



12 September 2023

# Minutes

Bush Fire Advisory Committee

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Document Control		Version No.	1
Prepared By	Phoebe Buntain- Barrie	COA:	
ECM Reference	Doc ID 5218925		
Date Created	19/09/2023		
Version Control	V4.0		
Project Folder	X:\PDS - Environmental Services\Ranger & Emergency Services\Bush Fire\4. Bush Fire Advisory Committee\2023\3. September\3. Minutes		

## 1. Acknowledgment of Country

The Presiding Member noted this meeting is held on the lands of the Wadandi people and acknowledged them as the Traditional Owners, paying respect to their Elders, past, present and emerging and Aboriginal Elders of the other communities who may be present.

*The chairperson, Allan Guthrie declared the meeting open at 6:30pm.*

## 2. Attendance and Apologies

### 2.1. Present

Todd Johnson	Deputy Chief & Fire Control Officer, Hithergreen (Chairperson)
Grant Henley	Mayor, City of Busselton
Phill Cronin	Councillor, City of Busselton
Kate Cox	Councillor, City of Busselton
Ken Sue	Fire Control Officer, Ambergate
Mark Fisher	Fire Control Officer, Yallingup Rural
Matt Muir	Fire Control Officer, Yallingup Rural
Mark Jolliffe	Fire Control Officer, Wilyabrup
Andrew Hunt	Fire Control Officer, Dunsborough
Mark Smith	Fire Control Officer, Sussex
Annette Batley	Fire Control Officer, Yoongarillup
Colin Sanderson	Fire Control Officer, Eagle Bay
Doug Walters	Fire Control Officer, Acton Park
Ian McGregor	Fire Control Officer, Acton Park
Ray Fokkema	Fire Control Officer, Metricup

### 2.2. In Attendance

Rachel Runco	City of Busselton, Manager Regulatory Services
Matt du Plessis	CESM Busselton (Executive Officer)
Peter Thomas	DFES, District Officer Capes – LSW
Neil McKay	City of Busselton, Bushfire Mitigation Officer
Phoebe Buntain	City of Busselton, Senior Administration Officer (Minute Taker)
Mal Ballard	Captain, Dunsborough
Steve Muir	Captain, Koorup
Scott Eves	Captain, Koorup
Callum Burwood	Brigade member, Sussex

Mayor, thank you and farewell (Grant Henley)

Welcome to new Bushfire Mitigation Officer Neil McKay

### 2.3. Apologies

Allan Guthrie	Chief & Fire Control Officer
Oscar Negus	Deputy Chief Bush Fire Control Officer, Hithergreen
Chris Payne	Fire Control Officer, Koorup
Paul Blight	Fire Control Officer, Yallingup Coastal
Peter Dawson	Fire Control Officer, Vasse
Neville Haddon	Fire Control Officer, Yoongarillup
Peter Stark	Lead Trainer

### 3. Disclosure of Interests

Nil.

### 4. Confirmation of Minutes

#### 4.1. Meeting held 13 June 2023

Moved: Mark Jolliffe

Seconded: Andrew Hunt

CARRIED

#### 4.2. Business Arising

Nil.

#### 4.3. Table of Actions

4.3.1 Attachment 4.3.1 BFAC Actions Table (revised as Attachment 10.1.1).

### 5. Presentations

#### 5.1. BFB Local Law (Rachel Runco)

The Bushfire Brigade Local Law is being presented to the Policy and Legislation Committee tomorrow (Wednesday 13<sup>th</sup> September 2023). It will then be endorsed in the October 2023 Council meeting.

Matt du Plessis will be working on the Bushfire Operating Procedures which will be presented to the Bush Fire Advisory Committee once drafted, this is a 'how to guide' that links and refers to the Local Law and the Policy that sits underneath the Local Law.

#### 5.2. PCEP Interagency Preparedness week (Rachel Runco/Matt du Plessis)

5.2.1 Attachment Community Project Calendar Week of Events

This project will commence on the Tuesday 31<sup>st</sup> October 2023 until the Saturday 4<sup>th</sup> November 2023. Please refer to the attachment above for the schedule of training sessions and dates. Any Brigades who are interested in attending and participating are welcomed and are encouraged to attend in preparation for spreading educational learnings surrounding our upcoming bush fire season.

