



BUSHFIRE ADVISORY COMMITTEE MEETING

MINUTES

05 October 2021

These minutes were confirmed by Bushfire Advisory Committee as a true and correct record of proceedings by the Bushfire Advisory Committee Meeting held on 20/3/22

Presiding Member: *Shire* Date: 30.03.2022

Shire of Brookton
Bushfire Advisory Committee held 05 October 2021
Commenced at 7.00 pm

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1.10.21 DECLARATION OF OPENING / ATTENDANCE

The Presiding Member opened the meeting at 7.05pm and welcomed Councillors, Committee members and Staff.

On behalf of Council I would like to acknowledge that this meeting is being held on the traditional lands of the Nyoongar People and pay respect to all Elders, past, present, and emerging. I wish to acknowledge and respect local people's continuing culture and the contribution they make to Country and it's life.

Attendance - 16

Elected Members (Voting)

Cr Katrina Crute (Shire President)

Committee Members (Voting)

Murray Hall (Chief Bushfire Control Officer)

Travis Eva (Deputy Chief Bushfire Control Officer)

Central Brigade

Troy Bassett

Blair Montague

Scott Atkins

Neville Messenger

East Brigade

Bevan Walkers

West Brigade

Len Simmons

Jamie Blight

Georgie Beecroft (Secretary)

Other Agencies

Blake Halford Department of Fire and Emergency

Staff (Non-Voting)

Kellie Bartley Manager Corporate and Community

Jason Carrall Community Emergency Services Manager

Kylie Freeman Local Recovery Coordinator

Paul Sheedy Acting Chief Executive Officer

Apologies

Cr Tamara Lilly

Danni Chard Executive Governance Officer

Sandie Spencer Local Recovery Coordinator

Dave Gossage President, Bushfire Volunteers Association

Tim Evans West Brigade

Ashley Hobbs Central Brigade

William Wilkinson Central Brigade

2.10.21 CONFIRMATION OF PREVIOUS MINUTES

BFAC 10.21-01

BUSHFIRE ADVISORY COMMITTEE RESOLUTION

MOVED Cr Crute

SECONDED Troy Bassett

That the minutes of the Bushfire Advisory Committee meeting held in the Shire of Brookton Council Chambers, on 15th June 2021, be confirmed as a true and correct record of the proceedings.

CARRIED BY SIMPLE MAJORITY VOTE

3.10.21 STATUS TABLE

Black – No changes from previous reports

Yellow – Updated from previous report

Blue – Additions from latest Bushfire Advisory Committee meetings

Item #	Date Initiated	Item Details	Officer Status Update	Assigned to	Comment	% Completed
1	16Mar21	Obtain list of courses and dates to all brigade members.	In progress	CESM	List sent out to captains and awaiting response for numbers and preferred dates. 1 st FCO course completed, 2 nd course (Bushfire Safety Awareness) cancelled due to lack of numbers; 3 rd Course (Ground Controller) cancelled due to DFES trainer required to Emergency. Bushfire Safety Awareness has been rescheduled for Friday evening 8 th October & Saturday 9 th October to be held at Brookton Fire Station. 05.10.2021 – course has been cancelled due to lack of numbers	80% 90%
2	16Mar21	Brigades to send CESM confirmed minutes for each Brigade.	East Brigade Central Brigade West Brigade	CESM	Each brigade has submitted their minutes to CESM.	COMPLETED
3	16Mar21	Further information with recent changes for LGIS – Workplace Work Health and Safety Act 2020	Ongoing	CESM	Meeting held with CEO, MCC & ODO on the future changes with WHS Act and the new provisions to be released on the new regulations. LGIS will be working with internal staff to assist and provide as much information to assist and provide the required documentation on what this means for volunteers and specific to Bush Fire Brigade Members. WALGA, DFES & LGIS are working together to achieve the outcomes required.	10% 40%

