



City of Busselton
Geographie Bay

**Bush Fire Advisory Committee
Minutes**

12 December 2017

City of Busselton, Kaloorup Room, 2 Southern Drive, Busselton on Tuesday 12th December 2017,
commencing at 7.30pm.

CITY OF BUSSELTON

MINUTES - 12 DECEMBER 2017

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CITY OF BUSSELTON**MEETING NOTICE AND AGENDA – 12 DECEMBER 2017****1. DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS**

The Chairperson, Allan Guthrie declared the meeting open at 7.34pm.

2. ATTENDANCE AND APOLOGIES**Present**

Allan Guthrie	Chief Bushfire Control Officer
Robert Reekie	Councillor, City of Busselton
Peter Dawson	Fire Control Officer, Vasse BFB
Ian McGregor	Fire Control Officer, South Acton Park BFB
Mark Smith	Fire Control Officer, Sussex BFB
Mark Fisher	Fire Control Officer, Yallingup Rural BFB
Mark Jolliffe	Fire Control Officer, Wilyabrup BFB
David Hunt	Fire Control Officer, Yallingup Rural BFB
Colin Sanderson	Fire Control Officer, Eagle Bay BFB
Chris Ayres	Fire Control Officer, Yallingup Rural BFB
Barton Hatherly	Fire Control Officer, Dunsborough BFB
Neville Haddon	Fire Control Officer, Yoongarillup BFB
Annette Batley	Fire Control Officer, Yoongarillup BFB
Ken Sue	Fire Control Officer, Ambergate BFB
Doug Walters	Fire Control Officer, North Acton Park BFB
Paul Blight	Fire Control Officer, Yallingup Coastal BFB
Andrew Hunt	Fire Control Officer, Dunsborough BFB

In Attendance

Tanya Gillett	Manager- Environmental Services
Blake Moore	Community Emergency Services Manager, DFES/COB
Ian McDowell	Ranger & Emergency Services Coordinator
Phoebe Buntain-Barrie	Administration Officer
Jeremy Friend	Department of Parks and Wildlife
Nathan Hall	Area Officer Leeuwin, DFES

Apologies:

Danny Mosconi	Department of Fire & Emergency Services
Andy Thompson	Department of Fire & Emergency Services
Pete Thomas	Department of Fire & Emergency Services
Oscar Negus	Deputy Chief Bushfire Control Officer, Hithergreen BFB
Peter Stark	Incident Control Vehicle Volunteer
Todd Johnson	Fire Control Officer, Ruabon BFB
Tim O'Neill	Fire Control Officer, Yalyalup BFB

3. DISCLOSURE OF INTERESTS

Nil

4. CONFIRMATION OF MINUTES**4.1 CONFIRMATION OF MINUTES FROM MEETING HELD 12 SEPTEMBER 2017**

Moved: Robert Reekie

Seconded: Mark Jolliffe

CARRIED**BUSINESS ARISING****5. PRESENTATIONS**

5.1 Service Medal Presentation, Yallingup Coastal BFB, presented by Nathan Hall and Allan Guthrie

6. BUSINESS BEFORE THE COMMITTEE**6.1 BUSH FIRE ADVISORY COMMITTEE – REVOCATION AND APPOINTMENT OF BUSH FIRE CONTROL OFFICERS – BUSH FIRES ACT 1954**

SUBJECT INDEX:	Emergency Management
STRATEGIC OBJECTIVE:	Governance systems, processes and practices are responsible, ethical and transparent
BUSINESS UNIT:	Planning and Development / Environmental Services
ACTIVITY UNIT:	Ranger and Emergency Services
REPORTING OFFICER:	Community Emergency Services Manager, Blake Moore
AUTHORISING OFFICER:	Director Planning and Development Services, Paul Needham
VOTING REQUIREMENTS:	Absolute Majority
ATTACHMENT(S):	A. List of Fire control officers to be appointed to roles listed

PRÉCIS

The purpose of this report is to seek the revocation of all previous appointments of persons as Bush Fire Control Officers, and then subsequently seeks that the persons listed below be appointed to the following designated positions pursuant to Section 38 of the Bush Fires Act 1954.

BACKGROUND

The revocation and appointment of fire control officers listed has been reviewed and revised and are presented for the consideration of the BFAC prior to being adopted by the Council.

STATUTORY ENVIRONMENT

Pursuant to section 38 of the *Bush Fires Act 1954* (the Act), a local government may appoint bush fire control officer.

