



Shire of Northam
Heritage, Commerce and Lifestyle

Shire of Northam

Agenda

Bush Fire Advisory Committee

4 June 2024



NOTICE PAPER

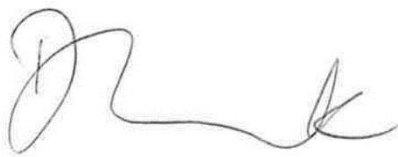
Bush Fire Advisory Committee

4 June 2024

Committee Members

I inform you that a Bush Fire Advisory Committee will be held in the Council Chambers, located at 395 Fitzgerald Street, Northam on 4 June 2024 at 5:30 pm.

Yours faithfully



**Debbie Terelinck
Chief Executive Officer**

DISCLAIMER

This agenda has yet to be dealt with by the committee. The Recommendations shown at the foot of each item have yet to be considered by the committee and are not to be interpreted as being the position of the committee. The minutes of the meeting held to discuss this agenda should be read to ascertain the decision of the Council.

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Contents

1	DECLARATION OF OPENING.....	5
2	ACKNOWLEDGEMENT OF COUNTRY	5
3	ATTENDANCE.....	5
	3.1 ATTENDEES	5
	3.2 APOLOGIES	6
	3.3 APPROVED LEAVE OF ABSENCE.....	6
	3.4 ABSENT	6
4	DISCLOSURE OF INTERESTS.....	6
5	CONFIRMATION OF MINUTES	7
	5.1 CONFIRMATION OF MINUTES FROM THE BUSH FIRE ADVISORY COMMITTEE MEETING HELD 14 NOVEMBER 2023	7
	5.2 CONFIRMATION OF MINUTES FROM THE BUSH FIRE ADVISORY COMMITTEE MEETING HELD 26 MARCH 2024.....	7
6	OFFICER REPORTS.....	7
	6.1 COMMUNITY EMERGENCY SERVICES MANAGER REPORT.....	7
	6.2 FIRE CONTROL OFFICER - LEADERSHIP APPOINTMENTS	11
	6.3 FIRE CONTROL OFFICER NOMINATIONS	16
7	MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN	21
8	URGENT BUSINESS APPROVED BY DECISION	21
9	GENERAL BUSINESS.....	21
10	DATE OF NEXT MEETING.....	21
11	DECLARATION OF CLOSURE	21

1 DECLARATION OF OPENING

2 ACKNOWLEDGEMENT OF COUNTRY

The Shire of Northam would like to acknowledge the Traditional Owners of the land on which we meet, the Ballardong and Whadjuk people of the Nyoongar nation and pay our respects to Elders, past present and emerging.

3 ATTENDANCE

3.1 ATTENDEES

Voting Committee:

Chief Bush Fire Control Officer	Chris Marris
Deputy Bush Fire Control Officer	Kris Brown
Deputy Bush Fire Control Officer	Simon Peters
Councillor – Shire of Northam	Maria Girak
Councillor – Shire of Northam	Attila Mencshelyi
Bakers Hill Bush Fire Brigade	Bryan Peterson
Clackline Muresk Bush Fire Brigade	Blair Wilding
Grass Valley Bush Fire Brigade	Bruce Devereoux
Inkpen Bush Fire Brigade	Nic Dewar
Irishtown Bush Fire Brigade	Rob Herzer
Jennapullin Bush Fire Brigade	Aaron Smith
Southern Brook Bush Fire Brigade	Paul Antonio
Northam Central Bush Fire Brigade	Jamie Wilkinson
Wundowie Bush Fire Brigade	Mathew Macqueen
District Officer Northam - DFES	Sydney Davies

Non-Voting Committee:

Wundowie Volunteer Fire and Rescue Service	Jeffery Roberts
Northam Volunteer Fire and Rescue Service	Greg Montgomery
Department of Parks and Wildlife (Wheatbelt)	Graeme Keals
Department of Parks and Wildlife (Perth Hills)	Michael Pasotti

Staff:

Chief Executive Officer	Debbie Terelinck
Executive Manager Development Services	Chadd Hunt
Community Emergency Services Manager	Alex Espey
Governance Officer	Tamika Van Beek

3.2 APOLOGIES

Nil.

