



City of Busselton
Geographie Bay

**Bush Fire Advisory Committee
Agenda**

13 June 2017

**Community Resource Centre, Meeting Room 1, 21 Cammilleri Street, Busselton
on Tuesday 13 June 2017, commencing at 7.30pm.**

CITY OF BUSSELTON

**AGENDA FOR THE BUSH FIRE ADVISORY COMMITTEE MEETING TO BE HELD ON
13 June 2017**

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CITY OF BUSSELTON

MEETING NOTICE AND AGENDA – 13 JUNE 2017

NOTICE is given that a meeting of the Bush Fire Advisory Committee will be held at the Community Resource Centre, Meeting Room 1, 21 Cammilleri Street, Busselton on 13 June 2017 commencing at 7:30pm.

Your attendance is respectfully requested.

MIKE ARCHER
Chief Executive Officer, City of Busselton

1. DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS

2. ATTENDANCE AND APOLOGIES

See Attendance List.

Apologies:

3. DISCLOSURE OF INTERESTS

4. CONFIRMATION OF MINUTES

4.1 CONFIRMATION OF MINUTES FROM MEETING HELD 14 MARCH 2017

Moved:

Seconded:

BUSINESS ARISING

5. PRESENTATIONS

6. BUSINESS BEFORE THE COMMITTEE

6.1 Issuing of permits outside of FCO's Area, Doug Walters

7. OFFICER/DELEGATE REPORTS

Attachment 7.1 - City of Busselton RESC Report, Ian McDowell

Attachment 7.2 - Department of Fire and Emergency Services/City of Busselton, Peter Stark

Attachment 7.3 - Department of Parks and Wildlife, Jeremy Friend

Attachment 7.4 – WA Bush Fire Brigade/City of Busselton, Allan Guthrie

Officer Recommendation

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

- a) City of Busselton Ranger & Emergency Services Coordinator
- b) Department of Fire and Emergency Services/City of Busselton
- c) Department of Parks and Wildlife
- d) WA Bush Fire Brigade/City of Busselton

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

The next meeting will be held on 12 SEPTEMBER 2017 at 7:30pm TBC location.

11. CLOSURE

Attachment 1

Attachment 7.1 Report to the City of Busselton Bush Fire Advisory Committee (BFAC) meeting to be held on 13 June 2017

