



Bush Fire Advisory Committee Meeting

Bush Fire Advisory Committee Minutes – Wednesday, 17 April
2024

Gordon MacMile
Chief Executive Officer

Acknowledgement of Country

We wish to acknowledge the traditional custodians of the land we are meeting on, the Wadandi people. We wish to acknowledge and respect their continuing connection to the land, waters and community.

We pay our respects to all members of the Aboriginal communities and their culture; and to Elders past and present, their descendants who are with us today, and those who will follow in their footsteps.

Our Vision

A lifestyle of choice; connecting community, culture and country.

Our Values



H **Honesty**

We are respectful in all that we do, and all interactions we have, whilst being inclusive and mindful of differences.



E **Empathy**

We are kind and show understanding of peoples circumstances, perspectives and differences.



A **Accountability**

We are transparent in all that we do, and stay true to our word by taking responsibility for our actions.



R **Respect**

We are respectful in all that we do, and all interactions we have, whilst being inclusive and mindful of differences.



T **Teamwork**

We are cooperative, collaborative and united while working towards common goals of our Shire.



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1. Declaration of Opening/Announcement of Visitors

The Chief Executive Officer opened the Meeting at 7:33pm and read out the following Acknowledgement of Country:

'We wish to acknowledge the traditional custodians of the land we are meeting on, the Wadandi people. We wish to acknowledge and respect their continuing connection to the land, waters and community. We pay our respects to all members of the Aboriginal communities and their culture; and to Elders past and present, their descendants who are with us today, and those who will follow in their footsteps.'

The Chief Executive Officer acknowledged the recent passing of John James, long time Bush Fire Brigade member and committed volunteer within the Capel community and extended the Shire's thoughts to the family.

Election of chair

5.12. Presiding members and deputies, election of (1) The members of a committee are to elect a presiding member from amongst themselves in accordance with Schedule 2.3, Division 1 as if the references in that Schedule –

- (a) to "office" were references to "office of presiding member"; and
- (b) to "council" were references to "committee"; and
- (c) to "councillors" were references to "committee members".

The *Local Government Act 1995* Schedule 2.3, Division 1, Section 4 indicates in part that:

1. The Council is to elect a Councillor to fill the office of Chair.
2. The election is to be conducted by the Chief Executive Officer in accordance with the procedures prescribed.
3. Nominations are to be given to the Chief Executive Officer in writing before the meeting or during the meeting before the close of nominations.
4. Nominations close at the meeting at a time announced by the Chief Executive Officer, which is sufficient time after the announcement by the Chief Executive Officer that nominations are about to close to allow for any nominations made to be dealt with.

The Chief Executive Officer held an Election for the role of Chair of the Bush Fire Advisory Committee. One (1) nomination was received (Barry Bell) by the Chief Executive Officer at the close and following the count of the ballot, the following Councillor was elected to Chair:

Barry Bell

Barry Bell assumed the role of the Chair.



Election of Deputy Chair

- (2) The members of a committee may elect a deputy presiding member from amongst themselves but any such election is to be in accordance with Schedule 2.3, Division 2 as if the references in that Schedule –
- (a) to “office” were references to “office of deputy presiding member”; and
 - (b) to “council” were references to “committee”; and
 - (c) to “councillors” were references to “committee members”; and
 - (d) to “mayor or president” were references to “presiding member”.

The *Local Government Act 1995* Schedule 2.3, Division 2, Section 8 indicates in part that:

- The Council is to elect a Councillor (other than the Mayor or President) to fill the office of Deputy Chair
- The election is to be conducted in accordance with the procedures prescribed by the Mayor or Chair, or if he or she is not present, by the Chief Executive Officer.
- Nominations are to be given to the person conducting the election in writing before the meeting or during the meeting before the close of nominations.
- Nominations close at the meeting at a time announced by the person conducting the election, which is sufficient time after the announcement by that person that nominations are about to close to allow for any nominations made to be dealt with.
- If a Councillor is nominated by another Councillor, the person conducting the election is not to accept the nomination, unless the nominee has advised the person conducting the election, orally or in writing, that he or she is willing to be nominated for the office.

The Chair held an Election for the role of Deputy Chair of the Bush Fire Advisory Committee. One (1) nomination were received by (Don Wetherall) by the Chief Executive Officer at the close and following the count of the ballot, the following Councillor was elected to Deputy Chair:

Don Wetherall

2. Record of Attendance/Apologies/Leave of Absence (Previously Approved)



PRESENT

VOTING MEMBER and REPRESENTATIVES

Shire of Capel, Council Delegate (Member)	Cr D Kitchen
Deputy Chief Bush Fire Control Officer - Chair	B Bell
Boyanup Bush Fire Brigade – Deputy Chair	D Wetherall
Chief Bush Fire Control Officer (CBFCO)	C Scott
Deputy Chief Bush Fire Control Officer	J McDougall
Deputy Chief Bush Fire Control Officer	M Roberts
Deputy Chief Bush Fire Control Officer	D Tait
Capel Bush Fire Brigade, Captain	T James
Stirling Bush Fire Brigade, Fire Control Officer	I Cocker
Elgin Bush Fire Brigade	B Scott

NON-VOTING MEMBERS

Shire of Capel, Chief Executive Officer	G MacMile
Shire of Capel, Director Infrastructure & Development	T Gillett
Gelorup Bush Fire Brigade, Captain	G Malatesta
Shire of Capel, Emergency Services Coordinator	A Ciric
Shire of Capel, Council Delegate (Member)	Cr A Dillon
Shire of Capel, EA to CEO (Minute Taker)	A Docking

APOLOGIES

Brigade Training Coordinator	P Allen
Department of Fire & Emergency Services, Area Officer	R Southgate
Gelorup Bush Fire Brigade	N Rowlandson

ABSENT

Department of Biodiversity, Conservation & Attractions	H Holzheuer
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GALLERY - 6

3. Declarations of Interest

Nil

4. Confirmation of Minutes



4.1. Bush Fire Advisory Committee Minutes – 4 October 2023

Voting Requirements

Simple Majority

Officer's Recommendation – 4.1.

