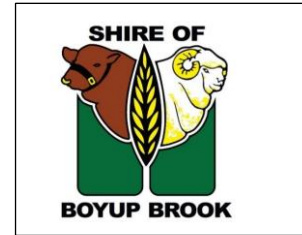


Date: 5 July 2024

To: Shire President
Councillor
Community



MINUTES – BUSHFIRE ADVISORY COMMITTEE MEETING

25 June 2024

A handwritten signature in black ink, appearing to read "Long", is written in a cursive style.

Leonard Long
Chief Executive Officer

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AGENDA

1. DECLARATION OF OPENING

The Presiding Member declared the meeting open at 7:00pm.

Acknowledgement of Traditional Custodians

We acknowledge and pay our respects to the Traditional Custodians of the land on which we meet and work.

Committee Meetings are public meetings.

Committee Members and staff risk being held personally liable if their comments are defamatory, or breach any duty of confidentiality.

Statements made during Committee Meetings are solely those of the person making them. Nothing expressed at a Committee Meeting can be attributed to the Shire, unless it is adopted by a resolution of Council.

The Confirmed Minutes of a Committee Meeting are the official record of that Committee Meeting. Verbatim Minutes are not required.

Please make sure your mobiles are turned off or on silent for the duration of the Meeting.

This meeting will be audio recorded for minute taking purposes. Please speak clearly and do not speak while others are speaking.

2. RECORD OF ATTENDANCE

2.1 ATTENDANCE

Bushfire Advisory Committee Presiding Members 2023/2024

| | |
|-----------------|---------------------|
| Shire President | Cr Richard Walker |
| Councillor | Cr Charles Caldwell |

Council Officers

| | |
|----------------------------|---------------------|
| Chief Executive Officer | Leonard Long |
| Executive Officer | Magdalena Le Grange |
| Emergency Services Officer | Donna Forsyth |

Shire of Boyup Brook X-Ray Team

| | | |
|-----------------|---|---------------------------------|
| Ben Thompson | - | Chief Bush Fire Control Officer |
| Tristan Mead | - | 1 st Deputy |
| Brad Skraha | - | 2 nd Deputy |
| David Fortune | - | Communications Officer |
| Brad Fairbrass- | - | Fire Weather Officer |
| Wayde Robertson | - | Deputy Fire Weather Officer |

Shire of Boyup Brook Bushfire Brigades and VFRS

| | | |
|------------------|---|-----------------------|
| Rob Imrie | - | Benjinup |
| Clint Westphal | - | Benjinup |
| Glenn Mead | - | Chowerup |
| Luke Harding | - | Chowerup |
| Wayne White | - | Dinninup |
| John Ritson | - | East Boyup Brook |
| Ron Bingham | - | Gibbs Road |
| Michael Giles | - | Gibbs Road |
| Geoff Dalton | - | Kenninup |
| Anthony Marsh | - | Kulikup |
| Ben Creek | - | Mayanup |
| Kieran Power | - | McAlinden |
| Clint Graham | - | Mickalarup/Dwalganup |
| Jamie Forbes | - | Mickalarup/Dwalganup |
| Marcus Gifford | - | Nollajup |
| Rob Introvigne | - | Nollajup |
| Charles Caldwell | - | Scotts Brook |
| Dylan Roney | - | Scotts Brook |
| Matt Della-Gola | - | Tonebridge |
| David Turner | - | Tonebridge |
| David Muir | - | Tweed |
| Scott Nix | - | Tweed |
| Brian Cailles | - | West Boyup Brook |
| Peter Jennings | - | West Boyup Brook |
| Clinton Wawilow | - | VFRS Boyup Brook Town |

Agencies

| | | |
|----------------|---|----------------------------------|
| Chris Sousa | - | District Officer – DFES |
| Stewart Tutton | - | PF Olsen Plantations |
| Greg Hodgson | - | Forest Products Commission (FPC) |
| Rayna Barr | - | Bunbury Fibre (MITSUI) |
| Stephen Mills | - | DBCA – Donnelly Region |

