



# Bush Fire Advisory Committee Meeting

## Notice of Committee Meeting

The next Bush Fire Advisory Committee meeting of the Shire of Capel will be held on Wednesday 17 April 2024 in the Council Chambers, Forrest Road, Capel commencing at 7:30 pm.

Gordon MacMile  
Chief Executive Officer  
12 April 2024

# 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 respectful in all that we do, and all interactions we have, whilst being inclusive and mindful of differences.



### 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.



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## 1. Declaration of Opening/Announcement of Visitors

### 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.'*

### Election of chair

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5.12. Presiding members and deputies, election of (1) The members of a committee are to elect a presiding member from amongst themselves in accordance with Schedule 2.3, Division 1 as if the references in that Schedule –

- (a) to "office" were references to "office of presiding member"; and
- (b) to "council" were references to "committee"; and
- (c) to "councillors" were references to "committee members".

The *Local Government Act 1995* Schedule 2.3, Division 1, Section 4 indicates in part that:

1. The Council is to elect a Councillor to fill the office of Chair.
2. The election is to be conducted by the Chief Executive Officer in accordance with the procedures prescribed.
3. Nominations are to be given to the Chief Executive Officer in writing before the meeting or during the meeting before the close of nominations.
4. Nominations close at the meeting at a time announced by the Chief Executive Officer, which is sufficient time after the announcement by the Chief Executive Officer that nominations are about to close to allow for any nominations made to be dealt with.

Elected Committee Member to assume role of the Chair.

### Election of Deputy Chair

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(2) The members of a committee may elect a deputy presiding member from amongst themselves but any such election is to be in accordance with Schedule 2.3, Division 2 as if the references in that Schedule –

- (a) to "office" were references to "office of deputy presiding member"; and
- (b) to "council" were references to "committee"; and
- (c) to "councillors" were references to "committee members"; and
- (d) to "mayor or president" were references to "presiding member".

The *Local Government Act 1995* Schedule 2.3, Division 2, Section 8 indicates in part that:

- The Council is to elect a Councillor (other than the Mayor or President) to fill the office of Deputy Chair
- The election is to be conducted in accordance with the procedures prescribed by the Mayor or Chair, of if he or she is not present, by the Chief Executive Officer.
- Nominations are to be given to the person conducting the election in writing before the meeting or during the meeting before the close of nominations.



## AGENDA - Bush Fire Advisory Committee - 17 April 2024

- Nominations close at the meeting at a time announced by the person conducting the election, which is sufficient time after the announcement by that person that nominations are about to close to allow for any nominations made to be dealt with.
- If a Councillor is nominated by another Councillor, the person conducting the election is not to accept the nomination, unless the nominee has advised the person conducting the election, orally or in writing, that he or she is willing to be nominated for the office.

### **2. Record of Attendance/Apologies/Leave of Absence (Previously Approved)**

### **3. Declarations of Interest**

### **4. Confirmation of Minutes**

#### **4.1. Bush Fire Advisory Committee Minutes - 13 December 2023**

#### **Voting Requirements**

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Simple Majority

<b>Officer's Recommendation – 4.1.</b>
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**That the Minutes of the Bush Fire Advisory Committee Minutes - 13 December 2023 be confirmed as a true and correct record.**



# Bush Fire Advisory Committee

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

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### Honesty

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# 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

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

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**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 4<sup>th</sup> 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.

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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.

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- 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 28<sup>th</sup> 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.

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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 (DBCA)

- 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.

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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.

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- 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



#### 4.2. Bush Fire Brigade Annual General Meeting Minutes 2024

##### Voting Requirements

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Simple Majority

<b>Officer's Recommendation – 4.2.</b>
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**That the unconfirmed Minutes of the Boyanup, Capel, Elgin, Gelorup and Stirling Bush Fire Brigade Annual General Meeting's be received as a true and correct record.**

#### 5. Presentations



## 6. Reports

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### 6.1. Bushfire Mitigation Notice

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<b>Author</b>	Emergency Services Coordinator, Andriena Ciric
<b>Authorising Officer</b>	Director Infrastructure Development, Tanya Gillett
<b>Nature of the Decision</b>	Review
<b>Attachments</b>	1. Bushfire Mitigation 2024 [6.1.1 - 2 pages]
<b>Confidential Status</b>	<i>This item is not a confidential matter.</i>

#### Proposal

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The Committee supports the proposed 2024/25 Bushfire Mitigation Notice.

#### Officer's Recommendation

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That the Committee recommends to the Council to:

1. Approve the draft 2024/25 Bush Fire Mitigation Notice as attached to this agenda (noting approved updates will be finalised ready for publishing).
2. Meet the obligations under Section 33 of the *Bush Fires Act 1954*, "shall give notice to all owners or occupiers of land in its district by publishing a notice in the *Government Gazette* and in a newspaper circulating in the area".
3. Distribute the 2024/25 Bush Fire Mitigation Notice with the Rates Notice as an additional method of communication.
4. Provide the prohibited and restricted burning period times to be included for information in the Bush Fire Mitigation Notice.

#### Background

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The Bush Fire Advisory Committee (BFAC) meets at least twice a year to advise Council on matters relating to the responsibilities under the *Bush Fires Act 1954*.

#### Previous Committee Decisions

The current Bush Fire Mitigation Notice was recommended to Council and endorsed by Council Decision OC109/2021.



## Decision Framework

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### Shire of Capel Strategic Community Plan 2023-2033

Direction 1 - Strengthen and enhance the well-being of our community  
1.4 A safe and prepared community

### Corporate Business Plan 2023-2027

SENV 27 - EMS: Bush Fire Compliance Audit - Annual Fire Break Compliance Audit

## Statutory Framework

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### Local Framework

There are no local frameworks relevant to this item.

### State Framework

Section 33 of the *Bush Fires Act 1954* authorises a local government to, as a measure for preventing the outbreak of a bush fire, or for preventing the spread or extension of a bush fire which may occur, to give notice in writing to the owners or occupiers of land requiring them to undertake specified works by a specified date.

Section 17 & 18 of the *Bush Fires Act 1954* relates to prohibited and restricted burning periods set by the local government and declared by the Minister.

Bush Fires Act 1954 Section 67. Advisory Committees – provides that a local government may at any time appoint such persons as it thinks fit as a bush fire advisory committee for the purpose of advising the local government regarding all matters relating to the preventing, controlling and extinguishing of bush fires.

### Federal Framework

There are no federal frameworks relevant to this item.

## Policy Framework

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The following Shire Policies apply:

- Bush Fire Mitigation Notice Variations



**Implications**

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**Risk Implications**

Risk	Likelihood	Consequence	Mitigation
<b>Risk 1</b> Environmental  <b>Rating: Medium</b>	Possible	Moderate	Issue a Bushfire prevention Notice under section 33 Bush Fires Act 1954 and conduct a compliance program during the compliance period
<b>Risk Description:</b> Without determining requirements for bushfire prevention there is a risk of high fuel loads within the Shire of Capel that significantly increase fire behaviour and insufficient access for Bush Fire Brigades during response activities			

**Financial Implications**

Budget

There are no financial implications relevant to this proposal.

