



**City of Busselton**  
*Geographie Bay*

**Bush Fire Advisory Committee  
Minutes**

**13 December 2016**

**Community Resource Centre, Meeting Room 1, 21 Cammilleri Street, Busselton  
on Tuesday 13 December 2016, commencing at 7.30pm.**

**CITY OF BUSSELTON**

**MINUTES FOR THE BUSH FIRE ADVISORY COMMITTEE MEETING TO BE HELD ON  
13 DECEMBER 2016**

**TABLE OF CONTENTS**

<b>ITEM NO.</b>	<b>SUBJECT</b>	<b>PAGE NO.</b>
1.	Declaration of Opening	2
2.	Attendance and Apologies	2
3.	Disclosure of Interests	3
4.	Confirmation of Minutes	3
4.1	Confirmation of Minutes From Meeting Held 13 September 2016	3
5.	Presentations	3
5.1	2016/17 Seasonal Synopsis (Danny Mosconi)	3
6.	Business Before the Committee	3
7.	Officer/Delegate Reports	3-4
7.1	City of Busselton RESC (Ian McDowell)	5-6
7.2	Yallingup Rural Bush Fire Brigade (Mark Fisher)	7
7.3	Department of Fire and Emergency Services/City of Busselton (Tim Wall)	8-12
7.4	Department of Fire and Emergency Services (Danny Mosconi)	13
7.5	Department of Parks and Wildlife (Jeremy Friend)	14
8.	Matters of Urgency	4
8.1	Peter Dawson, Fire Control Officer, Vasse BFB (Carbunup Reserve 38582)	3
8.2	Allan Guthrie, Chief Bushfire Control Officer (Fireworks-City of Busselton)	3-4
8.3	Allan Guthrie, Chief Bushfire Control Officer (Fire Permit Meeting FCO's)	4
9.	Occupational Health & Safety (OH&S)	4
9.1	David Hunt (Drones)	4
9.2	Mark Jolliffe, FCO, Wilyabrup BFB ( Wilyabrup Bush Fire Station- tree hazard)	4
10.	Next Meeting	4
11.	Closure	4

**CITY OF BUSSELTON****MINUTES – 13 DECEMBER 2016****1. DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS**

The Chairperson, Allan Guthrie declared the meeting open at 7.34pm.

**2. ATTENDANCE AND APOLOGIES****Present**

Allan Guthrie	Chief Bushfire Control Officer
Robert Reekie	Councillor, City of Busselton
Ken Sue	FCO, Ambergate BFB
Oscar Negus	Deputy Chief Bushfire Control Officer, Hithergreen BFB
Chris Payne	Deputy Chief Bushfire Control Officer, Kaloorup District BFB
Barton Hatherly	Fire Control Officer, Dunsborough BFB
Ray Fokkema	FCO, Metricup BFB
Peter Dawson	Fire Control Officer, Vasse BFB
Doug Walters	Fire Control Officer, North Acton Park BFB
Mark Smith	Fire Control Officer, Sussex BFB
Mark Fisher	Fire Control Officer, Yallingup Rural BFB
Chris Ayres	Fire Control Officer, Yallingup Rural BFB
Colin Sanderson	Fire Control Officer, Eagle Bay BFB
Mark Jolliffe	FCO, Wilyabrup BFB
Ian McGregor	Fire Control Officer, South Acton Park BFB

**In Attendance:**

Paul Needham	Director Planning and Development Services
Tanya Gillett	Manager- Health Services
Ian McDowell	Ranger & Emergency Services Coordinator
Tim Wall	Community Emergency Services Manager
Phoebe Buntain-Barrie	Senior Administration Officer
Jeremy Friend	Department of Parks and Wildlife
Danny Mosconi	Department of Fire and Emergency Services
Andy Wright	Department of Fire and Emergency Services
Mal Ballard	Captain Dunsborough BFB
David Hunt	Yallingup Rural BFB member

