



# Minutes

**Bush Fire Advisory Committee Meeting**

**Monday 1 May 2023**

**SES Building, Sexton Street, Nannup**

Unconfirmed copy

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## Bush Fire Advisory Committee Meeting Minutes Monday 6 February 2023

### 1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS/ACKNOWLEDGEMENT OF COUNTRY:

Welcome to country acknowledged by presiding member.

### 2. ATTENDANCE/APOLOGIES:

#### 2.1 Attendance

Councillors	Staff
Cr Cheryle Brown (Presiding Member)	David Taylor – Chief Executive Officer
	Kellie Jenkins – Manager Corporate Services/Deputy Chief Executive Officer
Cr Patricia Fraser (Deputy to Presiding Member)	Louise Stokes – Community Emergency Services Officer Administration Support

Members (Full Voting rights)
Robin Mellema – Chief Bush Fire Control Officer
Mark Scott – Deputy Chief Bush Fire Control Officer and Balingup Road FCO
Peter Hastie – Carlotta FCO
Vic Lorkiewicz – East Nannup FCO
Gerald Brown – Cundinup FCO
Hamish Robinson – Nannup Brook Captain

Other Attendees (Non-Voting rights)
Steven Mills - Department of Biodiversity Conservation and Attractions Donnelly (DBCA)
Peter Thomas – Area Officer - Department of Fire and Emergency Services (DFES)
Gregg Hodgson – Forest Products Commission (FPC)
Helen Holzheuer– Department of Biodiversity Conservation and Attractions Blackwood (DFES)

#### 2.2 Apologies

Councillors	Staff
	Nil

<b>Members (Full Voting rights)</b>
John Patman – Deputy Chief Bush Fire Control Officer and Darradup FCO
Andrew McNab – Scott River/Lake Jasper FCO
John Jonker – Peerabeelup Coast FCO
Carey Curtis – Nannup Brook FCO

<b>Other Attendees (Non-Voting rights)</b>
Nil

### **PETITIONS/DEPUTATIONS/PRESENTATIONS:**

Nil.

### **3.CONFIRMATION OF MINUTES:**

#### **3.1 Bush Fire Advisory Committee meeting – 6 February 2023**

<b>MOVED</b> Mike Vasey	<b>SECONDED</b> Peter Hastie
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***That the Minutes from the Bush Fire Advisory Committee held 6 February 2023 be confirmed as a true and correct record (Attachment 4.1).***

**CARRIED**

### **3.2 DISCLOSURE OF INTEREST:**

Nil.

### **3.3 BUSINESS ARISING FROM THE PREVIOUS MINUTES:**

<b>ITEM</b>	<b>OUTCOME/ACTION</b>
7.3.2.2	Camlock fittings required for water tanks for Carlotta and North Nannup. Size of fittings to be advised.
9.1.10	Andy Thomas to deliver arson training. Peter Thomas to coordinate. Captains <b>and FCO's</b> to be invited.
10.1	ESL submitted. Fast fill trailers applied for North Nannup and Peerabeelup. DFES offer accepted for line items for VFBF
	Permit books. Need to be actioned
	Ration packs. Standard ration packs tabled. Snack packs shown. DFES use MRE packs that use room temperature water to mix, chemical reaction occurs to heat meals. DBCA has trialled different ration packs, they ended up with snack pack option. The option of the Bridgetown catering trailer was raised, DFES advised that subject to availability the Bridgetown

	catering crew can be activated as requested. Snack pack option to be progressed.
	BFAC meeting time queried: Proposed 6pm May, August, and 7pm (November, February). Email to BFAC members to gather more feedback.
	Foam and bottled water available from Depot. For access please contact David Taylor.

#### 4. REPORTS OF MEMBERS:

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##### 4.1 *Chief Bush Fire Control Officer*

Thank you to all members who have assisted with incidents over the past season. Thank you to FCO's for assistance with permits.

##### 4.2 *Deputy Chief Bush Fire Control Officer John Patman* No report

##### 4.2 *Deputy Chief Bush Fire Control Officer (Mark Scott)*

Thank you to members who have assisted with incidents.

##### 4.3 *Bush Fire Control Officers (FCO's)*

##### 4.3.1 *Balingup Road* No report

##### 4.3.2 *Carlotta* No report

##### 4.3.3 *Cundinup (Gerald Brown)*

Thank you to those who attended the Maidment and Donnybrook fires. A debrief was held for the Maidment fire. Ration packs were discussed.