Long Term

As no assets/infrastructure are being created, there are no long-term financial implications relevant to this proposal.

**Sustainability Implications**

Climate Change and Environmental

There are no relevant climate change and environmental implications relevant to this item.

Social

There are no relevant social implications relevant to this item.

Economic

There are no relevant economic implications relevant to this item.

Asset

There are no relevant asset implications relevant to this item.

**Consultation/Engagement**

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**External Consultation**

There was no external consultation undertaken.



## Internal Consultation

Executive Management Team  
Bush Fire Compliance Officer

## Officer Comment

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The current Bush Fire Mitigation Notice has worked well providing for clear and practical direction for landowners to mitigate the risk of bushfire on their property.

### Rural, Priority Agriculture & Rural Residential properties

There have been category changes in the new Town Planning Scheme that need to be reflected in the Bushfire Mitigation Notice, these are:

- Special Rural has changed to Rural Residential properties
- Additional category Priority Agriculture is easily aligned to its previous Rural zoning i.e. the heading to be Rural/Priority Agriculture properties.

During the 2023/24 compliance program there was not an option for Rural Residential properties to maintain their entire property as a low fuel zone similarly to residential properties over 2024m<sup>2</sup>.

Allowing Rural Residential zoned properties to maintain their entire property as a low fuel zone instead of providing just a 3m wide firebreak allows for practical mitigation on their property, particularly in areas such as Stratham where many properties have maintained gardens, grass or slashed paddocks. In these situations, the addition of a firebreak has little impact on reducing the fire risk and it encourages people to maintain their properties with lower fuel loads.

### Wood/solid fuel BBQ's and Pizza Ovens

The Shire proposes to remove the prohibition of Wood/Solid Fuel BBQ's when the fire danger rating is high or above. This is due to the changes in the fire danger rating system and the increase of fire danger ratings of high or above in the Geographe district, unreasonably preventing residents and businesses from using wood or solid fuel BBQ's or pizza ovens during summer. There have been no fire incidents that have been attributed to solid fuel BBQ's or pizza ovens when they have been permitted. It is not anticipated allowing people to use their solid fuel BBQ's and Pizza Ovens during summer will increase the risk of bushfires.

Note: Solid Fuel BBQ's and Pizza Ovens would still be prohibited if a Total Fire Ban is issued.

Note: The Bush Fires Act prohibits outdoor cooking and campfires when the fire danger rating is high or above and this information is required to remain on the Bushfire Mitigation Notice.

## Summary

---

The proposed changes for Residential Rural properties have the potential to improve consistency across Residentially zoned and Rural Residential properties and encourage Rural Residential properties to maintain lower fuel loads on their land.

There have been changes in the zoning terminology for previously Rural zoned properties to Priority Agriculture and this needs to be reflected in the Bushfire Mitigation Notice.

Allowing solid fuel BBQ's and Pizza ovens to be used all year round is in line with community standards and presents minimal risk to the increase in bushfires associated with their use.



Should these changes all be approved by the BFAC, the draft Bush Fire Mitigation Notice attached will be amended and finalised ready for publishing.

### Voting Requirements

---

Simple Majority

<b>Officer's Recommendation – 6.1.</b>
--

**That the Committee recommends to the Council to:**

- 1. Approve the draft 2024/25 Bush Fire Mitigation Notice as attached to this agenda (noting updates will be finalised ready for publishing).**
- 2. Meet the obligations under Section 33 of the *Bush Fires Act 1954*, "shall give notice to all owners or occupiers of land in its district by publishing a notice in the *Government Gazette* and in a newspaper circulating in the area".**
- 3. Distribute the 2024/25 Bush Fire Mitigation Notice with the Rates Notice as an additional method of communication.**
- 4. Provide the prohibited and restricted burning period times to be included for information in the Bush Fire Mitigation Notice.**



SHIRE of  
**CAPEL**

# Bush Fire Mitigation Notice

## Minimum property requirements

### All properties

Clean gutters on all buildings.

Remove debris from around buildings.

Maintain a 20 metre low fuel zone around all habitable buildings.

### Residential properties

Grass must not be higher than 10cm.

You must prevent growth by burning or spraying if you can't mow/slash grass. Permits may be required.

### Residential properties larger than 2024m<sup>2</sup>

Maintain a 3 metre wide firebreak on all external boundaries.

You can manage your entire property as a low fuel zone instead of installing firebreaks.

### Rural/Residential properties

Maintain a 3 metre wide firebreak on all external boundaries.

You can manage your entire property as a low fuel zone instead of installing firebreaks.

### Rural properties/Priority Acreage

Maintain a 20 metre wide low fuel zone or 2 metre firebreak around all haystacks.

Maintain a 2 metre wide firebreak on land adjacent to a road reserve.

### Plantations

Adhere to the Guidelines for Plantation Fire Protection 2011.

## Compliance period

The compliance period is from **1 December to 26 April**.

Under section 33 of the Bush Fires Act Your property must be compliant with this notice during the compliance period.

**Penalties apply.**

## Variations

You must apply for a variation by 31 October if you can't comply with the requirements of this order.

Late applications will not be accepted.

## Specifications

### Low fuel zone

To maintain a low fuel zone you must:

- reduce and maintain fuel loads at 2 tonnes per hectare
- skirt trees up to a height of 2m
- no trees/shrubs over 2 metres high within 2 metres of a habitable building
- no tree crowns/branches over habitable buildings
- clear/prune scrub to reduce to a sparse density -you must be able to walk through with relative ease and minimal deviation
- no grass higher than 10cm.

### Firebreak

Your firebreaks must:

- be as close as practical to the property boundary
- have a vertical clearance height of 4 metres (excludes rural zoned properties)
- be continuous and trafficable for a 4WD vehicle with no obstructions
- mineral/bare earth - clear of all vegetation
- not terminate in a dead-end.

Maintained green lawns are acceptable in conjunction with or instead of mineral earth firebreaks. They must meet the firebreak clearance and width requirements.

## General Community Information

### Burning periods

Permit required during restricted burning period.

*Dates subject to change.*

<b>Restricted</b>	<b>Prohibited</b>	<b>Restricted</b>
1 November to 14 December	15 December to 31 March	1 April to 30 April

### Permits

Contact your fire control officer with at least 48 hours notice to apply. You are responsible for any burns on your property. Take care and Burn SMART. Search Burn SMART for more information.

**Register all burns with DFES on 9395 9209**

### Camp fires & fire pits

Outdoor cooking and camp fires **are not permitted** during the Prohibited Burning Period (15 December-31 March), and on any day where the fire danger rating is high or above.

Any additional restrictions due to fire weather conditions, will be published on the Shire's website when these conditions occur.

