob or vol up/down button</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>The following items apply to the TAIT Dual Band (Green or Yellow) Radio's.</b>		
Change the band. <b>F3</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Activate/deactivate dual band receive. <b>F1</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Show the GPS function. <b>F2</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Demonstrate how to find and use 'Selcall'. <b>Number shows as soon as radio is turned on, also on vehicle roof, radios have to be on same band and channel, press menu, select selcall network call, input number sequence, press call</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Demonstrate how to activate/de-activate 'Talk-Around' Select channel first, press menu, scroll to radio settings, select, scroll to talk around, select, press turn on, press back button until back to normal screen, to turn off either go through same process and select turn off or just change channel.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Show how to change to/navigate 400 Mhz channels, e.g. Recue 65 on CH220- Select UHF Band (F3), Press Zone, scroll to 400mghz Zone, Press Select, Enter required channel	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>The following items apply to Portable Radio's.</b>		
Change a channel. Ensure radio is unlocked, press C, enter channel number on face or via Up/Down button on side, lock radio	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Adjust the volume. Rotate on/off knob	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Operate the Keypad Lock function. Press orange button until unlocked appears on screen press again until locked appears on screen lock	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Other essential communications and turnout skills.</b>		
Explain the Prowords: <ul style="list-style-type: none"> <li>• Over. Response expected.</li> <li>• Out. No response expected.</li> <li>• Roger. Message Understood.</li> <li>• Wilco. Will Comply</li> <li>• Emergency, Emergency, Emergency. All persons stop and listen, prepare to relay a message</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
What are the arrival codes for first arriving crews, explain what each one means? 44. Nothing found, crews Investigating 66. Fire found and requires action 88. Fire Found and is large and Multifaceted, Multiple brigades required, structure involved, requires multi agency response.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Explain Alarm Classifications– 1 <sup>st</sup> Alarm – Can be handled by single brigade/current recourses sufficient 2 <sup>nd</sup> Alarm – Requires more than one brigade from local areas 3 <sup>rd</sup> Alarm - Multiple brigades/recourses required from local and additional areas	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Using a map book in the appliance locate an incident from COMCEN information for a turn out. Choose a recent incident SMS and observe member locate	<input type="checkbox"/> Yes <input type="checkbox"/> No	



<p>Explain the term PAFTACS.</p> <p>Position Area Fuel Time Assistance Communications Surface Winds</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<p>Complete a T Card. <b>Either verbalise or photocopy multiple cards on paper to use</b></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<p>Send a Turn Out message, via radio or phone, turning out from the Station to an incident. <b>Use a recent Incident SMS or make up.</b></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Fire Ground Safety Skills	Satisfactory	Comments
<p>What is a Red Flag Warning? <b>All work stops, listen, record, acknowledge</b></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<p>Explain the term LACES. Lookout Awareness Communicate Exit Routes Safety</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<p>Explain "The Dead Man Zone." <b>Any area that can be burnt over within 5 mins of a wind change</b></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<p><u>Heat Stress:</u> Watch the Video 'Don't let Heat Stress bring you down'. (9.45mins) Successfully complete questionnaire.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Rural Urban Interface	Satisfactory	Comments
<p>Demonstrate RUI/asset protection hose lay and tactics</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<p>Identify the location of the RUI Assessment Form and explain the process of completing a RUI structural triage.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Crew Protection	Satisfactory	Comments
<p>Watch the Video – 'Comprehensive Crew Protection'. (15mins)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<p>As a crew member of an appliance, take part in a Burnover Drill after watching the above video.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	

<b>-Brigade Administration Items ONLY.</b>	<b>Checked</b>	<b>Comments</b>
<b>Drivers Licence Currency Check.</b> <i>Note:</i> A current driver's license is not required to satisfactorily complete this Pre-Season Refresher, it is simply to check currency of those with a driver's licence.	<input type="checkbox"/> Yes <input type="checkbox"/> No	Holds a Licence: <input type="checkbox"/> Yes <input type="checkbox"/> No Licence Number:  Expiry Date:  Classes:  Probationary: <input type="checkbox"/> Yes <input type="checkbox"/> No Notes:
<b>PPC/PPE Check.</b> <i>Note:</i> Each member is required to check their PPC/PPE for serviceability for the fire season. If any item requires replacement it should be replaced from brigade stock or ordered from the City of Busselton to ensure all items of equipment are serviceable.	<input type="checkbox"/> Yes <input type="checkbox"/> No	Items replaced/ordered:

### Member Endorsement for the 2021/22 Fire Season

**Brigade Officer Comments:**

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I can confirm that the above member refresher tasks have been **SATISFACTORILY/UNSATISFACTORILY** completed.  
 (Cross out not applicable)

**Name Brigade Officer:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Member Comments:**

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**Member Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## CITY OF BUSSELTON PERSONAL DETAILS

### PART A EXISTING PERSONAL DETAILS

	<u>Mr</u>	<u>Mrs</u>	<u>Ms</u>	<u>Miss</u>
<u>SURNAME</u>				
<u>GIVEN NAMES</u>				
<u>DATE OF BIRTH</u>	/ /			
<u>MEMBERSHIP ID NUMBER</u>				
<u>BRIGADE</u>				
<u>ADDRESS</u>				
<u>CONTACT NUMBER</u>	<u>Home:</u>			<u>Mob:</u>
<u>EMAIL ADDRESS</u>				

