



City of Busselton
Geographe Bay

**Bush Fire Advisory Committee
Minutes**

14 July 2020

City of Busselton, Kaloorup Room, 2 Southern Drive, Busselton held on Tuesday 14th July 2020
commencing at 7.30pm

CITY OF BUSSELTON

MINUTES
14 July 2020

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CITY OF BUSSELTON**MINUTES – 14 JULY 2020****1. DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS**

The Chairperson, Allan Guthrie declared the meeting open at 7.30pm.

2. ATTENDANCE AND APOLOGIES**Present**

Allan Guthrie	Chief Bush Fire Control Officer (Chairperson)
Chris Payne	Deputy Chief & Fire Control Officer, Kaloorup
Todd Johnson	Deputy Chief & Fire Control Officer, Ruabon
Ross Paine	Councillor, City of Busselton
Ian McGregor	Fire Control Officer, Acton Park South
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
Colin Sanderson	Fire Control Officer, Eagle Bay
Matt Muir	Fire Control Officer, Yallingup Rural
Paul Blight	Fire Control officer, Yallingup Coastal
Andrew Hunt	Fire Control Officer, Dunsborough
Ray Fokkema	Fire Control Officer, Metricup
Neville Haddon	Fire Control Officer, Yoongarillup

In Attendance

Blake Moore	CESM Busselton (Executive Officer)
Tanya Gillett	City of Busselton, Manager Environmental Services
Phoebe Buntain-Barrie	City of Busselton, Senior Administration Officer (Minute Taker)
Mark Norris	DFES, Acting District Officer Capes
Mark Moore	DBCA, Fire Operations Officer

Apologies:

Grant Henley	Mayor, City of Busselton
Peter Thomas	DFES, District Officer Capes
Oscar Negus	Deputy Chief & Fire Control Officer, Hithergreen
Annette Batley	Fire Control Officer, Yoongarillup
Mark Smith	Fire Control Officer, Sussex
Doug Walters	Fire Control Officer, Acton Park North
Peter Stark	ICV

3. DISCLOSURE OF INTERESTS

Nil.

4. **CONFIRMATION OF MINUTES**

4.1 Confirmation of minutes from meeting held 10 March 2020

Moved: Ken Sue
Seconded: Neville Haddon

CARRIED

5. **BUSINESS ARISING**

Nil.

6. **PRESENTATIONS**

6.1 Department of Parks & Wildlife power point presentation – Mark Moore

7. **BUSINESS BEFORE THE COMMITTEE**

7.1 Items eligible for ESL funding – Mark Fisher

Motion:

The BFAC endorses the CBFCO to take Oxyviva equipment eligibility under Local Government Grant Scheme (LGGS) to Regional Operational Advisory Committee (ROAC).

Moved: Mark Fisher
Seconded: Todd Johnson

CARRIED 15/0

Action: Allan Guthrie, CBFCO

Allan Guthrie to take Oxyviva equipment request to ROAC.

Blake Moore also provided handout information in regard to ESL eligibility of items/equipment. A booklet was handed out and is available to all brigades upon request 'Manual for Capital and Operating Grants 2020/21' along with the following documents;

- Expenditure not eligible for LGGS funding
- Description of expenditure categories for brigade/unit operations
- Equipment – Applicable to both BFB and SES unless otherwise indicated

7.2 **Repairs and maintenance for Emergency Water Points in rural residential subdivisions – Mark Fisher**

Blake Moore responded to 7.2

The cities funding for the Emergency Water Points is through our Engineering and Works department and the replacement of faulty/broken EWPs is an expensive exercise. The city plans to replace and rationalise the critical EWPs and tag the out of service points. The EWPs that are out of service will be tagged and if any brigade members come across water points that are faulty and not functional to please report them to the CoB.

7.3 Specifications for water storage at EWP's in new subdivisions – Mark Fisher

Mark Fisher suggested the CoB should have specifications and standards for EWP's for each suburb.