**Apologies:**

Andrew Hunt	Fire Control Officer, Dunsborough BFB
Mark Standish	Fire Control Officer, Yallingup Rural BFB
Ian Slee	Fire Control Officer, Yoongarillup BFB
Paul Blight	Fire Control Officer, Yallingup Coastal BFB
Peter Stark	Fire Control Officer, ICV
Todd Johnson	Fire Control Officer, Ruabon BFB

**3. DISCLOSURE OF INTERESTS**

Nil

**4. CONFIRMATION OF MINUTES**

4.1 CONFIRMATION OF MINUTES FROM MEETING HELD 13 SEPTEMBER 2016

Moved: Peter Dawson

Seconded: Chris Payne

**CARRIED**

**BUSINESS ARISING**

Nil

**5. PRESENTATIONS**

5.1 2016/17 Seasonal Synopsis (Danny Mosconi)

A presentation was made on the 2016-2017 Western Australian Cyclone and Southern Bushfire Season Synopsis.

**6. BUSINESS BEFORE THE COMMITTEE**

Nil

**7. OFFICER/DELEGATE REPORTS**

Attachment 7.1 - City of Busselton RESC Report (Ian McDowell)

Attachment 7.2 - Yallingup Rural Bush Fire Brigade (Mark Fisher)

Attachment 7.3 - Department of Fire and Emergency Services/City of Busselton (Tim Wall)

Attachment 7.4 - Department of Fire & Emergency Services (Danny Mosconi)

Attachment 7.5 - Department of Parks and Wildlife (Jeremy Friend)

**8. MATTERS OF URGENCY**

**8.1** Peter Dawson, Fire Control Officer, Vasse BFB:

Carbunup Reserve 38582 (Sussex Location 16, 17 and 19) Bussell Highway, Carbunup River, to establish who has the responsibility to implement a Fire Management Plan for the Steiner School located on the reserve.

Tim Wall and Danny Mosconi will contact the school to arrange a visit and inspection.

**8.2** Allan Guthrie, Chief Bushfire Control Officer:

Concerns were raised regarding a recent fireworks event at Wise Winery.

Ian McDowell advised the City is one stakeholder in the approvals process and that it is the Department of Mines and Petroleum who have the final say. He also advised that the City would be developing an approvals process to consider future applications.

Allan Guthrie the City of Busselton follow up and provide advice on whether a Policy can be created to ban fireworks in rural property areas.

**8.3 Allan Guthrie, Chief Bushfire Control Officer:**

To request a mandatory fire permit meeting for all Fire Control Officers to discuss the requirements of issuing fire permits. Tim Wall will follow up on organising the meeting for late February early March 2017.

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

**9.1** David Hunt raised concerns about drones being flown within the area of a fire ground and whether it is permitted. Danny Mosconi, Department of Fire and Emergency Services commented that if a drone is to be used in the area of a fire ground all helix tax and fix wing aircrafts must be grounded. Drones are not to be used, it was suggested the City of Busselton advertise awareness about the serious consequence of drones being used within the City within the area of a Bush Fire Emergency.

**9.2** Mark Jolliffe FCO, Wilyabrup BFB:

A white ant infested tree is hanging over the Wilyabrup Brigade Station causing a safety hazard.

**10. NEXT MEETING**

The next meeting will be held on 14 March 2017 at 7:30pm in the Community Resource Centre, City of Busselton, 21 Cammilleri Street, Busselton.

**11. CLOSURE**

There being no further business, the Chairperson declared the meeting closed at 9.20pm.

**Attachment 7.1 Report to the City of Busselton Bush Fire Advisory Committee (BFAC) meeting to be held on 13 December 2016**

**Agency:** City of Busselton

**Officer Representing:** Ranger & Emergency Services Coordinator, Ian McDowell  
Director Planning & Development Services, Paul Needham

**Matters to be discussed:****1. Sentinel Alert and Public Information**

This is an update on the report presented to BFAC on 13 September 2016 regarding the Sentinel Alert System.

At its meeting of 14 June 2016 BFAC recommended that the City “conducts a survey to ascertain the level of community interest in the Capes region for a Sentinel Alert System”.

