



Bush Fire Advisory Committee

A handwritten signature in blue ink, appearing to read "G MacMile", is positioned above the printed name and title.

Gordon MacMile
Chief Executive Officer

Agenda
Wednesday, 4 October 2023

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



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.

SHIRE OF CAPEL

Bush Fire Advisory Committee

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Committee Member and Representatives (Voting):

Council Delegate (Member)	Cr D Kitchen
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Representatives

Chair – Elgin Bush Fire Brigade/DCBFCO	B Bell
Deputy Chair – Boyanup Bush Fire Brigade	D Wetherall
Chief Bush Fire Control Officer	C Scott
Deputy Chief Bush Fire Control Officer	J McDougall
Deputy Chief Bush Fire Control Officer	D Tait
Deputy Chief Bush Fire Control Officer	M Roberts
Capel Bush Fire Brigade	T James
Gelorup Bush Fire Brigade	N Rowlandson
Stirling Bush Fire Brigade	M Roberts

1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The Chair opened the Meeting at _____ pm 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.

2. RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE

PRESENT

VOTING MEMBER and REPRESENTATIVES

Shire of Capel, Council Delegate (Member)	Cr D Kitchen
Chair – Elgin Bush Fire Brigade/DCBFCO	B Bell
Deputy Chair – Boyanup Bush Fire Brigade	D Wetherell
Chief Bush Fire Control Officer (CBFCO)	C Scott
Deputy Chief Bush Fire Control Officer	J McDougall
Deputy Chief Bush Fire Control Officer	D Tait
Deputy Chief Bush Fire Control Officer	M Roberts
Capel Bush Fire Brigade, Captain	T James
Gelorup Bush Fire Brigade, Captain	G Malatesta
Stirling Bush Fire Brigade, Fire Control Officer	M Roberts

NON-VOTING MEMBERS

Shire of Capel, Chief Executive Officer	G MacMile
Shire of Capel, Director Infrastructure & Development Services	T Gillett
Gelorup Bush Fire Brigade	N Rowlandson
Department of Fire & Emergency Services, Area Officer	R Southgate
Department of Biodiversity, Conservation & Attractions	H Holzheuer
Brigade Training Coordinator	P Allen
Shire of Capel, Administration Officer	J Riedmann

GUESTS

Elgin Bush Fire Brigade, Deputy BFAC Representative	B Scott
Shire of Capel, WHS Advisor	M Picker

APOLOGIES

Shire of Capel, Emergency Services Coordinator	A Ciric
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3. DECLARATION OF INTEREST

Members should fill in Disclosure of Interest forms for items in which they have a financial, proximity or impartiality interest and forward these to the Presiding Member before the meeting commences.

A **financial interest** occurs where a Councillor, or a person with whom the Councillor is closely associated, has a direct or indirect financial interest in the matter. That is, the person stands to make a financial gain or loss from the decision, either now or at some time in the future.

An **indirect financial interest** includes a reference to a financial relationship between that person and another person who requires a Local Government decision in relation to the matter.

A person has a **proximity interest** in a matter if the matter concerns a proposed change to a planning scheme affecting land that adjoins the person’s land; or a proposed change to the zoning or use of land that adjoins the person’s land; or a proposed development (as defined in section 5.63(5)) of land that adjoins the person’s land.

An **impartiality interest** means an interest that could, or could reasonably be perceived to, adversely affect the **impartiality** of the person having the interest and includes an interest arising from kinship, friendship or membership of an association.

4. CONFIRMATION OF PREVIOUS MINUTES

4.1 Bushfire Advisory Committee Minutes – 12 July 2023

That the Minutes of the Bushfire Advisory Committee Meeting held on 12 July 2023 be confirmed a true and correct record of proceedings.

