



Bush Fire Advisory Committee

Minutes

21 September 2022

Committee Members (Voting):

Chair – Elgin Bush Fire Brigade	B Bell
Deputy Chair – Boyanup Bush Fire Brigade	D Wetherall
Chief Bush Fire Control Officer	C Scott
Deputy Bush Fire Control Officer	M Scott
Capel Bush Fire Brigade	T James
Gelorup Bush Fire Brigade	N Rowlandson
Stirling Bush Fire Brigade	M Roberts
Council Delegate	Cr D Kitchen

Acknowledgement of Country

We wish to acknowledge the traditional custodians of the land we are meeting on, the Wadandi people. We wish to acknowledge and respect their continuing connection to the land, waters and community. We pay our respects to all members of the Aboriginal communities and their culture; and to Elders past and present, their descendants who are with us today, and those who will follow in their footsteps.

Our Vision

A future focused and resilient community that benefits from good governance, responsive services and appropriate facilities to deliver positive social, environmental and economic outcomes for everyone.

Our Values

Respect

We are respectful in all that we do, and all interactions we have, while being inclusive and mindful of differences.



Honesty

We are truthful, trustworthy, and genuine in all that we say and do.



Teamwork

We are cooperative, collaborative, and united while working towards common goals of our Shire.



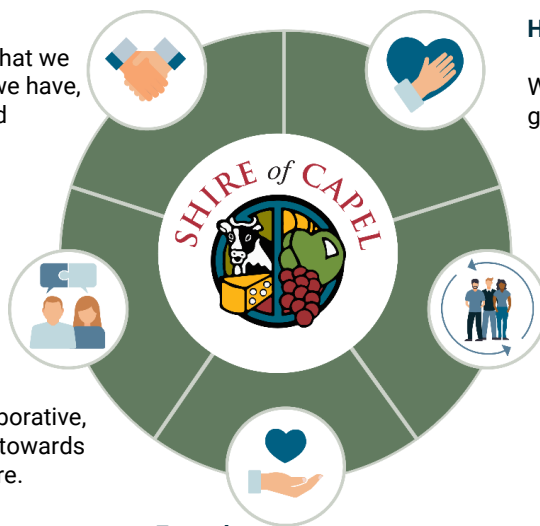
Accountability

We are transparent in all that we do and stay true to our word by taking responsibility for our actions.



Empathy

We are kind and show understanding of people's circumstances, perspectives, and differences.



SHIRE OF CAPEL

Bush Fire Advisory Committee

MINUTES

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1. Declaration of Opening/Announcement of Visitors

The meeting was declared open at 7:06pm and the following Acknowledgement of Country was made:

'We wish to acknowledge the traditional custodians of the land we are meeting on, the Wadandi people. We wish to acknowledge and respect their continuing connection to the land, waters and community. We pay our respects to all members of the Aboriginal communities and their culture; and to Elders past and present, their descendants who are with us today, and those who will follow in their footsteps.'

2. Record of Attendance/Apologies/Leave of Absence

PRESENT

Chair / Elgin Bush Fire Brigade	B Bell
Chief Fire Control Officer	C Scott
Deputy Fire Control Officer	M Scott
Boyanup Bush Fire Brigade	D Wetherall
Capel Bush Fire Brigade	T James
Gelorup Bush Fire Brigade	N Rowlandson
Training Delegate	P Allen
Department of Biodiversity, Conservation & Attractions	H Holzheuer
Department of Fire and Emergency Services	H Hibbitt
Councillor	D Kitchen

GUESTS

Shire of Capel, Chief Executive Officer	G MacMile
Shire of Capel Director Infrastructure & Development	T Gillett

APOLOGIES

Stirling Bush Fire Brigade	M Roberts
Council Delegate	Cr A Dillon
Department of Fire & Emergency Services	R Southgate
Emergency Services Coordinator	A Ciric
Councilor	A Dillon

3. Confirmation of Previous Minutes – 15 June 2022

BF005/ 2022 Committee Decision – 3.1

Moved D Wetherall, Seconded C Scott

That the Minutes of the Ordinary Bush Fire Advisory Committee Meeting held on 15 June 2022 be confirmed a true and correct record of proceedings.