					Refer to attached flyer . Webinar held on 31 st August 2021, with WALGA, DFES, LGIS on matters associated with new changes for Volunteer Bush Fire members. Review of Webinar with Senior Officers and CESM is required and will be tabled at a BFAC special meeting to be arranged.	
4	16Mar21	Water tanks – Shire to confirm the water flow and report back.	Not yet commenced	CESM	Nil. Requires further investigation on commencement with MIE.	0%
5	16Mar21	Keys to Depot for refuelling and consideration with the current process and advise members.	Ongoing	CESM	Key box in working order with correct key now provided. Most members have been notified.	95% Completed
6	16Mar21	Review water issues and possible placement of tanks in the district.	In progress	CESM	Long term project with more consultation with brigade members on placement of tanks, also different options and costings required. Extra Water tank approved to be constructed with the West Brookton Fire Shed and will be completed in the 2 year approved DFES cycle. Planning and land assessments will be commenced in 2 nd quarter.	5% 25%
7	16Mar21	Review through LGGS for maintenance on vehicles	Pending approval from DFES Approval from DFES 2021/22 financial year	CESM	LGGS has been submitted for the 2021/2022 year. Notification will come through the approval process with DFES. CESM to arrange for relevant maintenance schedule for the vehicles.	25%
8	16Mar21	Review (Wearn) Radios through LGGS Scheme	2 radio transfers pending, East & Central (tender 5)	CESM	Radio maintenance has been completed on all radios for the 20-21 Period. Next servicing is due in the 21-22 Period. Please refer to report attached. CESM has submit application to DFES awaiting approval to proceed.	90%

9	16Mar21	Shire to investigate better communication for absentee/landholders/hobby farmers.	In progress	MCC/MIE/ CESM	MCC to review with the aspects of the Shire's engagement on the areas in Rates, Budget & shire website. CESM to review with the Firebreak notice. Mailouts and details will be done with the normal rating period (anticipated date: Late July/early Aug) Mail to residents has been completed with the annual rates procedures. Further engagement to occur through community events, social media, welcome packs to new owners.	25% 75%
10	16Mar21	Review best method for absent landholders with identification for best contact details.	Not yet commenced In progress	CESM	CESM to follow up with Rates Officer to see how the best way to combat these details. In New Welcome Pack, emergency pack and community engagement event. CESM, Local Recovery Coordinators and MCC has action plan for engagement in the community to be held and detailed for the 2021/2022 financial year.	10% 25%
11	16Mar21	Communication to absentee landholders with regards to slashing/fire bans/ fire breaks.	In progress Completed	CESM	CESM to follow up on the current firebreaks and make sure details are noted on this pamphlet. To follow up with a separate correspondence with the SFO/CESM to advise of the understanding of contacts, fire season, harvest ban phone line. Changes updated through BFAC and Council processes with mail out to residents via annual rates mailout.	25% 100%
12	05Oct21	CESM/DFES to activate training for farmworkers and bush fire brigade members as soon as possible. DFES providing the training modules to accommodate the	In progress	CESM/DFE S/All Brigades	CESM to activate training programs with the recent changes to the WHS Act and the provisions to maintain	0%

		regions.				
13	05Oct21	CESM/Shire Officers to review West Brookton Bush Fire Brigade approval for 2 bay facility. To be constructed over a 2 year process. To be finalise by 30 June 2023.	In progress	CESM/West Brigade/C hief/Shire Officers	CESM to have site meeting and discuss with relevant parties. Work needs to be completed by Shire to progress to next stage	10%
14	05Oct21	CESM to review access to fuel for new site at West Brookton BFB site.	Not yet progressed	CESM	CESM to investigate and report back to BFAC.	0%
15	05Oct21	CESM and CEO to follow up on Policy and/or operating procedures	In progress	CESM/CEO		10%
16	05Oct21	CESM to readvertise burning season periods for all residents and ratepayers	In progress	CESM	Social media is required to be advocated.	10%
17	05Oct21	CESM to arrange relevant training to support new changes.	In progress	CESM/Far mers/all brigade members	CESM to work with relevant brigades and farmers with the training set by DFES	20%

4.10.21 PRESENTATIONS

Nil.