#### 5.3. City of Busselton Bush Fire notice review project (Rachel Runco)

There has been two workshops held to date for the review of the CoB Bush Fire notice. Committee members include representatives from the Community, DFES, DBCA, FCO's and City staff members including Environmental Officers, CESM, Managers, Legal and Rangers. These workshops have identified the differences between requirements on the State Planning Policy and Bush Fires Act. There are another two workshops to follow to produce a draft notice before community consultation.

#### 5.4. Biddle Road/Commonage BFB Stakeholder discussions and facility planning (Matt du Plessis)

Reviewing of the Commonage Facility is underway with Dunsborough Bush Fire Brigade taking over the facility. The next stages for this project is for designs to be created and present to BFAC.

Added to the Action Item Table 5.4.1 Commonage Facility Design and Draft Implementation/Working Group

#### 5.5. Defibrillator and First Aid Kit checks Pre Session (Todd Johnson)

LFA First Response – Medical Supplies Australia, checklist to be added to all appliances in Brigades (laminated sheets distributed at the meeting).

Peter Thomas, DFES suggested to order tags to be added to First Aid Kits and then the tamper tag is broken once something is used from the kit – easily removed by hand and ideal for reducing audit times for quickly identifying used kits for restocking.

Added as Action Table Item Table 5.5.1 to order First Aid Kit Supplies and Tamper Tags.

#### 5.6. DBCA (Ed Hatherley)

5.6.1 Attachment DBCA 2023 Spring Program

DBCA encourages any Brigades that are interested to participant in their burn programs are more than welcome. Any support is appreciated by DBCA.

## 6. Business before the Committee

### 6.1. Endorsement of Bush Fire Control Officers (Todd Johnson)

Attachment 6.1.1 Election of Officers 2023

Chief Bushfire Control Officer and Deputy Chief Bush Fire Control Officer/s to review current Fire Control Officers endorsements.

Terms of Reference to be reviewed and presented to BFAC.

**Mal Ballard, Dunsborough BFB proposal for endorsement as Fire Control Officer, nominated through Dunsborough's Annual General Meeting.**

#### **MOTION**

**The Bush Fire Advisory Committee unanimously voted to endorse Mal Ballard as a Fire Control Officer for Dunsborough Bush Fire Brigade. Next step is nomination to be approved by CEO.**

**Moved: Mark Smith**

**Seconded: Annette Batley**

**CARRIED**

Action Table Item 6.1.2 CEO Approval of FCO

Action Table Item 6.1.3 Terms of Reference to be reviewed and presented to BFAC

## 6.2. CoB Pre-formed Teams for heightened risk periods (Todd Johnson)

During periods of heightened (severe) risk, crews to be rostered on standby. Communication will be via WhatsApp in the interim. This will help with the Chief/Deputies and FCO's having awareness of who is available.

## 7. Officer/Delegate Reports

### 7.1. DFES

Attachment 7.1 DFES Peter Thomas

### 7.2. CESM

Attachment 7.2 DFES/CoB Matt du Plessis

## 8. Matters of Urgency

### 8.1 Issuing of Fire Permits – Todd Johnson

For BFAC to be provided an update prior to the 15<sup>th</sup> October 2023 regarding the date for issuing of fire permits.

Action Table Item 8.1.2 Confirmation of Restricted Burning Period (Permits to Burn) – WhatsApp message to be sent

## 9. Work Health & Safety

### 9.1. Reportable Events

*Nil*

### 9.2. Facilities

*9.2.1 Gutters on all Bush Fire Brigade Stations to be put on an annual rotation to be cleaned*

### 9.3. Training

*9.3.1 Reminder on Skills Refresher Training being required before 1 December 2023. New members who have recently completed their Bush Firefighting Skills, AAIMS Awareness and Bushfire Safety Awareness, do not need to complete the refresher training, however, is ideal for them to participate to gain further experience.*

*Todd to conduct a non-accredited refresher session on Priority 1 Driving. This can be held at a Brigade Station, a night to be elected and to advise Todd. Members still need to complete their official training prior to operating vehicles.*

*Action Table Item 9.3.2 Priority 1 Driving Skills Refresher Training Advisory Session*

### 9.4. PPE/PPC

*9.4.1 Full Face Masks will be issued to Brigade members due to safety requirements. Members who wish to be provided with half face masks may only be issued these on conditional basis (e.g. medical reasons etc).*

## 10. Action items

### 10.1. Table of Actions

*10.1.1 BFAC Actions Table*

## 11. Next Meeting

*Tuesday 12 December 2023*

## 12. Closure

There is no further business, the Chairperson declared the meeting closed at 2100hrs.