



Bush Fire Advisory Committee

A handwritten signature in blue ink, appearing to read "G MacMile".

Gordon MacMile
Chief Executive Officer

Minutes
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

MINUTES

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Committee Member and Representatives (Voting):

Council Delegate (Member) Cr D Kitchen

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 7:06 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) - Deputy	Cr A Dillon
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	M Roberts
Capel Bush Fire Brigade, Captain	T James
Stirling Bush Fire Brigade, Fire Control Officer	M Roberts
Gelorup Bush Fire Brigade	N Rowlandson

NON-VOTING MEMBERS

Shire of Capel, Chief Executive Officer	G MacMile
Shire of Capel, Director Infrastructure & Development Services	T Gillett
Gelorup Bush Fire Brigade, Captain	G Malatesta
Brigade Training Coordinator	P Allen
Shire of Capel, Manager Sustainability & Environment	M Beahan

GUESTS

Shire of Capel, WHS Advisor	M Picker
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APOLOGIES

Shire of Capel, Council Delegate (Member)	Cr D Kitchen
Shire of Capel, Emergency Services Coordinator	A Ciric
Deputy Chief Bush Fire Control Officer	D Tait
Department of Fire & Emergency Services, Area Officer	R Southgate
Department of Biodiversity, Conservation & Attractions	H Holzheuer
Shire of Capel, Administration and Customer Services	J Riedman

3. DECLARATION OF INTEREST

Nil

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: D Wetherall Seconded: C Scott

That the Minutes of the Bush Fire Advisory Committee Meeting held on 12 July 2023 be confirmed as a true and correct record:

Carried 8/0

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/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 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 Amended Recommendation / Committee Decision – 5.1

Moved: T James

Seconded: D Wetherall

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 Services) with the CBFCO (or proxy) to acknowledge; and**
- 2. The DFES Regional Duty Coordinator (RDC).**

Carried 7/1

For: B Bell, A Dillon, T James, M Roberts, N Rowlandson, C Scott, D Wetherall,

Against: J McDougall

5.2 Appointment of Deputy Chief Bushfire Control Officers – Update

Explanation provided that the previous BFAC recommendation of four year terms for the new Deputy Chief Bushfire Control Officers was amended to a two year term by Council decision (to allow for a period of assessment of the new system).

Confirmation that the new Deputy Chiefs have been adopted by Council and letters of confirmation have been sent out to each.

6. BRIGADE REPORTS

6.1 Chief Bush Fire Control Officer (Attachment 6.1.1)

- Since the middle of May 2023, the Shire of Capel has had 14 fires: 1 vehicle fire, 8 scrub fires, 5 structural fires (with one resulting in complete loss of a double garage).
- Brigades are doing monthly training now and are having good attendances.
- Reiteration of the fear that VBFBs will lose some volunteers due to the new WHS and induction training requirements but acknowledged that the whole State is in the same situation with this issue.

- Congratulations to Glenys Malatesta who received the Murray Lang Bush Fire Service Award.
- Expectations are that the fire season will start earlier this year with unusually dry conditions. Possibility of bringing restricted season forward given the expected conditions.

6.2 Boyanup Bush Fire Brigade

- Updated that the brigade training is progressing well, with about 10-12 people per training sessions (up to 20 people in one session). However, the brigade still has a few members yet to do training.
- Recently had to attend a car fire, that they managed to contain.

6.3 Capel Bush Fire Brigade

- Informed the Committee that the Capel truck has been repaired in Perth, strengthening the tanks.
- Informed the Committee that in-house training is underway, and they have held 4 sessions so far. They have had good attendance. The brigade has gained one new member and lost a member.
- Holding a community day at shed on 28th October – alongside Ambulance, Police, and Marine Rescue.

6.4 Elgin Bush Fire Brigade

- Explained that their brigade training is underway but there are still some members not trained, and others with only 1 or 2 training sessions completed. Also confirmed they are expecting to lose some volunteers who do not want to undertake the training.

6.5 Gelorup Bush Fire Brigade

- Spoke to the report tabled at the meeting and explained that Gelorup have been holding regular training sessions the first Monday of each month.
- Congratulated Glenys Malatesta who received the Murray Lang Bush Fire Service Award.

6.6 Stirling Bush Fire Brigade

- Confirmation that six volunteers have been fully trained, and he expects that four are going to drop out.
- Also confirmed that the water tank upgrades are progressing well on site.

6.7 Brigade Training Coordinator (Attachment 6.7.1)

- Referred to report attached in the agenda. All brigade training is progressing with steady numbers attending on a regular basis.
- Thanked Trevor Bates, Jeff McDougall, Ian Cocker and Mark Coppendale for taking on the role of brigade training officers and doing a brilliant job implementing WHS requirements with high quality training exercises.