5.10.21 REPORTS

5.10.21.01 COMMUNITY EMERGENCY SERVICES MANAGER (CESM) JASON CARRALL

- **Upcoming and Completed Training**
 - FCO's (completed 27th July 2021) – 4 in attendance
 - Ground Controller (was scheduled for 29th July however due to search and rescue person in floodwaters – this has been postponed until further notice)
 - Bushfire Safety and Awareness (1st completed; 2nd course booked 9th & 10th October - Brookton)
 - Firefighting Skills
 - Farmer response (when Available)
 - Community Disaster Recovery Training (2nd September) – completed

Comment

Request that if training courses can be considered during the week to assist with farm workers and harvest times. Farmer response has been issued by DFES and CESM will advise brigades on release of dates available. Up to 16 persons can attend per training course.

Preferred dates for training – Monday 25th & Tuesday 26th October 2021.

- **General**
 - Creating Burn Prescriptions for Prescribed Burning areas
 - Planning Control Burn UCL land
- **Bush Fire Mitigation**
 - Mitigation discussions around cemetery land with consultation with BRMO officer from DFES Narrogin, also site meeting with Murry Hall. A lot can be done with this land but have a lot of research to do in relation to Aboriginal sites, environmental considerations, and community engagement.

Comment

CESM advised that Council will seek for funding for fire mitigation work for tip site and cemetery, consideration will be required to take in flora & fauna and possible indigenous sites. CBFCO and CESM have reviewed the sites and it may need to be considered in two sections. There are old graves within parts of the cemetery encouraging some hand clearing. The railway reserve and tip along with the fencing will be required to be considered. With off-road vehicles accessing the site, may pose a fire threat. CESM will seek funding in the March 2022 grant funding for the mitigation works required for the Shire of Brookton.

Brookton Cemetery – CBFCO has requested that prior to any cemetery work the shire officers engage with locals with regards to unmarked graves. Understanding the areas to potential clear to reduce the bulk fuel load. Reducing this by mowing and possible mulching of the area. CESM requested members to advise of any further UCL that can be addressed.

