



# **MINUTES**

of the Shire of Cranbrook

## **Bush Fire Advisory Committee**

held on Tuesday 25 August 2020

at 7:30pm at the Cranbrook Regional Community Hub

## Contents

1.ATTENDANCE .....	3
1.1 Observers .....	3
1.2 Apologies.....	3
2.CONFIRMATION OF MINUTES .....	3
3.PUBLIC QUESTION TIME .....	4
3.1 Response to Previous Public Questions Taken On Notice.....	4
3.2 Public Question Time .....	4
4.BUSINESS ARISING FROM THE PREVIOUS MINUTES .....	4
5.REPORTS.....	4
6.GENERAL BUSINESS.....	4
7.OTHER BUSINESS .....	6
8.NEXT MEETING.....	7
9.CLOSURE .....	7

**MINUTES OF THE CRANBROOK BUSHFIRE ADVISORY COMMITTEE MEETING  
HELD IN THE CRANBROOK REGIONAL COMMUNITY HUB  
AT 7.30 PM**

The Chief Bushfire Control Officer D Packard declared the meeting open at 7.35pm.

**1. ATTENDANCE**

Chief Bush Fire Control Officer (CBFCO)	David Packard
2 <sup>nd</sup> Deputy CBFCO	Graham Marshall
Central Brigade	Keith Wilson
Central Brigade	Jamie Climie
East Cranbrook Brigade	Harley Smith
East Cranbrook Brigade	Phil Horrocks
Frankland Brigade	Kelvin Warren
Frankland Town Brigade	Andrew Murray
Gordon Brigade	Alvaro De Toledo
Gordon Brigade	Anthony Warham
Kybellup Brigade	Simon Hilder
Kybellup Brigade	Peter Beech
Nunijup Brigade	Jarrood Beech
Tenterden Brigade	Ken Gibson
Tenterden Brigade	Chris Tomlinson
Tunney Brigade	Nathan Waldron
Woolonga Brigade	Brett Smith
Woolonga Brigade	Colin Ford
Woolonga Brigade	Neil Preston

**1.1 Observers**

CEO Shire of Cranbrook	Peter Northover
CESM Shire of Cranbrook	Kevin Bransby
DFES A/District Officer Albany Rural	Wes Baiyle
DBCA District Fire Coordinator- Albany District	Vince Hilder

**1.2 Apologies**

Cranbrook Town Brigade	Joe Duina
1 <sup>st</sup> Deputy CBFCO	Peter Ettridge
Shire Radio Operator	David Preston

**2. CONFIRMATION OF MINUTES**

It was noted that the meeting of the Bush Fire Advisory Committee scheduled for April 2020 had been cancelled because of COVID-19 and therefore there were no minutes to be adopted.

### 3. PUBLIC QUESTION TIME

#### 3.1 Response to Previous Public Questions Taken On Notice.

Nil

#### 3.2 Public Question Time

Nil

### 4. BUSINESS ARISING FROM THE PREVIOUS MINUTES

Nil

### 5. REPORTS

Nil

### 6. GENERAL BUSINESS

**D Packard** advised that the meeting had been called to discuss the business plan for the newly appointed Community Emergency Services Manager (CESM). There had been a number of meetings between brigade captains, the CBFCO, DCBFCO, the Shire CEO and Shire President to discuss the CESM business plan. It was important to understand and ensure that the CESM business plan was a document that aligned with both the Shire and the BFAC.

**P Northover** outlined the background of the CESM's role and clearly stated that the business plan contained nothing that the previous Emergency Services/Recreation Officer's role/description contained. Upon the resignation of the previous incumbent, Ms Toni Melia, the CEO had sought to secure funding for a CESM position and at the time, the Shire was informed that there was no available funding to support the appointment of a CESM. Mr Northover indicated that it had always been his intention to broaden the emergency services role to cover all emergencies, not just bush fire management. When it was known that the Shire of Dalwallinu had pulled out of the CESM program, it was decided at CEO level that a joint approach would be made to the Department of Fire and Emergency Services (DFES) to secure the available funding on behalf of the Shires of Cranbrook, Gnowangerup and Kojonup. Following a formal approach to DFES, funding for the CESM on a shared basis was approved.

**D Packard** opened the floor for any questions or issues pertaining to the CESM Business plan.

**A Murray** commented on the need for a glossary of terms for the business plan as some of the acronyms used he did not know their meaning. Several other brigade representatives expressed the same view. Andrew agreed with the funding arrangement of the CESM and acknowledged the need to have the business plan approved.

**D Packard** questioned whether or not the three Shires had the same business plan.

**P Northover** responded by saying that it was preferable for all three local governments to adopt the same business plan, although there was some concern amongst the Kojonup volunteer fire brigades in relation to the business plan, and if necessary, a separate business plan would be considered for Kojonup.

**A De Toledo** questioned the selection process of the ESO/CESM position. **P Northover** indicated that the position of Emergency Services Officer had been formally advertised and

the job description and recruitment and selection process had been prepared and undertaken on the basis of the successful applicant being able to step up to a CESM role in the future.

The job description was comprised of the DFES template and drawn from the CESM position in the Shire of Broomhill-Tambellup. There were four applicants for the position. The interview panel consisted of the Shire CEO, Mr P Northover, and DFES Great Southern Regional Superintendent, Mr Wayne Green.