That the Minutes of the Bush Fire Advisory Committee Minutes – 4 October 2023 be confirmed as a true and correct record.

BF/2024/1 - Officer's Recommendation/Committee Decision - 4.1

Moved T James, Seconded C Scott.

That the Minutes of the Bush Fire Advisory Committee Meeting – 4 October 2023 be confirmed as a true and correct record.

Carried 10 / 0

*For – Cr Kitchen, B Bell, D Wetherall, J McDougall, D Tait, T James, M Roberts, C Scott, B Scott, I Cocker
Against – Nil*

4.2. Bush Fire Brigade Annual General Meeting Minutes 2024



Voting Requirements

Simple Majority

Officer's Recommendation – 4.2.
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That the unconfirmed Minutes of the Boyanup, Capel, Elgin, Gelorup and Stirling Bush Fire Brigade Annual General Meeting's be received as a true and correct record.

BF/2024/2 - Officer's Recommendation/Committee Decision - 4.2
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Moved D Wetherall, Seconded I Cocker.

That the unconfirmed Minutes of the Boyanup, Capel, Elgin, Gelorup and Stirling Bush Fire Brigade Annual General Meeting's be received as a true and correct record.

Carried 10 / 0

*For – Cr Kitchen, B Bell, D Wetherall, J McDougall, D Tait, T James, M Roberts, C Scott, B Scott, I Cocker
Against – Nil*

5. Presentations

Nil



6. Reports

6.1. Bushfire mitigation notice

Author	Emergency Services Coordinator, Andriena Ciric
Authorising Officer	Director Infrastructure Development, Tanya Gillett
Nature of the Decision	Review
Attachments	1. Bushfire Mitigation 2024 [6.1.1 - 2 pages]
Confidential Status	<i>This item is not a confidential matter.</i>

Proposal

The Committee is requested to support the proposed 2024/25 Bushfire Mitigation Notice.

Officer's Recommendation

That the Committee recommend to the Council to:

1. Approve the draft 2024/25 Bush Fire Mitigation Notice as attached to this agenda (noting approved updates will be finalised ready for publishing).
2. Meet its obligations under Section 33 of the Bush Fires Act, "shall give notice to all owners or occupiers of land in its district by publishing a notice in the *Government Gazette* and in a newspaper circulating in the area".
3. Distribute the 2024/25 Bush Fire Mitigation Notice with the Rates Notice as an additional method of communication.
4. Provide the prohibited and restricted burning period times to be included for information in the Bush Fire Mitigation Notice.

Background

The Bush Fire Advisory Committee (BFAC) meets twice a year to advise Council on matters relating to its responsibilities under the Bush Fires Act 1954.

Previous Committee Decisions

The current Bush Fire Mitigation Notice was recommended to Council and endorsed by Council Decision OC109/2021.



Decision Framework

Shire of Capel Strategic Community Plan 2023 - 2033

Direction 1 - Strengthen and enhance the well-being of our community
1.4 A safe and prepared community

Corporate Business Plan 2023-2027

SENV 27 - EMS: Bush Fire Compliance Audit - Annual Fire Break Compliance Audit

Statutory Framework

Local Framework

There are no local frameworks relevant to this item.

State Framework

Section 33 of the Bush Fires Act authorises a local government to, as a measure for preventing the outbreak of a bush fire, or for preventing the spread or extension of a bush fire which may occur, to give notice in writing to the owners or occupiers of land requiring them to undertake specified works by a specified date.

Section 17 & 18 of the Bush Fires Act relate to prohibited and restricted burning periods set by the local government and declared by the Minister.

Bush Fires Act 1954 Section 67. Advisory Committees – provides that a local government may at any time appoint such persons as it thinks fit as a bush fire advisory committee for the purpose of advising the local government regarding all matters relating to the preventing, controlling and extinguishing of bush fires.

Federal Framework

There are no federal frameworks relevant to this item.

Policy Framework

The following Shire Policies apply:

- Bush Fire Mitigation Notice Variations



Implications

Risk Implications

Risk	Likelihood	Consequence	Mitigation
Risk 1 Environmental Rating: Medium	Possible	Moderate	Issue a Bushfire prevention Notice under section 33 Bush Fires Act 1954 and conduct a compliance program during the compliance period
Risk Description: Without determining requirements for bushfire prevention there is a risk of high fuel loads within the Shire of Capel that significantly increase fire behaviour and insufficient access for Bush Fire Brigades during response activities			

Financial Implications

Budget

There are no financial implications relevant to this proposal.

Long Term

As no assets/infrastructure are being created, there are no long-term financial implications relevant to this proposal.

Sustainability Implications

Climate Change and Environmental

There are no relevant climate change and environmental implications relevant to this item.

Social

There are no relevant social implications relevant to this item.

Economic

There are no relevant economic implications relevant to this item.

Asset

There are no relevant asset implications relevant to this item.

Consultation/Engagement

External Consultation

There was no external consultation undertaken.



Internal Consultation

Executive Management Team
Bush Fire Compliance Officer

Officer Comment

The current Bush Fire Mitigation Notice has worked well providing for clear and practical direction for landowners to mitigate the risk of bushfire on their property.

Rural, Priority Agriculture & Rural Residential properties

There have been category changes in the new Town Planning Scheme that need to be reflected in the Bushfire Mitigation Notice, these are:

- Special Rural has changed to Rural Residential properties
- Additional category Priority Agriculture is easily aligned to its previous Rural zoning i.e. the heading to be Rural/Priority Agriculture properties.