3.3 APPROVED LEAVE OF ABSENCE

Nil.

3.4 ABSENT

Nil.

4 DISCLOSURE OF INTERESTS

Members should fill in Disclosure of Interest forms for items in which they have a financial, proximity or impartiality interest and forward these to the Presiding Member before the meeting commences.

*As defined in section 5.60A of the Local Government Act 1995, a **financial interest** occurs where a Councillor / Committee Member, or a person with whom the Councillor / Committee Member is closely associated, has a direct or indirect financial interest in the matter. That is, the person stands to make a financial gain or loss from the decision, either now or at some time in the future.*

*As defined in section 5.61 of the Local Government Act 1995, an **indirect financial interest** includes a reference to a financial relationship between that person and another person who requires a Local Government decision in relation to the matter.*

*As defined in section 5.60B of the Local Government Act 1995, a person has a **proximity interest** in a matter if the matter concerns a proposed change to a planning scheme affecting land that adjoins the person's land; or a proposed change to the zoning or use of land that adjoins the person's land; or a proposed development (as defined in section 5.63(5)) of land that adjoins the person's land.*

*As defined in clause 22 of the Local Government (Model Code of Conduct) Regulations 2021, an **impartiality interest** means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest and includes an interest arising from kinship, friendship or membership of an association.*

Item Name	Item No.	Name	Type of Interest	Nature of Interest

5 CONFIRMATION OF MINUTES

5.1 CONFIRMATION OF MINUTES FROM THE BUSH FIRE ADVISORY COMMITTEE MEETING HELD 14 NOVEMBER 2023

RECOMMENDATION

That the minutes of the Bush Fire Advisory Committee Meeting held on 14 November 2023 be confirmed as a true and correct record of that meeting.

5.2 CONFIRMATION OF MINUTES FROM THE BUSH FIRE ADVISORY COMMITTEE MEETING HELD 26 MARCH 2024

RECOMMENDATION

That the minutes of the Bush Fire Advisory Committee Meeting held on 26 March 2024 be confirmed as a true and correct record of that meeting.

6 OFFICER REPORTS

6.1 Community Emergency Services Manager Report

File Reference:	5.1.3.1
Reporting Officer:	Alex Espey (Community Emergency Services Manager)
Responsible Officer:	Jacky Jurmann (Acting Executive Manager Development Services)
Officer Declaration of Interest:	Nil
Voting Requirement:	Simple Majority
Press release to be issued:	No

BRIEF

For the Committee to receive and note the update provided by the Community Emergency Services Manager.

ATTACHMENTS

Nil

A. BACKGROUND / DETAILS

This report is to provide the Committee an update on the current issues and actions of the Officer.

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

Performance Area: Planet.

Outcome 5: A resilient community.

Objective 5.1: Build community resilience to cope with natural disasters and emergencies, including pandemics, storms, flooding and fire.

Priority Action: Nil.

B.2 Financial / Resource Implications

Nil

B.3 Legislative Compliance

Nil

B.4 Policy Implications

Nil

B.5 Stakeholder Engagement / Consultation

Nil

B.6 Risk Implications

Refer to Risk Matrix [here](#).

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	N/A	N/A	N/A
Health & Safety	N/A	N/A	N/A
Reputation	N/A	N/A	N/A
Service Interruption	N/A	N/A	N/A
Compliance	N/A	N/A	N/A
Property	N/A	N/A	N/A
Environment	N/A	N/A	N/A

B.7 Natural Environment Considerations

Nil

C. OFFICER'S COMMENT

Fuel Load Cameras

DFES have requested and been provided 2 x camera locations to capture fuel loads within the Shire. 1 has been placed in Bakers Hill and Grass Valley has been selected for the other. More information on this project will be disseminated as this project evolves towards the 25/26 High Threat Period.

Enhanced Mobilisation

Enhanced mobilisation for turnouts has now been deactivated as we are now in the medium threat period. Group calling capability has been maintained allowing the leadership group to verbally upscale a response based on the information provided to and from COMCEN.

Bush Fire Risk Mitigation Coordinator

Siobhan Bishop has tendered her resignation. The Community Emergency Services Manager passes on his deep appreciation for her contribution to the



Shire of Northam and his role more broadly, and wishes her every success in her new role as Community Emergency Services Manager – Serpentine Jarrahdale.

