



**City of Busselton**  
*Geographe Bay*

**Bush Fire Advisory Committee  
Minutes**

**15 June 2021**

City of Busselton, Kaloorup Room, 2 Southern Drive, Busselton on Tuesday 15<sup>th</sup> June 2021

## CITY OF BUSSELTON

MINUTES  
15 JUNE 2021

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**CITY OF BUSSELTON****MINUTES – 15 JUNE 2021****1. DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS**

The chairperson, Allan Guthrie declared the meeting open at 6.04pm.

**2. ATTENDANCE AND APOLOGIES****Present**

Allan Guthrie	Chief Bush Fire Control Officer (Chairperson)
Grant Henley	Mayor, City of Busselton
Ross Paine	Councillor, City of Busselton
Todd Johnson	Deputy Chief & Fire Control Officer, Ruabon
Oscar Negus	Deputy Chief & Fire Control Officer, Hithergreen
Ken Sue	Fire Control Officer, Ambergate
Peter Dawson	Fire Control Officer, Vasse
Mark Fisher	Fire Control Officer, Yallingup Rural
Mark Joliffe	Fire Control Officer, Wilyabrup
Doug Walters	Fire Control Officer, Acton Park North
Colin Sanderson	Fire Control Officer, Eagle Bay
Andrew Hunt	Fire Control Officer, Dunsborough
Ray Fokkema	Fire Control Officer, Metricup
Paul Blight	Fire Control officer, Yallingup Coastal
Neville Haddon	Fire Control Officer, Yoongarillup

**In Attendance**

Blake Moore	CESM Busselton (Executive Officer)
Tanya Gillett	City of Busselton, Manager Environmental Services
Ian McDowell	City of Busselton, Coordinator Ranger & Emergency Services
Phoebe Buntain-Barrie	City of Busselton, Senior Administration Officer (Minute Taker)

**Apologies:**

Peter Thomas	DFES, District Officer Capes
Chris Payne	Deputy Chief & Fire Control Officer, Kaloorup
Mark Smith	Fire Control Officer, Sussex
Peter Stark	ICV
Ian McGregor	Fire Control Officer, Acton Park South
Matt Muir	Fire Control Officer, Yallingup Rural
Ed Hatherley	DFES, Fire Operations Officer

**3. DISCLOSURE OF INTERESTS**

Nil

#### 4. CONFIRMATION OF MINUTES

##### 4.1 Confirmation of minutes from meeting held 9 March 2021

Moved: Mark Fisher

Seconded: Ken Sue

CARRIED

#### 5. BUSINESS ARISING FROM PREVIOUS MINUTES

- 5.1 Change of mobilisation procedure for City Brigades to reduce initial turnout time - Blake Moore advised changes have been made and he is waiting on mapping to be finalised, Blake will provide another update at the September BFAC meeting.

#### 6. PRESENTATIONS

- 6.1 Queen's Birthday Honour Award, Order Australian Medal awarded to Allan Guthrie by Mayor, Grant Henley

- 6.2 Bushfire Notice Review - Ian McDowell

#### 7. BUSINESS BEFORE THE COMMITTEE

- 7.1 CoB Firebreak Notice changes - Mark Fisher

Ian McDowell presented a presentation on the Draft Bushfire Notice Review. The City of Busselton is undertaking a review of the Bushfire Notice and has sought community feedback. The City have committed to retaining the current Bushfire Notice for 2021/22 and more consultation will be undertaken when the second draft Bushfire Notice is released.

The City will present the draft Bushfire Notice to the Bush Fire Advisory Committee for discussion.

- 7.2 Tree plantings on CoB Reserves - Mark Fisher

Mark raised his concerns on tree planning on CoB Reserves. Tanya Gillett responded and advised that the CoB Environmental Services are working on improvements for tree planting on CoB Reserves and trees are not to be planted within a 3m boundary to the Reserve fence. This is to help with the issue of tree branches over hanging onto private properties.

- 7.3 Training courses cancelled, due to registered numbers - Blake Moore

Crew Leader Advanced Bush Firefighting  
Machinery Supervision  
Plantation Firefighting

- 7.4 Restricted Burning Times for 20/21 bushfire season - Ian McDowell

The Restricted Burning Times are being gazetted, this will reflect the below dates:

**Prohibited Burning Time:**

1 December 2021 to 28 February 2022 (BURNING IN THE OPEN IS PROHIBITED)

**Restricted Burning Times:**

15 October 2021 to 30 November 2021 and 1 March 2022 to 30 April 2022.

(BURNING PERMITS REQUIRED)

(Burning on Public Holidays Prohibited)

*The new amendment is to the Restricted Burning Times ending on 30 April 2022 compared to the 20/21 season of 31<sup>st</sup> May 2021.*

**8. OFFICER/DELEGATE REPORTS**

Attachment 8.1 - CoB/Department of Fire and Emergency Services - Blake Moore

Attachment 8.2 - Department of Fire and Emergency Services - Peter Thomas

**Officer Recommendation**

The committee receives the following reports and notes the comments therein:

- 1) CoB/Department of Fire and Emergency Services
- 2) Department of Fire and Emergency Services

**9. MATTERS OF URGENCY**

9.1 Emails being received by Ambergate BFB - Ken Sue

Ken advised the brigade has been receiving random emails relating to Covid-19. After discussions it was determined that it was likely scam emails and for them to be ignored and blocked.

