



City of Busselton

Geographe Bay

Bush Fire Advisory Committee Minutes

14 December 2022

City of Busselton, Kaloorup Room, 2 Southern Drive Busselton Tuesday 13th December 2022

CITY OF BUSSELTON

MINUTES
13 DECEMBER 2022

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CITY OF BUSSELTON**MINUTES – 13 DECEMBER 2022****1. DECLARATION OF OPENING, ACKNOWLEDGMENT OF COUNTRY AND ANNOUNCEMENT OF VISITORS**

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 6:31pm.

2. ATTENDANCE AND APOLOGIES

Welcome to our new Community Emergency Services Manager (Matt du Plessis) - Allan Guthrie

Present

Allan Guthrie	Chief Bush Fire Control Officer (Chairperson)
Grant Henley	Mayor, City of Busselton
Kate Cox	Councillor, City of Busselton
Phill Cronin	Councillor, City of Busselton
Oscar Negus	Deputy Chief & Fire Control Officer, Hithergreen
Todd Johnson	Deputy Chief & Fire Control Officer, Ruabon
Ken Sue	Fire Control Officer, Ambergate
Peter Dawson	Fire Control Officer, Vasse
Mark Fisher	Fire Control Officer, Yallingup Rural (attended via Teams)
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
Ray Fokkema	Fire Control Officer, Metricup
Matt Muir	Fire Control Officer, Yallingup Rural
Colin Sanderson	Fire Control Officer, Eagle Bay
Chris Payne	Fire Control Officer, Kaloorup
Peter Stark	ICV

In Attendance

Rachel Runco	City of Busselton, Manager Regulatory Services
Matt du Plessis	CESM Busselton (Executive Officer)
Andy Thompson	DFES, Acting District Officer Capes
Phoebe Buntain-Barrie	City of Busselton, Senior Administration Officer (Minute Taker)

Apologies:

Peter Thomas	DFES, District Officer Capes
Paul Blight	Fire Control Officer, Yallingup Coastal
Doug Walters	Fire Control Officer, Acton Park North
Ed Hatherley	DFES, Fire Operations Officer

3. DISCLOSURE OF INTERESTS

Nil

4. CONFIRMATION OF MINUTES**4.1 Confirmation of minutes from meeting held 14 June 2022**

Moved: Andrew Hunt

Seconded: Ken Sue

CARRIED

5. BUSINESS ARISING

5.1 Urgency on fire debrief carried forward from previous minutes 9.5 - Peter Dawson

For the fire debrief to take place as soon as possible before the upcoming season. The group agreed and discussed further in 9. Matters of Urgency.

6. PRESENTATIONS

6.1 Operational features available on the volunteer portal - Peter Stark

7. BUSINESS BEFORE THE COMMITTEE

7.1 Medal Presentations - Allan Guthrie

Medal presentations are to wait until the end of the upcoming bush fire season, after March 2023. If Fire Control Officers wanted to collect prior to this, to award them at their Christmas party function they are able to do so.

7.2 BART System - Matt du Plessis

To propose a training session on BART and a 'how to use' debrief where each brigade chooses a champion to help manage the BART system within that brigade. This will be run next year after the upcoming bush fire season.

7.3 Issuing fire permits - Matt du Plessis

It was put to the group regarding Fire Control Officers issuing permits to themselves as the permit holder and whether this is stipulated in the Bush Fires Act 1954.

Allan Guthrie advised it is stipulated in the Bush Fires Act 1954 that an FCO can lawfully issue a permit to themselves as the permit holder, the Bush Fires Advisory Committee as a whole agreed as authorised officers they are trusted to do so.

7.4 Submission for Life Membership for City of Busselton BFB 2022

7.4.1 Attachment 1

MOTION:

To establish life membership as a classification within brigades and a clear service/contribution criteria for awarding of life membership in the City of Busselton council Policy 035 qualifications of Bush fire Brigade Officers.

The Bush Fire Advisory Committee agree awarding of life membership is to be managed by brigades with a common guideline.

Moved: Matt Muir

Seconded: Todd Johnson

CARRIED

7.5 Merry Christmas to all - Grant Henley

On behalf of the city I would like to say thank you and express our appreciation for all of your hard work, all the best and good luck with the fire season ahead.