In terms of the detail contained in the business plan, A Murray suggested that a couple of minor changes should be considered:

1. Training levels section needs to have CBFEO and Captains added into the “whom” column. **(Amended)**
2. Turn out procedures- what are they? **D Packard** stated that the Shire has a process documented in regards to the way brigades are alerted to respond to incidents. (Below taken from 2014 Bushfire Response Plan)

#### Initial Notification and Call-Out Procedures

Fires reported from the public travelling should be via the “000” number, this will enable the most effective response. DFES Communication Centre will record the relevant details and notify the Shire of Cranbrook, as per the ‘000’ Agreement (see section 10) between DFES and the Shire.

However If smoke is reported by a member of the public during the Shire the following procedure will occur:

- Shire staff notifies the CBFEO (or DBFEO if CBFEO unavailable)
- CBFEO contacts local brigade to ascertain fire location /or if it is or isn’t a permit burn during the restricted burning period
- CBFEO contacts the Shire to put out an SMS with the following information included:
- “Shire of Cranbrook – Fire Away on “Insert property owners name”
- “Insert location e.g. road name”.
- “All available units within a 15km radius please respond and / or all brigades on standby”

Subsequent SMS’s can be sent during the incident providing further information to brigades or the community

#### Local brigade emergency fire contacts:

BRIGADE	NAME	PHONE	MOBILE
CBFEO	DAVID PACKARD	9851 7265	0428 837 939
DCBFEO – WEST	TOM ETTRIDGE	9856 6232	0427 566 232
DCBFEO – EAST	IAN LAWRENCE	9834 3048	0427 343 048
BASE RADIO OPERATOR	DAVID PRESTON	9826 8045	0428 268 045
BOKERUP / UNICUP	TOM ETTRIDGE	9856 6232	0427 566 232
CENTRAL	KEITH WILSON	9826 1115	0428 261 115
CRANBROOK TOWN	JOE DUINA		0417 905 055
EAST CRANBROOK	HARLEY SMITH	9825 8233	0427 258 237
FRANKLAND RIVER	PETER ETTRIDGE		0458 552 271
FRANKLAND RIVER TOWN	ANDREW MURRAY	9855 2257	0427 552 321
GORDON	ALVARO DE TOLEDO	9826 7075	04
KYBELLUP	SIMON HILDER	9855 2385	0427 888 379
NUNJUP	MARK BUNKER	9852 4066	0429 405 945
TENTERDEN	GREG MENGLER	9851 7212	0428 910 914
TUNNEY	IAN LAWRENCE	9834 3048	0427 343 048
WOOLONGA	BRETT SMITH	9826 8049	

#### “000” Agreement

In order to advise Local Government of 000 calls promptly it is suggested that Contacts are 24 / 7 numbers.

The 4th contact will always be DFES Regional Duty Coordinator

No more than 3 contacts per LGA will be recorded.

#### Brigade Mobilisation

On receiving information about a fire, the CBFEO (or Deputy in his absence) will notify the appropriate brigades via telephone, WAERN radio, or SMS. The CBFEO (or Deputy in his absence) will mobilise brigades depending on prevalent weather conditions and assets at risk.

3. Reports required and annual review. **P Northover** explained that the CESM must report annually to both DFES and the Shire on the business plan as part of the normal annual performance review process. Andrew requested that “Shire Rep” be placed into the “whom” section. This would provide all parties to have an input to the performance review. **(Amended)**

**P Horrocks** expressed his thanks to the CBFCO and his deputies on the work that they had put in regarding the CESM business plan to arrive at this point and in getting the business plan finalised and presented to BFAC.

**V Hilder** commended the Shire on the appointment of a CESM. Vince stated that a CESM is an asset and can make a world of difference to any incident by providing the necessary support to brigades. The fire in Katanning could have been a disaster without the support of the CESM. The formation of the Incident Control Centre in the Shire offices was put together really well with the aid of the CESM. The CESM can take a lot of pressure off the CBFCO, captains and FCOs in the event of a larger scale incident.

**D Packard** informed the meeting that both he and G Marshall had re-read the Bushfires Act and now have a greater understanding of the requirements of bush fire brigades under the Act. In regards to training, under the Act there is no requirement for minimum training for brigades. It is up to the brigades to decide what level of training the members should undertake. **P Northover** commented that under future workplace health and safety reform, brigade volunteers are considered to be employees under the legislation and as such, the Shire has a duty of care to all their employees to ensure that they are adequately trained to perform the roles that they engage in. **D Packard** stated that the CESM will liaise with captains to provide and arrange any training requirements for the brigades.

**W Bailye** commented that there may be misinformation in regards to the CESM position, particularly in Kojonup. Wes reiterated that the CESM was there to help, not to take over any incidents.

**D Packard** thanked P Horrocks and the Shire regarding the business plan discussions. He went on to say that the volunteers are the ones that do the work on the ground and fully supports the CESM program as it would not, and should not, place an added work load onto any of the captains.

With the round table discussion completed D Packard called for the BFAC to endorse the CESM business plan. The BFAC voted unanimously to endorse the business plan with the minor changes presented by A Murray.

## **7. OTHER BUSINESS**

### **Volunteer Fuel Card.**

**K Bransby** informed the meeting that the volunteer fuel cards have been approved and will be sent out to brigades by the end of September.

### **Radios**

Albany Radio Communications had made contact regarding the annual servicing of the WEARN radios. Ty will be here from 28 September until 14 October, 2020. **K Bransby** asked that any service requests be forwarded to him ASAP.

### **ROAC**

The upcoming ROAC meeting will be held in Ravensthorpe on 30 September 2020.

**8. NEXT MEETING**

The next meeting of the Bush Fire Advisory Committee will be held in October 2020 in Frankland River – date to be confirmed.

**9. CLOSURE**

There being no further business to discuss, the Chairperson thanked everyone for their attendance and declared the meeting closed at 8.25pm.