



12 December 2023

Minutes

Bush Fire Advisory Committee

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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: 6:32pm.

2. Attendance and Apologies

2.1. Present

Allan Guthrie	Chief Bush Fire Control Officer (Chairperson)
Todd Johnson	Deputy Chief & Fire Control Officer, Hithergreen
Oscar Negus	Deputy Chief & Fire Control Officer, Hithergreen
Phill Cronin	Mayor, 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
Annette Batley	Fire Control Officer, Yoongarillup
Colin Sanderson	Fire Control Officer, Eagle Bay
Ian McGregor	Fire Control Officer, Acton Park
Mal Ballard	Fire Control Officer, Dunsborough
Peter Dawson	Fire Control Officer, Vasse
Paul Blight	Fire Control Officer, Yallingup Coastal
Neville Haddon	Fire Control Officer, Yoongarillup

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)
Chris Barlow	Captain, Sussex
Jamie Oates	Captain, Hithergreen
Helen Holzheuer	DBCA, Blackwood District Fire Coordinator

Welcome to our new Mayor, Phill Cronin (Allan Guthrie)

2.3. Apologies

Kate Cox	Councillor
Ray Fokkema	Fire Control Officer, Metricup
Doug Walters	Fire Control Officer, Acton Park
Mark Smith	Fire Control Officer, Sussex
Peter Stark	Lead Trainer - Brigades

3. Election of Chair and Deputy Chair

Ms Rachel Runco called for nominations for the position of Chair of the Bush Fire Advisory Committee.

Allan Guthrie was nominated by the committee for the position of Chair.

With no other nominations received, Allan Guthrie was elected Chair for the Committee unopposed.

The Chair called for nominations for the position of Deputy Chair.

Todd Johnson was nominated by the committee for the position for Deputy Chair of the Committee unopposed.

With no other nominations received, Todd Johnson was elected as Deputy Chair of the Committee.

4. Disclosure of Interests

Nil

5. Confirmation of Minutes

5.1. Meeting held 12 September 2023

Moved: Phill Cronin

Seconded: Mark Jolliffe

CARRIED

5.2. Business Arising

Nil

5.3. Table of Actions

Presented during BFAC meeting and status of listed actions discussed.

6. Presentations

6.1. Information session on Regional Operations Centre – ROC (Peter Thomas)

Attachment 6.1.1 Presentation on Regional Operations Centre

6.2. Incident Controllers Kit (Todd Johnson)

Incident Controllers Kits to be distributed to Fire Control Officers by Todd Johnson, Allan Guthrie and Matt du Plessis

6.3. Update on Terms of Reference (Rachel Runco)

Attachment 6.3.1 Terms of Reference

Please review the Terms of Reference and should you have any comments please email them to Matt du Plessis.

6.4. Bush Fire Brigade Policy (Rachel Runco)

Attachment 6.4.1 Bush Fire Brigade Policy

6.5. Bush Fire Notice Review update (Rachel Runco)

Attachment 6.5.1 Presentation on Terms of Reference Review - Bush Fire Management Policy - Bush Fire Notice Review

6.6. DBCA (Helen Holzheuer)

Attachment 6.6.1 DBCA Spring burn achievements & Autumn 2024 prescribed burn program

7. Business before the Committee

7.1 Thank you from Allan and Todd

Allan and Todd acknowledged and shared their thanks and recognition to Yallingup Coastal Bush Fire Brigade purchasing tablets for them both.

8. Officer/Delegate Reports

8.1. DFES

Attachment 8.1 DFES Peter Thomas

8.2. CESM

Attachment 8.2 DFES/CoB Matt du Plessis

8.3 Lead Trainer Brigades

Attachment 8.3 Lead Trainer Brigades/Peter Stark

Attachment 8.3.1 Bushfire Centre of Excellence Update August 2023

Attachment 8.3.2 Bushfire Skills Card Radios

9. Matters of Urgency

9.1 Quality of ComCen 000 Calls (Mal Ballard)

Quality of ComCen 000 calls are hard to hear and poor quality.

9.1.1 Action Item Table Peter Thomas will follow up with ROAC as this is a common reported thread from Local Governments throughout the area.

9.2 Review the requirements, insurance and WHS Act for private vehicles on the fire ground (Mark Jolliffe)

9.2.1 Action Item Table - Matt du Plessis

9.3 Deployment Coordinators (Allan Guthrie)

Brigades send contact details to position holders to CoB -Tanya Simpson

9.3.1 Action Item Table - Tanya Simpson has emailed brigades to follow up

10. Work Health & Safety

10.1. Reportable Events

Nil

10.2. Facilities

10.2.1 Yoongarillup Alarm Battery

10.2.2 Action Item Table

10.2.3 Dunsborough Alarm

10.2.4 Action Item Table

10.3. Training

10.3.1 Priority 1 Driving Skills Refresher Training Advisory Session

10.3.2 Action Item Table

10.4. PPE/PPC

10.4.1 Fleet – reel hose (Yellow/Orange) are causing kinks (Mark Jolliffe)

10.4.2 Action Item Table

11. Action items

11.1. Table of Actions

Attachment 11.1 Table of Actions (please refer for all above Actions included in the Minutes as a result of discussion)

12. Next Meeting

Tuesday 12 March 2024

13. Closure

There is no further business, the Chairperson declared the meeting closed at 21:18pm.