**10. OCCUPATIONAL HEALTH & SAFETY (OH&S)**

10.1 First Aid Training Acton Park - Doug Walters

Doug thanked Todd Johnson for the First Aid Training held with Acton Park.

10.2 Petrol Jerry Cans - Blake Moore

Following a recent incident Blake has emailed Fire Control Officers to advise there is to be no petrol jerry cans on the fire ground and they have been permanently removed from Frontline Fire Appliances.

**11. NEXT MEETING**

The next meeting will be held on 14 September 2021 6:30pm at the City of Busselton (Kaloorup Meeting Room, 2 Southern Drive, Busselton).

**12. CLOSURE**

There is no further business, the Chairperson declared this meeting closed at 7:28pm.

**Attachment 8.1            Report to the City of Busselton Bush Fire Advisory Committee (BFAC)  
meeting to be held on 15<sup>th</sup> June 2021**

**Agency:** CoB/Department of Fire and Emergency Services

**Officer Representing:** Blake Moore

**Matters to be discussed:**

**Incidents**

- TC Seroja

**Mitigation**

- Thank you to all again for a great effort with the Autumn mitigation. Key achievement of 64ha at Big Rock reserve and 18ha at Creekview is a credit to all with the small window we had.

**Vehicles**

- Annual servicing under way all vehicles now being cycled through

**Brigade initial turnout area SMS**

- Work has commenced to design all of the new mapping areas for CAD. New areas will be based on cadastre boundaries rather than centrelines of roads.

**Capes Fire Station**

- Nil progress at this time

**Training**

- Courses have had to be cancelled due to lack of numbers. Please encourage members to register on eAcademy for course they wish to attend

**Operational Circulars**

- **As per the attached**

**Attachment 8.2            Report to the City of Busselton Bush Fire Advisory Committee (BFAC)  
meeting to be held on 15<sup>th</sup> June 2021**

**Agency:** Department of Fire and Emergency Services

**Officer Representing:** Peter Thomas

**Matters to be discussed:**

- **DFES Regional Staff**

Andy Thompson is set to go on leave from the 28<sup>th</sup> of June, with a Station Officer Lee Freeman from the Bunbury Area to cover him.

- **Training**

Various courses are being conducted over the region including an Urban Search and Rescue course which is being offered to the VFRS for the first time. This will give skill sets to the VFRS to assist in searching for rubble piles after a building collapse. The plan will be to conduct more of the courses and qualify as many VFRS personal as we can across the 16 brigades in our Region.

- **TC Seroja**

TC Seroja impacted the Midwest Gascoyne region on the 11<sup>th</sup> of May, Kalbarri copped the brunt of the storm with many homes destroyed and severely damaged. The impact area of the cyclone was 1.6x the size of Tasmania. The support and response effort by volunteers and staff from across the state of Western Australia was amazing. Volunteers from SES, VFRS, BFB and VFES assisted in the incident. There was around 1500 request for assistance received and due to this large number of jobs help was received from eastern states crews. Both volunteers and career staff from Victoria, South Australia, NSW and Queensland flew into the state to help. These crews were also from the SES, Rural Fire Service and Fire and Rescue. The response to the devastation was a good example of how all services can come together from across the country to help.

- **National Volunteer Week**

17 – 23 of May is an opportunity to celebrate the important work volunteers do within the community. Without volunteers, our state could not function and I would like to personally thank all volunteers for the amazing work they do. Special mention needs to be made to those that give their time up to go outside of their location on task forces to help other communities. I would also like to thank all the volunteers that have assisted in mitigation activities across the region.

- **Nambeelup Tree Incident**

A serious safety incident occurred on 5 December 2019, when a Bush Fire Brigade (BFB) volunteer firefighter was struck by a falling limb that had broken away from a burnt out tree. The firefighter sustained significant injuries to his neck, back and shoulder and was hospitalised. The following recommendations were made following the investigation,

**Procedural changes that will improve the management of tree hazards**

> **Recommendation 1:** Consider including specific characteristics that indicate potential tree hazards and actions on managing tree hazards while maintaining personal safety in DFES SOP 3.5.12 - Tree Removal at Bushfires. Associated training courses should include both the changes to the SOP as well as training in dynamic risk assessments

> **Recommendation 2:** Consider the inclusion of a checklist within the IAP template for the identification and briefing of safety hazards at incidents

> **Recommendation 3:** Consider promoting the benefit of Safety Advisor awareness  
- training for LG to allow enhanced situational awareness when a full IMT has not been established

> **Recommendation 4:** Consider the review of Sector Commander training package to emphasise communication of safety risks on the fire-ground and consider the promotion of the Operational Pre-Start Book

> **Recommendation 5:** Promote the importance of pre-season/refresher training on the use of AVL amongst local governments