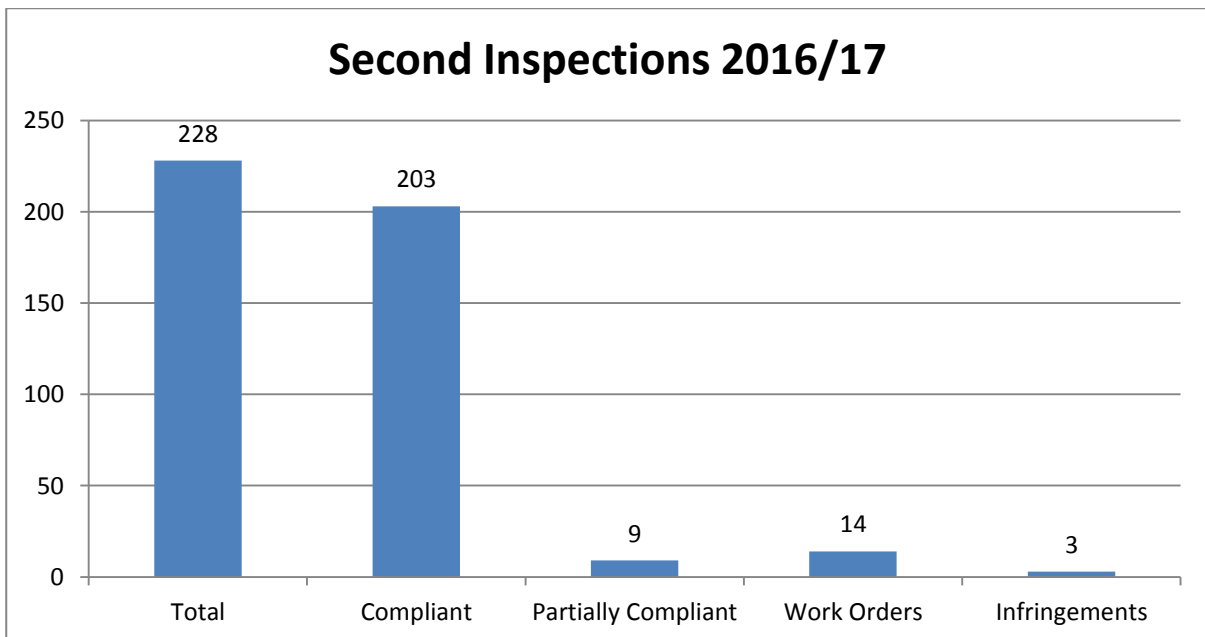
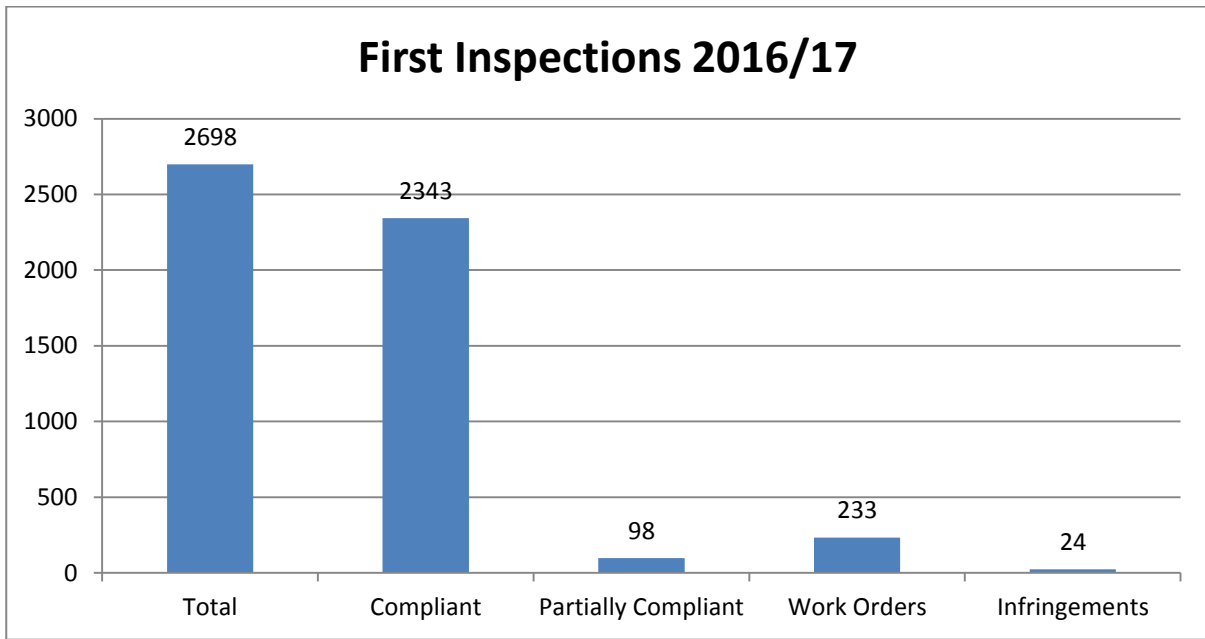
Agency: City of Busselton

Officer Representing: Ranger & Emergency Services Coordinator, Ian McDowell

Matters to be discussed:

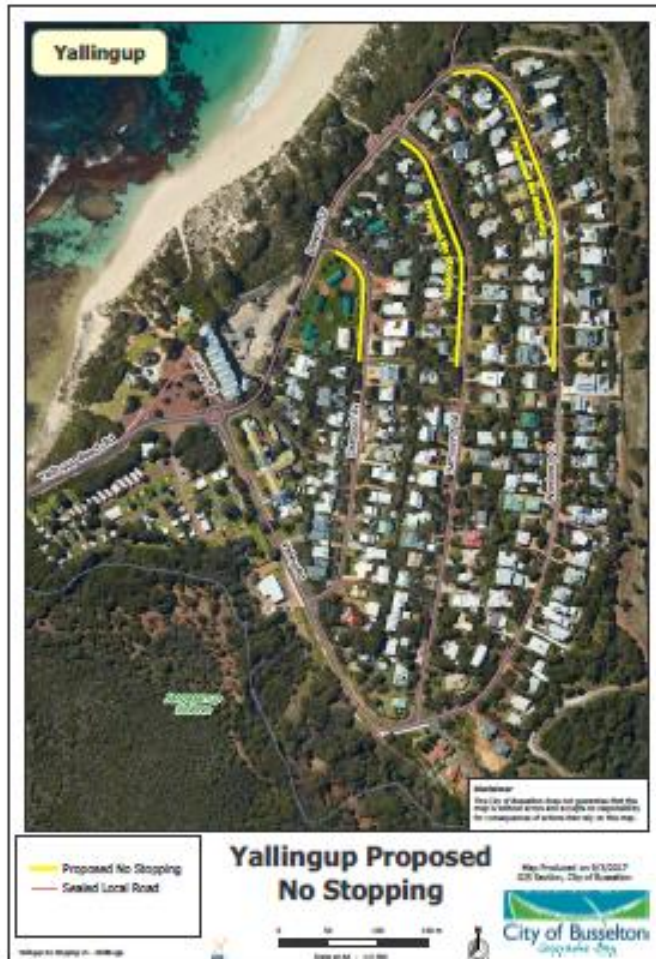
1. Annual Fire Inspections – Final Results