7.6 City of Busselton new CEO, Tony Nottle - Grant Henley

As of Monday 5th December 2022 the City of Busselton has appointed a new Chief Executive Officer, Tony Nottle. Tony has previously been in the role as the Director, Finance & Corporate Services for the CoB.

8. OFFICER/DELEGATE REPORTS

Attachment 8.1 - Department of Fire and Emergency Services - Andy Thompson

Attachment 8.2 – CoB/Department of Fire and Emergency Services - Matt du Plessis

Officer Recommendation

- 1) Department of Fire and Emergency Services - Andy Thompson
- 2) CoB/Department of Fire and Emergency Services - Matt du Plessis

9. MATTERS OF URGENCY

9.1 DFES Lower South West Region radio network stickers - Matt du Plessis

Radio network stickers will be at the City of Busselton admin for brigades to collect.

9.2 Confirmation for contact number for reporting vehicle repairs/faults/equipment - Matt du Plessis

Repairs/ Faults/ Equipment - Liaise direct with Fleet Team

Nando Guzzomi - number to be supplied to group in WhatsApp message

Russell Guthrie - number to be supplied to group in WhatsApp message

9.3 WhatsApp group, adding a separate coordinator group - Todd Johnson

For brigades to create a smaller WhatsApp group for the coordinators during an incident so they can then message the key information to the main FCO contact group.

9.4 Brigade tablet grant - Todd Johnson

The second application for the tablets has been sent through the ROAC committee, if the grant is unapproved we have been informed they will sit down with us and work with us to how we get them.

9.5 Racking for Vasse Fire Station - Peter Dawson

For the City to follow-up on racking for Vasse Fire Station.

9.6 COMMS with air support - Allan Guthrie

It was suggested that Pelican case radios be available in the brigade shed for communication with air support during incidents. This would mean we would have the ability to transport an adequate radio and have better communication during an incident.

Andy Thompson acknowledged DFES are aware of the issue with radios and communications with air support and will provide an update.

9.7 Bush Fire season incident debrief 2022 - Todd Johnson

The BFAC group agreed for the debrief to be held at Ambergate Fire Shed on Wednesday 21st December 2022 at 5:30pm.

10. **OCCUPATIONAL HEALTH & SAFETY (OH&S)**

10.1 Copy of CoB Annual Skills Refresher 2022-2023 - Matt du Plessis

Attachment 10.1.1 CoB Annual Skills Refresher 2022-2023

10.2 Foam drum disposals at Waste Facility - Mark Smith

Used foam drums are meant to be triple rinsed, badged and taken to the Waste Facility and disposed of accordingly, they are not to be placed in general waste.

Allan Guthrie and Matt du Plessis agreed that we can look into a more sustainable way of managing the used foam drums and for us to confirm with Waste that the used bins are disposed of appropriately and not disposed of in general waste.

10.3 Contaminated uniforms - Mark Smith

For fire trucks to have contaminated bags in case we have another incident like the Hester fire, where uniforms were considered contaminated.

Andy Thompson advised they can get contamination bags through DFES and have 2/3 per truck. The process is for the contaminated uniforms to be placed into a contamination bag with a yellow sticker, bagged, stickered and sent to the dry cleaners. Dry cleaners are trained to deal with contaminated goods.

11. ACTIONS ITEMS

Action items table page 12

12. NEXT MEETING

The next meeting will be held on 14 March 2023 6:30pm Kaloorup meeting room.

13. CLOSURE

There is no further business, the Chairperson declared the meeting closed at 9:10pm.

Attachment 8.1 Report to the City of Busselton Bush Fire Advisory Committee (BFAC) meeting to be held on 13th December 2022

Agency: Department of Fire and Emergency Services

Officer Representing: Andy Thompson

Matters to be discussed:

- **DFES WAFES Conference**

The 11th annual WA Fire and Emergency Services (WAFES) Conference was held on Friday 9 and Saturday 10 September 2022 at Crown Perth.

The conference provided an opportunity for volunteers and staff from across the State to come together to network and share ideas. A program of engaging content and experiences including tours, workshops, panel discussions and presentations will enhance the knowledge and skills of all who attended.

- **Training**

Regional training has been very busy catching up on courses missed during Covid.