A recommendation of the Special Inquiry into the January 2016 Waroona Fire, *Reframing Rural Fire Management*, was

**Recommendation 11:** *The Department of Fire and Emergency Services to investigate and adopt a system that will allow the public to opt in, monitor and receive, through a ‘push mechanism’, bushfire and other emergency warnings, maps and information using a variety of devices including personal hand held smart devices.*

The State Government supported the recommendation to be progressed as a priority ahead of the 2016/17 bushfire season. DFES deliverables include establishing a critical messaging system that will provide RSS feed for dissemination of:

- Warnings
- Incidents from the DFES Communications Centre
- Fire Danger Ratings
- Total Fire Bans

The *Emergency WA* website [www.emergency.wa.gov.au](http://www.emergency.wa.gov.au) has subsequently been established and allows residents to receive notifications of the information listed above.

This matter was considered at the Councillor Briefing Session on 16 November 2016. At the briefing it was determined that at this stage, due to the State Government’s implementation of the *Emergency WA* critical messaging system, the City does not support a survey of residents to ascertain the level of community interest in the provision of a Sentinel alert warning system.

**2. Annual Fire Inspections**

The City has commenced the annual fire break inspection program with the initial focus being properties in high bushfire prone areas. As at 3 December 2016 the City had inspected 178 properties throughout the district with the following results:

- Compliant – 134
- Partially Compliant – 14
- Work Orders – 30

This year Rangers have been assigned zones to streamline the inspection process. The City has two Rangers dedicated to conducting the inspections however, this was reduced to one during Leavers 2016. We have also experienced some technical problems with the hand held device but these have now been resolved.

### **3. Review of Local Emergency Management Arrangements (LEMA)**

This item is for noting and the information of the BFAC.

The City's current LEMA were adopted in 2008 and are overdue for a review in accordance with current standards.

The Emergency Management Act 2005 (the Act) outlines local government's requirements to prepare and maintain Local Emergency Management Arrangements. The City has commenced a review of the LEMA and will use the State Emergency Management Committee (SEMC) Guidelines – *A Strategic Framework for Emergency Management in Western Australia* as the basis for the review.

Consistent with these guidelines the LEMA will be drafted in consultation with a broad range of stakeholders. The arrangements will require endorsement of the Local Emergency Management Committee (LEMC) and Council, and will be noted by the District Emergency Management Committee (DEMC) and the State Emergency Management Committee (SEMC).

**Attachment 7.2          Report to City of Busselton Bush Fire Advisory Committee meeting to be held  
on 13 December 2016**

**Agency:** Yallingup Rural Bush Fire Brigade

**Officer Representing:** Fire Control Officer - Mark Fisher

**Matters to be discussed:**

1. Security at Fire Stations



**Attachment 7.3 Report to City of Busselton Bush Fire Advisory Committee meeting to be held on 13 December 2016**

**Agency:** City of Busselton / DFES

**Officer Representing:** Tim Wall , Community Emergency Service Manger ( CESM)

**Matters to be discussed:**

**1) eAcademy**

- More improvements have been made on eAcademy and volunteer portal, one major improvement has been, the portal currently uses a 'Microsoft-styled' login screen to Volunteers at the point of authentication. To remove the Microsoft branding and make portal page consistent with the other DFES-branded pages of the portal, we have spent a couple of months developing and testing a replacement for this page. Volunteers will be able to sign in using their 5 or 6 digit volunteer ID number (instead of)

[volunteerID@connect.dfes.wa.gov.au](mailto:volunteerID@connect.dfes.wa.gov.au)<mailto:volunteerID@connect.dfes.wa.gov.au><mailto:volunteerID@connect.dfes.wa.gov.au>

- Before you enter the DFES eAcademy, please check a number of enhancements have occurred or are occurring that you need to know about. Take a quick look at improvements currently underway or recently completed as listed, this will assist you getting around on eAcademy as improvement suggestion on the improvement from volunteers may have been acted on.