### PART B Emergency Contact Details

<u>NAME</u>			
<u>RELATIONSHIP</u>			
<u>ADDRESS</u>			
<u>TELEPHONE</u>	<u>Home:</u>		<u>Mob:</u>

### COMMENTS

#### OFFICE USE ONLY

INITIALS  
Date received

	Entered into Data Base	
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**DATE**

**Attachment 8.1      Report to the City of Busselton Bush Fire Advisory Committee (BFAC)  
meeting to be held on 14<sup>th</sup> September 2021**

**Agency:**                      CoB/Department of Fire and Emergency Services

**Officer Representing:**    Blake Moore

**Matters to be discussed:**

**Incidents**

- Nil significant

**Mitigation**

- The City of Busselton has received \$500,000 from the Mitigation Activity Fund Grant for mitigation in the 2021/22 financial year
- Spring burns as part of this program will require brigade assistance

**Vehicles**

- Annual servicing has been completed with no major breakdowns occurring

**Brigade initial turnout area SMS**

- New area mapping changes being finalised with mapping being sent to DFES for upload and implementation shortly

**Capes Fire Station**

- Nil progress at this time

**Training**

- Courses still being cancelled due to lack of numbers. Please encourage members to register on eAcademy for course they wish to attend.
- Sector Commander course completed with low number of participants being marked as competent

**Operational Circulars**

- **As per the attached**

**Attachment 8.2 Report to the City of Busselton Bush Fire Advisory Committee (BFAC) meeting to be held on 14<sup>th</sup> September 2021****Agency:** City of Busselton**Officer Representing:** Ian McDowell - Ranger & Emergency Services Coordinator**Matters to be discussed:** Review of the City's Annual Bushfire Notice

In March 2020 the Council adopted for consultation, a revised draft bushfire. The City received 1501 written submissions to the consultation process with the majority of respondents opposed to the proposed changes on the basis of cost, environmental impact, and amenity.

At its meeting of 24 August 2021 the Council resolved to defer further work on the bushfire notice review (including further consultation) until at least March 2022 meaning our current notice will remain in place for at least the next two fire seasons.

A report will be taken to the Council no later than 30 June 2022 seeking direction on whether and how to recommence the review.

In the meantime, the City has commenced and will continue advocating with the State Government to address the following key concerns:

1. A review of bushfire prone area mapping to avoid situations where neighbouring properties are subject to significantly different controls whilst having very similar exposure to bushfire risk (noting that the State Government has contacted the CSIRO to develop a new bushfire prone methodology using the best available bushfire science and modelling; and it is anticipated the new methodology and updated map will be available in late 2022).
2. Introduction of simplified and standardised approaches to planning and building regulation in urban bushfire prone locations.
3. Identifying the current APZ standard set out in State Planning policy documents is not consistent with community values and needs to be reconsidered.
4. Identifying that achieving consistency between planning control regulation and ongoing compliance through bushfire notice requires proactive State leadership.

The overall rationale for the resolution is to continue advocacy with the State Government, and also to see what comes of the review of the Wooroloo bushfires.

Future reviews of the bushfire notice will include extensive consultation with the community, community groups, and other stakeholders including the BFAC.

**Attachment 8.2 Report to the City of Busselton Bush Fire Advisory Committee (BFAC) meeting to be held on 14<sup>th</sup> September 2021**

**Agency:** Busselton ICV and Volunteer Bush Fire Service Training Advisory Group (VBFSTAG)

**Officer Representing:** Peter Stark, Lower South West Representative

**Matters to be discussed:**

1. In June, the Volunteer Bushfire Service Training Advisory Group (VBFSTAG) Terms of Reference were ratified and the Group held its first meeting at the Bushfire Centre of Excellence (BCoE) in Nambeelup.
2. This consultative Group was established under the authority of the Executive Director Rural Fire Division at DFES and is made up of key DFES BCoE staff, representatives from DFES regions across WA, and a representative of the Assoc. of Bushfire Volunteers. It is chaired by Supt. Craig Garrett
3. The primary aims of the Group are to:
  - a. Consider and review matters related to the Volunteer Bush Fire Service Training Program, training products, training development and delivery,
  - b. To provide formal recommendations to be considered in developing new strategies to improve training for VBFB personnel to better meet the current operational needs and requirements,
  - c. To help improve the operational effectiveness of volunteers through the Group's advice and recommendations.
4. At a regional level, the LSW Superintendent Phil Brandrett and all LSW ROAC members are kept up to date with developments on a quarterly basis. Also, the Group endeavours to distribute this information via other groups such as BFAC.
5. Attached is a summary of the progress of current projects at BCoE. Attachment 1. Training Development Priorities 2021
6. Should any volunteer, staff, or groups such as ROAC or BFAC's have a contribution or comments to make, they can contact me directly or through their local ROAC members.

**Peter Stark**

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