- (1) A local government may from time to time appoint such persons as it thinks necessary to be its bush fire control officers under and for the purposes of this Act, and of those officers shall subject

to section 38A(2) appoint 2 as the Chief Bush Fire Control Officer and the Deputy Chief Bush Fire Control Officer who shall be first and second in seniority of those officers, and subject thereto may determine the respective seniority of the other bush fire control officers appointed by it.

RELEVANT PLANS AND POLICIES

Council has delegated authority to the Chief Executive Officer in Council resolution C1505/116 to appoint a person to act as a Bush Fire Control Officer pursuant to Section 48 of the Bush Fires Act 1954, subject to the following conditions –

1. The delegation is limited to the appointment of members of volunteer bush fire brigades and City Ranger and Emergency Services staff;
2. In the case of appointment of members of volunteer bush fire brigades, the delegation shall only be exercised where there is a recommendation to appoint from the Bush Fire Advisory Committee; and
3. The delegation does not extend to the appointment of Chief or Deputy Chief Bush Fire Control Officers.

FINANCIAL IMPLICATIONS

Nil

Long-term Financial Plan Implications

Nil

STRATEGIC COMMUNITY OBJECTIVES

Strategic Plan Key Goal Area 6 – Leadership

Community Objective 6.1: governance systems, processes and practices are responsible, ethical and transparent.

RISK ASSESSMENT

An assessment of the potential implications of implementing the Officer Recommendation has been undertaken using the City's risk assessment framework.

Risk	Controls	Consequence	Likelihood	Risk Level
Fire Control Officers no longer employed or in the role of Fire control Officer retaining powers of an appointed Fire Control Officer	To revoke and reappoint all Fire Control Officer positions to ensure compliance under the Act.	Minor	Possible	Medium

CONSULTATION

There has been formal consultation with the Chief Bush Fire Control Officer, Allan Guthrie in the development of this report of the revocation and appointment of bush fire control officers, to ensure an accurate list of the required Fire Control Officers and compliance with the Bush Fires Act 1954.

OFFICER COMMENT

The revocation of all previous Fire Control Officers is designed to ensure that all persons that were formerly in a position to act as a Fire Control Officer, no longer have power which has been appointed by Local government. By revoking and only appointing the current Fire Control Officers ensures that, the City of Busselton is meeting the compliance requirements of the Bush Fires Act 1954.

The list of personnel to be appointed as Fire Control Officers is as shown in the Officer Recommendation.

OPTIONS

The BFAC or Council may require changes to be made to the list of Fire Control Officers to be appointed.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

Once endorsed by the BFAC the revocation and appointment of bush fire control officers will be presented to Council in December 2017 for adoption.

COMMITTEE RECOMMENDATION AND OFFICER RECOMMENDATION**ABSOLUTE MAJORITY DECISION OF COUNCIL REQUIRED**

That the BFAC endorses:

1. The revocation of all previous Fire Control Officers
2. The appointment of the following Fire Control Officers listed below
3. All appointments are to be issued with a certificate of appoint pursuant to Section 38 (2E) of the Act

Allan Guthrie	Chief Bush Fire Control Officer	Volunteer Bush Fire Brigade
Christopher Payne	Deputy Chief Bush Fire Control Officers	Volunteer Bush Fire Brigade
Oscar Negus		Volunteer Bush Fire Brigade
Blake Moore	Operational Bush Fire Control Officers	Ranger & Emergency Services
Christopher Ayers		Volunteer Bush Fire Brigade
Paul Blight		Volunteer Bush Fire Brigade
Mark Cannon		Volunteer Bush Fire Brigade
Peter Dawson		Volunteer Bush Fire Brigade
Mark Fisher		Volunteer Bush Fire Brigade
Ray Fokkema		Volunteer Bush Fire Brigade
Barton Hatherly		Volunteer Bush Fire Brigade
David Hunt		Volunteer Bush Fire Brigade
Todd Johnson		Volunteer Bush Fire Brigade
Mark Jolliffe		Volunteer Bush Fire Brigade
Wally Lewis		Volunteer Bush Fire Brigade
Neil McDonald		Volunteer Bush Fire Brigade
Ian McGregor		Volunteer Bush Fire Brigade
Colin Sanderson		Volunteer Bush Fire Brigade
Ian Slee		Volunteer Bush Fire Brigade
Mark Smith		Volunteer Bush Fire Brigade
Kenneth Sue	Volunteer Bush Fire Brigade	
Douglas Walters	Volunteer Bush Fire Brigade	