### The Australian Fire Danger Rating System

Visit: [afac.com.au/initiative/afdrs](http://afac.com.au/initiative/afdrs)

## Fire control officers

### Chief Bush Fire Control Officer

Chris Scott | 0408 921 356

### Boyanup North

\* Daniel Tait | 0417 091 076

### Boyanup South

Brian Smith | 0427 387 412

Chris Ward | 0431 532 791

### Capel Town

Peter Dunlop | 0428 122 676

Jason McNabb | 0417 037 382

### Capel Rural

Kevin Scott | 0488 100 353

### Dalyellup & Gelorup

\* Jeff McDougall | 0427 959 380

Neill Rowlandson | 0427 056 888

Graham Briggs | 0418 931 824

### Elgin North

Chris Scott | 0408 927 356

### Elgin South

\* Barry Bell | 0427 966 126

### Peppermint Grove Beach & Stirling

\* Mark Roberts | 0412 446 516

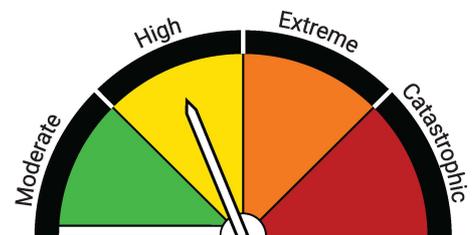
### Stratham

\* Brad Scott | 0427 957 443

Geoff Vardie | 0417 947 420

\* Also Deputy Chief Fire

Control Officer



## Bush fire warning system



### Emergency warning

You are in danger and need to take immediate action to survive. There is a threat to lives or homes.



### Watch and act

There is a possible threat to lives or homes. You need to leave or get ready to defend – do not wait and see.



### Advice

A fire has started but there is no immediate threat to lives or homes. Be aware and keep up to date.

### All Clear

Take care to avoid any dangers and keep up to date.

## Local information

### Shire of Capel

Call: 9727 0222

Email: [info@capel.wa.gov.au](mailto:info@capel.wa.gov.au)

Visit: [capel.wa.gov.au](http://capel.wa.gov.au)

### Police, Fire and Ambulance

Call: 000

### Bush fire warnings

Visit: [emergency.wa.gov.au](http://emergency.wa.gov.au)

Listen: ABC Radio 684 AM

Call: 13 DFES



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## 6.2. Bush Fire Brigade Mobilisation

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<b>Author</b>	Emergency Services Coordinator, Andriena Ciric
<b>Authorising Officer</b>	Director Infrastructure Development, Tanya Gillett
<b>Nature of the Decision</b>	N/a
<b>Attachments</b>	1. Mobilisation 2023 proposal [6.2.1 - 1 page]
<b>Confidential Status</b>	<i>This item is not a confidential matter.</i>

---

### Proposal

---

The Committee to support the current triple zero bush fire brigade mobilisation process to be changed to incorporate the BEET (not an acronym) mobilisation process through the DFES Computer Aided Dispatch (CAD) system.

---

### Officer's Recommendation

---

The Committee recommends to the Council to approve the following changes:

1. The DFES 000 agreement be amended to include the following:
  - a. BEET Layer with run card for the bush fire brigade area (ie automatic turnout direct to the relevant brigade with respective DCBFCO for the brigade to acknowledge)
  - b. Capel Shire Pager Group (with CBFCO to acknowledge)
  - c. CBFCO Mobile (Chris Scott)
  - d. DFES Regional Duty Coordinator (RDC)
2. The bush fire brigade CAD lists are amended to only reflect members of the brigade and the Capel Shire Pager Group to be included in the run sheet.
3. All changes to the BEET system to be implemented and operational from 1 July 2024.

---

### Background

---

The proposed changes were originally presented to the BFAC meeting on the 4 October 2023.

#### Previous Committee Decisions

BF0013/2023 Amended Recommendation / Committee Decision –

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



**Decision Framework**

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**Shire of Capel Strategic Community Plan 2023-2033**

Direction 1 - Strengthen and enhance the well-being of our community  
1.4 A safe and prepared community

**Corporate Business Plan 2023-2027**

SENV 22 - EMS: Emergency Response - Incident Management

**Statutory Framework**

---

**Local Framework**

There are no local frameworks relevant to this item.

**State Framework**

There are no state frameworks relevant to this item.

**Federal Framework**

There are no federal frameworks relevant to this item.

**Policy Framework**

---

The following Shire Policies apply:

- There are no Council policies relevant to this item.

**Implications**

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**Risk Implications**

<b>Risk</b>	<b>Likelihood</b>	<b>Consequence</b>	<b>Mitigation</b>
<b>Risk 1</b> Service Delivery  <b>Rating: High</b>	Possible	Major / Severe	Ensuring the fastest possible mobilisation procedure is in place for the Shire’s bush fire brigade mobilisation.
<b>Risk Description:</b> Delays in the mobilisation of bush fire brigades to a triple zero call, particularly with multiple mobilisations or incident responses required simultaneously			
<b>Opportunity:</b> Providing best practice mobilisation processes available within WA to the Shire of Capel Bush Fire Brigades.			



## **Financial Implications**

### Budget

There are no financial implications relevant to this proposal.

### Long Term

As no assets/infrastructure are being created, there are no long-term financial implications relevant to this proposal.

## **Sustainability Implications**

### Climate Change and Environmental

There are no relevant climate change and environmental implications relevant to this item.

### Social

There are no relevant social implications relevant to this item.

### Economic

There are no relevant economic implications relevant to this item.

### Asset

There are no relevant asset implications relevant to this item.

## **Consultation/Engagement**

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### **External Consultation**

DFES Standard Operation Procedure 2.1.2 Mobilising applies

### **Internal Consultation**

Chief Executive Officer  
Director Infrastructure and Development  
Chief Bush Fire Control Officer

## **Officer Comment**

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The DFES Computer Aided Dispatch (CAD) system is utilised for the initial mobilisation of resources and 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 Mobilising 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



## AGENDA - Bush Fire Advisory Committee - 17 April 2024

- 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 the incident is determined a Hazmat Fire, DFES is the HMA for Hazardous Materials Emergencies (HAZMAT). Bush Fire Brigades may be required to provide assistance at HAZMAT incidents:

- They may be requested to provide water at HAZMAT incidents for decontamination
- Mobilising procedures are as per Triple Zero agreement for the identified BFB/LG if requested by the Incident Controller.

The 000 agreement allows for no more than 3 Local Government contacts with the 4<sup>th</sup> contact always being the Regional Duty Coordinator (RDC).

BEET is a CAD system that provides geofenced areas, typically brigade areas, for the location of the incident and messages are automatically sent to the respective brigade. The CBFCO or DCBFCO can then monitor the response and adjust as necessary. This would mean that the CBFCO would not be required to acknowledge and turn out the brigade for the respective brigade area as this would happen automatically. The CBFCO is still able to contact the DFES Communication Centre to mobilise additional brigades if considered necessary.

