



# Shire *of* Capel

## MINUTES

### SPECIAL BUSH FIRE ADVISORY COMMITTEE MEETING 13 April 2021

**Committee Members (voting):**

Chair – Elgin Bush Fire Brigade

Deputy Chair - Boyanup Bush Fire Brigade

Chief Bush Fire Control Officer

Deputy Bush Fire Control Officer

Capel Bush Fire Brigade

Gelorup Bush Fire Brigade

Stirling Bush Fire Brigade

Council Delegate

B Bell

D Wetherall

C Scott

Cr M Scott

T James

N Rowlandson

M Roberts

Cr D Kitchen

# MINUTES

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

*The Chairperson B Bell declared the meeting open at 6:40pm and made the following Acknowledgment of Country:*

'The Shire of Capel acknowledges the Traditional Custodians, the Wardandi people, and their continuing connection to the land, waters and community. We pay our respects to all members of the Aboriginal communities and their cultures; and to Elders, past, present and emerging.'

**2. RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE**

PRESENT

Chair / Elgin Bush Fire Brigade	B Bell
Chief Bush Fire Control Officer	C Scott
Deputy Chief Bush Fire Control Officer	M Scott
Boyanup Bush Fire Brigade	D Wetherall
Capel Bush Fire Brigade	T James
Gelorup Bush Fire Brigade	N Rowlandson
Stirling Bush Fire Brigade	M Roberts
Training Coordinator	P Allen
Council Delegate	Cr D Kitchen
Shire of Capel, Emergency Services Coordinator	A Ciric
Shire of Capel, Executive Service Officer	T Stowell

GUESTS

Deputy Capel Bush Fire Brigade	P Dunlop
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LEAVE OF ABSENCE

Nil

APOLOGIES

Department of Biodiversity, Conservation and Attractions Representative	H Holzheuer
Department of Fire and Emergency Services Representative	J Madden
Shire of Capel, Acting Director Infrastructure and Development	K McKeachie

**BF004/2021 – MOTION / COMMITTEE DECISION**

**That in accordance with section 5.21 (4) of the Local Government Act, the vote of all members present be recorded following each vote at this meeting of the Committee.**

**Carried 8/0**

*For – B Bell, C Scott, M Scott, D Wetherall, T James, N Rowlandson, M Roberts and Cr D Kitchen  
Against – Nil.*

**3. CONFIRMATION OF PREVIOUS MINUTES**

Nil.

**4. MATTERS ARISING**

Nil.

**5. BRIGADE REPORTS**

Nil.

**6. GENERAL BUSINESS**

**6.1 Restricted and Prohibited Burning Periods**

Attachment 1 - Bush Fire Advisory Committee Minutes 9 September 2020 (with Attachments).  
Attachment 2 - Draft Restricted and Prohibited Burn Period Report for Council

**6.1 – MOTION / COMMITTEE DECISION (BF005/2021)**

*Moved M Scott, Seconded N Rowlandson.*

**That the Minister for Emergency Services be requested pursuant to Section 17 of the Bush Fires Act 1954, to declare the following Restricted and Prohibited Burning Times for the Shire of Capel:**

**Restricted: 2 November to 14 December each year.**

**Prohibited: 15 December to 1 April of the following year.**

**Restricted: 2 April to 1 May each year.**

*For – B Bell, C Scott, M Scott, D Wetherall, T James, N Rowlandson, M Roberts and Cr D Kitchen*

*Against – Nil.*

**6.2 Policy Review – 4.16 Payment to Chief and Deputy Chief Bush Fire Control Officers**

*C Scott disclosed a Financial Interest in Item 6.2 Policy Review – 4.16 Payment to Chief and Deputy Chief Bush Fire Control Officers. The nature and extent of the disclosure is that he receives a payment as Chief Bush Fire Control Officer.*

*M Scott disclosed a Financial Interest in Item 6.2 Policy Review – 4.16 Payment to Chief and Deputy Chief Bush Fire Control Officers. The nature and extent of the disclosure is that he receives a payment as Deputy Bush Fire Control Officer.*

*C Scott and M Scott left the room at 7:04pm.*

Attachment 1 - Draft Policy Review Council Report

Attachment 2 - Policy 4.16 Payment to Chief and Deputy Chief Bush Fire Control Officers

**6.2 – MOTION / COMMITTEE DECISION (BF006/2021)**

*Moved T James, Seconded M Roberts*

**That:**

- 1. The intent and direction of existing policy 4.16 be endorsed.**
- 2. The payments referred to in policy 4.16 to the CBFCO be \$3,000 and the DBFCO be \$1,000 for the 2021/22 financial year.**

**Carried 6/0**

*For – B Bell, D Wetherall, T James, N Rowlandson, M Roberts and Cr D Kitchen  
Against – Nil.*

*C Scott and M Scott entered the room at 7:23pm.*

**6.3 Fire Control Officer Appointment**

**6.3 – MOTION / COMMITTEE DECISION (BF007/2021)**

*Moved C Scott, Seconded D Wetherall.*

**That the BFAC support the following bush fire brigade volunteers as fire control officers with all previous appointments being cancelled:**

**Chief Bush Fire Control Officer—Chris Scott  
Deputy Chief Bush Fire Control Officer—Murray Scott  
Bush Fire Control Officers—**

**Gelorup: Jeff McDougall, Graham Briggs; Neil Rowlandson Elgin: Chris Scott, Barry Bell, Murray Scott; Boyanup: Brian Smith, Daniel Tait, Capel: Peter Dunlop; Kevin Scott. Stirling: Mark Roberts; Shire of Capel: Andriena Ciric, Mark O’Connor, Edwin Moore, Jason McNabb, Donna Pead, Andrew Ryder, Kristen McKeachie.**

**Carried 8/0**

*For – B Bell, C Scott, M Scott, D Wetherall, T James, N Rowlandson, M Roberts and Cr D Kitchen  
Against – Nil.*

**6.4 Bushfire Prevention Order**

- The Fire Control Officers (FCOs) were removed from the Bush Fire prevention Order, the Committee agreed to add the FCOs back on.
- Burning periods on back will be amended following the council resolution on the restricted and prohibited burning periods.

**6.5 Proposed Training Schedule**

The Committee discussed the proposed dates and locations for Brigade level training as follows:

- 3 May 2021 – Stirling Brigade – Hydrants and Hose Drills.
- 14 June 2021 – DFES – Portal and eAcademy Overview.
- 5 July 2021 – Elgin and DFES AO – Radio Comms and Turnout Process.
- 2 August 2021 – Boyanup – LACES, Burnover and Crew Protection.

6 September 2021 – Gelorup – Drafting – Holcim Quarry  
4 October 2021 – Capel – Truck Familiarisation – Tetris Activity

DFES Training to be noted:

15 May 2021 - First Aid (Waroona)  
29 May 2021 – First Aid (Bunbury)

**6.6 Riding for the Disabled**

A request has been received regarding hazard reduction in the reserve adjacent to Riding for Disabled group in Dalyellup. Chris Scott will meet with the group tomorrow.

**6.7 Permits**

Permits can be administered for burning from now until the 26 April 2021, with conditions.

**7. NEXT MEETING**

The next Bush Fire Advisory Meeting is to be held Tuesday 8 June 2021, commencing at 7:00pm.

**8. CLOSURE OF MEETING**

The presiding member declared the meeting closed at 7:50pm.

These Minutes were confirmed at a Bush Fire Advisory Committee meeting on:

Date: 28/09/21

Signed: 

Presiding Person at the meeting at which time the minutes were confirmed.