2.2 APOLOGIES**Shire of Boyup Brook Bushfire Brigades and VFRS**

| | | |
|---------------|---|-----------------------|
| Paul Goerling | - | Gibbs Road |
| Ken Holland | - | East Boyup Brook |
| Gyula Bogar | - | VFRS Boyup Brook Town |
| Glenn Kirk | - | McAlinden |
| Nick Bagshaw | - | Kenninup |
| Mat Francke | - | Mayanup |

Agencies

| | | |
|----------------|---|----------------------------|
| Rob Brogan | - | BRMO – LSW - DFES |
| Allan Madgwick | - | DBCA – Wellington Region |
| Bryce Edwards | - | Forest Products Commission |
| Ed Hatherley | - | DBCA – Blackwood Region |
| Chris Doherty | - | BMO – DFES |

3. ELECTION OF PRESIDING MEMBERS

3.1 ELECTION OF PRESIDING MEMBER

The Members of the Bushfire Advisory Committee (BFAC) called for nominations for the position of Presiding Member.

One (1) nomination was received for Cr Walker.

Cr Walker accepted the nomination.

Moved: Cr Caldwell

Seconded: Mr T Mead

COMMITTEE DECISION BFAC 24/06/001

That the BFAC recommend to Council:

- 1. The Appointment of Cr Walker as the Presiding Member.**

CARRIED UNANIMOUSLY

3.2 ELECTION OF THE DEPUTY PRESIDING MEMBER

The Members of the BFAC called for nominations for the position of Deputy Presiding Member.

One (1) nomination was received for Cr Caldwell.

Cr Caldwell accepted the nomination.

Moved: Mr R Bingham

Seconded: Mr B Creek

COMMITTEE DECISION BFAC 24/06/002

That the BFAC recommend to Council:

- 1. The Appointment of Cr Caldwell as the Deputy Presiding Member.**

CARRIED UNANIMOUSLY

4. ELECTION OF OFFICERS / MEMBERS

4.1 Chief Bushfire Control Officer

Mr Ben Thompson was declared elected Chief Bushfire Control Officer.

Moved: Mr T Mead

Seconded: Mr R Bingham

COMMITTEE DECISION BFAC 24/06/003

That the BFAC recommend to Council:

- 1. Appoints Mr B Thompson as the Chief Bushfire Control Officer.**

CARRIED UNANIMOUSLY

4.2 1st Deputy Chief Bushfire Control Officer

Mr Tristan Mead was declared elected 1st Deputy Chief Bushfire Control Officer.

Moved: Mr B Skraha

Seconded: Mr B Fairbrass

COMMITTEE DECISION BFAC 24/06/004

That the BFAC recommend to Council:

- 1. Appoints Mr T Mead as the 1st Deputy Chief Bushfire Control Officer.**

CARRIED UNANIMOUSLY

4.3 2nd Deputy Chief Bushfire Control Officer

Mr Brad Skraha was declared elected 2nd Deputy Chief Bushfire Control Officer.

Moved: Mr B Fairbrass

Seconded: Mr R Bingham

COMMITTEE DECISION BFAC 24/06/005

That the BFAC recommend to Council:

- 1. Appoints Mr B Skraha as the 2nd Deputy Chief Bushfire Control Officer.**

CARRIED UNANIMOUSLY

4.4 Communications Officer

Mr David Fortune was declared elected Communications Officer.

Moved: Mr B Thompson

Seconded: Mr T Mead

COMMITTEE DECISION BFAC 24/06/006

That the BFAC recommend to Council:

- 1. Appoints Mr D Fortune as the Communications Officer.**

CARRIED UNANIMOUSLY

4.5 Fire Weather Officer

Mr Wayde Robertson was declared elected Fire Weather Officer.

Moved: Mr B Fairbrass

Seconded: Mr B Skraha

COMMITTEE DECISION BFAC 24/06/007

That the BFAC recommend to Council:

- 1. Appoints Mr W Robertson as the Fire Weather Officer.**

CARRIED UNANIMOUSLY

4.6 Deputy Fire Weather Officer

Mr David Nield was declared elected Deputy Fire Weather Officer.