Currently the 000 agreement is as follows:

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

The proposed 000 agreement is as follows:

1. BEET Layer with run card for the bush fire brigade area (ie automatic turnout direct to the relevant brigade with respective DCBFCO for the brigade to acknowledge)
2. Capel Shire Pager Group (with CBFCO to acknowledge)
3. CBFCO Mobile (Chris Scott)
4. DFES Regional Duty Coordinator (RDC)
5. The bush fire brigade CAD lists are amended to only reflect members of the brigade and the Capel Shire Pager Group to be included in the run sheet.
6. All changes to the BEET system to be implemented and operational from 1 July 2024.

### Summary

---

This change will have minimal effect on current mobilisation as essentially the only change is that a brigade will be automatically turned out to any fire in their area, and that if deemed necessary, any additional assistance required can be requested by a phone call by the CBFCO to the DFES Communication Centre.

### Voting Requirements

---

Simple Majority

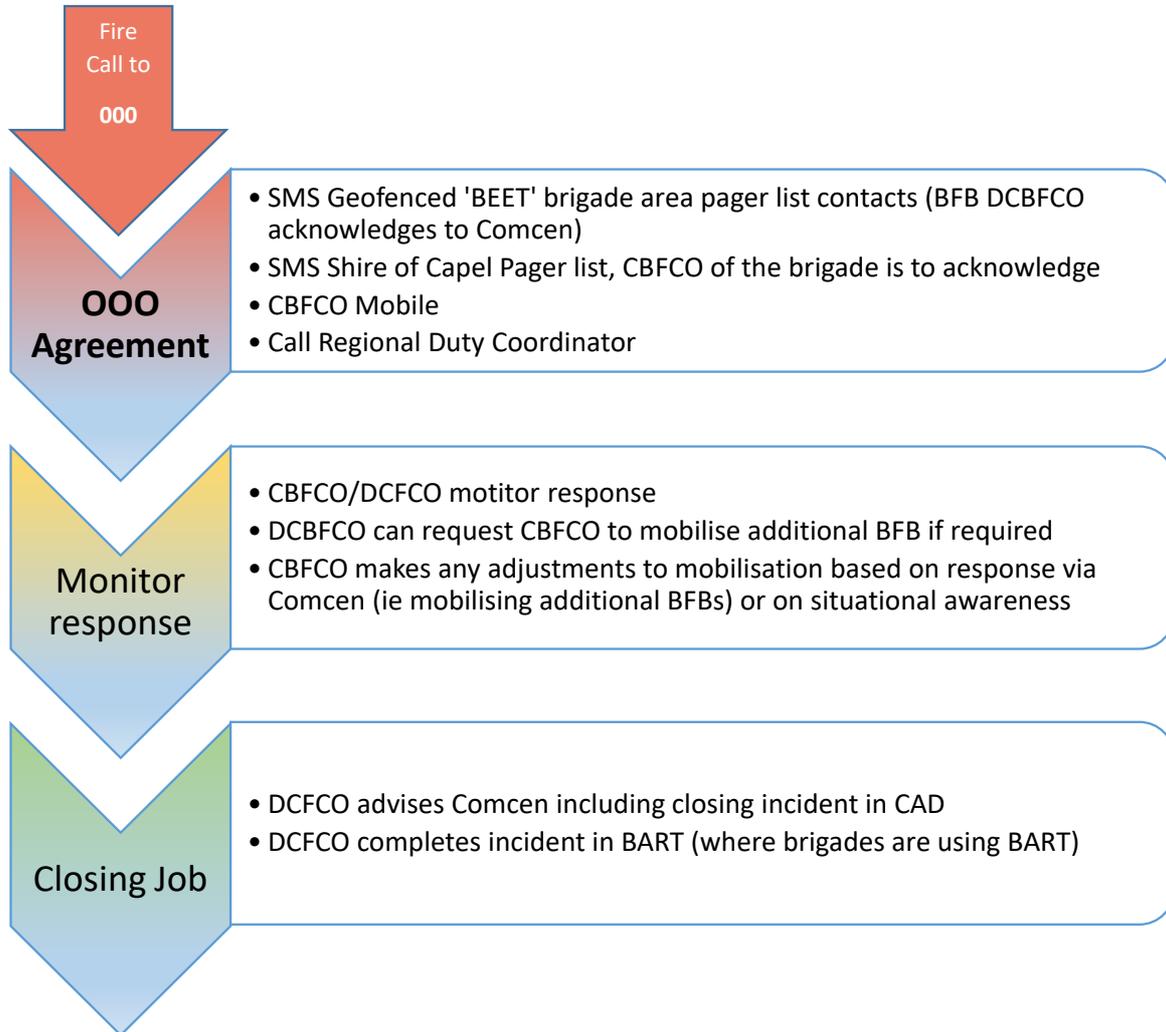
**Officer's Recommendation – 6.2.**



**The Committee approve recommends to the Council the following changes to the 000 agreement:**

- 1. BEET Layer with run card for the bush fire brigade area (ie automatic turnout direct to the relevant brigade with respective DCBFCO for the brigade to acknowledge).**
- 2. Capel Shire Pager Group (with CBFCO to acknowledge).**
- 3. CBFCO Mobile (Chris Scott).**
- 4. DFES Regional Duty Coordinator (RDC).**
- 5. The bush fire brigade CAD lists are amended to only reflect members of the brigade and the Capel Shire Pager Group to be included in the run sheet.**
- 6. All changes to the BEET system to be implemented and operational from 1 July 2024.**

**Proposed 000 agreement process.**



**Considerations**

Provides more responsibility on BFB DCFCO's including incident information.

CBFCO/DCBFCO can still mobilise additional BFB if required.

**Shire of Capel pager list be updated to include all FCOs in the event that the CBFCO or DCBFCOs do not respond to Comcen**

**Brigade CAD lists to detail only brigade members as well as CBFCO & DCBFCOs**



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### 6.3. Bush Fire Advisory Committee Terms of Reference Review

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<b>Author</b>	Strategic Governance and Risk Coordinator, Tahlia Shipley
<b>Authorising Officer</b>	Chief Executive Officer, Gordon MacMile
<b>Nature of the Decision</b>	Review
<b>Attachments</b>	1. BFAC Terms of Reference Tracked Changes [6.3.1 - 7 pages] 2. BFAC Terms of Reference Clean [6.3.2 - 6 pages]
<b>Confidential Status</b>	<i>This item is not a confidential matter.</i>

---

#### Proposal

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The Committee to endorse the reviewed and amended Bush Fire Advisory Committee (BFAC) Terms of Reference.

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#### Officer's Recommendation

---

That the Committee endorses and recommends to the Council to adopt the updated Bush Fire Advisory Terms of Reference.

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#### Background

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The Bush Fire Advisory Committee Terms of Reference should be reviewed on a bi-annual basis.