It was noted during the 2023/24 compliance program that there was not an option for Rural Residential properties to maintain their entire property as a low fuel zone similarly to residential properties over 2024m2.

Allowing Rural Residential zoned properties to maintain their entire property as a low fuel zone instead of providing just a 3m wide firebreak allows for practical mitigation on their property, particularly in areas such as Stratham where many properties have maintained gardens, grass or slashed paddocks. In these situations, the addition of a firebreak has little impact on reducing the fire risk and it encourages people to maintain their properties with lower fuel loads.

Wood/solid fuel BBQ's and Pizza Ovens

It is proposed that the Shire remove the prohibition of Wood/Solid Fuel BBQ's when the fire danger rating is high or above. This is due to the changes in the fire danger rating system and the increase of fire danger ratings of high or above in the Geographe district, unreasonably preventing residents and businesses from using wood or solid fuel BBQ's or pizza ovens during summer. There have been no fire incidents that have been attributed to solid fuel BBQ's or pizza ovens when they have been permitted. It is not anticipated allowing people to use their solid fuel BBQ's and Pizza Ovens during summer will increase the risk of bushfires.

Note: Solid Fuel BBQ's and Pizza Ovens would still be prohibited if a Total Fire Ban is issued.

Note: The Bush Fires Act prohibits outdoor cooking and campfires when the fire danger rating is high or above and this information is required to remain on the Bushfire Mitigation Notice.

Summary

The proposed changes for Residential Rural properties have the potential to improve consistency across Residentially zoned and Rural Residential properties and encourage Rural Residential properties to maintain lower fuel loads on their land.



There have been changes in the zoning terminology for previously Rural zoned properties to Priority Agriculture and this needs to be reflected in the Bushfire Mitigation Notice.

Allowing solid fuel BBQ's and Pizza ovens to be used all year round is in line with community standards and presents minimal risk to the increase in bushfires associated with their use.

Should these changes all be approved by the BFAC, the draft Bush Fire Mitigation Notice attached will be amended and finalised ready for publishing.

Voting Requirements

Simple Majority

Officer's Recommendation – 6.1.

BF/2024/3 - Officer's Amended Recommendation / Committee Decision - 6.1

Moved J McDougall, Seconded D Tait.

That the Committee recommend to the Council to:

- 1. Approve the draft 2024/25 Bush Fire Mitigation Notice as attached to this agenda (noting updates will be finalised ready for publishing).**
- 2. Meet its obligations under Section 33 of the Bush Fires Act, "shall give notice to all owners or occupiers of land in its district by publishing a notice in the *Government Gazette* and in a newspaper circulating the area".**
- 3. Distribute the 2024/25 Bush Fire Mitigation Notice with the Rates Notice as an additional method of communication.**
- 4. Provide the prohibited and restricted burning period times to be included for the information in the Bush Fire Mitigation Notice.**
- 5. Amend the Compliance Period to be 1 December to 30 April. To be amended on the Bush Fire Mitigation Notice.**

Carried 10 / 0

For - Cr Kitchen, B Bell, D Wetherall, J McDougall, D Tait, T James, M Roberts, C Scott, B Scott, I Cocker

Against - Nil



6.2. Bush Fire Brigade Mobilisation

Author	Emergency Services Coordinator, Andriena Ciric
Authorising Officer	Director Infrastructure Development, Tanya Gillett
Nature of the Decision	N/a
Attachments	1. Mobilisation 2023 proposal [6.2.1 - 1 page]
Confidential Status	<i>This item is not a confidential matter.</i>

Proposal

The Committee is requested to support the current triple zero bush fire brigade mobilisation process to be changed to incorporate the BEET (not an acronym) mobilisation process through the DFES Computer Aided Dispatch (CAD) system.

Officer's Recommendation

The Committee recommend to the Council to approve the following changes:

1. The DFES 000 agreement be amended to include the following:
 - a. BEET Layer with run card for the bush fire brigade area (ie automatic turnout direct to the relevant brigade with respective DCBFCO for the brigade to acknowledge)
 - b. Capel Shire Pager Group (with CBFCO to acknowledge)
 - c. CBFCO Mobile (Chris Scott)
 - d. DFES Regional Duty Coordinator (RDC)
2. The bush fire brigade CAD lists are amended to only reflect members of the brigade and the Capel Shire Pager Group to be included in the run sheet.
3. All changes to the BEET system to be implemented and operational from 1 July 2024.

Background

The proposed changes were originally presented to the BFAC meeting on the 4 October 2023.

Previous Committee Decisions

BF0013/2023 Amended Recommendation / Committee Decision –

5.1 That the Bush Fire Advisory Committee (BFAC) recommends that the Capel Shire Council amend the 000 call out system to the following:

1. Capel Shire Pager Group (CBFCO, DCBFCOs, Emergency Services Coordinator and Director Infrastructure and Development) with the CBFCO (or proxy) to acknowledge; and
 2. The DFES Regional Duty Coordinator (RDC).
-



Decision Framework

Shire of Capel Strategic Community Plan 2023-2033

Direction 1 - Strengthen and enhance the well-being of our community
1.4 A safe and prepared community

Corporate Business Plan 2023-2027

SENV 22 - EMS: Emergency Response - Incident Management

Statutory Framework

Local Framework

There are no local frameworks relevant to this item.

State Framework

There are no state frameworks relevant to this item.

Federal Framework

There are no federal frameworks relevant to this item.

Policy Framework

The following Shire Policies apply:

- There are no Council policies relevant to this item.