Moved: Mr B Thompson

Seconded: Mr T Mead

COMMITTEE DECISION BFAC 24/06/008

That the BFAC recommend to Council:

- 1. Appoints Mr D Nield as the Deputy Fire Weather Officer.**

CARRIED UNANIMOUSLY

4.7 Training Officer

Two (2) nominations were received:

Mr Colin Hales Nominated by Mr D Muir/Seconded by Mr S Nix

Mrs Donna Forsyth Nominated by Mr B Cailles/Seconded by Mr P Jennings.

Moved: Mr B Cailles

Seconded: Mr P Jennings

COMMITTEE DECISION BFAC 24/06/009

That the BFAC recommend to Council:

- 1. Appoints Mrs D Forsyth as the Training Officer.**

CARRIED UNANIMOUSLY

5. DECLARATION OF FIRE CONTROL OFFICERS FOR EACH BUSHFIRE BRIGADE

5.1 BENJINUP BUSHFIRE BRIGADE

Mr Rob Imrie was declared elected Fire Control Officer and
Mr Clint Westphal was declared elected Deputy Fire Control Officer.

5.2 CHOWERUP BUSHFIRE BRIGADE

Mr Glenn Mead was declared elected Fire Control Officer and
Mr Luke Harding was declared elected Deputy Fire Control Officer.

5.3 DINNINUP BUSHFIRE BRIGADE

Mr Tristan Mead was declared elected Fire Control Officer and
Mr Wayne White was declared elected Deputy Fire Control Officer.

5.4 EAST BOYUP BROOK BUSHFIRE BRIGADE

Mr John Ritson was declared elected Fire Control Officer and
Mr Ken Holland was declared elected Deputy Fire Control Officer.

5.5 GIBBS ROAD BUSHFIRE BRIGADE

Mr Ron Bingham was declared elected Fire Control Officer and
Mr Paul Goerling was declared elected Deputy Fire Control Officer.

5.6 KENNINUP BUSHFIRE BRIGADE

Mr Geoff Dalton was declared elected Fire Control Officer and
Mr Nick Bagshaw was declared elected Deputy Fire Control Officer.

5.7 KULIKUP BUSHFIRE BRIGADE

Mr Brad Fairbrass was declared elected Fire Control Officer and Mr Anthony Marsh was declared elected Deputy Fire Control Officer.

5.8 MAYANUP BUSHFIRE BRIGADE

Mr Ben Creek was declared elected Fire Control Officer and Mr Mat Francke was declared elected Deputy Fire Control Officer.

5.9 MCALINDEN BUSHFIRE BRIGADE

Mr Kieran Power was declared elected Fire Control Officer and Mr Glenn Kirk was declared elected Deputy Fire Control Officer.

5.10 MICKALARUP/DWALGANUP BUSHFIRE BRIGADE

Mr Clint Graham was declared elected Fire Control Officer and Mr Jamie Forbes was declared elected Deputy Fire Control Officer.

5.11 NOLLAJUP BUSHFIRE BRIGADE

Mr Marcus Gifford was declared elected Fire Control Officer and Mr Rob Introvigne was declared elected Deputy Fire Control Officer.

5.12 SCOTTS BROOK BUSHFIRE BRIGADE

Cr Charles Caldwell was declared elected Fire Control Officer and Mr Dylan Roney was declared elected Deputy Fire Control Officer.

5.13 TONEBRIDGE BUSHFIRE BRIGADE

Mr Matt Della – Gola was declared elected Fire Control Officer and Mr David Turner was declared elected Deputy Fire Control Officer.

5.14 TWEED BUSHFIRE BRIGADE

Mr David Muir was declared elected Fire Control Officer and Mr Scott Nix was declared elected Deputy Fire Control Officer.

5.15 WEST BOYUP BROOK BUSHFIRE BRIGADE

Mr Brian Cailles was declared elected Fire Control Officer and Mr Peter Jennings was declared elected Deputy Fire Control Officer.