The focus of the annual fire break inspection program has been properties in high bushfire prone areas. The following is a graphical representation of the inspections for the year.



2. Yallingup Parking Review

Last meeting the committee was advised of proposed parking controls in Yallingup Townsite as a means of improving access for emergency services vehicles during an emergency. At its meeting on 10 May 2017 Council approved no stopping on the western side of Elsegood Avenue, Hammond Road, and Wardanup Crescent from Dawson Drive to the Public Access Way.



3. Fireworks on Private Property

At its meeting in December 2016 the committee discussed the conduct of fireworks events for private events during the prohibited and restricted burning season. As a result of this discussion the City has drafted an Operational Procedure with which to assess requests for these events.

Under the draft procedure (which is subject to our internal approvals process) fireworks will not be permitted:

- a. unless the application has been submitted through the Department of Mines and Petroleum (Resource Safety);
- b. during prohibited or restricted burning times; and
- c. Where the fireworks display is proposed to be held outside the preferred hours of 8am to 9pm Sunday to Thursday, 8am to 10pm Friday and Saturday.

Attachment 7.2 Report to the City of Busselton Bush Fire Advisory Committee (BFAC) meeting to be held on 13 June 2017

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

Officer Representing: Acting Community Emergency Services Manager (CESM), Peter Stark

Matters to be discussed:

eAcademy

- On 22nd May, all Brigade FCO's, Captains and Secretaries were emailed a proposal from Regional Training Coordinator Donna Virgo asking for feedback from Brigades about a revised eAcademy procedure which would see the transition from new member to initial training pathways smoother and quicker. All those Brigades that replied have unanimously endorsed the idea.

The proposal is that the Admin team manually enter the volunteer onto LSW VFF1 pathway once they receive a volunteer ID number. We will also need to make sure that all membership forms have an email as this is the mode of communication for the eAcademy. We believe this improvement will introduce our new volunteers to a simpler, more inviting process. Once the membership is confirmed we will be sending volunteers an email and steps on how to register for the portal and access the eAcademy, so they can access courses quicker and easier. This will save time with 1:1 individual contact which we are doing now which is not sustainable.

Those Brigades that haven't responded should email their approval to manjmiup.reception@dfes.wa.gov.au (and copy to Peter Stark) that the brigade/LGA are happy for this to occur.

- A further reminder that everyone who applies for a course must select their Brigade officer as their supervisor – not DO Danny Mosconi! The eAcademy will be changing the drop down box order so that this should be more logical. In the interim, please advise your Brigade training officers that they should train members on how to do this.

Training

- The previously reported Training Manual for City of Busselton Bushfire Fighters is under way. Collaboration between the Shires of Augusta Margaret River and Nannup will see each LGA follow a similar format and resources. This project will be ongoing and will hopefully pick up pace as a new CESM takes the chair!
- The Introduction to Firefighting and Bushfire Fighting courses scheduled for April/May were cancelled due to a lack of numbers. Brigade secretaries were asked to post ask new members for expressions of interest in participating in this courses. If we get sufficient numbers, we will run them prior to the next scheduled ones in spring.
- The midweek Introduction to Structural Firefighting was run on Tuesday 6th June with 7 participants from across the region. As a result, some other courses will also be offered midweek later in the year.

Security alarms at fire stations

- The installation at the first 7 brigade sheds is now complete and it is pleasing to see that there have been no further break ins since. Funding has been approved for the installation in a further five brigades in the new financial year.
- I have a number of Alarm stickers available tonight if any Brigades without fitted alarms would like to take them to fix to prominent areas of the sheds in the interim.

Updated brigade records

- Thanks to the brigades who sent in the updates of brigades some months ago. I will resend out records to all please review and update current membership and delete old or non-active members etc.