##### 4.3.4 *Darradup* No report

##### 4.3.5 *East Nannup* No report

##### 4.3.6 *Nannup Brook (Hamish Robinson)*

Members have attended four fires.

##### 4.3.7 *North Nannup (Mike Vasey)*

Attended Spring Gully incident.

##### 4.3.8 *Peerabeelup* No report

##### 4.3.9 *Peerabeelup Coastal* No report.

##### 4.3.10 *Scott River/Lake Jasper* No report

#### 5 REPORTS OF OFFICERS:

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##### 5.1 *Community Emergency Services Officer (CESO Administration Support) Emailed*

5.1.1. Kellie Jenkins Deputy CEO thanked Louise Stokes for her assistance in this role.

#### 6 REPORTS OF OTHER ATTENDEES:

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##### 6.1 *Department of Fire and Emergency Services (Tabled)*

- 6.1.1 Several fires in Donnybrook region this season, thanks to brigades who have supported these.
- 6.1.2 4<sup>th</sup> May is International Firefighting Day. A memorial service will be hosted in Bridgetown.
- 6.1.3 Regional training now underway.
- 6.1.4 LSW Leadership Forum will be hosted in Nannup with VBFB and VFRS on September 2 2023. 4 volunteer positions available (nominated by the LG).
- 6.1.5 Bushfire Ready training hosted in May, DFES seeking feedback on preferred community communication during incidents

**6.2 Department of Biodiversity Conservation and Attractions** (presented by Helen Holzheuer)

- 6.2.1 Blackwood District Burn Program Autumn burn program 2023 tabled. Will email map with minutes. Burns are dependent upon weather conditions.

**6.3 Forest Products Commission** (presented by Greg Hodgson)

- 6.3.1 thanks to those who attended the Spring Gully fire and Maidment fire.
- 6.3.2 New staff member travelling around the area talking to stakeholders in preparation for pine plantations on Mt Folly and additional land currently being purchased.
- 6.3.3 Community sponsorship program to be offered (up to \$10,000 per Local Government) and would need endorsement of Local Government. Targeting bushfire mitigation. Opens and closes in May.

**6.4 Department of Biodiversity Conservation and Attractions Donnelly District** (presented by Stephen Mills)

- 6.4.1 26 fires, (none in Nannup Shire)
- 6.4.2 Prescribed burns: 10,000 hectares burnt prior to autumn rains. Lake Jasper and Peerabeelup areas burning scheduled.
- 6.4.3 Signage required for Willow Springs campground re: campfires out of season. DBCA to action.

## 7 STANDING ITEMS:

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**7.1.1 Emergency Services Levy (ESL)**

2023/24 Expenditure – Submitted  
2022/23 Expenditure – current budget to spend \$50,000.

**7.1.2 Resolution Tracker**

Operational and updated – No changes

**7.1.3 Mitigation Activity Fund (MAF)**

- 7.1.3.1 2023/2024 Mitigation Program –BRMO to Schedule treatments. FCO’s requested input prior to submission. BRMO invited to present at August meeting.

- 7.1.3.2** Query on land tenure (Water Corporation/Shire/DBCA) who takes responsibility?  
David Taylor CEO indicated that agencies work together and seek permission prior to work being completed.

## **8 GENERAL BUSINESS:**

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- 8.1** AVL locaters – reminder to test AVL’s monthly.
- 8.2** Border signage requested for Prohibited burning period. Discussion that the City of Busselton signage is simple and easy to read. Query of where signs should be located: border or residential areas. Discussion with Works Department required. Main Roads permission required for roads under their control

<b>MOVED</b> Mark Scott	<b>SECONDED</b> Gerald Brown
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***To investigate strategic locations, wording and price for border signage and report back to next BFAC meeting.***

**CARRIED**

- 8.3** Discussion of FDR signage. Previously decided not necessary
- 8.4** Shire of Nannup Bushfire Risk Compliance Notice 2022/23 tabled. Request for feedback from FCO’s for 2023/24 booklet by end of May to Kellie Jenkins. **ACTION:** To be agenda item for August meeting.
- 8.5** Permits to align with DBCA burning and Prohibited burning period. Shire to ensure that new permit books incorporate all recent changes. This year’s decision to hold off on permits during Restricted burning period worked well.
- 8.6** Queried by Mark Scott if Nannup Caravan Park has a Bushfire Management Plan and how would they evacuate (particularly in large events over summer). Shire to follow up  
  
Request: A firebreak to be constructed between Caravan Park and bushland.
- 8.7** Correspondence from Balingup Road residents re: fuel reduction on Balingup Road. Fallen trees on Balingup Rd are pushed up into road verges and this is where they stay. Request for fuel reduction along road verges on Balingup Rd, to assist with evacuation procedures.  
  