Andrew Hunt Timothy O'Neill Neville Haddon Annette Batley		Volunteer Bush Fire Brigade Volunteer Bush Fire Brigade Volunteer Bush Fire Brigade Volunteer Bush Fire Brigade
Ian McDowell Owen Anderton James Wanless David Boardman Gordon Boettcher Sorcha Gillen Lauren Quigley Theodorus Brugman Christopher Barlow Shayne Lawty	Fire Control Officers for Permit Issuing, Compliance & Enforcement	Ranger & Emergency Services Ranger & Emergency Services Ranger & Emergency Services Ranger & Emergency Services Ranger & Emergency Services Ranger & Emergency Services Ranger & Emergency Services Ranger & Emergency Services Ranger & Emergency Services Ranger & Emergency Services Ranger & Emergency Services

Moved: Mark Jolliffe
 Seconded: Colin Sanderson

CARRIED

6.2 DISCUSSION OF FUNDING REDUCTION FOR FUEL CARDS FOR BFB VOLUNTEERS, DAVID HUNT

6.3 REQUEST UPDATE ON RURAL FIRE SERVICE WORKING GROUP, DAVID HUNT

7. OFFICER/DELEGATE REPORTS

Attachment 7.1 - City of Busselton/ Department of Fire and Emergency Services, Blake Moore

Attachment 7.2 - Department of Fire and Emergency Services, Nathan Hall

Attachment 7.3 – Department of Biodiversity, Conservation and Attractions, Jeremy Friend

Officer Recommendation

1. The committee receives the following reports and notes the comments therein:
 - a) City of Busselton/ Department of Fire & Emergency Services
 - b) Department of Fire and Emergency Services
 - c) Department of Biodiversity, Conservation and Attractions

8. MATTERS OF URGENCY

- 8.1 Blake Moore advised all personnel that leave the City of Busselton Bush Fire Brigades are to return their all personnel protective equipment to the brigade which is then to be forwarded to the City for destruction or reallocation.
- 8.2 Mark Smith requested Helitac training for brigades.
- 8.3 Reminder to all personal that the BFAC email list is **not** to be used for any purpose other than BFAC matters.
- 8.4 Blake Moore advised a review of the ABC forms is currently being conducted with the view of the new forms being in place for the autumn 2018 burning period. Reminder that Fire appliances are not to be used at a burn unless a ABC form has been completed and approved, or direction for the brigade to use the appliance for a burn has been given by the CESM.
- 8.5 Parks and Wildlife advised that new air operations channels are being trailed with the view to implemented possibly by February 2018. Until then then current channels apply as per the zone response protocols, CH640 will be for the Northern part of the Cape and 198 for the remainder of the shire.
- 8.6 Blake Moore advised burning on Sundays and public holidays is currently being reviewed with the Firebreak notice and information will be passed to the BFAC when available.

9. OCCUPATIONAL HEALTH & SAFETY (OH&S)

Nil

10. NEXT MEETING

The next meeting will be held on 13 MARCH 2018 at 7:30pm at the City of Busselton, Koorup Meeting Room, 2 Southern Drive, Busselton.

11. CLOSURE

There being no further business, the Chairperson declared the meeting closed at 8.55pm.

Attachment 7.1 Report to the City of Busselton Bush Fire Advisory Committee (BFAC) meeting to be held on 12 December 2017

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

Officer Representing: Community Emergency Services Manager, Blake Moore

Matters to be discussed:

Incidents since 01/07/2017 as at 06/12/2017

- 38
- 20 - Bush Fire
- 5 - Vehicle Fire
- 3 - Structure Fire
- 10 - False Call – Good Intent

THANK YOU!

- To all of the Yallingup Rural members that assisted with the Thank a Volunteer happen without a hitch I thank you for all of your efforts and for making it such a good night!

Ambergate Fire Shed Build

- The community consultation is now complete and a report will be going to council in the near future to determine where the station will be located and facilitate the start of construction early in the new year

eAcademy

- The proposal for the Admin team to manually enter the volunteer onto LSW VFF1 pathway once they receive a volunteer ID number has been progressed and now on the Portal 2 Progress to vote on.

Training

- I would just like to thank Kloorup and Wilyabrup for going out of your way to engage in extra training and will constantly support that going forward.
- There was a quite a number of courses that were cancelled towards the end of this year due to lack of numbers

Security alarms at fire stations

- We now have the funding available for an additional 4 alarms (Dunsborough, Eagle Bay, Hithergreen and Yallingup Coastal) that will be getting installed early in the new year.

Computers and internet for Brigades

- A grant application for 12 Laptops, printers and internet dongles has been approved and I will be working with IT in the new year to purchase these and roll them out to brigades.