#### Previous Committee Decisions

Bush Fire Advisory Committee 21 September 2022 – (BF008/2022) - The Committee recommended to the Shire of Capel Council to adopt the Terms of Reference.

Ordinary Meeting of Council 30 November 2022 - (OC/2022/231) - That Council adopt the Terms of Reference for the Bush Fire Advisory Committee in accordance with Attachment 14.9.1 with the amendment to all Councillors who are not representatives to have the ability to ask questions of the BFAC.

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#### Decision Framework

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##### **Shire of Capel Strategic Community Plan 2023-2033**

Direction 4 - Deliver good leadership, governance and decision-making

4.1 Effective and compliant governance

4.2 Informed and transparent decision making

Direction 6 - Effective communication, engagement and relationship development

6.2 Improved cross sector relationships and collaboration



## Corporate Business Plan 2023-2027

GOV 27 - **Committee Framework** - Review Shire committee framework

### Statutory Framework

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#### Local Framework

Shire of Capel Local Law – Bush Fire Brigades

#### State Framework

*Bush Fires Act 1954*

Section 67. Advisory Committee:

- (1) A local government may at any time appoint such persons as it thinks fit as a bush fire advisory committee for the purpose of advising the local government regarding all matters relating to the preventing, controlling and extinguishing of bush fires, the planning of the layout of fire breaks in the district, prosecutions for breaches of this Act, the formation of bush fire brigades and the grouping thereof under group brigade officers, the ensuring of cooperation and coordination of bush fire brigades in their efforts and activities, and any other matter relating to bush fire control whether of the same kind as, or a different kind from, those specified in this subsection.
- (2) A committee appointed under this section shall include a member of the council of the local government nominated by it for that purpose as a member of the committee, and the committee shall elect one of their number to be chairman thereof.
- (3) In respect to a committee so appointed, the local government shall fix the quorum for the transaction of business at meetings of the committee and may –
  - (a) make rules for the guidance of the committee; and
  - (b) accept the resignation in writing of, or remove, any member of the committee;
  - (c) where for any reason a vacancy occurs in the office of a member of the committee, appoint a person to fill that vacancy.
- (4) A committee appointed under this section –
  - (a) may from time to time meet and adjourn as the committee thinks fit;
  - (b) shall not transact business at a meeting unless the quorum fixed by the local government is present;
  - (c) is answerable to the local government and shall, as and when required by the local government, report fully on its activities.

*Local Government Act 1995*

Section 2 of the Local Government Act 1995 describes the establishment and functions of committees of Council.

#### Federal Framework

There are no federal frameworks relevant to this item.



## Policy Framework

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The following Shire Policies apply:

- There are no Council policies relevant to this item.

## Implications

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### Risk Implications

Risk	Likelihood	Consequence	Mitigation
<b>Risk 1</b> Reputation  <b>Rating: Low</b>	Rare	Minor	Ensuring the Bush Fire Advisory Committee has an opportunity to provide feedback and recommend to the Council Terms of Reference that align with their purpose.
<b>Risk Description:</b> Failure to provide up to date Terms of Reference for transparency and consultation purposes.			
<b>Risk 2</b> Legislative Compliance  <b>Rating: Low</b>	Unlikely	Minor	Ensuring all members of the Committee have understanding of the changes of legislation reflected through the Terms of Reference.
<b>Risk Description:</b> Failure to align the Terms of Reference with the recent changes to legislation.			
<b>Opportunity:</b> The upside risk or opportunity that could have a beneficial effect on achieving Shire objectives.			

### Financial Implications

#### Budget

There are no financial implications relevant to this proposal.

#### Long Term

As no assets/infrastructure are being created, there are no long term financial implications relevant to this proposal.

### Sustainability Implications

#### Climate Change and Environmental

The mitigation of bushfire is an important function in the protection and of the natural environment.

#### Social

That Council provides leadership in the function of community safety.



### Economic

There are no relevant economic implications relevant to this item.

### Asset

There are no relevant asset implications relevant to this item.

## **Consultation/Engagement**

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### **External Consultation**

No external consultation was undertaken.

### **Internal Consultation**

Consultation between the Director of Infrastructure and Development, Emergency Services Coordinator and Governance Team was undertaken.

### **Officer Comment**

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The revised Terms of Reference are simplified, concise and provide guidelines for matters that may need clarification outside of Local Government legislation. They have also been amended to ensure consistency across all Committees of Council.

Further changes have been made for the appointment of the Chair of the Committee. Recent changes to the *Local Government Act 1995* now require the Chair and Deputy Chair of a Committee to be appointed through an Optional Preferential voting Election held by the Chief Executive Officer.

References for Declarations of Interest and the Shire of Capel Standing Orders have also been made. Although these are covered within *Local Government Act 1995*, due to the Committee having members that sit outside of the Shire's Council this brings attention to members and their expectations under the Act.

### **Summary**

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The Terms of Reference provide for the good governance, statutory compliance and provide direction to the BFAC committee to advise of the Council on bushfire matters.

### **Voting Requirements**

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Simple Majority

<b>Officer's Recommendation – 6.3.</b>
--

**That the Committee endorses and recommends to the Council to adopt the updated Bush Fire Advisory Terms of Reference.**



# Bush Fire Advisory Committee

Terms of Reference

Amendment record

Amendment		Details	Amended by
#	Date		Name
1	Aug 19	Initial	M Blandford
2	June 22	Review	A Ciric

The terms of reference have been prepared and endorsed by the Shire of Capel Bush Fire Advisory Committee (BFAC) on the {date}.

\_\_\_\_\_  
BFAC Chair

They have been tabled at the Shire of Capel Ordinary Council Meeting on the {date}

\_\_\_\_\_  
Shire of Capel CEO

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1. NAME

The name of the committee is the Shire of Capel Bush Fire Advisory Committee (BFAC).

2. AUTHORITY

The Bush Fire Advisory Committee may be established under section 67 of the Bush Fires Act 1954.

The Shire of Capel Bush Fire Brigade Local Law 2016 establishes the Shire of Capel Bush Fire Advisory Committee.

3. PURPOSE

Section 67 of the Bush Fires Act 1954 provides the following purpose of the Bush Fire Advisory Committee

'of advising the local government regarding all matters relating to the preventing, controlling and extinguishing of bush fires, the planning of the layout of fire breaks in the district, prosecutions for breaches of this Act, the formation of bush fire brigades and the grouping thereof under group brigade officers, the ensuring of cooperation and coordination of bush fire brigades in their efforts and activities, and any other matter relating to bush fire control those specified in this subsection.'