DFES staff conducted a Bush Fire scenario at Nannup, testing the Nannup SES building as an ICC and allowing staff to brush up on skills prior to the summer season

Fire and Rescue volunteers have been focusing on techniques and training to upskill firefighters on dealing with fires in high rises.

Dunsborough and Busselton VFRS are trialling a new piece of equipment called a Fognail, this is a spear that can be inserted through tin roofs, walls, doors, roller doors and on cars to inject a high-pressure water mist to suppress fires. Training and handover of the equipment was conducted at the Vasse office. The Trial will run for 2 years and includes a total of 22 Career/Volunteer Fire & Rescue stations.



- **New Vasse Office**

DFES have acquired a new office in the Vasse light industrial area, 8a Commerce Road. The office has space for staff to work out of and allows for storage of DFES trailers and equipment.

- **Staff**

New Area Officer for Warren Blackwood Pat Dowling is set to start in December, this now means that DFES LSW office is back up to full strength.

- **Zone Response**

The Zone responses for the Capes and Blackwood areas are now online as of the 1st of December.

- **LAT/Aircraft**

The Large Air Tanker came online from the 1st of December at the Busselton Airport with the Rotary Aircraft starting from the 15th of December.

- **NEW Volunteer PPC**

We have just finished sizing up the Fire and Rescue volunteers for new PPC for structure Fires. The new gear will roll out in the near future for the volunteers. The gear is lighter and the colour has changed from bright yellow to a sandy colour.

- **Fleet**

Dunsborough BFB have received their new LT, training was conducted by AO Thompson on handover of the appliance.

The first lot of High Season vehicle have arrived in the region, with Wilyabrup 2.4 being utilised to cover maintenance in the shire of AMR and due to arrive at Wilyabrup mid-December.

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 13 December 2022

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

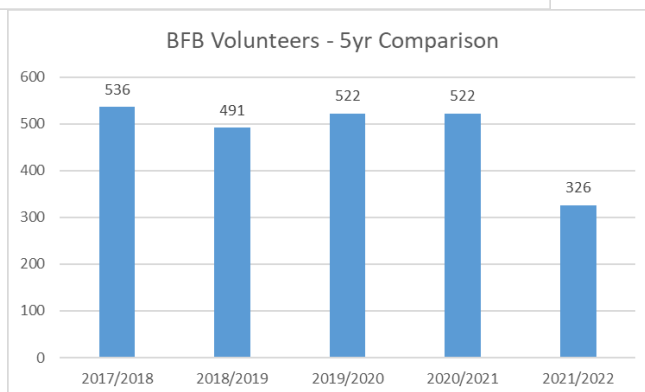
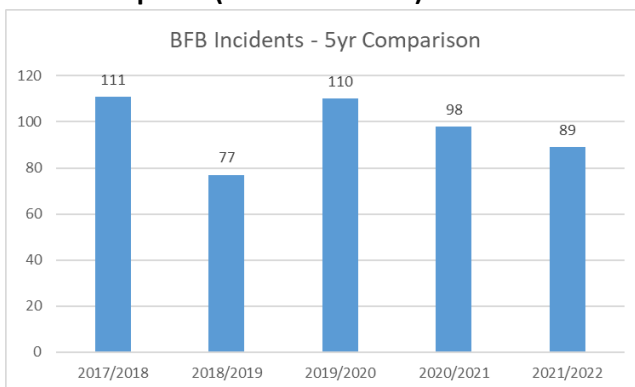
Officer Representing: Matt du Plessis, Community Emergency Service Manager (CESM)

Matters to be reported:

Incidents

- Arson:
 - Injidup
 - Tutunup
 - Both reported to WAPOL and incidents created
 - All suspected Arson to be reported, no matter how small

Statistics update (December 2022)



Notable Statistics –

- Previous Incident Statistics included all services (including SES, Marine Rescue etc). Adjusted to reflect BFBs only.
- BFB Volunteers Summary, seems like a decline, however audit implied that memberships were not updated in previous years and volunteers were still on database that had finished up years ago.

Capability

- See Attachment 1 – City of Busselton Capability

Mitigation

- Activities delayed due to recruiting of Mitigation Officer
 - Deb Peachey commences 19 December 2022
- Completed mitigation works at Yallingup and Schooner Reserve.