5.16 BOYUP BROOK VOLUNTEER FIRE & RESCUE BRIGADE

Mr Clinton Wawilow was declared elected Fire Control Officer and Mr Ross Parker was declared elected Deputy Fire Control Officer.

6. PREVIOUS COMMITTEE MEETING MINUTES

6.1 BUSHFIRE ADVISORY COMMITTEE MEETING MINUTES – 23 MAY 2023

Moved: Mr R Bingham

Seconded: Mr B Creek

COMMITTEE DECISION BFAC 24/06/010

1. That the minutes of the Bushfire Advisory Committee Meeting held on 23 May 2023 be confirmed as being a true and accurate record.

CARRIED UNANIMOUSLY

6.2 BRIGADE AGM MEETING MINUTES

| Brigade | AGM Held | Minutes Received |
|----------------------|-----------------|-------------------------|
| Benjinup | 23/04/2024 | Yes |
| Chowerup | 16/04/2024 | Yes |
| Dinninup | 09/05/2024 | Yes |
| East Boyup Brook | 03/04/2024 | Yes |
| Gibbs Road | 05/04/2024 | Yes |
| Kenninup | 23/04/2024 | Yes |
| Kulikup | 09/04/2024 | Yes |
| Mayanup | 24/04/2024 | Yes |
| McAlinden | 24/03/2024 | Yes |
| Mickalarup/Dwalganup | 28/04/2024 | Yes |
| Nollajup | 18/04/2024 | Yes |
| Scotts Brook | 09/04/2024 | Yes |
| Tonebridge | 03/04/2024 | Yes |
| Tweed | 24/03/2024 | Yes |
| West Boyup | 27/03/2024 | Yes |

Moved: Mr D Fortune

Seconded: Mr B Skraha

COMMITTEE DECISION BFAC 24/06/011

1. That the AGM Minutes of the various brigades be received.

CARRIED UNANIMOUSLY

7. BUSINESS ARISING FROM BFAC 2023

7.1 ANNUAL FIRE INFORMATION & FIREBREAK NOTICE UPDATE

Carried over from 2023 BFAC meeting.

SUMMARY

Updating the Shire of Boyup Brook Annual Fire Information & Firebreak Notice.

BACKGROUND

The Shire of Boyup Brook Annual Fire Information & Firebreak Notice was flagged as not meeting LGA recommendations for an enforceable document. WALGA distributed a guideline to assist LGAs with an update for the document. The Shire needs a robust document to proceed with enforcement of fines or prosecution for breaches of the Notice.

Moved: Mr W White

Seconded: Mrs D Forsyth

COMMITTEE DECISION BFAC 24/06/012

That the BFAC recommend to Council:

- 1. That the BFAC recommends updating the Shire of Boyup Brook Annual Fire Information & Firebreak Notice with the proposed amendments in consultation with the X-ray team.**

CARRIED UNANIMOUSLY

7.2 Brigade Contacts for 2024-2025

SUMMARY

The Bush Fire Advisory Committee is requested to review and advise administration of any changes that need to be made. (*Refer to attachment 1: Brigade Contacts 2024-2025 Fire Season*). Hard-copies will be available at the meeting.

OFFICER RECOMMENDATION BFAC 24/06/...

That the Committee:

- 1. Notes the item.**

7.3 ACTION ITEM 10.1 (2023 BFAC) – Servicing of Fire Units and Trailers

SUMMARY

The servicing of vehicles was completed by Old Dog Dirt & Diesel prior to the 2023-24 Fire Season. Are there any recommendations for improvement and do we proceed with this service provider for 2024-25 servicing requirements?

Moved: Mr D Fortune

Seconded: Mr R Bingham

COMMITTEE DECISION BFAC 24/06/013

That the BFAC recommend to Council:

1. That the servicing of Fire Brigade Units and Trailers go out for quotations in consultation with the X-ray team.

CARRIED UNANIMOUSLY

7.4 Action Item 10.5 (2023 BFAC) - BFAC Administration & Communication with Shire

SUMMARY

The Shire has been requested to provide dedicated and consistent communication and administration support to the brigades.