The Shire of Capel administers five Bush Fire Brigades. Council seeks input from these members via the Bush Fire Advisory Committee (BFAC) on matters relating to bush fire prevention and control this includes items such as:

- to recommend and regularly review Council's policies relating to the delivery of fire prevention, preparedness, and response.
- to provide support and guidance to Shire of Capel Bush Fire Brigades and assist Brigades to fulfil their objectives.
- to establish and maintain an operational command and control structure by developing policies and procedures to enhance the ability of the Brigades to carry out operations, activities, and training efficiently and effectively.
- to ensure cooperation and coordination between all Shire of Capel Bush Fire Brigades and stakeholders in their efforts and activities.
- to communicate with regional officers in the area and any other relevant person or organisation.
- ~~to report to Council on bushfire matters.~~ **to report, advise and provide guidance to Council on bushfire matters.**
- to perform any other function assigned to the Committee under Section 67 of the *Bush Fires Act 1954*, regulations.

4. MEETINGS

~~Meetings of the Bush Fire Advisory~~ **The** Committee shall **meet** be held twice a year in ~~May~~ April and September. ~~each year~~. Meetings shall be generally on the second Wednesday of the respective month commencing at 7pm at the Shire of Capel offices.

~~Additional meetings may be called if required.~~ **Additional meetings convened at the discretion of the presiding member.**

**Quorum**

**The Committee requires a quorum of five (5) voting members to be present.**

**Meetings Open to the Public**

Although the Bush Fire Advisory Committee has no powers delegated to it by Council, in the interests of open and accountable government, meetings of the Committee shall be open to the public.

Members of the Public will not be permitted to ask questions of the Committee. Any questions from the public should be directed in writing to the Chief Executive Officer of the Council or asked of Council direct in accordance with Section 5.24 of the Local Government Act 1995.

5. **Membership**

6. ~~EXECUTIVE OFFICER~~

~~The Shire of Capel will provide executive support to the committee that is responsible for:~~

- ~~• The coordinating the development of Committee documentation~~
- ~~• Facilitating the recommendations of the committee to Council~~

7. ~~MEMBERSHIP~~

**The Committee will consist of the following:**

Voting **Members:** (all with equal voting rights)

- One member from each Bush Fire Brigade (Capel, Stirling, Boyanup, Elgin, Gelorup)
- Chief Bush Fire Control Officer
- 4 Deputy Chief Bush Fire Control Officers; and
- Council delegate.

**Ex-officio participation**

**The CEO and other employees are not members of the Committee and are to attend meetings to provide advice and guidance to the Committee.**

**Ex-officio** members:

- Shire of Capel Emergency Services Coordinator
- Shire of Capel Director of Infrastructure and Development
- Shire of Capel Bush Fire Training Coordinator
- Department of Biodiversity, Conservation & Attractions (DBCA) representative
- Department of Fire & Emergency Services (DFES) representative.

**The Committee or CEO may invite ex-officio members as necessary. Ex officio members cannot vote and are only permitted to speak on a matter when invited to do so by the Chairperson.**

The Chairperson or the Committee may invite representation to the committee to provide subject matter input on any matters before the Committee.

Councillors who are not representatives on the Bush Fire Advisory Committee to have the ability to ask questions within Committee Meetings.

**6. Presiding Member**

**The Chairperson and Deputy Chairperson of the Committee will be appointed through an Election at the first meeting following the Committee Member appointment. The election will be undertaken in accordance with Schedule 2.3, Division 1 of the *Local Government Act 1995*.**

**The appointed Chairperson is responsible for the conduct of meetings, ensuring fair and equitable opportunities for views and opinions to be voiced and discussed by the Advisory Committee.**

**The Deputy Chairperson will chair meetings in the absence of the Chairperson.**

The Chair shall be elected from within the Committee at the first meeting of the Committee in each even year and shall hold that office for a period of two years.

**8. QUORUM**

Quorum for a meeting is at least 50% of committee members listed in the voting membership. If a meeting does not take place, the reason will be noted in the following minutes.

**9. DECISION MAKING**

The committee shall, wherever possible reach a decision by consensus. Where this is not possible the Chairperson will cast a vote. A minimum of half plus one of the members present shall be required to carry any motion.

As an advisory Committee only, the Committee has no powers delegated to it by the Council of the Shire of Capel.

**10. MINUTES**

Minutes shall be recorded at each meeting. Proposed minute amendments shall be forwarded to the Shire of Capel Chief Executive Officer prior to the next

~~meeting.~~

~~Minutes will be circulated to committee members and published on the Shire of Capel website.~~

**7. Reporting**

**Reports and recommendations of each meeting shall be presented to the next ordinary meeting of Council.**

**Agendas and Minutes of the Committee shall be published on the Shire's website.**

**8. Members Interests to be disclosed**

**Members of the Committee are required to declare interests following the principles detailed in section 5.65 - Members' interest in matters to be discussed at meetings to be disclosed and section 5.70 – Employees to disclose interests relating to advice or reports - of the Local Government Act 1995.**

**9. Shire of Capel Standing Orders**

**Unless otherwise stated in these Terms of Reference, any matters relating to the management and activities of the Climate Change Adaptation and Sustainability Committee shall be dealt with under the provisions of the Shire of Capel Standing Orders Local Law 2016.**

**10. Review**

The Terms of Reference including membership shall be reviewed every two years at the meeting following local government elections.



# Bush Fire Advisory Committee

Terms of Reference

Amendment record

Amendment		Details	Amended by
#	Date		Name
1	Aug 19	Initial	M Blandford
2	June 22	Review	A Ciric

The terms of reference have been prepared and endorsed by the Shire of Capel Bush Fire Advisory Committee (BFAC) on the {date}.

\_\_\_\_\_  
BFAC Chair

They have been tabled at the Shire of Capel Ordinary Council Meeting on the {date}

\_\_\_\_\_  
Shire of Capel CEO

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**1. Authority**

The Bush Fire Advisory Committee may be established under section 67 of the Bush Fires Act 1954.

The Shire of Capel Bush Fire Brigade Local Law 2016 establishes the Shire of Capel Bush Fire Advisory Committee.

**2. Purpose**

Section 67 of the Bush Fires Act 1954 provides the following purpose of the Bush Fire Advisory Committee.

'of advising the local government regarding all matters relating to the preventing, controlling and extinguishing of bush fires, the planning of the layout of fire breaks in the district, prosecutions for breaches of this Act, the formation of bush fire brigades and the grouping thereof under group brigade officers, the ensuring of cooperation and coordination of bush fire brigades in their efforts and activities, and any other matter relating to bush fire control those specified in this subsection.'

The Shire of Capel administers five Bush Fire Brigades. Council seeks input from these members via the Bush Fire Advisory Committee (BFAC) on matters relating to bush fire prevention and control this includes items such as:

- to recommend and regularly review Council's policies relating to the delivery of fire prevention, preparedness, and response.
- to provide support and guidance to Shire of Capel Bush Fire Brigades and assist Brigades to fulfil their objectives.
- to establish and maintain an operational command and control structure by developing policies and procedures to enhance the ability of the Brigades to carry out operations, activities, and training efficiently and effectively.
- to ensure cooperation and coordination between all Shire of Capel Bush Fire Brigades and stakeholders in their efforts and activities.
- to communicate with regional officers in the area and any other relevant person or organisation.
- to report, advise and provide guidance to Council on bushfire matters.
- to perform any other function assigned to the Committee under Section 67 of the *Bush Fires Act 1954*, regulations.