Mr Phillip Gentle

On behalf of the Shire of Northam, the Community Emergency Services Manager passes on our thanks, and congratulations to Mr Phillip Gentle of the Grass Valley Volunteer Bush Fire Brigade on the anniversary of his 60 years of service to the Bush Fire Service and the Shire of Northam.

RECOMMENDATION / COMMITTEE DECISION

That the Bush Fire Advisory Committee endorses the following recommendation being presented to Council:

- 1. That Council notes the Community Emergency Services Manager Report as provided.**

6.2 Fire Control Officer - Leadership Appointments

File Reference:	5.1.3.1
Reporting Officer:	Alex Espey (Community Emergency Services Manager)
Responsible Officer:	Jacky Jurmann (Acting Executive Manager Development Services)
Officer Declaration of Interest:	Nil
Voting Requirement:	Simple Majority
Press release to be issued:	No

BRIEF

For the Committee to recommend to Council the appointment Fire Control Officers Leadership Positions for the 2024/25 and 2025/26 Fire Seasons.

Following the appointment of Fire Control Officers, Council is required to appoint the following leadership positions for the 2024/25 and 2025/26 High Threat Periods:

- 1 x Chief Bush Fire Control Officer
- 2 x Deputy Chief Bush Fire Control Officers
- 1 x Senior Bush Fire Control Officer

ATTACHMENTS

Nil

A. BACKGROUND / DETAILS

At the November Ordinary Council Meeting a revised version of Part 5 of the Bush Fire Manual was adopted. This revision included an increase in the term of a Fire Control Officer and by extension the leadership positions from 12 months to 2 years with positions reconsidered on every even year.

Nominations may only be received by successfully endorsed Fire Control Officers.

The following nominations have been received for the respective positions having been successfully endorsed by Council at its Ordinary Meeting held on 17 April 2024.

Chief Bush Fire Control Officer

Nominations have been received from

Christopher Marris

Deputy Chief Bush Fire Control Officer

Nominations have been received from

Kristofer Brown
Simon Peters
Blair Wilding

Senior Bush Fire Control Officer

Nominations have been received from

Justin Fox

Given there are 3 nominations for 2 vacancies for the Deputy Chief Bush Fire Control Officer, voting will be undertaken at the Committee meeting to enable a recommendation to be made to Council.

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

Performance Area: Planet.

Outcome 5: A resilient community.

Objective 5.1: Build community resilience to cope with natural disasters and emergencies, including pandemics, storms, flooding and fire.

Priority Action: Nil.

B.2 Financial / Resource Implications

Nil

B.3 Legislative Compliance

Section 38 (1) Bush Fire Act 1954 which states as follows:

38. Local government may appoint Bush fire control officer (1) A local government may from time to time appoint such persons as it thinks necessary to be its bush fire control officers under and for the purposes of this Act, and of those officers shall subject to section 38A(2) appoint 2 as the Chief Bush fire Control Officer and the Deputy Chief Bush fire Control Officer who shall be first and second in seniority of those officers, and subject thereto may determine the respective seniority of the other Bush fire control officers appointed by it.

B.4 Policy Implications

The qualifications, criteria and experience requirements of Fire Control Officer and Leadership roles are governed by Part 5 of the Shire of Northam's Bush Fire Manual.

B.5 Stakeholder Engagement / Consultation

Nominated Bush Fire Control Officers and Brigades have been consulted in relation to the nomination process.

B.6 Risk Implications

Refer to Risk Matrix [here](#).