Updated brigade records

- Tanya Simpson sent out to all brigades on the 10/10/17 a excel spreadsheet and a pdf to review and submit back. We are still missing quite a number of brigades responses, can you please review these documents and send them back ASAP

Membership Application Forms

- A number of Brigades are using the old style membership applications which do not require an email address or Next of Kin notification. All existing membership registration forms and books are to be discarded and all new applications should be done using the form available from the

Volunteer Portal (under the BFB logo > Administration Forms). Any older forms will not be processed.

Operational Circulars

- Operational Circular 102/2017 - T Cards to be Completed - Critical Message T-Cards are to be completed in full for all personnel and equipment when arriving and departing an incident.

Bushfire Risk Planning Coordinator (BRPC)

- The City of Busselton has received funding for a BRPC to create a Bushfire Risk Manage Plan. Andrew Hunt has successfully been appointed to the position. Congratulations Andrew!

Attachment 7.2 Report to the City of Busselton Bush Fire Advisory Committee (BFAC) meeting to be held on 12 December 2017

Agency: Department of Fire & Emergency Services

Officer Representing: Area Officer Leeuwin, Nathan Hall

Matters to be discussed:

- **Fire Chat**

This bushfire season Fire Chat will be the new 'branding umbrella' for community engagement and communications around bushfire. This will be supported by the Are You Ready Campaign. Fire Chat replaces DFES previous bushfire communications known as Prepare. Act. Survive.

A suite of new bushfire planning and preparation tools have been developed, consisting of 5 minute Fire Chat, and supported by Your Bushfire Preparation Toolkit, which are two simple steps aimed at helping residents to be better prepared for bushfire.

The 5 minute Fire Chat asks people living in a high bushfire risk area to have a fire chat to discuss three key questions with family and friends or to discuss with their neighbours if they live alone:

- When will you know to leave?
- Where will you go?
- Which way will you go?

If this is all people do, they will be more prepared than doing nothing. This approach is easy for all people to achieve. After people have answered the three questions above, they are then asked a disruptive and thought-provoking question:

That's a great first step to protect your family. However have you considered what you would do if you are at work when a fire threatens?

The intent of this question is to drive them to the take the next step, which is to seek out their Bushfire Preparation Toolkit. The Toolkit is available in hard copy but can also be downloaded at www.dfes.wa.gov.au/firechat.

Fact Sheets with further bushfire preparedness information can also be found on the website.

- **State Bushfire Exercise 2017**

The DFES Lower South West region organised and conducted a level 2 bushfire scenario based in Donnybrook on the 17 October. The exercise was coordinated at a state level that saw multi agency IMTs across two regions simultaneously manage large scale bushfires whilst working within the guidelines of Westplan Fire. Very successful exercise with participating personnel able to gain valuable pre-season experience and training.

- **Recent Incidents**

DFES deployed teams recently to Newman and Broome to deal with several large bushfires impacting on local communities.

Locally in the LSW region there have been several cases of private control burns that have escaped containment, fortunately there has been no large scale fires recently.

- **Strike Force Vulcan**

Strike Force Vulcan is a successful WA Police Bushfire Arson Intervention Strategy that will again be active this summer and is expected to come online in December. If any volunteer fire fighters note anything suspicious they can use the online reporting form at <https://extranet.dfes.wa.gov.au/sites/volunteers/members/Pages/ArsonReporting.aspx>

Members of the Shire staff or public can report suspicious behaviour to Crimestoppers on 1800 333 000.

- **Western Australian Cyclone and Southern Bushfire Season Synopsis**

The Department of Fire and Emergency Services has released the 2017/18 Western Australian Cyclone and Southern Bushfire Season Synopsis which focuses on;

- A ~60% chance of an above average number of tropical cyclones in waters off the northwest coast (average number is five).
- Likelihood of around two coastal cyclone impacts.
- Significant risk of at least one severe tropical cyclone coastal impact during the season
- There is potential for above normal bushfire activity within the southern parts of the Swan Coastal Plain, the Warren region and the majority of the Southern Jarrah Forest.

A copy of the synopsis has been attached to this report.

- **Use of T Cards At Incidents**

An internal audit on IMT Led Resource Planning and Needs Escalation has recently been conducted. This internal audit has found that T-Cards are not being completed in full by all resources arriving and departing an incident. More concerning is the evidence that T-Cards are not being completed at all in some cases.

As a timely reminder as we start the fire season please remind your crews that T-Cards are to be completed in full for all personnel and equipment when arriving and departing an incident, the benefits of this system are;

- Welfare of all personnel i.e. food and water, rest breaks, shift lengths etc.
- Crew changeovers and extra resource requirements
- Ability to contact individual personnel.