### 3. Meetings

The Committee shall meet twice a year in May and September. Meetings shall be generally on the second Wednesday of the respective month commencing at 7pm at the Shire of Capel offices.

Additional meetings convened at the discretion of the presiding member.

#### Quorum

The Committee requires a quorum of five (5) voting members to be present.

#### Meetings Open to the Public

Although the Bush Fire Advisory Committee has no powers delegated to it by Council, in the interests of open and accountable government, meetings of the Committee shall be open to the public.

Members of the Public will not be permitted to ask questions of the Committee. Any questions from the public should be directed in writing to the Chief Executive Officer of the Council or asked of Council direct in accordance with Section 5.24 of the Local Government Act 1995.

Councillors who are not representatives on the Bush Fire Advisory Committee to have the ability to ask questions within Committee Meetings.

### 4. Membership

The Committee will consist of the following:

#### Voting Members:

- One member from each Bush Fire Brigade (Capel, Stirling, Boyanup, Elgin, Gelorup)
- Chief Bush Fire Control Officer
- 4 Deputy Chief Bush Fire Control Officers; and
- Council delegate.

#### Ex-officio participation

The CEO and other employees are not members of the Committee and are to attend meetings to provide advice and guidance to the Committee.

Ex-officio members:

- Shire of Capel Emergency Services Coordinator
- Shire of Capel Director of Infrastructure and Development
- Shire of Capel Bush Fire Brigade Training Coordinator
- Department of Biodiversity, Conservation & Attractions (DBCA) representative
- Department of Fire & Emergency Services (DFES) representative.

The Committee or CEO may invite ex-officio members as necessary. Ex officio members cannot vote and are only permitted to speak on a matter when invited to do so by the Chairperson.

**6. Presiding Member**

The Chairperson and Deputy Chairperson of the Committee will be appointed through an Election at the first meeting following the Committee Member appointment. The election will be undertaken in accordance with Schedule 2.3, Division 1 of the *Local Government Act 1995*.

The appointed Chairperson is responsible for the conduct of meetings, ensuring fair and equitable opportunities for views and opinions to be voiced and discussed by the Advisory Committee.

The Deputy Chairperson will chair meetings in the absence of the Chairperson.

**7. Reporting**

Reports and recommendations of each meeting shall be presented to the next ordinary meeting of Council.

Agendas and Minutes of the Committee shall be published on the Shire's website.

**8. Members Interests to be disclosed**

Members of the Committee are required to declare interests following the principles detailed in section 5.65 - Members' interest in matters to be discussed at meetings to be disclosed and section 5.70 – Employees to disclose interests relating to advice or reports - of the *Local Government Act 1995*.

**9. Shire of Capel Standing Orders**

Unless otherwise stated in these Terms of Reference, any matters relating to the management and activities of the Climate Change Adaptation and Sustainability Committee shall be dealt with under the provisions of the Shire of Capel Standing Orders Local Law 2016.

**10. Review**

The Terms of Reference including membership shall be reviewed every two years at the meeting following local government elections.



## 7. Brigade Reports

### 7.1. Chief Bush Fire Control Officer

Since the first of November we have had thirty-five call outs.

Four vehicles fires, seven pole top fires, with four of those being on the twenty first of February, all within half an hour of each other. We had to return the next day to a couple of these, as the ground kept burning.

Two structure fires, one caravan fire.

The rest were small scrub fires apart from the fire at Dalyellup. One fire on private land alongside Boundary Rd which burnt approximately four hectares and half an hour later one on Brilliant Road. All brigades were involved in these two, as well as air support.

On the Ninth of March a fire started off Harewoods Road in the southern part of Dalyellup in an area called Muddy lakes. The fire was reported at two thirty in the afternoon, and soon took hold of the swampy area.

Local brigades were there in fifteen minutes. Air support was called then, with the fixed wings and heli tankers arriving very soon after. We received support from Bunbury Fire and Rescue very early. DFES also attended.

Three bull dozers were also called in. Two private and one from DBCA plus three of their trucks. The fire then went into the sand dunes on the West side of the lakes. We could not get dozers into this area, so it was left to burn to the ocean. With the wind blowing mostly from the southeast, our next objective was to make sure we could contain it prior to the residential area.

The ICV arrived and was set up on the corner of Harewood Rd and Minninup Road. At five thirty the fire was handed over to DFES. The fire was then put into two sectors. Sector Alfa and sector November.

Police were called in to do traffic management, and a traffic management group to set up roadblocks. A couple of hop overs, over Dalyellup Boulevard into some bush on the Northside of this road. Thankfully no structures were impacted.

Other support came from other local shires. In total there was approximately one hundred and fifty fire fighters involved over the two days and nights. The Shire took back the control of the fire on Monday morning. Our brigades worked mopping up all day Monday.

With the peat in the area. this is going to burn until we get some good rains. Had to return to this fire often to attend to reports of it reigniting, which were all inside the break.

With an onsite meeting on Friday the fifth of April with representatives from DFES we decided to clear a group of trees that had been burnt in the original fire under the base in the peat and were slowly falling near the break in the southeast corner. We did this to burn all the leaves so there would be no more flare ups in this area. With all brigades in attendance on a Sunday morning the job was completed by midday.

We also attended fires in other Shires. Collie, Dardanup, Bunbury, and Waroona. The new Gelorup fire shed was officially opened in December. The brigades have been doing a lot of refresher training.



Thanks to all volunteers and their families for their support and dedication to help keep our shire safe from Bush fires.

- 7.2. Boyanup Bush Fire Brigade**
- 7.3. Capel Bush Fire Brigade**
- 7.4. Elgin Bush Fire Brigade**
- 7.5. Gelorup Bush Fire Brigade**
- 7.6. Stirling Bush Fire Brigade**
- 7.7. Volunteer Brigade Training Coordinator**
- 7.8. Department of Fire and Emergency Services**
- 7.9. Department of Biodiversity, Conservation and Attractions**
- 7.10. Emergency Services Coordinator**



## 8. General Business

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### 8.1 Onboarding New Volunteers

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#### Officer/BFAC Member

Andriena Ciric – Emergency Services Coordinator

#### Purpose

To streamline onboarding new volunteers.

#### Background

The Committee provided a commitment to support the continuous improvement of Bush Fire Brigade operations, assist in the implementation of regular brigade level training, as well as a Shire based induction program designed to inform all members of their duties, rights and responsibilities as a brigade member at the BFAC meeting held on the 12 April 2023.

The committee determined at the BFAC meeting held on the 12 July 2023 to require the minimum training requirements of active firefighters being:

All volunteers (including non-operational) must complete the following DFES courses:

- Bushfire Safety Awareness
- Bushfire Fighting Skills, and
- All active firefighters must attend at least 4 brigade level training occurrences per financial year and
- Preseason competency-based assessment for all active firefighting brigade members is to be completed prior to 1 December each year and
- All new volunteers are to complete the online WHS volunteer induction before being registered as a Bushfire brigade volunteer.