Membership Application Forms

- A number of Brigades are using the old style membership applications which does not require an email address or Next of Kin notification. All existing membership registration forms and books are to be discarded and all new applications should be done using the form available from the Volunteer Portal (under the BFB logo > Administration Forms). Any older forms will not be processed.

Operational Circulars

- Vertex handheld radios are designed for short distance communications and may not have the power to trigger a repeater. Operational Circular 40-2017 states that they can only be used as a backup on duplex channels (e.g. Ch. 182) and then only with approval from the Incident Controller and after radio checks to ensure they are capable in the specific terrain/conditions of being reliable in that situation.
- Operational Circular 39-2017 reinforces some basic information about the use of selcall. Crews that use selcall should register for a WAERN course (4.5 hours for both Basic and Advanced) to ensure they understand the limitations etc.

Volunteer Portal Upgrades

- The volunteer portal has received a number of upgrades and updates in recent weeks which makes navigation and use much simpler.

Thanks for patience

- The transition to a new CESM is taking a little longer than perhaps we would have liked and this has resulted in a backlog of some tasks. Thanks to everyone for your patience during this period. Be assured that all tasks are prioritised weekly and dealt with until the shiny new CESM catches up.



APPLICATION TO JOIN A BUSH FIRE BRIGADE

1.
BRIGADE NAME **LOCAL GOVERNMENT**

2. MR MRS MISS MS

3. **SURNAME** BLOCK LETTERS

4. **GIVEN NAMES** (IN FULL)

5. **DATE OF BIRTH** FEMALE MALE

6. **ADDRESS**

HOME	POSTAL
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
POST CODE <input type="text"/>	POST CODE <input type="text"/>

7. **TELEPHONE**

HOME	WORK	MOBILE	PAGER
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

EMAIL

8. **MEMBERSHIP TYPE**

ACTIVE [A person who will become involved in the operational work of the brigade]

(please ✓) AUXILIARY [A person involved only in a support role (e.g. Communications/Admin)]

CADET [An enrollee who is under 16 years of age]

9. **NEXT OF KIN DETAILS**

FULL NAME

ADDRESS

TELEPHONE RELATIONSHIP

10. **BRIGADE TRAINING CARRIED OUT (IF KNOWN)**

Course Title	Location	Date of Course

I certify that the above particulars are true and correct

11. **APPLICANT** **PARENT /GUARDIAN (IF UNDER 18 YEARS OF AGE)**

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
SIGNATURE	DATE	SIGNATURE	DATE

12. **AUTHORISED: BRIGADE CAPTAIN/SECRETARY**

FIRE SERVICE USE ONLY ENTERED INTO RMS	MEMBERSHIP NUMBER <input type="text"/>	INITIALS <input type="text"/>	DATE <input type="text"/>
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OPERATIONAL CIRCULAR 39/2017

File: D01361

MAY 2017

USE OF SELECTIVE CALLING (SELCALL) ON WAERN RADIOS

The Selective Calling (Selcall) feature on both VHF Mid and High Band radios provides the ability to send an alert to another radio. Where vehicles are fitted with both VHF Mid and High Band radios there could be potential confusion associated with Selcall operation due to different Selcall numbering protocols.

VHF Mid Band radios use a FIVE (5) digit Selcall number and VHF High Band radios use a SIX (6) digit Selcall number. Radios must also be on the same channel and band to enable Selcall communications.

High Band Protocols

Where a five (5) digit Selcall number is displayed, a zero (0) must be inserted between the third and fourth digit to create a six (6) digit Selcall number for use on High Band radios e.g. Selcall # 12456 is converted to 124056 to create a six digit Selcall number.

This also applies to a five (5) digit Selcall number where there is a gap after the third digit e.g. Selcall # 124 56 is converted 124056 to create a six digit Selcall number.

Mid Band Protocols

There is no requirement to insert any zeros between the five (5) digits.

Selcall numbers could be displayed in the following locations:

- Door of the vehicle
- Bonnet of the vehicle
- Roof of the vehicle and
- Radio screen immediately after it is turned on.

Radio operators must make themselves familiar with the vehicle radio Selcall numbers and also be aware of the correct Selcall numbering protocol for the type of radio that is being used.

The FES Academy is currently reviewing the WAERN TRK Basic and Advanced User Manual and will update the manual to reflect this additional information.