6.8 Department of Fire and Emergency Services (DFES)

- DFES did not attend meeting. No report was provided.

6.9 Department of Biodiversity, Conservation and Attractions (DFES)

- DBCA did not attend meeting. Report provided with agenda.

6.10 Emergency Services Coordinator

- Meeting apology, no report provided

7. WORK HEALTH AND SAFETY

7.1 Update on Volunteer Induction.

- Currently planning face to face WHS sessions and will also be running inductions online.
- Confirmed that an email will go out soon with more details and dates for this training.

7.2 Update on Completion of Competency Training Requirements.

- Reiterated that the completion of competency training requirements needs to be completed by 1 December.
- Confirmed that the Shire will send a letter to each brigade with more detail on why the new training requirements have been brought in, and that this letter can be provided to members who remain uncertain about the training.
- Confirmed the Shire will follow up with the brigades to give reminders and get updated numbers on members who have been trained at the end of October and end of November.
- Thanked all brigades for doing a good job getting people up to date with training. Saying that it has been quite a successful role out, and the Shire appreciates the support from members to get this training process completed.

8. GENERAL BUSINESS

8.1 Fire Season Preparedness

- East coast of Australia is already experiencing an early bush fire season, and questioned whether there is more we need to do to prepare.
- Belief that VFBs are well prepared after last year seeing reasonably successful responses.
- DPaw have already stopped some of their controlled burns due to these same concerns.
- DFES will send out an updated fire risk forecast soon and it will be shared with the Committee.

8.2 Update on Gelorup Bushfire Brigade Facility – Progress and Opening

- Confirmed that construction remains on track and the official opening is planned for 15th December. The Shire will advise when further details become available.

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

- Explanation provided on the reporting forms attached to the agenda.
- Explanation provided that the forms have an option for people to fill out their WHS forms manually rather than online, and confirmed the Shire can print copies for brigades as required.

8.4 Appointment of BFAC Representatives

- Explanation that, as an official committee of council, Council will need to officially appoint BFAC committee members once the new council has been established following the elections. The BFAC nominations for representatives will be completed at the next BFAC meeting.

8.5 General Discussion

- a) Elgin has experienced some issues with volunteers unable to sign up as the DFES website says there are no vacancies available in Elgin for volunteers.
 - Action - The Shire will follow up on this issue and advise the brigades.
- b) Truck servicing – Brigades wish to be advised when servicing is being completed. Stirling found their truck out of service, but they were not advised who is repairing it and when it will be back in service.
 - Action - The Shire will advise the brigades when trucks will be serviced.
- c) Query whether the truck roll over incident report has been finalised.
 - Action - The Shire will follow this up and advise.
- d) New computers will be ready to be rolled out to brigades in January/February next year. At this time the Shire can provide further training/IT advice if required. Brigades are asked to let the Shire know if they need this assistance.
- e) Query that Gelorup BFB had recently paid for new equipment and queried whether they could get reimbursed for those costs.
 - Confirmed that the Shire cannot refund for the existing IT equipment.
 - Action - The Shire will also confirm whether Gelorup will receive a new computer.
- f) Question of whether it was risky keeping the new computer in the shed given the chance of theft or damage.
 - Confirmed they should stay in the sheds for ease of use and access for everybody in the brigade.

- Action: The Shire will provide covers for the Elgin laptops as they will be impacted by dust.
- g) Query raised with the Fire control boundaries, stating that the southern boundary in the map is incorrect near the Ludlow River area.
- Action: The Shire will update the brigade location map and make sure it reflects the exact boundary locations.
- h) Question asked if the Shire has new protocols in place for the new fire rating system.
- Action - The Shire will follow this up with DFES to ensure we are following their protocols and will provide brigades the information on official updates from DFES as they are disseminated.
- i) Two new standpipes are going in as part of BORR project, and once commissioned the Shire will advise what is happening with their usage. The standpipes will not be ready this season though.
- j) Query regarding Elgin Hall when a major fire is underway and the carpark full, blocking the BFB facility. May need to bollard it off as vehicles might block trucks in the shed.
- Action – Shire to review suitable barricades.
- k) Query if can we bring the fire break inspections forward to 30th November.
- Action - Shire will find out if there is flexibility to move the inspections as the timing may be a statutory requirement. The Shire will take the question on notice and will advise.
- l) Committee told that the Shire land area between Berkshire St and Spurr St is currently a fire risk, and requested the Shire attend to this.
- Confirmed the Shire has a new weed spraying contractor assisting, and that area is in the Shire's program and will be tidied up.
- m) The Committee confirmed that the radio call signs for Deputy Chief Fire Control Officers will be central/north/east/south as they apply.

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 8:35pm