



# Bush Fire Advisory Committee

## Minutes

15 June 2022

## Committee Members (Voting):

|  |              |
|--|--------------|
| Chair – Elgin Bush Fire Brigade          | B Bell       |
| Deputy Chair – Boyanup Bush Fire Brigade | D Wetherall  |
| Chief Bush Fire Control Officer          | C Scott      |
| Deputy Bush Fire Control Officer         | M Scott      |
| Capel Bush Fire Brigade                  | T James      |
| Gelorup Bush Fire Brigade                | N Rowlandson |
| Stirling Bush Fire Brigade               | M Roberts    |
| Council Delegate                         | Cr D Kitchen |

## 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 future focused and resilient community that benefits from good governance, responsive services and appropriate facilities to deliver positive social, environmental and economic outcomes for everyone.

## Our Values

### Respect

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



### Honesty

We are truthful, trustworthy and genuine in all that we say and do.



### Teamwork

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



### Accountability

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



### Empathy

We are kind and show understanding of people's circumstances, perspectives and differences.



# Shire of Capel

Bush Fire Advisory Committee

## MINUTES

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

The meeting was declared open at 7.00pm and 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’.

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

**PRESENT**

|   |             |
|---|-------------|
| Chair / Elgin Bush Fire Brigade                       | B Bell      |
| Boyanup Bush Fire Brigade                             | D Wetherall |
| Capel Bush Fire Brigade                               | T James     |
| Gelorup Bush Fire Brigade                             | J McDougall |
| Council Delegate                                      | Cr A Dillon |
| Training Delegate                                     | P Allen     |
| Shire of Capel, Director Infrastructure & Development | T Gillet    |
| Shire of Capel, Emergency Services Coordinator        | A Ciric     |

**GUESTS**

|   |           |
|---|-----------|
| Shire of Capel, Chief Executive Officer               | G MacMile |
| Shire of Capel, Senior Work Health and Safety Officer | L Kay     |

**APOLOGIES**

|   |              |
|---|--------------|
| Chief Fire Control Officer              | C Scott      |
| Deputy Chief Fire Control Officer       | M Scott      |
| Stirling Bush Fire Brigade              | M Roberts    |
| Council Delegate                        | Cr D Kitchen |
| Gelorup Bush Fire Brigade               | N Rowlandson |
| Department of Fire & Emergency Services | R Southgate  |

**3. CONFIRMATION OF PREVIOUS MINUTES**

**BF003/2022 - COMMITTEE DECISION – 3.1**

*Moved T James, Seconded D Wetherall.*

**That the minutes of the Bush Fire Advisory Committee Meeting held on 16 February 2022 be confirmed a true and correct record of proceedings.**

**Carried 5/0**

*For – B Bell, D Wetherall, T James, J McDougall, Cr Dillon*  
*Against – Nil.*

**4. MATTERS ARISING**

Nil

**5. BRIGADE REPORTS**

**5.1 Chief Bush Fire Control Officer**

Nil

**5.2 Boyanup Bush Fire Brigade**

Annual General Meeting was held, addition of C Ward as FCO and remove T Brockman as FCO.

**5.3 Capel Bush Fire Brigade**

Received a few false alarm calls or call outs to people burning off without registering the burn.

**5.4 Elgin Bush Fire Brigade**

Generally a quiet year although railway road response escalated quickly, response assisted with heavy machinery.

**5.5 Gelorup Bush Fire Brigade**

- Assisted Elgin Brigade with controlled burn on Railway Road and in Stratham
- Conducted Hazard reduction burn for late Mr. Thomas's family who previously donated defibrillators to the brigade
- Assisted community members with controlled burns on properties in Gelorup and used them as training exercises
- Brigade assisted in distributing RAT provided by MLA Jodie Hanns, Member of Collie
- Attended an event hosted by City of Busselton Mayor - Grant Henley to thank volunteers that assisted with the Eagle Bay fires and
- Gelorup Bush Fire Brigade helped at smalls hall event.

**5.6 Stirling Bush Fire Brigade**

Nil

**5.7 Training Coordinator**

Received enquiries for training and provided the details.

**5.8 Department of Fire and Emergency Services (DFES)**

Nil

**5.9 Department of Biodiversity, Conservation and Attractions (DBCA)**

Nil

**5.10 Emergency Services Coordinator**

- Development of draft documents including bush fire brigade guidelines and policy review.
- Hose testing has been completed on all stations and appliances.
- Covid vaccination mandates no longer apply, no requirements for members to be vaccinated. Emergency Services Coordinator will advise members accordingly.

**6. ITEMS**

**6.1 Post season review**

Fairly routine season comprising of mainly level 1 fires.

**6.2 Draft Bush Fire Mitigation Order**

There is a new fire danger rating system that was provided in September. There will no longer be the category 'very high'.

DFES are currently reviewing the required legislative change to the Bush Fire Act as it refers to fire danger ratings, the section of the bush fire mitigation notice that references very high will no longer be relevant.