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	Appointed persons may have unexpected financial costs.	Low (1) Low (1) Rare (1)	Council has endorsed an honorarium for the Chief Bush Fire Control Officer and the 2 x Deputy Bush Fire Control Officer positions.
Health & Safety	The Health and Safety of the volunteer brigade members is an operational priority.	High Risk (10) Extreme (5) Unlikely (2)	The use of two experienced fire control officers with the rank of Senior FCO or above.
Reputation	Council	N/A	Council has endorsed minimum training standards and criteria for all positions within the Bush Fire Service including Chief Bush Fire Control Officer and Deputy Bush Fire Control Officers.
Service Interruption	N/A	N/A	N/A
Compliance	Council may appoint a CBFCO as per the obligations under s38 Bush Fires Act 1954 Council must consider potential for legal ramifications based on decision to appoint.	Moderate (8) High (4) x Unlikely (2)	Staff have provided options for Council to consider. Council has endorsed the minimum training standards for the position of Chief Bush Fire Control Officer.
Property	N/A	N/A	N/A
Environment	N/A	N/A	N/A

B.7 Natural Environment Considerations

Nil

C. OFFICER'S COMMENT

Staff support the appointment of the nominated candidates for their respective nominated roles based on the following:

1. All candidates have been successfully endorsed as a Fire Control Officer by Council.
2. All candidates can satisfy the role's prescribed requirements per the Bush Fire Manual.
3. Candidates not meeting the prescribed pre-requisites but nominated for a role cannot execute their respective office until such time as the pre-requisites have been satisfied.
4. No objections have been received from BFAC representatives in respect of a nomination or nominee.

RECOMMENDATION

That the Bush Fire Advisory Committee endorse the following recommendation being presented to Council:

1. **That Council consider the following individuals for appointment of leadership positions for the 2024/25 and 2025/26:**
 - a. **Chief Bush Fire Control Officer:**
 - i. **Mr Christopher Marris**

RECOMMENDATION

That the Bush Fire Advisory Committee endorse the following recommendation being presented to Council:

1. **That Council consider the following individuals for appointment of leadership positions for the 2024/25 and 2025/26:**
 - a. **Deputy Chief Bush Fire Control Officer:**
 - i. **TBC**
 - ii. **TBC**

RECOMMENDATION

That the Bush Fire Advisory Committee endorse the following recommendation being presented to Council:

- 1. That Council consider the following individuals for appointment of leadership positions for the 2024/25 and 2025/26:**
 - a. Senior Bush Fire Control Officer**
 - i. Mr Justin Fox**

6.3 Fire Control Officer Nominations

File Reference:	5.1.3.1
Reporting Officer:	Alex Espey
Responsible Officer:	Chadd Hunt (Executive Manager Development Services)
Officer Declaration of Interest:	Nil
Voting Requirement:	Simple Majority
Press release to be issued:	No

BRIEF

For the Committee to recommend to Council the appointment of Bushfire Control Officers (BFCO) for the 2-year term for the 2024/2025 and 2025/26 Fire Seasons.

ATTACHMENTS

1. CRITERIA [6.3.1 - 1 page]

A. BACKGROUND / DETAILS

Council resolved at its Ordinary Council Meeting held on 20 December 2023 to adopt the revised versions of Part 4, and Part 5 of the Shire of Northam Bush Fire Manual to replace the previously adopted 2018 versions.

Council also approved a transition target period of 18 months for the training requirements of roles specified within Section 4 and 5, to allow members currently holding these positions to meet any training gaps while continuing to fill those roles. This includes those current Fire Control Officers (FCO) not meeting the prescribed criteria for appointment as a FCO, which primarily relates to one course, being Sector Commander.

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

Performance Area: Planet.

Outcome 5: A resilient community.

Objective 5.1: Build community resilience to cope with natural disasters and emergencies, including pandemics, storms, flooding and fire.

Priority Action: Nil.

B.2 Financial / Resource Implications

Nil

B.3 Legislative Compliance

Section 38 (1) Bush Fire Act 1954 which states as follows:

38. Local government may appoint Bush fire control officer (1) A local government may from time to time appoint such persons as it thinks necessary to be its Bush fire control officers under and for the purposes of this Act, and of those officers shall subject to section 38A(2) appoint 2 as the Chief Bush fire Control Officer and the Deputy Chief Bush fire Control Officer who shall be first and second in seniority of those officers, and subject thereto may determine the respective seniority of the other Bush fire control officers appointed by it.

B.4 Policy Implications

The Shire of Northam's Bush Fire Manual Part 5 reviewed on 20 December 2023 and subsequently endorsed by Council (Resolution C.4909) outlines all components of Fire Control Officer nomination, endorsement, appointment and criteria.