Blake Moore responded to 7.3

Please see attachment 7.3.1 and 7.3.2 for the images of the new mandatory water tank fitting applicable to all new subdivision. All new subdivisions are now required to have both fittings on their water tank.

The Standard that the City of Busselton will be using going forward will be a 100mm ball valve and a 100mm (4") male camlock fitting with a reducing adaptor to a 50mm (2") male camlock fitting that is chained to the 4" valve to prevent removal (away from tank) or losing of adaptor, at the base of the tank or 2 outlets as per attachment 7.3.2.

In line with Australian Standard 2419.1:2005 all new heavy tankers (4.4, 3.4 and 2.4s) are fitted with 100mm camlock suction hoses, and DBCA (PaWS) trucks, 1.4s and Light tankers are equipped with 50mm camlock suction hoses. By standardising these fittings it will allow all fire fighting vehicles to take water from these tanks in the event of an emergency without any delay. All brigade vehicles will be compatible to one of these two fittings.

8. OFFICER/DELEGATE REPORTS

Attachment 8.1 - Department of Fire and Emergency Services - Mark Norris

Attachment 8.2 - CoB/Department of Fire and Emergency Services - Blake Moore

Attachment 8.3 - Department of Biodiversity, Conservation and Attractions - Mark Moore

Officer Recommendation

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

- 1) Department of Fire and Emergency Services
- 2) City of Busselton/Department of Fire and Emergency Services
- 3) Department of Biodiversity, Conservation and Attractions

9. MATTERS OF URGENCY

9.1 Advanced Bush Fire Fighting Course – Blake Moore

If any members are having issues with the E-academy DFES portal in registering for training please contact Blake Moore and he can fix the issue and ensure members are registered for the correct course.

9.2 Private property burns – Chris Payne

Due to covid restrictions it was asked whether private property burns are now permitted.

Blake Moore advised private property burns can be conducted as per the normal process and all application paperwork needs to be sent to the CoB for approval.

9.3 Communication with the public via SMS during bushfire season – Todd Johnson

Todd Johnson asked about SMS notifications being sent to land owners during Harvest Vehicle Movement bans implemented by the CoB.

Blake Moore advised the committee that the city has requested through ROAC for DFES to develop or investigate a mobile app to push a text notification to land owners. Updates will be provided throughout the process to the committee.

9.4 Burning of roadside verges – Peter Dawson

Peter Dawson expressed his concerns for the need for roadside verges to be burnt out and to have fuel load reduction and for the city to advise any contractors doing works on the verges that they need to be mindful during operations not to damage fence lines of private properties. The question was asked as to when roadside burning will come into place?

Tanya Gillett advised that the city engages an arborist to conduct much of the mitigation works to minimise the risk on road verges and that there are environmental aspects that the city needs to adhere to when maintaining road verges.

9.5 An environmental team debrief – Todd Johnson

Todd Johnson requested for the CoB environmental team to attend a BFAC meeting and have a discussion/debrief on the environmental requirements the city has to adhere to and how it works in with the city's bush fire requirements and legislation.

This idea was supported by the entire committee and Tanya Gillett is going to action this request and follow up with a request for a city environmental officer to attend the next meeting in September.

Action: Tanya Gillett, Manager Environmental Services

Tanya Gillett to arrange Environmental Officer attendance at next BFAC.

9.6 Formal apology from the City of Busselton BFAC to Mal Ballard – Allan Guthrie

Allan Guthrie advised the committee that he wished to send Mal Ballard an apology for not immediately advising him of the decision made during the BFAC's previous meeting when his nomination to become an FCO at Dunsborough was discussed. He publically apologised to Mal Ballard for any distress that the BFAC's dealing with his nomination has had on him and his family.

Motion:

The Bush Fire Advisory Committee endorses sending a formal apology letter to Mal Ballard following the December 2019 meeting 7.1 Nomination for Dunsborough Fire Control Officer Mal Ballard

Moved: Neville Haddon
Seconded: Andrew Hunt

CARRIED 15/0

Action: Allan Guthrie, CBFCO

Allan Guthrie to issue Mal Ballard a written apology letter.