Implications

Risk Implications

Risk	Likelihood	Consequence	Mitigation
Risk 1 Service Delivery Rating: High	Possible	Major / Severe	Ensuring the fastest possible mobilisation procedure is in place for the Shire’s bush fire brigade mobilisation.
Risk Description: Delays in the mobilisation of bush fire brigades to a triple zero call, particularly with multiple mobilisations or incident responses required simultaneously			
Opportunity: Providing best practice mobilisation processes available within WA to the Shire of Capel Bush Fire Brigades.			



Financial Implications

Budget

There are no financial implications relevant to this proposal.

Long Term

As no assets/infrastructure are being created, there are no long-term financial implications relevant to this proposal.

Sustainability Implications

Climate Change and Environmental

There are no relevant climate change and environmental implications relevant to this item.

Social

There are no relevant social implications relevant to this item.

Economic

There are no relevant economic implications relevant to this item.

Asset

There are no relevant asset implications relevant to this item.

Consultation/Engagement

External Consultation

DFES Standard Operation Procedure 2.1.2 Mobilising applies

Internal Consultation

Chief Executive Officer
Director Infrastructure and Development
Chief Bush Fire Control Officer

Officer Comment

The DFES Computer Aided Dispatch (CAD) system is utilised for the initial mobilisation of resources and has pre-determined response messages as agreed with appropriate stakeholders within all DFES regions.



For Bush Fire Brigades this is determined by the 000 Agreement.

DFES Standard Operating Procedure 2.1.2 Mobilising states in relation to Bush Fire Brigades:

Bush Fire Brigades are to be mobilised to all fire incidents within their area of responsibility:

- Turnout procedures as per Triple Zero Agreement for the identified BFB/LG
- BFB's/LGs are to be mobilised first on all occasions
- Mobilise backup resources if required from LG or as requested by the LG CBFCO
- DOCC determines if FRS/VFES resources are to be mobilised – if FRS resources are mobilised the LG representative (CESM/CBFCO) is to be advised.
- Mobilise as per seasonal/regional protocols and/or enhanced mobilising.

If the incident is determined a Hazmat Fire, DFES is the HMA for Hazardous Materials Emergencies (HAZMAT). Bush Fire Brigades may be required to provide assistance at HAZMAT incidents:

- They may be requested to provide water at HAZMAT incidents for decontamination
- Mobilising procedures are as per Triple Zero agreement for the identified BFB/LG if requested by the Incident Controller.

The 000 agreement allows for no more than 3 Local Government contacts with the 4th contact always being the Regional Duty Coordinator (RDC).

BEET is a CAD system that provides geofenced areas, typically brigade areas, for the location of the incident and messages are automatically sent to the respective brigade. The CBFCO or DCBFCO can then monitor the response and adjust as necessary. This would mean that the CBFCO would not be required to acknowledge and turn out the brigade for the respective brigade area as this would happen automatically. The CBFCO is still able to contact the DFES Communication Centre to mobilise additional brigades if considered necessary.

Currently the 000 agreement is as follows:

1. Capel Shire Pager Group (CBFCO, DCBFCOs, Emergency Services Coordinator & Director Infrastructure and Development)
2. CBFCO Mobile (Chris Scott)
3. DFES Regional Duty Coordinator (RDC)

The proposed 000 agreement is as follows:

1. BEET Layer with run card for the bush fire brigade area (ie automatic turnout direct to the relevant brigade with respective DCBFCO for the brigade to acknowledge)
2. Capel Shire Pager Group (with CBFCO to acknowledge)
3. CBFCO Mobile (Chris Scott)
4. DFES Regional Duty Coordinator (RDC)
5. The bush fire brigade CAD lists are amended to only reflect members of the brigade and the Capel Shire Pager Group to be included in the run sheet.
6. All changes to the BEET system to be implemented and operational from 1 July 2024.



Summary

This change will have minimal effect on current mobilisation as essentially the only change is that a brigade will be automatically turned out to any fire in their area, and that if deemed necessary, any additional assistance required can be requested by a phone call by the CBFCO to the DFES Communication Centre.

Voting Requirements

Simple Majority

Officer's Recommendation – 6.2.

Moved T James, Seconded J McDougall

The Committee approve recommend to the Council the following changes to the 000 agreement:

1. BEET Layer with run card for the bush fire brigade area (ie automatic turnout direct to the relevant brigade with respective DCBFCO for the brigade to acknowledge).
2. Capel Shire Pager Group (with CBFCO to acknowledge).
3. CBFCO Mobile (Chris Scott).
4. DFES Regional Duty Coordinator (RDC).
5. The bush fire brigade CAD lists are amended to only reflect members of the brigade and the Capel Shire Pager Group to be included in the run sheet.
6. All changes to the BEET system to be implemented and operational from 1 July 2024.

BF/2024/4 - Amendment / Committee Decision – 6.2

Moved Cr Kitchen, Seconded C Scott.

To remove point 5 of the substantive recommendation:

“The bush fire brigade CAD lists are amended to only reflect members of the brigade and the Capel Shire Pager Group to be included in the run sheet.”

Carried 7 / 3

For - Cr Kitchen, D Wetherall, J McDougall, D Tait, T James, C Scott, B Scott

Against – B Bell, M Roberts, I Cocker



BF/2024/5 - Amendment Recommendation / Committee Decision – 6.2

Moved T James, Seconded J McDougall.