Mark Scott discussed that previously (10 years ago) trees were removed after incidents. Now there is a fuel build-up of trees which is creating additional hazard.  
  
Letter to be forwarded to Shire Office for response

<b>MOVED</b> Robin Mellema	<b>SECONDED</b> Mark Scott
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***That BFAC supports the correspondence of Balingup Road residents to remove the trees (fuel hazard reduction) along Balingup Rd.***

**CARRIED**



- 8.8** 4 applications received for the CESM role. Interviews in the coming week. Incoming CESM will report to the CEO. Requested by Mark Scott that Chief and Deputy Chief meets with incoming CESM and Shire to ensure all parties are aware of policies and protocols.
- 8.9** Incident over the weekend with fire permit on East Nannup Road. Resolved as operational issue. ACTION: Permits to be put onto TIMMS.
- 8.10** Discussion on retaining permits, or to open fire season now. Majority happy to open fire season from 2/5/23.  
ACTION: Shire to advertise. Wording in communication to include: *Whilst it is now an open fire season, please be cautious, fires on residential properties should not be left unattended. Refer to the Shire of Nannup Bushfire Risk Compliance Notice for more information.*
- 8.11** Peter Hastie raised that Brigades would not station trucks at Rally as contractors were engaged. ACTION: Shire to check if support from brigades is requested, in the past brigades have not been reimbursed from the Shire.  
ACTION: DBCA to also check requirements.
- 8.12** Robin Mellema queried Brian Tomas Cundinup VBFB (60 year service) award: does an active member who later becomes an Auxillary member qualify? ACTION: DFES to follow up
- 8.13** The new 3M face respirators need to be stored in plastic containers – away from vermin.
- 8.14** Termite and vermin inspections required on VBFB sheds and vehicles.  
ACTION: Shire to address (BSN Pest Control)
- 8.15** On behalf of the BFAC committee, the Presiding member thanked Kellie Jenkins for her role in Emergency Management with BFAC.

## **9 PROPOSED DATE FOR NEXT MEETING:**

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AGM - Monday 1 August 2023 commencing at 6pm followed by General Meeting

## **10 CLOSURE OF MEETING:**

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Closed 7.15pm

## Action List

<b>Number</b>	<b>Action</b>	<b>Resolution</b>
<b>November 2022</b>	6.3	Timing of BFAC meetings. Confirm everyone is happy with proposed times (6pm winter, 7pm summer). Email to be sent
	11.1	Shire (CESM) to look into issuing new permit booklets.
<b>February 2023</b>	7.3.2.2	Camlock fittings required for water tanks for Carlotta and North Nannup. Size of fittings to be advised.
	9.1.10	Andy Thomas to deliver arson training. Peter Thomas to coordinate. Captains to be invited.
<b>May 2023</b>		Snack packs to be investigated
	6.4.3	DBCA to action temporary signage at Willow Springs
	7.1.3.1	BRMO to attend August BFAC meeting
	8.2	Border signage to be investigated
	8.4	All FCO's to provide feedback to Shire of Nannup on Firebreak Compliance Notice in preparation to distribute with rates notices
	8.6	Shire to follow up on Nannup Caravan Park Bushfire Management Plan and Bushfire Evacuation Plan.
	8.6	Firebreak to be installed on northern edge of Balingup Rd Caravan park
	8.7	Fuel hazard reduction to be carried out along Balingup Road
	8.7	Correspondence to Balingup Rd residents re: correspondence
	8.8	Chief and Deputy Chief to meet with incoming CESM and CEO to meet and ensure lines of communication are open
	8.10	Shire to suspend Restricted Burning Period effective 2/5/23
	8.11	Shire and DBCA to check Rally requirements for 2023
	8.12	DFES to check validity of 60 year service award for Auxillary members
	8.14	Termite and vermin inspections to be carried out on all sheds and vehicles