**2) Training**

It has been a busy 4 months with training the with the following course been delivered locally

- introduction to firefighting x 3 courses
- bush firefighting x 3 courses
- Provide first aid
- Basic and Advance WAERN
- Sector Commander refresher
- Introduction to structure fire fighting
- Comprehensive crew protection training

New local 2017 training calendar attached

Comprehensive Crew protection training has been and will continue to be rolled out. This is awareness level training and it is able to be delivered by senior brigade member who have completed the training.

The training will cover

- Use burnover blanket
- Water deluge system
- In-cab air training
- Burnover survival drill

RUI Exercise

Thanks to the brigades who turn up to the RUI exercise. It was great exercise and has been put into the 2017 training calendar. Any brigades who would like me to assist them with RUI training at their training night please contact me.

**3) Automatic Vehicle Location (AVL)**

- all vehicles have now been fitted with AVL
- The AVL system will provide real-time visibility of appliances especially during large scale bushfires and provide automated features to support enhanced crew safety. The system is part of the State Government's \$15.4 million crew protection measures designed to help firefighters if they become trapped by fire while in their vehicles.
- The AVL system, which will be installed on firefighting appliances in the lead up to the bushfire season in the metropolitan area and high-risk southern part of the state, will help address bushfire safety by providing real-time tracking of firefighting appliances.
- An automatic alert will be generated when vehicles enter or leave defined areas. This will increase fire ground situational awareness and crew coordination.
- The AVL system also includes a distress alarm which when activated, will automatically notify the DFES Communication Centre. Longer term the alarm will be integrated into aerial equipment to allow water bombers and aerial surveillance to respond faster to distress situations.
- Access request can be found on the volunteer portal under the tab AVL, once the form has been filled out please forward it onto me
- Please don't push the distress alarm button unless you need urgent assistance.

4) **Security alarms at fire stations**

- Due to the large number of break-ins at stations I have been getting quotes to have monitored alarm systems at fire stations.

5) **Zone response**

- Has commenced on the 1st December. Updated zone response protocols and Aid memoir have been sent out to all FCO and brigades.

6) **Traffic Management During Emergencies Guidelines 2015 - SEMC**

- See hand out at the meeting.

7) **Volunteer ID cards**

- All brigades have been sent the link to upload photos onto DFES web site with instructions. Task a brigade member to coordinate this project, please ensure all your members are undertaking getting the id photo done.
- Once the photo has been uploaded up to DFES website the ID card will be sent to the member home address by post.
- This will be an ongoing process as new members join brigades

8) **Update 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

9) **Out District Fires.**

- Check with members who may be available to go out of district fires. To assist please have all their details at hand eg : next of kin, phone details.
- Once we have a major incident where deployments are required work on a four day roster with in your brigades, see sample below, I can send excel spread sheet out to all FCO to use.

LSW REGION INCIDENT TASK FORCE DEPLOYMENT - CREW REGISTER

DEPLOYMENT LOCATION - ?	DAY SHIFT -	Shift	FIRST NAME	SURNAME	CONTACT NO.	NEXT OF KIN	NOK Contact
BRIGADE APPLIANCE	LOCAL GOVT						
TASK FORCE LEADER							
VLO							
TASK FORCE LEADER or SECTOR CMNDR							

CITY OF BUSSELTON VOLUNTEER BUSH FIRE SERVICE 2017 TRAINING CALENDAR

EVENT	DATE	LOCATION	EVENT	DATE	LOCATION	EVENT	DATE	LOCATION
<b>MARCH</b>								
			INTRO TO FIRE FIGHTING	SAT 29 & SUN 30	DUNSBOROUGH FIRE STATION	BUSH FIRE FIGHTING	SAT 6 & 7 SUN	DUNSBOROUGH FIRE STATION
<b>APRIL</b>								
<b>MAY</b>								
<b>JUNE</b>								
INTRO TO STRUCTURAL FIRE FIGHTING	6&7	DUNSBOROUGH FIRE STATION				PUMP OPERATIONS	TBA	DUNSBOROUGH FIRE STATION
<b>SEPTEMBER</b>								
PROVIDE FIRST AID	SAT 9	DUNSBOROUGH	PROVIDE FIRST AID	SAT 14	DUNSBOROUGH	BUSH FIRE FIGHTING	WED 1 & THURS 2	DUNSBOROUGH FIRE STATION
EXPO	SAT 23 SEP	DUNSBOROUGH	WAERN 1	WED 11	SES BSN	RUJ EXERCISE	WED 8	TBA
			WAERN 2	THUR 12	SES BSN	WAERN 1	WED 22	SES BSN
			FCO REFRESHER WORKSHOP	SAT 21	BUSSELTON CRC	WAERN 2	THUR 23	SES BSN
			INTRO TO FIRE FIGHTING	WED 25 & THUS 26	DUNSBOROUGH FIRE STATION			
<b>DECEMBER</b>								
<b>OCTOBER</b>								
<b>NOVEMBER</b>								
<b>JULY</b>								
<b>AUGUST</b>								