The Committee approve recommend to the Council the following changes to the 000 agreement:

- 1. BEET Layer with run card for the bush fire brigade area (ie automatic turnout direct to the relevant brigade with respective DCBFCO for the brigade to acknowledge).**
- 2. Capel Shire Pager Group (with CBFCO to acknowledge).**
- 3. CBFCO Mobile (Chris Scott).**
- 4. DFES Regional Duty Coordinator (RDC).**
- 5. All changes to the BEET system to be implemented and operational from 1 July 2024.**

Carried 6 / 4

For - Cr Kitchen, J McDougall, D Tait, T James, C Scott, B Scott

Against – B Bell, D Wetherall, M Roberts, I Cocker

A Ciric left the room at 8:52pm

J McDougall left the room at 8:52pm

A Ciric returned at 8:53pm

J McDougall returned at 8:54pm



6.3. Bush Fire Advisory Committee Terms of Reference Review

Author	Strategic Governance and Risk Coordinator, Tahlia Shipley
Authorising Officer	Chief Executive Officer, Gordon MacMile
Nature of the Decision	Review
Attachments	1. BFAC Terms of Reference Tracked Changes [6.3.1 - 7 pages] 2. BFAC Terms of Reference Clean [6.3.2 - 6 pages]
Confidential Status	<i>This item is not a confidential matter.</i>

Proposal

The Committee is requested to endorse the reviewed and amended Bush Fire Advisory Committee (BFAC) Terms of Reference.

Officer's Recommendation

That the Bush Fire Advisory Committee endorses and recommends to the Council to adopt the updated Terms of Reference.

Background

The Bush Fire Advisory Committee Terms of Reference should be reviewed on a bi-annual basis.

Previous Committee Decisions

Bush Fire Advisory Committee 21 September 2022 – (BF008/2022) - The Committee recommended to the Shire of Capel Council to adopt the Terms of Reference.

Ordinary Meeting of Council 30 November 2022 - (OC/2022/231) - That Council adopt the Terms of Reference for the Bush Fire Advisory Committee in accordance with Attachment 14.9.1 with the amendment to all Councillors who are not representatives to have the ability to ask questions of the BFAC.

Decision Framework

Shire of Capel Strategic Community Plan 2023-2033

Direction 4 - Deliver good leadership, governance and decision-making

4.1 Effective and compliant governance

4.2 Informed and transparent decision making

Direction 6 - Effective communication, engagement and relationship development

6.2 Improved cross sector relationships and collaboration



Corporate Business Plan 2023-2027

GOV 27 - **Committee Framework** - Review Shire committee framework

Statutory Framework

Local Framework

Shire of Capel Local Law – Bush Fire Brigades

State Framework

Bush Fires Act 1954

Section 67. Advisory Committee:

- (1) A local government may at any time appoint such persons as it thinks fit as a bush fire advisory committee for the purpose of advising the local government regarding all matters relating to the preventing, controlling and extinguishing of bush fires, the planning of the layout of fire breaks in the district, prosecutions for breaches of this Act, the formation of bush fire brigades and the grouping thereof under group brigade officers, the ensuring of cooperation and coordination of bush fire brigades in their efforts and activities, and any other matter relating to bush fire control whether of the same kind as, or a different kind from, those specified in this subsection.
- (2) A committee appointed under this section shall include a member of the council of the local government nominated by it for that purpose as a member of the committee, and the committee shall elect one of their number to be chairman thereof.
- (3) In respect to a committee so appointed, the local government shall fix the quorum for the transaction of business at meetings of the committee and may –
 - (a) make rules for the guidance of the committee; and
 - (b) accept the resignation in writing of, or remove, any member of the committee;
 - (c) where for any reason a vacancy occurs in the office of a member of the committee, appoint a person to fill that vacancy.
- (4) A committee appointed under this section –
 - (a) may from time to time meet and adjourn as the committee thinks fit;
 - (b) shall not transact business at a meeting unless the quorum fixed by the local government is present;
 - (c) is answerable to the local government and shall, as and when required by the local government, report fully on its activities.

Local Government Act 1995

Section 2 of the Local Government Act 1995 describes the establishment and functions of committees of Council.



Federal Framework

There are no federal frameworks relevant to this item.

Policy Framework

The following Shire Policies apply:

- There are no Council policies relevant to this item.

Implications

Risk Implications

Risk	Likelihood	Consequence	Mitigation
Risk 1 Reputation Rating: Low	Rare	Minor	Ensuring the Bush Fire Advisory Committee has an opportunity to provide feedback and recommend to the Council Terms of Reference that align with their purpose.
Risk Description: Failure to provide up to date Terms of Reference for transparency and consultation purposes.			
Risk 2 Legislative Compliance Rating: Low	Unlikely	Minor	Ensuring all members of the Committee have understanding of the changes of legislation reflected through the Terms of Reference.
Risk Description: Failure to align the Terms of Reference with the recent changes to legislation.			
Opportunity: The upside risk or opportunity that could have a beneficial effect on achieving Shire objectives.			

Financial Implications

Budget

There are no financial implications relevant to this proposal.

Long Term

As no assets/infrastructure are being created, there are no long term financial implications relevant to this proposal.

Sustainability Implications



Climate Change and Environmental

The mitigation of bushfire is an important function in the protection and of the natural environment.

Social

That Council provides leadership in the function of community safety.

Economic

There are no relevant economic implications relevant to this item.

Asset

There are no relevant asset implications relevant to this item.

Consultation/Engagement

External Consultation

No external consultation was undertaken.

Internal Consultation

Consultation between the Director of Infrastructure and Development, Emergency Services Coordinator and Governance Team was undertaken.

Officer Comment

The revised Terms of Reference are simplified, concise and provide guidelines for matters that may need clarification outside of Local Government legislation. They have also been amended to ensure consistency across all Committees of Council.

Further changes have been made for the appointment of the Chair of the Committee. Recent changes to the *Local Government Act 1995* now require the Chair and Deputy Chair of a Committee to be appointed through an Optional Preferential voting Election held by the Chief Executive Officer.

References for Declarations of Interest and the Shire of Capel Standing Orders have also been made. Although these are covered within *Local Government Act 1995*, due to the Committee having members that sit outside of the Shire's Council this brings attention to members and their expectations under the Act.