Satellite and DFES approval grant

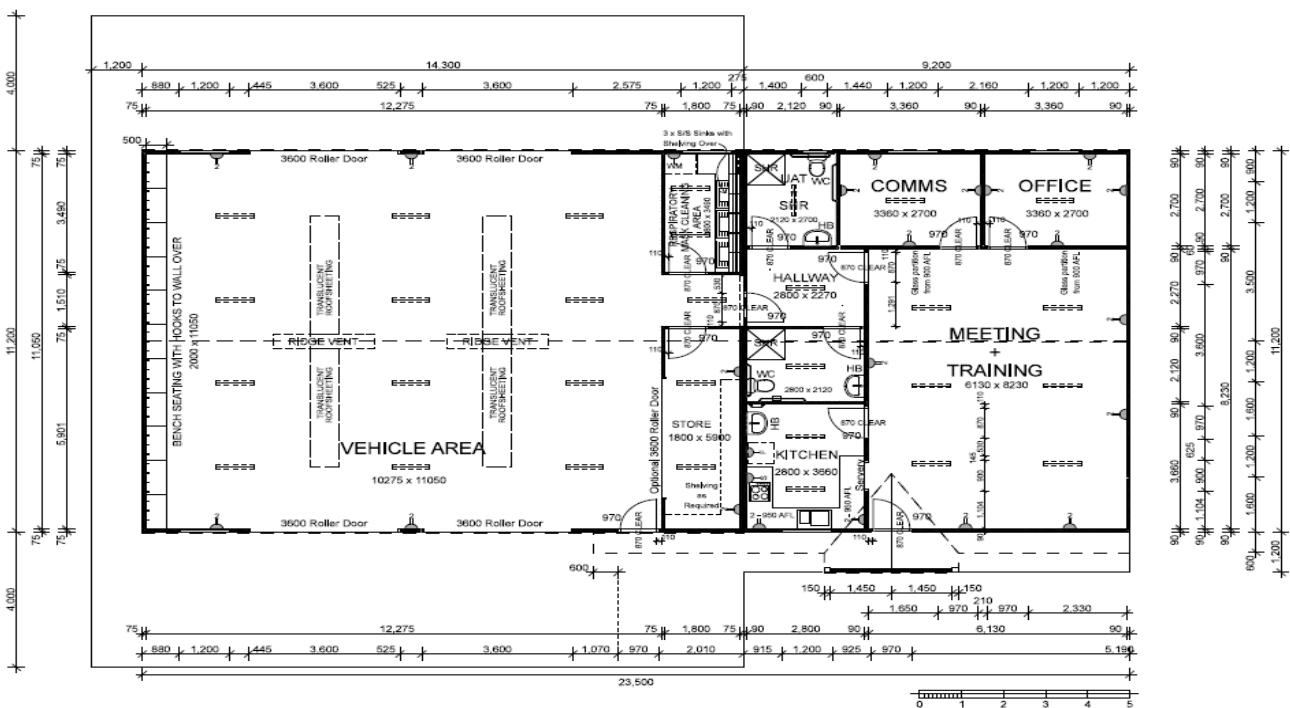
- Bush Fire Brigade Sheds
 - 2 applications completed and awaiting approval.
 - One Shed East Brookton BFB - Unsuccessful
 - **One Shed West Brookton BFB – SUCCESSFUL**

Approval of West Brookton Fire shed, and facilities has been granted with a total of \$560,000.00 over two years for this project.

Comment

Approval for the construction of the 2 bays at West Brookton Bush Fire Brigade. Discussions will be held with the Captain, CESM, Shire Officers and the CBFCO to revise the site location. The Shire will be required to review and take to Council for support and work with DFES on the project management of this grant. It will be staged over a 2-year process and will be required to be finalised by 30 June 2023.

CBFCO would like to see that provisions for water are available, 40,000 litre tank due to the location. This will assist if the Shire is unable to get water out to the site. Provisions for fuel storage in the long term and it is suggested if the CESM can review and bring back details to BFAC.



Shire President and CBFCO would like to acknowledge the work that has gone to achieve this outcome for the brigade and thank Shire Officer's and CESM for this achievement.

- Stand NBN Satellite Communications
 - 2 applications have both been approved to proceed for Brookton.

Comment

DFES has advised that the Shire was successful in 2 satellite sites for Brookton for the reception of the telecommunications in the district. The two sites that were successful are the Shire Office and WB Eva Pavilion. This will enable the NBN to maintain service delivery during any event and to support the Incident Support Group (ISG) to be able to access communications within two central sites. The roll out period will be over the next 12 months and the Shire has been contacted to review the site locations and the current building structure.

CESM presentation

Please review the documentation that was tabled at the meeting and can be found in the attachment provided under separate cover.

Community Engagement

Refer to list of tabled contexts of the current action plan to engage in the community as contained in the attachment provided under separate cover.

WHS Act changes

New legislation will commence in January 2022. CESM provided an overview of the work that WALGA, DFES and LGIS have been working on for Bush Fire Volunteers. BFAC and Shire representatives will be providing rolling information to brigade members and committees on information as it comes to hand.