For more information please contact Superintendent Syd Bignell, Operational Communications on (08) 9395 9676 or email syd.bignell@dfes.wa.gov.au

**GARY GIFFORD
A/DEPUTY COMMISSIONER CAPABILITY**

Target Audience: All WAERN radio users				
A	B	C	D	Vol
O.I.C. is to communicate content to all relevant personnel under their command, discuss implications, and sign appropriate box above. Once completed Circulars shall be filed on station and forwarded to Information Resources at the end of each financial year.				
OC-39-17	Issue Date:	Removal Date:	Contact:	Operational Readiness & Standards Capability Command
Page 1 of 1	May 17	May 18	syd.bignell@dfes.wa.gov.au	



OPERATIONAL CIRCULAR 40/2017

File: D02116

MAY 2017

USE OF VHF HANDHELD RADIOS WITH REPEATER CHANNEL

The Vertex Standard VHF High Band handheld radio was introduced to enable firefighting crews to monitor VHF High Band radio communications when working away from a vehicle.

[Safety Circular 03/2014 – Use of VHF Hand Held Radios](#) stated;

"Handheld VHF High Band radios are only to be used for communications on simplex sector channels over short distances"

and;

"The use of VHF handheld radios for other than simplex communications is to cease immediately".

Safety Circular 03/2014 is to be rescinded and replaced with this Operational Circular.

Repeater (duplex) channels are primarily used for Incident Command channels and the primary means of communicating with repeaters on VHF is to be the vehicle mounted radios. This ensures maximum signal strength and range, enabling the efficient transmission of information in a timely manner.

Handheld VHF radios are a resource that should be used at the appropriate time and situation at the discretion and direction of the Incident Controller – regardless of the type of incident or hazard. The use of a handheld radio for this type of communications is limited by a number of factors. All users of the handheld VHF radios are to be aware of the following:

1. The portable handheld power output is 5 watt compared to 25 watt of the vehicle mounted radio.
2. The VHF portable handheld to be used effectively, is required to be in open area and not shielded by obstacles
3. Ensure the appropriate repeater is selected.

VHF and UHF handheld radios are able to be used as a **backup** for repeater (duplex) communication if the Incident Controller has approved its use and the operator has conducted radio checks with the handheld radio to confirm its signal strength and quality.

Target Audience: All operational personnel currently using VHF handheld radios				
A	B	C	D	Vol
O.I.C. is to communicate content to all relevant personnel under their command, discuss implications, and sign appropriate box above. Once completed Circulars shall be filed on station and forwarded to Information Resources at the end of each financial year.				
OC-40-17	Issue Date:	Removal Date:	Contact:	Operational Readiness & Standards Capability Command
Page 1 of 2	May 2017	May 2018	syd.bignell@dfes.wa.gov.au	



At an incident the primary means of communication through a VHF or UHF repeater (duplex) is to be from a vehicle mounted radio to maximise radio working distances. VHF and UHF handheld radios are only to be used as an alternate means of repeater (duplex) communications if the Incident Controller authorises its use at their discretion.

Personnel are reminded of the importance of detailed Incident Communications Plans.

The use of VHF handheld radios for simplex communications is to remain as per existing SOP's.

For more information please contact Superintendent Operational Communications on 9395 9676.

GARY GIFFORD
A/DEPUTY COMMISSIONER CAPABILITY

Target Audience: All operational personnel currently using VHF handheld radios				
A	B	C	D	Vol
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OC-40-17	Issue Date:	Removal Date:	Contact:	Operational Readiness & Standards
Page 1 of 2	May 2017	May 2018	syd.bignell@dfes.wa.gov.au	Capability Command

Attachment 7.3 Report to City of Busselton Bush Fire Advisory (BFAC) Committee meeting to be held on 13 June 2017

Agency: Department of Parks and Wildlife (Blackwood District)

Officer Representing: Jeremy Friend – Fire Operations Officer

Matters to be discussed:

FIRE SEASON 2016/17

- 63 fires attended within the Blackwood District

PRESCRIBED BURNING

Areas treated during Autumn 2017

- BWD_039 (Nelson) – 90 ha (7km SW of Bridgetown)
- BWD_078 (Camballan) – 1,400 ha (21km N of Boyup Brook)
- BWD_079 (Upper Capel) – 1,100 ha cell plus additional 12km of edging (12km SW of Donnybrook)
- BWD_105 (Pine Heaps) – 400 ha

Attachment 7.4 Report to the City of Busselton Bush Fire Advisory Committee (BFAC) meeting to be held on 13 June 2017

Agency: WA Bush Fire Brigade/City of Busselton

Officer Representing: Chief Bush Fire Control Officer, Allan Guthrie

Matters to be discussed:

For discussion Busselton 12.2