Carried 7/0

4. Matters Arising

4.1 Policy Review

Purpose:

That the Bush Fire Advisory Committee review and provide a recommendation to the Council on the relevant emergency services Council policies.

Background:

The Council policies are required to be reviewed every 2 years to assess legislative and required changes.

Members of the Bush Fire Advisory Committee have participated in a workshop to review and provide comment to the shire staff on the emergency services policies. The comments on the outcomes of the workshop have been provided as attachment 4.1.2.

Attachments:

- 4.1.1 Policy review Summary
- 4.1.2 Matrix of brigade comments agreed
- 4.1.3 Policy 4.2 Standard Operating and Administrative Procedures
- 4.1.4 Policy 4.3 Bush fire Control Officer Appointments
- 4.1.5 Policy 4.4 Incident Expenses
- 4.1.6 Policy 4.5 Hazard reduction burning on private land
- 4.1.7 Policy 4.6 Mitigation Notice Variation
- 4.1.8 Policy 4.10 Hazard reduction burning on Council reserves
- 4.1.9 Policy 4.16 Payments to CBFCO and DBFCO
- 4.1.10 Policy 4.20 Bush Fire Brigade funding

Officer Recommendation – 4.1

That the Bush Fire Advisory Committee recommend to the Council the following:

1. To revoke Council policies:

- 4.1 Bushfire advisory meetings
- 4.7 Personal Protective Equipment
- 4.8 Fire appliance servicing
- 4.11 Fires outside Shire of Capel
- 4.12 Use of Council plant – fire service incidents
- 4.13 Training arrangements
- 4.14 Firefighter meals
- 4.15 Fuel cards
- 4.17 Minimum driver training
- 4.18 Use of warning lamps and audible warning systems
- 4.19 Use of brigade appliances
- 4.21 Brigade competence at fire grounds
- 4.22 Brigade office competence

2. To adopt the amended Council policies:

- 4.2 Standard operating and administrative procedures
- 4.3 Bush Fire Control Officer Appointments
- 4.4 Incident Expenses
- 4.5 Hazard reduction burning on private land
- 4.6 Mitigation Notice variation
- 4.10 Hazard reduction burning on Council reserves

- 4.16 Payment to Chief and Deputy Chief Bush Fire Control Officers
- 4.20 Bush fire brigade funding

BF006/2022 – OFFICER RECOMMENDATION / COMMITTEE DECISION – 4.1

Moved T James, Seconded M Scott

That the Bush Fire Advisory Committee recommend to the Council the following:

1. To revoke Council policies:

- 4.1 Bushfire advisory meetings**
- 4.7 Personal Protective Equipment**
- 4.8 Fire appliance servicing**
- 4.11 Fires outside Shire of Capel**
- 4.12 Use of Council plant – fire service incidents**
- 4.13 Training arrangements**
- 4.14 Firefighter meals**
- 4.15 Fuel cards**
- 4.17 Minimum driver training**
- 4.18 Use of warning lamps and audible warning systems**
- 4.19 Use of brigade appliances**
- 4.21 Brigade competence at fire grounds**
- 4.22 Brigade office competence**

2. To adopt the amended Council policies:

- 4.2 Standard operating and administrative procedures**
- 4.3 Bush Fire Control Officer appointments**
- 4.4 Incident expenses**
- 4.5 Hazard reduction burning on private land**
- 4.6 Mitigation Notice variation**
- 4.10 Hazard reduction burning on Council reserves**
- 4.16 Payment to Chief and Deputy Chief Bush Fire Control Officers**
- 4.20 Bush fire brigade funding**

Carried 7/0

4.2 Bushfire Guidelines

Purpose:

Members to consider the adoption of the Bushfire Guidelines document.

Attachment:

4.2.1 Draft Bush Fire Brigade Guidelines

Recommendation – 4.2

That the Bush Fire Advisory Committee adopt the Bush Fire Brigade Guidelines.