Moved: Mr T Mead

Seconded: Mr P Jennings

COMMITTEE DECISION BFAC 24/06/014

That the BFAC recommend to Council:

1. The Shire of Boyup Brook is to provide dedicated and consistent communication and administration support to the brigades.

CARRIED UNANIMOUSLY

7.5 Action Item 10.7 (2023 BFAC) – Gathering community phone contacts for fire brigades

SUMMARY

The Shire is investigating the best way to gather mobile phone contacts for residents in the Shire for use in an emergency. Requesting information with the rates notice will only go to landowners who are not always the current residents on properties.

OFFICER RECOMMENDATION BFAC 24/06/...

That the Committee:

Notes the item.

7.6 Action Item 10.10 (2023 BFAC) – Using tied-down slip-on units on the fire ground

SUMMARY

The use of tied down slip-on units on a fire ground poses risks to the safety of the user. The introduction of a risk assessment and controls to minimise the risk of injury or incident to the individual is recommended.

Moved: Mr M Giles

Seconded: Mr R Bingham

COMMITTEE DECISION BFAC 24/06/016

That the BFAC recommend to Council:

- 1. Requests the Chief Executive Officer develop a risk assessment and controls process to minimise risk to injury to the individual through self-assessment at the start of the season.**

CARRIED UNANIMOUSLY

8. REPORTS

- 8.1 Chief Bush Fire Control Officer Report (Attachment 8.1A)**
- 8.2 Brigade 2024 AGM Minutes as tabled by the Chief Bush Fire Control Officer – Items for discussion in General Business.**
- 8.3 Forest Product Commission (FPC) – Greg Hodgson (Manager-Fire Safety) (Attachment 8.3A)**
- 8.4 PF Olsen – Stewart Tutton (Regional Manager) (Attachment 8.4A)**
- 8.5 Bunbury Fibre Exports – Rayna Barr (Forester/Safety Officer) (Attachment 8.5A)**
- 8.6 Department Biodiversity Conservation & Attractions (DBCA) (Attachment 8.6A)**
- 8.7 Department of Fire & Emergency Services (DFES) (Attachment 8.7A)**
 - Chris Sousa (District Officer-Nelson)

9. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

10. GENERAL BUSINESS – FROM BFB MINUTES

10.1 Wilga townsite – Firebreak, cleaning out Mill Dam, Water tank at Mill Dam

Firebreak needs to be maintained and brigade not sure who's responsible for doing so. ESO to investigate and report back to brigade. The cleaning out of the Mill dam will provide a good source of water in an emergency. Suggestions also for a Water Tank at that location. Funding opportunities are to be investigated.

10.2 Adopt a Buddy system for on fire ground – Recommendation Noted

Gibbs Brigade has suggested that all Incident Controller (IC) insist that at a major incident, that all vehicles must remain within sight of a second vehicle whilst on the fire ground. This is a backup if comms fail and someone gets into trouble such as engine failure – Recommendation Noted

10.3 Restricted/Prohibited Burning Season – Opening/Closing dates

This year was a notable early start to summer and late finish. The Shire and Chief do set the opening and closing dates and are able to extend or move forward by two week increments as per Bushfire legislation and the advertised dates.

10.4 Weather stations across Shire

This was noted as a good idea by the majority of the room. The purchase of the needed programs etc is not an ESL coverable item. ESO to investigate funding options – Lake King have a system that would be worth checking out.

10.5 Cleaning out Qualeup Dam – funds?

This could potentially be a good permanent water source in the Kulikup area. ESO to investigate whether currently on private land, accessibility and whether suitable for funding for upgrade and installation of standpipe.

10.6 Querijup Pool – signs for No Campfires. Remove it from free campsite list

Shire to have site removed from free campsite checklists and to have the signs removed that are currently there. Suggested signs that state No Campfires at any time of the year to dissuade campers.