The advice given has been to encourage:

- new and existing training modules that DFES has currently been working on
- Recording keeping of incidents will need to be maintained to assist all parties
- Access to the Bushfires Volunteer Booklet – refer to the attachment provided under separate cover.
- Training of farmworkers under the training modules released by DFES
- PPE & equipment – making sure our volunteers are well equipped on the fire ground
- Process and procedures – creation of Operational procedures and/or policy for bush fire volunteers

DFES confirmed that due to the change from volunteers to workers, that the due diligence, of working with local governments and all brigade members to assist and under of working with good intent.

Acting CEO supports that the local government is required to provide for a safe workplace, so do the farmers, the process of investigation will still need to show or proven the intent, providing safe workplaces on all accounts ie farm worker, worker, volunteer, bystander, officers etc. The importance of recordkeeping and documentation of each event will mitigate the risks for all parties concerned. The support of providing PPE and training for all members is what Brookton will be supporting.

A/CEO and CBFCO both support the need for the training along with record keeping, knowing your fireground, working with good intent and providing for the safety and wellbeing of all in attendance. The fire response training (1/2 day course) will provide the basic needs for any farm worker along with further training should they chose to become brigade members. Further training will be required to assist with all members, which DFES are in the process of finalising. CESM is able to do any training with the support of members and farmers. Prior recognition of training will be required to be reviewed, CESM to investigate with DFES.

ACEO discussed the opportunities of policies and/or procedures to support these changes and provide minimal standards. CESM to investigate.

CESM to provide to captains, list of brigade members and levels of current training for their understanding of brigade members capacity.

West Brigade is holding a session on the 20th October at 4.30pm. All are welcome to attend. CESM is happy to support any training times that suit current harvest working periods for both brigade members and farm workers. Please contact CESM for dates and booking of any training.

6.10.21 GENERAL BUSINESS

Murray Hall (CBFCO)

- **Current 000 Service Agreement for Brookton**

- Requested review of group calling, it has been recommended that the 1st group call will be CBFCO, Deputy BFCO CESM and CEO.
- CESM to confirm all other group calling and review the appropriateness.
- CESM will contact CEO to activate any shire resources.
- Group calling needs to identify the correct emergency services ie VFRS and BFB on certain fire calls.

- **Current SMS listing for Fire Season**

Whole shire and contacts are correct for fire season and the Whats App groups are in place. CBFCO is the administrators and Elisha.

Shire's SMS – only for one number – harvest ban number – Commsec have and the group call number – CESM needs to review and check the two numbers - SMS numbers – 0409763778 & 0447952461 (May 2020)

- **Open Season extended by 2 weeks – permit season commences 1st October 2021**

Season to remain as is.

14th November for prohibited season – CESM to send out reminders and social media platforms.

- **Reminder Burn Times**

Shire to arrange for advertising and reminding of residents and ratepayers of the current burning times. If we can encourage for burns to be completed, using permits and to reduce any large fuel loads in the district. CESM mentioned that the area is already drying out with 100% saturation.

<p>RESTRICTED BURNING TIMES <i>19th September to 14th November</i> NO BURNING WITHOUT A PERMIT Contact your local Fire Control Officer</p>
<p>PROHIBITED BURNING PERIOD <i>15th November to 28th February</i> All burning and fires are prohibited during this time</p>
<p>RESTRICTED BURNING TIMES <i>1st March to 14th April</i> NO BURNING WITHOUT A PERMIT Contact your local Fire Control Officer</p>
<p>BURN WITH CARE <i>15th April to 18th September</i> Subject to weather conditions</p>

Note: Fire Danger Rating for a particular day can overrule permits

General

Brookton VFRS

Confirmed that they will have a new road truck and will lose they road tanker. This will enable the vehicle to support bushfires with the light tanker, trying to get a seasonal light tanker to come to this region. Current fleet is in the north region and when their fire season comes to an end, it will come to this region. It will be a regional resource.

7.10.21 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING

8.10.21 NEXT MEETING AND CLOSURE

Next meeting:

- Tuesday 29th March 2022 at 7.00pm

There being no further business, the presiding member declared the meeting closed at 9.42pm.