Summary

The Terms of Reference provide for the good governance, statutory compliance and provide direction to the BFAC committee to advise of the Council on bushfire matters.

Voting Requirements

Simple Majority

Officer's Recommendation – 6.3.
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BF/2024/6 - Committee Decision – 6.3

Moved I Cocker, Seconded C Scott.

That the Bush Fire Advisory Committee endorses and recommends to the Council to adopt the updated Terms of Reference.

Carried 10 / 0

For - Cr Kitchen, B Bell, D Wetherall, J McDougall, D Tait, T James, M Roberts, C Scott, B Scott, I Cocker

Against - Nil



7. Brigade Reports

7.1. Chief Bush Fire Control Officer

Since the first of November we have had thirty-five call outs.

Four vehicles fires, seven pole top fires, with four of those being on the twenty first of February, all within half an hour of each other. We had to return the next day to a couple of these, as the ground kept burning.

Two structure fires, one caravan fire.

The rest were small scrub fires apart from the fire at Dalyellup. One fire on private land alongside Boundary Rd which burnt approximately four hectares and half an hour later one on Brilliant Road. All brigades were involved in these two, as well as air support.

On the Ninth of March a fire started off Harewoods Road in the southern part of Dalyellup in an area called Muddy lakes. The fire was reported at two thirty in the afternoon, and soon took hold of the swampy area. Local brigades were there in fifteen minutes. Air support was called then, with the fixed wings and heli tankers arriving very soon after. We received support from Bunbury Fire and Rescue very early. DFES also attended.

Three bull dozers were also called in. Two private and one from DBCA plus three of their trucks. The fire then went into the sand dunes on the West side of the lakes. We could not get dozers into this area, so it was left to burn to the ocean. With the wind blowing mostly from the southeast, our next objective was to make sure we could contain it prior to the residential area.

The ICV arrived and was set up on the corner of Harewood Rd and Minnipup Road. At five thirty the fire was handed over to DFES. The fire was then put into two sectors. Sector Alfa and sector November.

Police were called in to do traffic management, and a traffic management group to set up roadblocks. A couple of hop overs, over Dalyellup Boulevard into some bush on the Northside of this road. Thankfully no structures were impacted.

Other support came from other local shires. In total there was approximately one hundred and fifty fire fighters involved over the two days and nights. The Shire took back the control of the fire on Monday morning. Our brigades worked mopping up all day Monday. With the peat in the area. this is going to burn until we get some good rains. Had to return to this fire often to attend to reports of it reigniting, which were all inside the break.

With an onsite meeting on Friday the fifth of April with representatives from DFES we decided to clear a group of trees that had been burnt in the original fire under the base in the peat and were slowly falling near the break in the southeast corner. We did this to burn all the leaves so there would be no more flare ups in this area. With all brigades in attendance on a Sunday morning the job was completed by midday.



We also attended fires in other Shires. Collie, Dardanup, Bunbury, and Waroona. The new Gelorup fire shed was officially opened in December. The brigades have been doing a lot of refresher training.

Thanks to all volunteers and their families for their support and dedication to help keep our shire safe from Bush fires.

7.2. Boyanup Bush Fire Brigade

Attended 3 car fires, and fires at Eaton, Collie, Waroona & Bunbury.

7.3. Capel Bush Fire Brigade

(Attachment 7.3.1 - Capel VBFB Captain's Report April 2024)

7.4. Elgin Bush Fire Brigade

Attended multiple pole fires and the brigade training went well last year.

7.5. Gelorup Bush Fire Brigade

(Attachment 7.5.1 - Gelorup Bush Fire Brigade BFAC Report 17th April 2024)

7.6. Stirling Bush Fire Brigade

Have attended 11 call outs, brigade training is up to date and the water tank in use.

7.7. Volunteer Brigade Training Coordinator

No report provided.

7.8. Department of Fire and Emergency Services

No report provided.

7.9. Department of Biodiversity, Conservation and Attractions

No report provided.

7.10. Emergency Services Coordinator

No report provided.



8. General Business

8.1 Onboarding New Volunteers

Officer/BFAC Member

Andriena Ciric – Emergency Services Coordinator

Purpose

To streamline onboarding new volunteers.

Background

At the BFAC meeting held on the 12 April 2023 the Committee provided a commitment to support the continuous improvement of Bush Fire Brigade operations, assist in the implementation of regular brigade level training, as well as a Shire based induction program designed to inform all members of their duties, rights and responsibilities as a brigade member.

At the BFAC meeting held on the 12 July 2023 the committee determined to require the minimum training requirements of active firefighters being:

All volunteers (including non-operational) must complete the following DFES courses:

- Bushfire Safety Awareness
- Bushfire Fighting Skills, and
- All active firefighters must attend at least 4 brigade level training occurrences per financial year and
- Preseason competency-based assessment for all active firefighting brigade members is to be completed prior to 1 December each year and
- All new volunteers are to complete the online WHS volunteer induction before being registered as a Bushfire brigade volunteer.

The completion of the above training and inductions will be recorded in the Shire's myOSH system to continue initiatives to fulfil the Shire's responsibilities for volunteers (including BFBs) under WHS requirements.

Comment

Currently, the Shire does not have a systematic approach to recruiting new volunteers and accepts applications all year, including as we approach the high threat period in December.

This approach has some challenges in providing the opportunity for new volunteers to meet the minimum requirements outlined as the DFES Courses are generally not offered during the high threat period (December to March) and minimum brigade level training occurs for the volunteer to develop their skills prior to responding to an active fireground.



April/May is generally accepted as the best time to recruit Bush Fire Brigade volunteers with DFES supporting local governments by promoting recruitment via their social media channels.