10.7 Purchasing of handheld radios for all FCOs and deputies – Buy new handheld radios once the older becomes obsolete, covered by individual brigades.

It is up to the individual brigade if they want to buy handheld or installed radios. Installed radios have a proven advantage with range, although handheld radios have the advantage of being able to be taken into different vehicles.

10.8 Criteria needed to be met by VBFB members to be covered by insurance – Dealt with under item 7.6.

To be covered by insurance you need to be a brigade member, signed in by the IC on a fire ground, wearing suitable PPE, suitably fit to be on the fire-ground (not under influence of alcohol or drugs). Spontaneous members may be on the fire ground in an emergency, they must be signed in with the IC.

10.9 Purchasing lighting for fast-fill trailers –

ESO purchased 4 sets of Milwaukee Battery lighting. One (1) set being stored on the McAlinden Fire Unit and 3 being stored at West Boyup Brook Shed. One (1) set will go onto the auxiliary trailer when it is done up and the others will be charged for use and will be used as required.

10.10 Earlier fire-break and fire hazard inspections.

Please see: **Attachment 10.10A Firebreak Inspection Procedure**. This will require more input from the brigades to help identify problem areas and potential issues starting from October.

11. LATE ITEMS / URGENT BUSINESS MATTERS

11.1 Shire of Boyup Brook report – Emergency Services Officer (Attachment 11.1A)

11.2 Ron Bingham – How to operate two-way radios.

It has been noted that some brigade members with radios are not great at using them and this creates confusion and frustration when trying to communicate during an emergency. ESO has suggested that Communication techniques modules be developed and be included in all training sessions this season. Training mandatory for any new members.

12. NEXT MEETING AND CLOSURE

Next meeting to be held in June 2025.

Date, time and location to be advised.

There being no further business the meeting closed at 9:54pm.

Presiding Member

Date

| Action Items | | |
|---------------------|--|---------------|
| Item # | Agenda Item Description | Status |
| 7.1 | Annual fire information & firebreak notice update - Donna to update Annual Fire Information & Firebreak Notice - Donna to update First and Final Notice | Outstanding |
| 7.2 | Brigade Contacts 2024-2025 Fire Season - Donna to coordinate and update contact detail | Outstanding |
| 7.3 | Servicing of Fire Units and Trailers - the servicing of Fire Brigade Units and Trailers go out for quotations in consultation with the X-ray team | Outstanding |
| 7.4 | BFAC Administration & Communication with Shire - SoBB to provide dedicated and consistent communication and administration support to the brigades | Outstanding |
| 7.5 | Gathering community phone contacts for fire brigades - Donna to investigate the best method to gather mobile phone contacts for residents and tenants in the Shire | Outstanding |
| 7.6 | Using tied-down slip-on units on the fire ground - Donna to develop a risk assessment and controls process to minimise risk to injury to the individual through self-assessment at the start of the season | Outstanding |
| 10.1 | Wilga townsite – Firebreak, cleaning out Mill Dam, Water tank at Mill Dam - ESO to investigate and report back to brigade - Funding opportunities are to be investigated | Outstanding |
| 10.2 | Adopt a Buddy system for on fire ground - Recommendation that vehicles pair up during on fire ground during bushfires | Noted |
| 10.3 | Restricted/Prohibited Burning Season – Opening/Closing dates - Recommendation | Noted |
| 10.4 | Weather Stations – ESO to investigate funding options and to contact Lake King for specs on their current system. | Outstanding |
| 10.5 | Cleaning out Qualeup Dam – funds? - Shire of Boyup Brook to write request to DBCA - ESO to investigate whether currently on private land, accessibility and whether suitable for funding for upgrade and installation of standpipe | Outstanding |
| 10.6 | Querijup Pool – signs for No Campfires - Signage required - No Campfires - Remove Querijup Pool from free campsite website list | Outstanding |
| 11.2 | Communications Training Module - Training Officer to develop for Boyup Brigades and delivered with all scheduled training. Including practical skills for radio operation. | Outstanding |