BF0012/2023 Amended Recommendation/Committee Decision – 3.1*Moved:* *Seconded:*

That the Minutes of the Ordinary Bush Fire Advisory Committee Meeting held on 12 July 2023 be confirmed a true and correct record of proceedings with the following corrections:

Carried

5. MATTERS ARISING**5.1 000 Agreement**Purpose

The DFES Computer Aided Dispatch (CAD) system utilised for Initial Mobilisation of resources 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 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/LG's 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 incident is determined a Hazmat Fire, see Hazmat notes below

DFES is the HMA for Hazardous Materials Emergencies (HAZMAT). BFB's may be required to provide assistance at HAZMAT incidents:

- BFB's may provide water at HAZMAT incidents for decontamination, if requested.
- Mobilising procedures as per Triple Zero agreement for the identified BFB/LG if requested by IC.

Currently the 000 agreement is as follows:

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

The 000 agreement allows for no more than 3 Local Government contacts with the 4th contact will always be the RDC.

With the current changes to the structure of the DCBFCO the 000 agreement should be updated with the opportunity to consider the mobilisation arrangements, including transitioning to BEET based dispatch.

BEET is a CAD system that provides geofenced areas – typically brigade areas that the location of the incident is automatically sent to the respective brigade. The CBFCO or DCBFCO can then monitor the response and adjust as necessary.

It is proposed that the 000 agreement is amended to:

1. BEET Layer with run card for the brigade area (i.e. automatic turnout direct to the brigade with respective DCBFCO for the brigade are to acknowledge)
2. Capel Shire Pager Group (CBFCO for the brigade to acknowledge)
3. CBFCO Mobile (Chris Scott)
4. DFES Regional Duty Coordinator (RDC)

As part of this process, it is recommended that brigade SMS lists are amended to only reflect members of the brigade and the Capel Shire Pager Group to be included in the run sheet.

Attachment 5.1.1 Outlines the proposed 000 agreement process.

Officer's Recommendation

1. BEET Layer with run card for the brigade area (i.e. automatic turnout direct to the brigade)
2. Capel Shire Pager Group (with respective DCBFCO for the brigade to acknowledge)
3. CBFCO Mobile (Chris Scott)
4. DFES Regional Duty Coordinator (RDC)

As part of this process, it is recommended that brigade SMS lists are amended to only reflect members of the brigade and the Capel Shire Pager Group to be included in the run sheet.

BF0013/2023 Officer Amended Recommendation / Committee Decision – 4.1

Moved: *Seconded:*

That the Bush Fire Advisory Committee (BFAC) recommends that the Capel Shire Council:

Carried

5.2 Appointment of Deputy Chief Bushfire Control Officers - Update

6. BRIGADE REPORTS

- 6.1 Chief Bush Fire Control Officer (Attachment 6.1.1)
- 6.2 Boyanup Bush Fire Brigade
- 6.3 Capel Bush Fire Brigade
- 6.4 Elgin Bush Fire Brigade
- 6.5 Gelorup Bush Fire Brigade
- 6.6 Stirling Bush Fire Brigade
- 6.7 Brigade Training Coordinator (Attachment 6.7.1)
- 6.8 Department of Fire and Emergency Services (DFES)
- 6.9 Department of Biodiversity, Conservation and Attractions (DBCA)
- 6.10 Emergency Services Coordinator

7. WORK HEALTH AND SAFETY

7.1 Update on Volunteer Induction.

7.2 Update on and Completion of Competency Training Requirements.

8. GENERAL BUSINESS

8.1 Fire Season Preparedness

8.2 Update on Gelorup Bushfire Brigade Facility – Progress and Opening

8.3 Confirming of Reporting (see Attachments 8.3.1 and 8.3.2 – Fillable Forms – Hazard, Near Miss and Incident Reporting)

8.4 Appointment of BFAC Representatives

9. NEXT MEETING

The next Bush Fire Advisory Committee meeting to be held on Wednesday, 17 April 2024 unless otherwise determined as necessary.

10. CLOSURE OF MEETING

There being no further business, the meeting was declared closed at