



Bush Fire Advisory Committee

NOTICE OF MEETING

A meeting of the Bush Fire Advisory Committee will be held in the Council Chambers, Forrest Road, Capel on Wednesday 22 September 2022, commencing at 7.00pm.

A handwritten signature in black ink, which appears to read "G MacMile".

Gordon MacMile
Chief Executive Officer

28 March 2023

Agenda

12 April 2023

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	VACANT
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

AGENDA

- 1. **DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS** 4
- 2. **RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE**..... 4
- 3. **CONFIRMATION OF PREVIOUS MINUTES**..... 4
- 4. **MATTERS ARISING** 4
- 5. **BRIGADE REPORTS** 5
- 6. **ITEMS** 5
- 7. **GENERAL BUSINESS** 9
- 8. **NEXT MEETING** 9
- 9. **CLOSURE OF MEETING**..... 9

1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

Acknowledgement of Country

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2. RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE

- | | | | | |
|--------------------------|-----------------|---|--------------------------|---------------------------|
| <input type="checkbox"/> | Barry Bell | Chair/Elgin Brigade | <input type="checkbox"/> | Thomas Smith (Deputy) |
| <input type="checkbox"/> | Chris Scott | CBFCO | | |
| <input type="checkbox"/> | Vacant | DCBFCO | | |
| <input type="checkbox"/> | Don Wetherall | Boyanup BFB | <input type="checkbox"/> | Chris Ward (Deputy) |
| <input type="checkbox"/> | Trevor James | Capel BFB | <input type="checkbox"/> | Peter Dunlop |
| <input type="checkbox"/> | Neil Rowlandson | Gelorup BFB | <input type="checkbox"/> | Graham Briggs (Deputy) |
| <input type="checkbox"/> | Mark Roberts | Stirling BFB | <input type="checkbox"/> | Neil McCarthy (Deputy) |
| <input type="checkbox"/> | Cr Doug Kitchen | Council Delegate | <input type="checkbox"/> | Cr Ashley Dillon (Deputy) |
| <input type="checkbox"/> | Phil Allen | Volunteer Brigade Training Coordinator | | |
| <input type="checkbox"/> | Andriena Ciric | Emergency Services Coordinator & Shire Training Coordinator, Shire of Capel | | |
| <input type="checkbox"/> | Tanya Gillett | Director Infrastructure & Development Services, Shire of Capel | | |
| <input type="checkbox"/> | Ricky Southgate | Area Officer Preston, Dept of Fire & Emergency Services | | |
| <input type="checkbox"/> | Helen Holzheuer | District Fire Coordinator, Dept of Biodiversity, Conservation & Attractions | | |

3. CONFIRMATION OF PREVIOUS MINUTES

3.1 Ordinary Bush Fire Advisory Committee Minutes – 21 September 2022

That the Minutes of the Ordinary Bush Fire Advisory Committee Meeting held on 21 September 2022 be confirmed a true and correct record of proceedings.

4. MATTERS ARISING

4.1 Bushfire Risk Mitigation Coordinator (BRMC)
The Shire has appointed Melissa Howard as BRMC

4.2 Mitigation Activity Fund (MAF)
The treatments currently being undertaken are included as an attachment.

4.3 Boulders placed in Michael Tichbon Park
These are part of the drainage requirements to prevent scouring and erosion in the area

4.4 Brigade boundary review
To be considered at a future workshop in the winter months of 2023

4.5 Capel Brigade handheld radio.
Update provided

- 4.6 Fuel station in Boyanup – change of ownership – WA Fuels
New account is active with WA Fuels
- 4.7 Shire of Capel Contractor Management
Southwest Tree Safe and Giadresco have both completed the contractor induction as part of the Shire WHS.
- 4.8 Hazard Reduction burn request 957 Railway Rd Elgin
Due to the proximity to Railway Rd, Main Roads is required to be notified and traffic management if the burn impacts or is adjacent to the road reserve or if any smoke will cross the road.
- 4.9 More information on liability when being supported by the community
Query does not reference who asked it and is not clearly understood and therefore no response provided.