**SCHOOL HOLIDAYS:**  
 8- 23 APRIL  
 1- 16 JULY  
 23 SEPT - 8 OCT  
**TRAINING COORDINATOR:**  
 TIM WALL - 0427 202 717  
**TRAINER:**  
 PETER STARK - 0419 920 205

\*\* ON ROAD, PUMP OPERATIONS AND INTRO TO STRUCTURAL FIRE FIGHTING ARE SUBJECT TO AVAILABILITY OF QUALIFIED TRAINERS

\*\* ALL COURSE APPLICATIONS THROUGH eACADEMY AND ARE TO BE IN 7 DAYS PRIOR TO THE COURSE DATE

\*\* DUNSBOROUGH FIRE STATION IS THE DEFAULT LOCATION FOR ALL TRAINING. COURSES COORDINATOR WILL CHANGE VENUE DEPENDING ON NOMINATIONS & TYPE OF TRAINING COURSE

\*\* WAERN REFRESHER MAYBE DELIVERED ON REQUEST TO BRIGADES

**\*\*NOTE\*\*** IF BRIGADES WISH TO HAVE ADDITIONAL TRAINING WITH THE ICV TEAM OR CUSTOMISED BRIGADE TRAINING, PLEASE CONTACT PETER STARK OR TIM WALL