Section 5.5C states:

Council reserves the right to endorse, adjust, or remove Bush Fire Control Officers as it deems necessary to effectively manage bush fires within the Shire.

Section 4.4G has subsequently been reviewed, adjusted and adopted by Council enabling Fire Control Officers to be appointed for a term of 2 years.

B.5 Stakeholder Engagement / Consultation

Shire of Northam Bush Fire Brigades
 WA Department of Fire and Emergency Services

B.6

Refer to Risk Matrix [here](#).

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	N/A	N/A	N/A
Health & Safety	Appointing volunteers that do not meet the minimum training standards as identified in the Bushfire Service	Likely (4) x Major (4) = High (16)	Officers recommend Council to appoint members who meet the minimum level of training qualifications as

	Training Program may result in significant health and safety issues for volunteers and the general public.		defined by the Bushfire Manual recognising the 18 month training requirement.
Reputation	BFCO's do not have the ability run incidents resulting in a loss of confidence by the public, community expectations for a critical emergency service not being met.	Likely (4) x Medium (3) = High (12)	Same as above.
Service Interruption	Inability to provide essential service at local level without external support.	Minor (2) x Likely (4) = Moderate (8)	Same as above.
Compliance	BFCO does not hold the required level of competency based training as identified in the Bushfire Service Training Program.	Major (4) x Likely (4) = High (16)	Same as above.
Property	Significant risk to property could arise without having skilled and experienced BFCO's in controlling incidents.	Possible (3) x Major (4) = High (12)	Same as above.
Environment	Significant risk to property could arise without having skilled and experienced BFCO's in controlling incidents	Possible (3) x Major (4) = High (12)	Same as above.

B.7 Natural Environment Considerations

Nil

C. OFFICER'S COMMENT

Irishtown Volunteer Bush Fire Brigade having missed the nomination deadline for the last BFAC, sought and received approval to submit an additional candidate at the following BFAC meeting.

It is proposed that while this nomination is being considered at this meeting of the Committee, the term of this FCO will align with the term of appointment for the other Fire Control Officers who were endorsed at the last Committee meeting.

Irishtown

Mr Christopher MacDonald

RECOMMENDATION

The Bush Fire Advisory Committee endorses the following recommendation being presented to Council:

- 1. That Council appoints the following individual as a Bush Fire Control Officer for the Shire of Northam for the 2024/25 and 2025/26 Bush Fire Seasons:**
 - a. Mr Christopher MacDonald**

RECOMMENDATION

That the Committee notes the approval on 20 December 2023 for persons not meeting the prescribed criteria to have 18 months to meet any training gaps while continuing to fulfil these roles per Council resolution C.4909.

Nominee	Fire Control Officer	Minimum 3 years experience	Bushfire Safety Awareness	Firefighting Skills	Advanced Bushfire	Crew Leader	Sector Commander
Simon Peters	✓	✓	✓	✓	✓	✓	✓
Tristan Davey	✓	✓	✓	✓	✓	✓	✓
Kristafer Brown	✓	✓	✓	✓	✓	✓	✓
Blair Wilding	✓	✓	✓	✓	✓	✓	✓
Justin Fox	✓	✓	✓	✓	✓	✓	✓
Christopher Marris	✓	✓	✓	✓	✓	✓	✓
Phillip Lloyd	✓	✓	✓	✓	✓	✓	✓
Paul Reynolds	✓	✓	✓	✓	✓	✓	✓
Nic Dewar	✓	✓	✓	✓	✓	✓	✓
Gregory Montgomery	✓	✓	✓	✓	✓	✓	✓
Matthew MacQueen	✓	✓	✓	✓	✓	✓	✓
Robert Herzer	✓	✓	✓	✓	✓	✓	✓
Paul Antonio	✓	✓	✓	✓	✓	✓	✓
Matthew Letch	✓	✓	✓	✓	✓	✓	✓
Aaron Smith	✓	✓	✓	✓	✓	✓	✓

7 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil.

8 URGENT BUSINESS APPROVED BY DECISION

Nil.

9 GENERAL BUSINESS

Nil.

10 DATE OF NEXT MEETING

Upcoming meetings:

- 08 October 2024 at 5:30pm

11 DECLARATION OF CLOSURE