The completion of the above training and inductions will be recorded in the Shire's myOSH system to continue initiatives to fulfil the Shire's responsibilities for volunteers (including BFBs) under WHS requirements.

#### Comment

Currently, the Shire does not have a systematic approach to recruiting new volunteers and accepts applications all year, including as we approach the high threat period in December.

This approach has some challenges in providing the opportunity for new volunteers to meet the minimum requirements outlined as the DFES Courses are generally not offered during the high threat period (December to March) and minimum brigade level training occurs for the volunteer to develop their skills prior to responding to an active fireground.

April/May is generally accepted as the best time to recruit Bush Fire Brigade volunteers with DFES supporting local governments by promoting recruitment via their social media channels.

Recruiting in April/May also allows for new volunteers to access DFES training and participate in monthly brigade level training over the cooler months and be prepared for the following summer



high threat period response. This approach also allows for the coordinated organisation of courses, inductions, ordering of personal protective equipment and clothing and administrative functions.

It is often difficult to provide the level of engagement to keep new volunteers interested in the Bush Fire Brigade when they may not be able to actively participate in firefighting operations due to not meeting the minimum training requirements over the high threat period.

It is recognised that at times existing Bush Fire Brigade volunteers may transfer from another local government to our Shire that already have the DFES competencies and fireground experience and these volunteers should be considered on an individual case by case basis.

### **Action**

That the Shire support a recruitment campaign during April and May each year with a high-profile approach during Volunteer Week (end of May) and brigades provide all new membership applications to the Shire by the end of August each year.

Any new members after August (including those transferring from other local governments) be considered on a case-by-case basis and if they do not have the required minimum DFES competencies be encouraged to submit their application during April and May explaining that this is the time of year that the Shire accepts new volunteers. The Shire will develop an information package to be provided to brigades for use for prospective new volunteers by the 1 July 2024.



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## 8.2 Training Requirements – Bush Fire Brigade Volunteers

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### Officer/BFAC Member

Andriena Ciric – Emergency Services Coordinator

### Purpose

To formalise the minimum training requirements both formal and brigade level for Bush Fire Brigade volunteers.

### Background

At the BFAC meeting held on the 12 April 2023 the Committee provided a commitment to support the continuous improvement of Bush Fire Brigade operations, assist in the implementation of regular brigade level training, as well as a Shire based induction program designed to inform all members of their duties, rights, and responsibilities as a brigade member.

The Committee determined to require the minimum training requirements of active firefighters being at the BFAC meeting held on the 12 April 2023:

'All volunteers (including non-operational) must complete the following DFES courses:

- Bushfire Safety Awareness
- Bushfire Fighting Skills, and
- All active firefighters must attend at least 4 brigade level training occurrences per financial year and
- Preseason competency-based assessment for all active firefighting brigade members is to be completed prior to 1 December each year and
- All new volunteers are to complete the online WHS volunteer induction before being registered a Bushfire brigade volunteer.

The completion of the above training and inductions will be recorded in the Shire's myOSH system to continue initiatives to fulfil the Shire's responsibilities for volunteers (including BFBs) under WHS requirements.

### Comment

Since this resolution, the brigade training officers have coordinated monthly training activities for brigade members covering topics such as:

- Hose drills and signals
- Radio operations
- Hydrants and water supply (including drafting)
- PAFTACs and LACES (operational reporting and safety)
- Electric vehicles
- Appliance familiarisation
- Mandatory burn-over drills

Since the training requirements were introduced for active firefighters almost all members from Gelorup, Capel and Stirling brigades have attended nearly all training occurrences offered, about half the active firefighting members from Boyanup have attended training occurrences offered and about one third of members from Elgin have attended the training occurrences offered.



This has been a significant achievement for the brigade members and the Training Officers and Captains should be commended on the time and effort to coordinate and undertake these training activities.

There are some gaps with members that are not yet engaged in the new approach, often as this hasn't been a requirement in the past. This will require a commitment from Captains to engage these members or consider whether they meet the expectations of continuing to be a member of the Bush Fire Brigade.

Further, the Shire introduced a Work, Health, and Safety (WHS) induction similar to an employee WHS induction covering WHS as well as relevant Shire Policies. This induction was offered both online and face to face.

The following table identifies the percentage of active firefighters that completed the WHS induction for each brigade at 1 December 2023.

Boyanup	47%
Capel	73%
Elgin	32%
Gelorup	100%
Stirling	57%

Generally, the feedback has been that the training program's implementation has been successful and worthwhile.

### **Action**

That the current approach to training requirements be continued as normal brigade activities and continue to be required on an annual basis.



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## 8.3 Communication Direction

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### Purpose

To discuss electronic communication processes between the Shire and Bush Fire Brigades

### Background

Currently brigade members often use their personal email addresses (including web-based mail such as gmail and yahoo) to communicate brigade matters to the Shire, DFES and third parties.

This presents a risk to the Shire particularly with data breaches being prominent, record keeping, the backup and storage of brigade and local government business on personal email accounts, internet and data security, with no oversight of antivirus software on personal accounts.

### Comment

Currently there is no clear direction regarding communication between the Shire and Brigades that has resulted at times in inefficient communication.

The Shire has provided each brigade with a laptop and printer with a dedicated brigade email address, internet, and associated Microsoft package licence.

The expectation is that all brigade related correspondence is conducted using the dedicated Shire brigade email address. This will provide for the data and account to be managed via the local government IT services providing relevant security and backup.

Requiring that all communication is conducted via the brigade email address increases the security of the information including sensitive personal information pertaining to volunteers for example the information on volunteer application forms.

Furthermore, the Emergency Services Coordinator is the point of contact for all Brigades and members. All correspondence should be directed to this Officer and copied to [info@capel.wa.gov.au](mailto:info@capel.wa.gov.au) to ensure that the information is captured in the Shires records management systems. This includes requests for mitigation, brigade memberships, matters pertaining to fleet and capital facilities or any other matters. If necessary, the Emergency Services Coordinator will then forward any matters to other Officers for assistance.

Regarding any IT related issues with Shire laptops/printers, the Shire has a helpdesk function and requests can be addressed to both the Emergency Services Coordinator and [helpdesk@capel.wa.gov.au](mailto:helpdesk@capel.wa.gov.au)

### Action

The Shire will continue to provide electronic communication to brigades utilising the dedicated brigade email addresses for all matters.

The only time the Shire will utilise an individual brigade member's personal email address is when the communication is specific to that brigade member only.

Brigades are likewise required to follow this same convention.



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If future, should any correspondence be received by the Shire from personal email accounts about brigade matters, the sender will be requested to resend that correspondence from the dedicated brigade email address as requested for the reasons outlined in this information.

### **9. Meeting Closure**