Recruiting in April/May also allows for new volunteers to access DFES training and participate in monthly brigade level training over the cooler months and be prepared for the following summer high threat period response. This approach also allows for the coordinated organisation of courses, inductions, ordering of personal protective equipment and clothing and administrative functions.

It is often difficult to provide the level of engagement to keep new volunteers interested in the Bush Fire Brigade when they may not be able to actively participate in firefighting operations due to not meeting the minimum training requirements over the high threat period.

It is recognised that at times existing Bush Fire Brigade volunteers may transfer from another local government to our Shire that already have the DFES competencies and fireground experience and these volunteers should be considered on an individual case by case basis.

Action

That the Shire support a recruitment campaign during April and May each year with a high-profile approach during Volunteer Week (end of May) and brigades provide all new membership applications to the Shire by the end of August each year.

Any new members after August (including those transferring from other local governments) be considered on a case-by-case basis and if they do not have the required minimum DFES competencies be encouraged to submit their application during April and May explaining that this is the time of year that the Shire accepts new volunteers. The Shire will develop an information package to be provided to brigades for use for prospective new volunteers by the 1 July 2024.



8.2 Training Requirements – Bush Fire Brigade Volunteers

Officer/BFAC Member

Andriena Ciric – Emergency Services Coordinator

Purpose

To formalise the minimum training requirements both formal and brigade level for Bush Fire Brigade volunteers.

Background

At the BFAC meeting held on the 12 April 2023 the Committee provided a commitment to support the continuous improvement of Bush Fire Brigade operations, assist in the implementation of regular brigade level training, as well as a Shire based induction program designed to inform all members of their duties, rights, and responsibilities as a brigade member.

At the BFAC meeting held on the 12 July 2023 the Committee determined to require the minimum training requirements of active firefighters being:

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- Preseason competency-based assessment for all active firefighting brigade members is to be completed prior to 1 December each year and
- All new volunteers are to complete the online WHS volunteer induction before being registered a Bushfire brigade volunteer.

The completion of the above training and inductions will be recorded in the Shire's myOSH system to continue initiatives to fulfil the Shire's responsibilities for volunteers (including BFBs) under WHS requirements.

Comment

Since this resolution, the brigade training officers have coordinated monthly training activities for brigade members covering topics such as:

- Hose drills and signals
- Radio operations
- Hydrants and water supply (including drafting)
- PAFTACs and LACES (operational reporting and safety)
- Electric vehicles
- Appliance familiarisation
- Mandatory burn-over drills



Since the training requirements were introduced for active firefighters almost all members from Gelorup, Capel and Stirling brigades have attended nearly all training occurrences offered, about half the active firefighting members from Boyanup have attended training occurrences offered and about one third of members from Elgin have attended the training occurrences offered.

This has been a significant achievement for the brigade members and the Training Officers and Captains should be commended on the time and effort to coordinate and undertake these training activities.

There are some gaps with members that are not yet engaged in the new approach, often as this hasn't been a requirement in the past. This will require a commitment from Captains to engage these members or consider whether they meet the expectations of continuing to be a member of the Bush Fire Brigade.

Further, the Shire introduced a Work, Health, and Safety (WHS) induction similar to an employee WHS induction covering WHS as well as relevant Shire Policies. This induction was offered both online and face to face.

On 1 December 2023, the following table identifies the percentage of active firefighters that completed the WHS induction for each brigade.

Boyanup	47%
Capel	73%
Elgin	32%
Gelorup	100%
Stirling	57%

Generally, the feedback has been that the training program's implementation has been successful and worthwhile.

Action

That the current approach to training requirements be continued as normal brigade activities and continue to be required on an annual basis.



8.3 Communication Direction

Purpose

To discuss electronic communication processes between the Shire and Bush Fire Brigades

Background

Currently brigade members often use their personal email addresses (including web-based mail such as gmail and yahoo) to communicate brigade matters to the Shire, DFES and third parties. This presents a risk to the Shire particularly with data breaches being prominent, the backup and storage of brigade and local government business on personal email accounts, internet and data security, with no oversight of antivirus software on personal accounts.

Comment

Currently there is no clear direction regarding communication between the Shire and Brigades that has resulted at times in inefficient communication.

The Shire has provided each brigade with a laptop and printer with a dedicated brigade email address, internet, and associated Microsoft package licence.

The expectation is that all brigade related correspondence is conducted using the dedicated Shire brigade email address. This will provide for the data and account to be managed via the local government IT services providing relevant security and backup.

Requiring that all communication is conducted via the brigade email address increases the security of the information including sensitive personal information pertaining to volunteers for example the information on volunteer application forms.

Furthermore, the Emergency Services Coordinator is the point of contact for all Brigades and members. All correspondence should be directed to this Officer and copied to info@capel.wa.gov.au to ensure that the information is captured in the Shires records management systems. This includes requests for mitigation, brigade memberships, matters pertaining to fleet and capital facilities or any other matters. If necessary, the Emergency Services Coordinator will then forward any matters to other Officers for assistance.

Regarding any IT related issues with Shire laptops/printers, the Shire has a helpdesk function and requests can be addressed to both the Emergency Services Coordinator and helpdesk@capel.wa.gov.au

Action

The Shire will continue to provide electronic communication to brigades utilising the dedicated brigade email addresses for all matters.



The only time the Shire will utilise an individual brigade member's personal email address is when the communication is specific to that brigade member only.

Brigades are likewise required to follow this same convention.

If future, should any correspondence be received by the Shire from personal email accounts about brigade matters, the sender will be requested to resend that correspondence from the dedicated brigade email address as requested.

Verbal amendment and clarification by the Chief Executive Officer that emails including information such as Incident & Fire Reports and member information are to be directed 'To' at 'info@capel.wa.gov.au'. All other general correspondence directly to Emergency Services Coordinator.