BF007/2022 – OFFICER RECOMMENDATION / COMMITTEE DECISION

Moved N Rowlandson, seconded T James

That the Bush Fire Advisory Committee adopt the Bush Fire Brigade Guidelines with the following minor amendments:

- 1. Section 2.1.1 to include the wording that new member applications will be forwarded to the local bush fire brigade prior to being submitted to the Shire of Capel.**
- 2. Correct the typo in 2.4 to 'ROAC'.**
- 3. 3.10 Commence this section with 'If chainsaw work is required,**

Carried 7/0

4.3 Terms of Reference

Purpose:

The Bush fire advisory committee adopt the amended Terms of Reference to reflect the changes relating to the updated policies.

Attachment:

4.3.1 Draft Terms of Reference

Recommendation – 4.3

That the Bush Fire advisory Committee recommend to the Shire of Capel Council to adopt the Terms of Reference.

BF00#/2022 – OFFICER RECOMMENDATION – COMMITTEE DECISION

Moved M Scott, seconded C Scott

That the Bush Fire advisory Committee recommend to the Shire of Capel Council to adopt the Terms of Reference.

Carried 7/0

5. Brigade Reports

5.1 Chief Bush Fire Control Officer

Attachment 1 to the Minutes.

5.2 Boyanup Bush Fire Brigade

- Lithium battery issues.
- Nothing major to report on.

5.3 Capel Bush Fire Brigade

- Assisted in the Capel fuel leak.
- Truck currently out of action due to clutch issues.

5.4 Elgin Bush Fire Brigade

- Nothing to report.

5.5 Gelorup Bush Fire Brigade

- Acknowledgement of the award to the brigade and J McDougall and G Malatesta.
- Work Health and Safety – Need to keep training up to date
- 8 July – North Boyanup/Lilydale Road call out. Told to stand down – false alarm.
- Demolished most of the Bush Fire shed besides kitchen. Only power left on is for lights and batteries.

- Training sessions held – Burn over, online training DFES

5.6 Stirling Bush Fire Brigade

- Nil.

5.7 Training Coordinator

- Considering set time on the calendar for introduction to firefighting in our off season.
- Need to do training for Work health and Safety.

5.8 Department of Fire and Emergency Services (DFES)

- Introduction – H Hibbitt - Community Preparedness Provider
- Can assist with training, communication etc.

5.9 Department of Biodiversity, Conservation and Attractions (DBCA)

Attachment 2 to the Minutes.

- Have around 15 sections to target – Included argyle section going into shire
- Should be occurring first 2 weeks of October
- Happy for brigades to participate.

5.10 Director Infrastructure and Development

- Congratulations to Gelorup brigade for the announcement of winners for the Team Award at the WA Fire and Emergency Services conference

6. Items

6.1 Preseason overview

Members to share any information relevant to leading into the bushfire season.

BoM outlook [Overview—Summary - Climate Outlooks \(bom.gov.au\)](https://www.bom.gov.au/overviews/summary-climate-outlooks/)

6.3 Bushfire Risk Mitigation Coordinator (BRMC) information

T Gillett advised that the BRMC position is shared funding between the Shires of Dardanup, Collie, and Capel and DFES. Shire of Capel will be hosting the position and will employ the Officer.

Interviewing next week – T. Gillett, R Southgate, and a member of the human resources team will be conducting the interviews

The BRMC position will be working with the different bush fire risk management plans at each local government and implementing their treatment plans and Mitigation Activity Funding.

6.4 Mitigation activity fund (MAF)

On hold until the recruitment of BRMC

7. General Business

Round table:

- Hazard in Michael Tichbon Park – large boulders have been put across the easement to restrict access.
- Boundaries of brigade – can there be a review? Items being considered include volunteer numbers, position of buildings, BORR impacts, trucks.
- Capel Brigade require handheld radio for their truck.
- Fuel station in Boyanup has been sold and can't get fuel there anymore due to change in Fuel cards.
- Chainsaws and loaders, follow up on the contactor management inductions – South West Tree Safe, Giandresco.
- Railway line – lady who lives near the last burn off, she wants to burn off on the strip. Don't go to Main Roads will need to go to Arc. 957 Railway Road. Emergency Services Coordinator to follow up.
- People registering for burnoffs. The burns need to register the burn with DFES communication centre (9395 9209)
- For people wanting to burn on Council verges – people need to apply through the Shire.

8. Next Meeting

The next Bush Fire Advisory Committee meeting is TBC.

9. Closure of Meeting

Meeting was declared closed at: 8:30pm.