Have a safe and happy Christmas holiday period!

Nathan Hall

Area Officer Leeuwin



OPERATIONAL CIRCULAR 102/2017
File: D03933
DECEMBER 2017
T-CARDS ARE TO BE COMPLETED

An internal audit on IMT Led Resource Planning and Needs Escalation has recently been conducted. This internal audit has found that T-Cards are not being completed in full by all resources arriving and departing an incident. More concerning is the evidence that T-Cards are not being completed at all in some cases.

Critical Message
T-Cards are to be completed in full for all personnel and equipment when arriving and departing an incident.

T-Cards are used to maintain vision of all human and physical resources on the incident ground. This is vital given that the Incident Controller (IC) has ultimate responsibility for everyone and everything at the incident (essentially a workplace) that they are controlling.

Under the ultimate responsibility of the IC, the Divisional and Sector commanders, IMT members and Incident Control Vehicle personnel share the duty of ensuring accurate information is maintained regarding the personnel and equipment in attendance at an incident, at any given time.

The details recorded on T-Cards provide the IMT with the information required to plan for the following:

- Welfare of all personnel i.e. food and water, rest breaks, shift lengths etc.
- Crew changeovers and extra resource requirements
- Ability to contact individual personnel.

After an incident, there may also be a need to contact all personnel involved in an incident, such as notification of a possible contamination or exposure.

It is imperative that T-Cards are completed correctly.

Further information is available in [SOP 3.2.6 – T-Cards and Incident Management Boards](#), which outlines the procedures for the use of T-Cards.

LLOYD BAILEY AFSM
DEPUTY COMMISSIONER OPERATIONS

Full links for staff:

<http://extranet/sites/volunteers/members/SharedRepository/opsresources/Ops%20Resources%20%20SOPs%20Field%20Guides/SOP%203.2.6%20-%20-%20T%20Cards%20and%20Incident%20Management%20Boards.pdf>

Full links for volunteers and extranet users:

<https://extranet.dfes.wa.gov.au/sites/volunteers/members/SharedRepository/opsresources/Ops%20Resources%20%20SOPs%20Field%20Guides/SOP%203.2.6%20-%20-%20T%20Cards%20and%20Incident%20Management%20Boards.pdf>

Target Audience: Operational Personnel				
A	B	C	D	Vol
O.I.C. is to communicate content to all relevant personnel under their command, discuss implications, and sign appropriate box above. Once completed Circulars shall be filed on station and forwarded to Information Resources at the end of each financial year.				
OC-102-17 Page 1 of 1	Issue Date: Dec 2017	Removal Date: Dec 2018	Contact: Doctrine@dfes.wa.gov.au	Operational Readiness & Standards Capability Command

Attachment 7.3 Report to the City of Busselton Bush Fire Advisory Committee (BFAC) meeting to be held on 12 December 2017

Agency: Department of Biodiversity, Conservation and Attractions

Officer Representing: Jeremy Friend, Fire Operations Officer

Matters to be discussed:

FIRE SEASON 2017/18 (as at 28/11/2017)

- 13 fires attended
- Conservation Employees at full employment for 2017/18 season

PRESCRIBED BURNING (as at 28/11/2017)

Burn ID	Name of Burn	Spring 2017 (Ha)	Previously Treated (Ha)	Total Prescribed (Ha)	Shire/s
BWD_006	BRAMLEY_768	13	25 (Spring 2016)	154	Augusta-Margaret River
BWD_039	NELSON_134	656	98 (Autumn 2017)	2,716	Bridgetown-Greenbushes, Nannup
BWD_050	CAMBRAY BARRABUF	4,374		6,446	Nannup
BWD_062	FOREST GROVE_504	58		3,219	Augusta-Margaret River
BWD_067	BUTLER_127	5,375		5,374	Nannup
BWD_079	UPPER CAPEL	3,328	1130 (Autumn 2017)	6,031	Busselton, Donnybrook-Balingup
BWD_092	RYALL	273		848	Donnybrook-Balingup
BWD_102	McGREGOR MILLBROOK	11,413		17,553	Augusta-Margaret River, Busselton, Nannup
BWD_104	TREETON	78		79	Augusta-Margaret River
BWD_106	ABBA	634		771	Busselton
	Treated Spring 2017	26,248			

ADDITIONAL COMMENTS

- Completed 80km of maintenance slashing along strategic access and firebreak network throughout the LNNP.