City of Busselton Bush Fire Service  
No. of Incidents Attended

From Date: 1/07/2016

To Date: 7/12/2016

AMBERGATE BFB  
Support 1  
Total: 1

CITY OF BUSSELTON  
Primary 5  
Support 13  
Total: 18

DUNSBOROUGH BFB  
Primary 14  
Support 6  
Total: 20

EAGLE BAY BFB  
Support 1  
Total: 1

HITHERGREEN DISTRICT BFB  
Primary 5  
Support 1  
Total: 6

KALLOORUP & DISTRICT BFB  
Primary 2  
Support 2  
Total: 4

METRICUP BFB  
Primary 3  
Support 2  
Total: 5

SUSSEX BFB  
Primary 1  
Support 3  
Total: 4

VASSE BFB  
Primary 3

Support 5  
Total: 8

WILYABRUP BFB  
Primary 3  
Support 1  
Total: 4

YALLINGUP COASTAL BFB

Primary 2

Support 2

Total: 4

YALLINGUP RURAL BFB

Primary 3

Support 4

Total: 7

YOONGARILLUP BFB

Support 2

**Attachment 7.4 Report to City of Busselton Bush Fire Advisory Committee meeting to be held on 13 December 2016**

**Agency:** Department of Fire & Emergency Services

**Officer Representing:** Danny Mosconi

**Matters to be discussed:**

1. DFES and P&W have developed new IAPs that cover a bushfire during the initial, escalating and de-escalating phases of an incident.
  2. **Operations Prestart:**  
Provides a tool for crews to utilise during the initial, escalating and deescalating phases of an incident.
  3. **IAP-LITE:**  
Provides an IAP template to be used while the incident is escalating or deescalating.
  4. **IAP:**  
Provides a full IAP template for complex and long duration incidents.
- Key actions from Ferguson pre-summer are:
    - All agency L3 Preformed Teams (see below regarding Local Government inclusion);
    - AVL vehicle tracking systems - To date 730 vehicles have been fitted with AVL. City of Busselton completed;
    - Critical messaging - Emergency WA website [www.emergency.wa.gov.au](http://www.emergency.wa.gov.au);
    - ID Cards and Windscreen stickers - Local Government managing the rollout of both of these. The intent is that these **may** assist entry through Vehicle Control Points;
    - Managing Traffic at Emergencies - SEMC. New Office of Emergency Management (OEM) previously SEMC website. Key document is the SEMC Guideline "Traffic Management During Emergencies Guideline 2015
  - L3 Teams - WALGA has sent a letter to CEOs (and they have been briefed locally). Caches depending on capability with an emphasis on identifying shortfalls and local knowledge inclusion.
  - High Season appliance should be delivered soon to Sussex and Wilyabrup
  - Early in the year the Yallingup Fire Brigade identified that parking on the street in Yallingup is causing issues with access for fire trucks (and other emergency responders) in the event of an emergency. A letter was sent to the City from DFES representatives, WAPOL and St Johns in March this year highlighting this issue. Still waiting on LG response.
  - Local review of 2 fires - 17 local actions to come out of those. Some include Sector Commander refresher training and RUI training.
  - Rural Urban Interface - 4 x drills planned for LSW (Dunsborough / Nannup / Donnybrook / Pemberton)
  - Exercise Commonage - Multi agency exercise on Saturday 5th November with an emphasis on setting up an Operations Point. Information sharing re. ICV, DPaW Bus, USAR, CSU, WAPOL and FAWNA.
  - We have hosted a number of Community Bushfire Education events in the City concentrating on the Yallingup Rural and Coastal Area
  - Pre-Season Leadership Forums - BFS/VFRS/SES
  - DFES/WAPOL Superintendents and other Senior Officers pre-season meeting - looked specifically at OEM Guidelines re Traffic Management and Community Evacuations.
  - Busselton VFRS have installed a Memorial Plaque at the front of the station made from old jetty pylon which will be used to commemorate "International Firefighters Day" in May each year

**Attachment 7.4 Report to City of Busselton Bush Fire Advisory Committee meeting to be held on 13 December 2016**

**Agency:** Department of Parks and Wildlife (Blackwood District)

**Officer Representing:** Fire Operations Officer, Jeremy Friend

**Matters to be discussed:**

**FIRE SEASON 2016/17**

- 9 fires attended within the Blackwood District.
- Blackwood Fire 9 – Gregory is in an advanced stage of mop up and patrol, with some good rainfall across the area overnight. Total area was approximately 4,400 ha. Thank you to the local Bushfire Brigades that provided assistance, including the Busselton 12.2.

**PRESCRIBED BURNING SPRING 2016**

BURNID	NAME	HECTARES
BWD_032	BRAMLEY 533	119
BWD_041	YELVERTON 727	269
BWD_048	ARGYLE 032	706
BWD_051	CATTERICK 001	2,620
BWD_058	RED GULLY 124	5,290
BWD_059	TANJANERUP 390	3,885
BWD_065	BORANUP 826	111
BWD_072	NOGGERUP 005	3,700
BWD_073	RAPIDS 539	5,814
BWD_082	BORANUP	108
BWD_093	RYALL	349
BWD_098	MCCORKHILL PLOTS	16
Blackwood District Total		<b>22,987</b>

As at 11/12/2016, Parks and Wildlife have treated approximately 166,000ha across the 3 Forest Regions

**ADDITIONAL COMMENTS**

- Blackwood District has been successful in gaining a grant under the National Bushfire Mitigation Program to undertake additional mechanical fuel management around Yallingup. This will further enhance the areas that are maintained annually around the townsite. We are currently working through the environmental checks with the intent to start the machine work in April/May 2017. Due to commitments at Fire 9 I was unable to attend the recent Yallingup Residents Association and CoB LEMC meetings to pass this on.
- Maintenance of the wider strategic access and firebreak network throughout the LNNP continuing.
- Busselton and Margaret River conservation employees at full employment for 2016/17 season