5. BRIGADE REPORTS

- 5.1 Chief Bush Fire Control Officer
Report attached
- 5.2 Boyanup Bush Fire Brigade
- 5.3 Capel Bush Fire Brigade
- 5.4 Elgin Bush Fire Brigade
- 5.5 Gelorup Bush Fire Brigade
- 5.6 Stirling Bush Fire Brigade
- 5.7 Volunteer Brigade Training Coordinator
- 5.8 Department of Fire and Emergency Services
- 5.9 Department of Biodiversity, Conservation and Attractions
- 5.10 Emergency Services Coordinator

6. ITEMS

- 6.1 LGGs offer
Attached are the operational and capital offers received by the Shire of Capel from DFES.
- 6.2 CBFCO and DCBFCO honorarium payment review.

Purpose

For the BFAC to review the honorarium payment in accordance with Council Decision OC82/2021 to the CBFCO and DCBFCO.

Currently the payment is \$3,000 for the CBFCO and \$1,000 for the Deputy CBFCO.

Recommendation to Council

That the BFAC recommend that the Shire of Capel include in the annual budget the following amounts for an honorarium payment for the CBFCO and DCBFCO in recognition of incidental expenses incurred whilst undertaking the role:

1. CBFCO amount:
2. DCBFCO amount:

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- 6.3 Post-season overview
Members to share any information arising from the bushfire season.
- 6.4 Shire of Capel – Bush Fire Brigade Operations

Purpose

The Shire of Capel has identified the following improvements to the Shires Bush Fire Brigades operational processes and seeks support from the BFAC and Bush Fire Brigade Executive to implement these improvements in processes. These improvements are in accordance with DFES operational guidelines, SoP's, new WHS legislative requirements and other Local Government requirements within the Southwest.

Any training required to assist in the implementation will be provided collaboratively by the Shire and/or DFES.

The following information should be communicated to all Captains and FCO's for general brigade awareness.

1 Incident communications

- PAFTACS are to be completed in the first 10 mins of arrival at a turnout
- Sitreps are to be completed on an hourly basis at a minimum
- Public information is to be prioritised for all incidents and issued for any 3-alarm bushfire as a priority within the first 30 mins of arrival.

2 Appliances

- Each brigade is to appoint an Equipment Officer with the responsibility for brigade appliances/equipment and a single point of communication with the Shire on any issues with the appliances/equipment
- The brigade is to advise the Emergency Services Coordinator of the nominated Equipment Officer by 30 June each year
- Responsibility of the Equipment Officer is to coordinate at least monthly vehicle checks in accordance with DFES VPOWER – attached and the reporting of any issues using the DFES vehicle fault report book

3 000 agreement, CAD listings and IRS reports

- CAD brigade listings are to include only members of the respective brigades
- All FCOs are to be listed on the 'Shire of Capel' 9020 listing for the initial informative message
- Commencing July 1, 2023, all brigades are to commence using electronic fillable forms for IRS processing and email to the Shire at info@capel.wa.gov.au for reporting processes and data entry. It is important that care is taken in completing all fields relevant to the brigade turnout – e.g., not referencing other brigades that responded, fields such as kilometres travelled (approx.), travel codes, which members turned out, which resource they were in and who was driving are important and need to be

completed

4 *Appliance mobilisation*

Communication to DFES Communication is required by passenger of the appliance when:

- Leaving station
- Arriving at the incident
- Leaving the incident
- Reattending an incident for further response or patrols

5 *Incident control*

FCO's are to take control of incidents in their respective brigade area for all 1st and 2nd alarm fires and be mentored by the CBFCO and/or DCBFCO in controlling 3rd alarm fires and above.

6 *Incident support by the Shire of Capel*

- Where there is a reasonably foreseeable requirement that welfare/logistical support (eg 3rd alarm or above) will be required, the Emergency Services Coordinator is to be notified and requested to attend the FCP to enable the welfare and/logistical provisions or any other support required for the incident to be supplied
- The IC is to request the support of the Emergency Services Coordinator for any structure fire response to be the liaison between the Shire of Capel and the fire services as well as providing any immediate assistance to any affected people

7 *Memberships*

- Any new membership applications to be completed on current electronic new member or update details form and emailed to info@capel.wa.gov.au
- Any changes to brigade memberships, removal of a member, change of personal details e.g., phone number or change of address are to be provided on the update member form and emailed to info@capel.wa.gov.au
- All bush fire brigade members are required to complete the process to access the volunteer hub. This will provide access to important information as a volunteer.