**6.3 Minutes of Brigade Annual General Meetings**

6.3.1 The Minutes of 2022 Annual General Meeting – Boyanup Brigade be received.

Remove - T Brockman

B Smith, D Tait & C Ward be appointed as Fire Control Officers for the Boyanup Brigade in the Shire of Capel.

6.3.2 The Minutes of 2022 Annual General Meeting – Capel Brigade be received.

Remove - N Scott

P Dunlop and K Scott be appointed as Fire Control Officers for the Capel Brigade in the Shire of Capel.

6.3.3 The Minutes of 2022 Annual General Meeting – Elgin Brigade be received.

B Bell, C Scott and M Scott be appointed as Fire Control Officers for the Elgin Brigade in the Shire of Capel.

6.3.4 The Minutes of 2022 Annual General Meeting – Gelorup Brigade be received.

Remove G Briggs

N Rowlandson and J McDougall be appointed as Fire Control Officers for the Gelorup Brigade in the Shire of Capel.

6.3.5 The Minutes of 2022 Annual General Meeting – Stirling Brigade have not yet been received.

**BF004/2022 - COMMITTEE DECISION – 3.1**

*Moved D Wetherall, Seconded T James.*

**That Bush Fire Advisory Committee receive the Annual General Meeting minutes of the Boyanup, Capel, Elgin and Gelorup Bush Fire Brigades and the respective Fire Control Officer appointments are made.**

**Carried 5/0**

*For – B Bell, D Wetherall, T James, J McDougall, Cr Dillon  
Against – Nil.*

### 6.3.6 Nominations for the Chief Bush Fire Control Officer

In accordance with *the Bush Fire Act 1954* and the Shire of Capel policy 'Bush Fire Control Officer Appointments' this item was not applicable at this time.

### 6.3.7 Nominations for the Deputy Chief Bush Fire Control Officer

In accordance with the *Bush Fire Act 1954* and the Shire of Capel policy 'Bush Fire Control Officer Appointments' this item was not applicable at this time.

## 6.4 Bushfire Risk Mitigation Officer update

The Shire of Capel is currently negotiating with DFES and the Shires of Collie and Dardanup to employ a Bushfire Risk Management Officer with the purpose of coordinating bushfire risk management and treatment options under the MAF funding arrangement. The funding for this position is included in the proposed budget for 2022/23.

## 6.5 Mitigation Activity Fund (MAF) update

The Shire of Capel does not have the capacity to undertake MAF works currently and therefore have requested an extension of time to complete works to June 2023

The extension in time will allow for the appointment of a Bushfire Risk Mitigation Officer to be appointed and coordinate the required work

## 6.6 Policy review, Guidelines and Terms of Reference for the committee

Discussion was held regarding the process of reviewing policies, terms of reference and guidelines.

Brigades to hold a separate meeting without Shire representation to discuss policies.

Comments are to be provided from brigades to Emergency Services Coordinator by the end of July for review and consideration. The Shire will then review submitted information / feedback, and then policies etc. will be presented to the September 2022 BFAC meeting, then for recommendation to Council.

## 7. GENERAL BUSINESS

A Ciric left the meeting at 7:35pm

A Ciric returned to the meeting at 7.41pm

### 7.1 Work Health Safety Legislation – L Kay

- The legislation was passed in 2020 with regulations finalised in 2021
- There are some significant changes in the legislation including who is considered a 'worker' is an employee, volunteer, student, or contractor
- The responsibility rests with the decision makers of the organisation
- There is more focus duty of care to volunteers including bush fire volunteers are our highest risk due to the nature of operations
- Failure to take reasonable actions under the act may lead to penalties including jail

WALGA have published a proposed advocacy position on the arrangements for management of volunteer bush fire brigades. The Shire is supportive to create processes that are practical. Work Health and Safety Officer is happy to attend sites and speak to volunteers to explain.

A Ciric left the meeting at 7:44pm

A Ciric returned to the meeting at 7:48pm

## **7.2 Gelorup Station**

- A meeting with DFES and the executive from the Shire of Capel was held on 20 May 2022 regarding the schematic design estimate costs that considerably exceed the funding available.
- DFES funding has been approved for the building and Shire of Capel have approved a budget amount for the civil earthworks
- An architect has been engaged for the design
- Cost estimates have come in significantly higher due to cost rises
- The Shire of Capel is working collaboratively with DFES on options available to proceed with the project given the higher costs.

Uniforms

- Bush fire brigade t-shirts have arrived and will soon be made available for members
- Full-face respirators will be made available to members that routinely turn out although they come in 3 sizes so fittings will be required
- A day will be arranged in conjunction with handing out t-shirts for photos to be taken for volunteer ID cards

## **7.3 000 Agreement**

C Scott and M Scott are currently away, D Wetherell and B Bell will respond to 000 calls their return.

## **7.4 Stirling brigade tank**

Fittings of the Stirling brigade tank have been identified, the Shire is looking at the logistics to have a standpipe arrangement installed like Capel Bush Fire Brigade.

## **8. NEXT MEETING**

The next Bush Fire Advisory Committee meeting will be held on Wednesday, 21 September 2022, commencing at 7.00pm.

## **9. CLOSURE OF MEETING**

There being no further business, the meeting closed at 7:58pm.