9.7 Tabards kits available – Blake Moore

Tabard kits are available for collection from the CoB if required.

10. OCCUPATIONAL HEALTH & SAFETY (OH&S)**10.1 Smoke at fires and working at heights–Blake Moore**

Blake Moore reminded FCO's to be aware of OH&S when attending incidents and particularly mindful with smoke inhalation and working at heights.

11. NEXT MEETING

The next meeting will be held on 8 September 2020 7:30pm at the City of Busselton (Koorup Meeting Room, 2 Southern Drive, Busselton).

12. CLOSURE

There is no further business, the Chairperson declared the meeting closed at 9.19pm.

Attachment 8.1 Report to the City of Busselton Bush Fire Advisory Committee (BFAC) meeting to be held on 14 July 2020

Agency: Department of Fire and Emergency Services

Officer Representing: Mark Norris

Matters to be discussed:

City of Busselton BFAC Meeting
DFES LSW Region Report – 14 July 2020

Burn Smart Campaign

The Burn SMART campaign was created after an Office of Bushfire Risk Management investigation into escaped private planned burns in the South West and Great Southern Regions in May 2018.

The campaign is not about discouraging people from conducting planned burns. Instead it aims to improve people's perceived personal risk and sense of accountability when lighting a fire.

It recognises that it is essential for private property landholders to take responsibility to reduce fuel on their property.

The Burn SMART campaign material includes regional radio and social media and online advertising. It is accompanied by educational resources developed by the Bushfire Centre of Excellence to guide landholders in undertaking planned burns. This information is available on the DFES Website and the Volunteer Hub.

VFRS Incidents

As is common this time of year Brigades have had several Road Crash Recue incidents including a Log Truck leaving the road and ending up on its side and a driver in a 4WD towing a caravan lost control and ended up with his vehicle on its side with the caravan lucky remaining on its wheels

There has also been an increase in structure fires which together with the colder weather and covid stay at home restrictions the likely reasons for this.

SES Incidents

The state had its first decent storm impact our region from the 5th to the 6th of May. This created some wide spread damage to both homes, businesses, infrastructure and caused the blockage of several roads from fallen trees.

DFES LSW had staff and volunteers on standby to assist in both incident management and running of the Regional Operation Centre in Manjimup.

Local SES crews received 52 Requests for Assistance (RFA). 35 were completed by SES teams, 17 cancelled / referred / rejected for various reasons.

Most calls were for roof damage or fallen trees, ranging from replacing the water tank inspection hatch for an elderly caller, to making safe and tarping an entire farm house near Donnybrook.

Storm 24-25/May

This even was the most severe in the past two years, with forecast winds to 125km/h. Across the Lower-South West region we received more than 50 Requests for Assistance (RFAs, or call-outs) from Sunday after through to Monday night. Approximately two-thirds of these were in the Busselton area (Yallingup to Capel); 10 in Augusta-Margaret River, and the remainder across the inland areas. The

storm caused structural damage to two properties, with widespread minor damage, uprooting of trees, loss of power, and subsequent loss of telephone and communications networks.

Approximately 80 SES volunteers responded during the incident, with Donnybrook, Busselton and Margaret River SES units remaining in operation for over 24 hours. The most common call-outs were for trees on houses/vehicles and for roof damage.

Storm 28-29/June

This minor storm resulted in 22 Requests for Assistance (RFA) across the region; with most (14 RFAs) from the City of Busselton area. Widespread minor damage with roof damage, trees blocking access and minor flooding.

Land search 30 June

33 SES volunteers from across the SW and LSW regions supported WAPOL in searching for a missing person swept off rocks at Wyadup.

Training

To keep our volunteers up to date we have been conducting weekly teleconferences to supply the latest Covid19 news and any changes in our operating procedures. These have proved to be very successful with a nearly 100% attendance by Brigades from both the VFRS and SES.