- Dunsborough Waste Facility burn cancelled due to contamination due to plastics in burn area
- Reidle Park in Eagle Bay to be added to list
- AFDRS Digital Sign to be placed Cape Naturalist Drive – Funded by Residents of Eagle Bay Association
- 200K litre water tank to be placed on Eagle Bay drive - Funded by Residents of Eagle Bay Association

Vehicles

- Repairs/ Faults/ Equipment - Liaise direct with Fleet Team – Nando or Russell
- Annual servicing:
 - May - Aug 2023 need to ensure equipment faults are completed at same time.
 - Please keep an eye on BART for appliance movements
- Significant number of faults and damage reported. These will be fixed during annual service program if able, otherwise parts will be ordered and fixed following the service program.

Training

- Training calendar to be developed and training dates to be determined for 2023
 - Trainers consult early 2023
 - Peter Stark – Lead Trainer

Safety

- PPC - Wear at all times, including burn offs, no matter how small an event.
 - Nil PPC = Nil attending a fire. You are responsible for your own safety

BART

- Roll out was quick and still a lot of questions from Brigades
- Need to look at champions in Brigades to oversee BART for their teams
 - Consider Zone champions EG Zone 1 (Yallingup Coastal / Eagle Bay / Dunsborough) shared BART expert.

HVMB's

- Telstra Integrated Messaging System (TIMS) introduced in order to get real-time SMS to public/businesses who sign up.
- AFDRS help determine HVMB at:
 - when a Total Fire Ban is in place, implement a HVMB at FBI 40
 - when a Total Fire Ban is not in place, trigger point for HVMB is FBI 40, consider (not limited to):
 - Chains (noteworthy 9+ for Capes area)
 - Temperature / Wind
 - Resources availability / capability

WHS and us

- External Audit in progress – Stage 1
 - using ISO 45001/WHS WA 2020 as the benchmark requirements, reviewing:
 - Understanding the organization and its context
 - Understanding the needs and expectations of workers and other interested parties
 - Determining the scope of the OH&S management system
 - OH&S management system Leadership and worker participation
 - Organizational roles, responsibilities and authorities
 - Consultation and participation of workers

- Planning of Actions to address risk and opportunity
- Determination of legal requirements and other requirements
- OH&S objectives and planning to achieve them
- Administrators Workshop 2023

Orders:

- Stocktake in process to determine future needs and enable better consistency across brigades:
 - Facilities
 - Equipment
 - Appliances
 - Radios
 - See Attachment 2 – Highlights a snapshot of different brigades, only included part audit
- Radios – Batteries are likely to become faulty due to age. Please be vigilant and report any issues immediately.

8.2 CESM Report – Attachment 1 and 2

No	Action Items	Who	Due By	Status or comment
7.2	BART 'how to use' training session	Matt du Plessis	May/June 2023	
7.4	Motion presented to council for awarding life membership within a brigade	Rachel Runco	June 2023	
8.2	Add FCO numbers to the HVMB website list	Ranger Admin	30 December 2022	
8.2	2023 Country Operations Lower South West directories	Matt du Plessis	January 2023	
9.1	Radio network stickers	Matt du Plessis	Complete	
9.2	WhatsApp message with Nando Guzzomi and Russell Guthrie contact numbers for the reporting of repairs/faults/equipment	Matt du Plessis	Complete	
9.3	WhatsApp group, adding smaller group for coordinators	Fire Control Officers	March 2023	
9.4	Brigade tablets, update to be provided for second submission	Todd Johnson	March 2023	
9.5	Racking for Vasse Station	Matt du Plessis	30 January 2023	
9.6	COMMS with air support and update on Pelican case radios	Andy Thompson	March 2023	
9.7	Fire debrief for 2022 incidents at Ambergate shed	Allan Guthrie/Matt du Plessis	Complete	
10.1	Copy of CoB Annual Skills Refresher 2022-2023 form	Ranger Admin	Complete	
10.2	Disposal of foam drums at Waste Facility	Allan Guthrie/Matt du Plessis	30 January 2023	
10.3	Contaminated uniform bags from DFES	Matt du Plessis	30 January 2023	