8 *Work Health and Safety (WHS) & training requirements*

- PPC/E is to be correctly worn at all incidents and the use of full-face respirators be encouraged for bushfire response and required to be used for hazardous incidents such as car/tip fires
- Each brigade is to nominate a brigade Training Officer to work with the Volunteer Brigade Training Coordinator to deliver monthly brigade level training between April and November as a minimum
- The brigade is to advise the Emergency Services Coordinator of the nominated Training Officer by the 30 June 2023
- The Shire of Capel and/or DFES are willing to support all training providing activities and/or support in the delivery of the training
- All brigade training occurrences are to be communicated to the Shire of Capel with an invite for the Emergency Services Coordinator to attend
- All brigade training attendance is to be recorded and provided to the Shire in writing noting the activity, who provided the training and who attended and if relevant whether the volunteer was deemed competent or not (forms will be provided by the Shire)
- All active firefighters must attend at least 4 training occurrences per financial year, or they may be deemed not to meet the minimum training requirements of the Shire
- Preseason competency-based training for all active firefighting brigade members is to be completed prior to 1 December each year
- Any WHS incident on the fire ground is to be reported to IC on the form attached and

- provided to the Shire of Capel for including in the WHS incident reporting process
- All existing volunteers are to complete the online WHS volunteer induction prior to 1 December 2023, all new members will need to complete the induction process before being registered as an active volunteer
- Not completing the required Shire WHS and training requirements may result in the members membership being reviewed and may lead to suspension of the member

9 *Position descriptions will be provided by the Shire for roles appointed by Council that include:*

- Chief Bush Fire Control Officer
- Deputy Bush Fire Control Officer
- Fire Control Officers

These position descriptions have been based on the Guidelines adopted by the BFAC in September 2022 to provide role clarity and guidance to the incumbent.

Recommendation

That the BFAC supports the continuous improvement of Bush Fire Brigade operations through the support of the areas listed above and the brigade executive agree to communicate, encourage, implement, and mentor members of all Bush Fire Brigades to assist in the implementation.

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6.5 Brigade AGM and Fire Control Officer Appointments

Purpose

The primary role of Fire Control Officers is to take reasonable measures considered necessary for protecting life and property and for the control and extinguishment of Bushfire. The duties include taking control of fires within the brigade area and issuing permits to burn during the restricted burning period.

The following recommendation for FCO appointments has been based on the Annual General Meeting minutes from the respective brigades

Recommendation to Council

That Bush Fire Advisory Committee receive the Annual General Meeting minutes of the Boyanup, Capel, Elgin, Gelorup, and Stirling Bush Fire Brigades and recommend the respective Fire Control Officer appointments are made, with all previous appointments being cancelled.

Bush Fire Control Officers–

Gelorup: Jeff McDougall, Graham Briggs; Neill Rowlandson

Elgin:

Boyanup:

Capel:

Stirling:

Shire of Capel: Andriena Ciric, Melissa Howard, Mark O’Connor, Edwin Moore, Donna Pead, Kylie Day

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Second

6.6 Review of Deputy Chief Bush Fire Control Officer EOI documentation

Purpose

Following the resignation of Mr. Murray Scott as Deputy Chief Bush Fire Control Officer, the committee is requested to consider the nomination process for the role of Deputy Chief Bush Fire Control Officer and consider whether the Shire should appoint more than one deputy.

Recommendation

That the BFAC provide support to the EOI process to recruit a DCBFCO, a commitment for the date for the position to be advertised, the respective closing date and timeline for commencement in the position.

6.7 Acknowledgement to DCBFCO Mr. M Scott

Purpose

The Shire of Capel acknowledge the contribution that Mr. Murray Scott has made to the Shire of Capel community as Deputy Chief Bush Fire Control Officer for the past 22 years.

Recommendation to Council

The Shire of Capel acknowledge the contribution that Mr. Murray Scott has made to the Shire of Capel community as Deputy Chief Bush Fire Control Officer for the past 22 years.

7. GENERAL BUSINESS

Round the table for any matters of general business.

8. NEXT MEETING

The next Bush Fire Advisory Committee meeting will be held on Wednesday 13 September 2023 commencing at 7pm.

9. CLOSURE OF MEETING

Meeting was declared closed at _____