During the main stages of the Covid19 restrictions brigades had limited the activities on stations to essential checks and incident response only. Training and other meetings had been cancelled. Cleaning and social distancing measures were adopted with an audit of all PPE conducted. In the last few weeks we have been able to gradually retract these conditions allowing brigades to resume training and other activities, if they meet the social distancing guidelines.

The Region has had to cancel some of its courses due to Covid19, a plan was put into place to reinstate training and investigate possible alternative training options like utilising web-based platforms to deliver courses.

Several volunteers were required to complete their annual Breathing Apparatus refresher. Due to the restrictions with Covid19 this made it a challenge, so a trial web-based session has been conducted with great success.

An initiative in sending out training themes to volunteers with articles to read and videos to watch has also been implemented. This allowed volunteers stuck at home to still be involved in brigade training and maintain enthusiasm.

BGU training has now largely returned to normal with social distancing and good personal hygiene practices still needing to be enforced

Courses are being entered onto Eacademy with an emphasis on essential training as identified during a training needs audit with more courses becoming available every week.

Circular Updates

COLLIE FACILITY PROJECT

The facility will bring volunteers and DFES staff into Collie from all over the state to undertake emergency driving training. It will provide regional fleet maintenance and management, undertake new vehicle commissioning for emergency vehicles built in Collie, establish the state's first purpose-built level 3 incident control centre (ICC), and provide ICT and radio communications frontline service support.

The tender for the facility construction was released 29 June 2020.

COVID-19: CURRENT SITUATION

In response to WA Health Department COVID-19 advice, the DFES Incident Response Team has supported the resumption of the SBGU activities including nonessential community-based activities like: • Building Inspections and • Community Engagement. These activities must still adhere to WA Health Department and DFES COVID-19 Guidelines. As guidelines change to suit the WA Government's COVID-19 roadmap, SBGU's can adapt their participation in these activities accordingly.

DFES Facilities and Vehicle Cleaning Guidelines for COVID-19 remains in place, the COVID 19 Incident Response Team have authorised the removal of additional facility sanitisation from 1 July 2020. Normal facility, fleet and equipment cleaning regimes should continue as should personal hygiene practices. In the meantime, we must continue to keep up physical distancing where possible and maintain good personal hygiene to better protect ourselves and the general health of our community

Bushfire Centre of Excellence welcomes first trainees

The Bushfire Centre of Excellence (BCoE) celebrated the commencement of three Aboriginal Trainees this month. The trainees will provide administrative support and help to deliver and promote the activities of the BCoE. This will include supporting the newly established Traditional Fire Program Alongside Traditional Fire Programs Coordinator Wayne Davis and Traditional and Cultural Fire Officer Clifton Bieundurry. The traineeship will take place over the course of a year with the possibility of an additional year of employment upon completion.

Drive Operate Appliance Introduction

The Drive and Operate a Firefighting Appliance (DOFA) qualification will be replaced with a Drive Operate Appliance (DOA) process. DOA assessments can be conducted by District Officers (DO), Area Officers (AO), Community Emergency Services Manager (CESM), Station Officers (SO) or a Brigade/Group/Unit (BGU) volunteer operational officer, subject to them holding the DOA qualification of the appliance/vehicle. All DOFA qualifications will be automatically updated to the appropriate DOA qualification. There is no requirement for you to complete a DOA on an appliance/vehicle when you had previously completed a DOFA qualification. DOA is required; for initial qualification on an appliance/vehicle type, or when that appliance/vehicle is superseded or has a cab/chassis variation.

ELECTRICAL EQUIPMENT HAZARDS

On arrival at an incident treat all electrical components, including poles and supporting structures as though they are energised. Crews must not contact any part of a power pole or other electrical equipment until isolation is confirmed by the energy provider. What has happened? While trying to retrieve a power pole identification number, a crew member approached and touched the wet pole, resulting in a mild electric shock. The pole had not been isolated.