9. Matters Arising

Elgin Bush Fire Brigade put forward the following motion:

The Motion was moved at the 2024 Annual General Meetings of the Elgin & Boyanup Bush Fire Brigades.

9.1 Motion

"Requests that the Shire Training Coordinator, Phil Allen, become an accredited DFES Trainer for the Capel Shire for the first two modules to allow greater flexibility and timelines for training of new firefighters. If passed at BFAC, the recommendation is passed to the next sitting of elected councillors for ratification"

BF/2024/7 – Motion / Committee Decision – 9.1

Moved B Scott, Seconded C Scott.

- 1. Requests that the Shire Training Coordinator, Phil Allen, become an accredited DFES Trainer for the Capel Shire for the first two modules to allow greater flexibility and timelines for training of new firefighters.**
- 2. If passed at BFAC, the recommendation is passed to the next sitting of elected councillors for ratification.**

Carried 10 / 0

For - Cr Kitchen, B Bell, D Wetherell, J McDougall, D Tait, T James, M Roberts, C Scott, B Scott, I Cocker

Against - Nil



- Gelorup BFB queried when the 'No Parking' signs were due to arrive and be installed.
Action: A Ciric to follow up and provide response.
- Gelorup BFB queried the water supply at The Acreage (Formerly Killerby's Estate), as it had been turned off and what the subdivision approval conditions around water supply were.

Response and additional information:

Condition 15 of subdivision approval was updated to 'remove reference for 50kl water tank and replace with one 100kl tank at development stage'.

Condition 16 refers to actions outlined in the Bushfire Management Plan to be implemented through subdivisional works.

- Gelorup BFB advised that the bottom fill point on the new standpipe is not workable.
Action: A Ciric to investigate and advise solution.
- Capel BFB advised of regular illegal camping occurring at Ironstone Gully Falls.
Action: G MacMile to liaise with Community Development & Safety.
- Elgin BFB advised there was a large hole, surrounded by 4 cones on the path near the standpipe and had been for several months which has caused a tripping hazard.
Action: A Ciric to investigate and provide response.

10. Meeting Closure

There being no further business, the Presiding Member declared the meeting closed at 9:38pm.

CAPEL V F B CAPTAINS REPORT APRIL 2024

THE 2023 24 SEASON WOULD BE ONE OF OUR QUIETEST IN SOME TIME WE HAVE ATTENDED SOME FIRES EARLY ON IN SEASON AND IN LAST MOUNTH OR SO WITH TWO LOTS OFF POLE FIRES AND THE ON GOING DAYUALUP FIRE AND END OFF MARCH WITH SHED FIRE

WE HAVE 16 MEMBERS AND ONE NEW MEMBERS, FROM THAT 16 MEMBERS WE HAVE APPROX 6 THAT REGULEY TURN OUT TO FIRES.AND A MIX OF THE REST WERE AVAILABLE.

ACROSS THE BOURD WE HAVE A GREAT GROUP OFF MEMBERS KEEN AND WORK WELL TOGETHER AS TEAM ON AND OFF FIRE GROUND.

TRAINING HAS BEEN WELL ORGANISED AND ATTENDED ALSO GOOD FOR TEAM BUILDING AND EQUIPMENT FERMILURISATION

THANKS TO THOSE MEMBERS THAT ATTENDED FIRERS IN OTHER SHIRES AS REQUIRED -- WAROONA

LASTLEY I WOULD LIKE TO THANK ALL MEMBERS FOR THERE EFFORTS THIS SEASON ON AND OFF THE FIRE GROUNDS.

Gelorup Bush Fire Brigade BFAC Report 17th APRIL 2024

Activity since the last BFAC meeting October 2023.

Currently Gelorup VBFB has 24 active members (including ancillary).

Training: Regular training sessions are now taking place fortnightly (Subject to call-outs).

Refresher training has been completed on:

- PAFTAC – LACES – Hand Signals & Call-outs.
- Drafting water exercise using 2.4U.
- Burn-over survival training (compulsory).
- Rural Urban Interface (RUI) with DFES (Hospital exercise). [Oct 10th]
- VPower Inspections
- Car Fires (including a joint session with Bunbury 1sts) [Nov 6th]
- House/Structural Fires
- Hose Layouts

Local Call-Outs:

Thirty-six (36) local call-outs this season, most significant being Dalyellup Beach fire (Harewoods Rd.), Bunbury Cemetery Board and Adam Road School.

Deployments: A number of Gelorup Brigade members have assisted with out of area requests from DFES.

- Oct 28 – Karratha
- Nov 9 – Pilbara
- Nov 11 – Pilbara
- Nov 5 & 6 - Bushfire Centre of Excellence Waroona
- Nov 23 - Flynn Road and Straight Road Brunswick
- Dec 7 - Kalgoorlie and Laverton
- Dec 21/22 - Forrest Hwy Eaton
- Jan 11, 12, 13 & 15 - Collie Fires
- March 3 - Waroona Premium Sands
- Mar 23, 24 & 26 - Waroona Fires
- Mar 29 - Good Friday Waroona Fires

Other Activities:

Oct - Property walk through with fire brigade members coming all the way from Perth. Held at home (Yalinda Drive) in conjunction with DFES.

Oct 14 Recruitment campaign with DFES Media team.

Nov 9 and 10 School Visits Dalyellup

Dec 3 Dalyellup Christmas Festival

Dec 5 Shire Christmas breakfast

Dec 5 Training with BORR team (SW Gateway Alliance)

Dec 15 Official Station opening

Dec 17 Christmas Sundowner with Father Christmas. (Gelorup Community Centre)

1st day of each month – ALV and VPOWER (vehicle) inspections.

Thursdays OPB Briefing at DFES Bunbury.