DFES Regional Staff

Regional staff had split into two teams, this was initiated to restrict the potential of an outbreak in the LSW which could have affected DFES operational capability. The teams were rostered 2 days in the office and 2 days at home, minimising contact between members however still maintaining service delivery.

Since the easing of restrictions, we have now returned to our normal working arrangements.

Manjimup District has had a change in titles for the fire managers,

DO Manjimup is now known as DO Nelson and AO South is now known as AO Warren/Blackwood

Chris Sousa was successful in obtaining the position of AO Warren Blackwood. Bridgetown Shire is currently identifying a temporary replacement for Chris old job as the CESM for Bridgetown.

DFES LSW Staff movements

29 June to 17 July: Superintendent Phil Brandret will be Acting Chief Superintendent Country South

29 June to 17 July: Acting Superintendent LSW will be Peter Thomas (peter.thomas@dfes.wa.gov.au or 0429 980 010)

29 June to 3 August: Adrian will be Acting District Officer Natural Hazards.

29 June to 17 July: Acting District Officer Capes will be Mark Norris Mark.norris@dfes.wa.gov.au or 0419791501

Regards

Mark Norris
A/District Officer Capes

Attachment 8.2 Report to the City of Busselton Bush Fire Advisory Committee (BFAC) meeting to be held on 14 July 2020

Agency: City of Busselton/Department of Fire & Emergency Services

Officer Representing: Blake Moore, Community Emergency Service Manager (CESM)

Incidents

- Tuart Drive bridge fire
- Pre-emptive fire control and community education during TFB, prior to cold front

Mitigation

- 37 Mitigation activities planned for the 2020/21 financial year
- Over \$500K to achieve activities
- Significant burns planned that will require significant assistance from brigades to achieve

Vehicles

- New Yallingup Coastal 3.4U replacing 2.4U
- Busselton 12.2 modifications complete and vehicle now back in service
- Hithergreen 4.4B order placed

Capes Fire Station

- Nil progress since last meeting due to COVID

Bart

- Roll out commenced

Defibs

- Arrived, now arranging a rollout plan

Training

- Courses Completed
 - Nil due to COVID-19
- Upcoming courses
 - Refer to calendar
 - Bush Fire Safety Awareness 15 & 16 August – Witchcliffe Fire Station
 - Advanced Bush Firefighting & Crew Leader 29 & 30 August – Ambergate Fire Station
 - On-Road Driving 12 & 13 September – Ambergate Fire Station
 - Bush Fire Firefighting Skills 12 & 13 September – Dunsborough Fire Station
 - Sector Commander 19 & 20 September – Rosa Brook Fire Station
 - Ground Controller 10 October – Cowaramup Fire Station
 - Bush Fire Safety Awareness 17 & 18 October – Ambergate Fire Station
 - Bush Fire Firefighting Skills 14 & 15 November – Witchcliffe Fire Station

Operational Circulars

- As per the attached

Eagle Bay Street numbering is now complete**Latest Big Rock burn was a success**

**Attachment 8.3 Report to the City of Busselton Bush Fire Advisory Committee (BFAC)
meeting to be held on 14 July 2020**

Agency: Department of Biodiversity, Conservation and Attractions

Officer Representing: Mark Moore

Matters to be discussed:

- BWD_076 Hemsley road Yallingup was set up for Ignition on 15/05/2020, but it was cancelled at the last minute again due to forecast windy conditions expected on Sunday 16/05/2020 (gusts to 50Km / hr)
- This would have also been a potential risk to manage again during the severe Cold Front front that arrived on 24/05/2020 a week later.
- This is the 3 season in a row that have ended with quite severe Cold Fronts with dry windy conditions arriving prior to the rain – and an ongoing consideration for future Autumn burns with high risk / consequence.
- BWD_055 Treeton will hopefully address the number of arson Incidents in Vasse Plantation.
- BWD_133 Whicher is coming up to 9YO, is on the RUI, and is being completed to take advantage of the low fuels to the south ion McGregor Millbrook.