



Shire of Northam
Heritage, Commerce and Lifestyle

Shire of Northam

Minutes

Bush Fire Advisory Committee

20 June 2017



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1. DECLARATION OF OPENING

The Chairperson, Cr T M Little declared the meeting open at 6:05pm

2. ATTENDANCE

Voting Committee:

Chairperson (Councillor)	Terry Little
Inkpen Brigade	Murray Bow at 6:10pm
Clackline Muresk Brigade	Blair Wilding
Bakers Hill Brigade	Steve Gray
Grass Valley Brigade	Sam Moss
Irishtown Brigade	Murray McGregor
Jennapullin Brigade	Aaron Smith
Wundowie Volunteer Fire and Rescue Service	Trevor Sangston
Northam Volunteer Fire and Rescue Service	Greg Montgomery
Councillor	Ulo Rumjantsev

Representatives and Staff:

Chief Executive Officer	Jason Whiteaker (left at 7:02pm)
Executive Manager Development Services	Chadd Hunt
Community Emergency Service Manager (CESM)	Daniel Hendriksen
Executive Assistant – CEO	Alysha Maxwell
Deputy Bush Fire Control Officer	Simon Peters

Gallery

Three (3) members of the public.

2.1 APOLOGIES

Voting Committee:

Southern Brook Brigade	Paul Antonio
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Representatives and Staff:

Chief Bush Fire Control Officer	Mathew Macqueen
Department of Parks and Wildlife (Wheatbelt)	Graeme Keals
Department of Parks and Wildlife (Perth Hills)	Michael Pasotti

3. DISCLOSURE OF INTERESTS

Item Name	Item No.	Name	Type of Interest	Nature of Interest
Nominations For Bush Fire Control Officers (FCO) 2017/18	5.3	Cr U Rumjantsev	Impartiality	He is a member of the Bakers Hill Volunteer Bushfire Brigade and has been nominated as a S.O.N FCO.

4. CONFIRMATION OF MINUTES

4.1 COMMITTEE MEETING HELD 28 MARCH 2017

RECOMMENDATION / COMMITTEE DECISION

Minute No: BFAC.157

Moved: Mr Greg Montgomery

Seconded: Cr Ulo Rumjantsev

That the minutes of the Bush Fire Advisory meeting held 28th March 2017 be confirmed as a true and correct record of that meeting.

CARRIED 9/0

5. COMMITTEE REPORTS

5.1 CHIEF BUSHFIRE CONTROL OFFICER (CBFCO) REPORT

Address:	N/A
Owner:	N/A
File Reference:	5.1.3.1
Reporting Officer:	Mathew Macqueen CBFCO
Responsible Officer:	Chadd Hunt Executive Manager Development Services
Voting Requirement	Simple Majority

BRIEF

The Chief Bushfire Control Officer Report will be provided at the meeting.

ATTACHMENTS

Nil.

BACKGROUND / DETAILS

Items likely to be discussed include;

- Fires since previous meeting;
- Summary/debrief of fire season;
- Operational items; and
- Safety Circulars.

CONSIDERATIONS

Strategic Community / Corporate Business Plan

Objective: Provide services and processes to enhance public safety.

Strategy C2.3: Provide, monitor and improve adequate Bush Fire Protection provisions.

Action: Support local bushfire brigades in bushfire management.

Financial / Resource Implications

Nil.

Legislative Compliance

Nil.

Policy Implications

Nil.

Stake Holder Engagement / Consultation

Nil.

Risk Implications

Nil.

OFFICER'S COMMENT

Nil.

RECOMMENDATION

That Council note the Chief Bushfire Control Officer Report as provided.

Committee Discussion

The Committee did not make a decision in relation to this item as the CBFCO had no matters to report on for this period.

Mr Murray Bow entered the Council Chambers at 6:10pm.

5.2 COMMUNITY EMERGENCY SERVICES MANAGER REPORT

Address:	N/A
Owner:	N/A
File Reference:	5.1.3.1
Reporting Officer:	Daniel Hendriksen Community Emergency Services Manager
Responsible Officer:	Chadd Hunt Executive Manager Development Services
Voting Requirement	Simple Majority

BRIEF

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

ATTACHMENTS

Nil.

BACKGROUND / DETAILS

N/A

CONSIDERATIONS

Strategic Community / Corporate Business Plan

Objective: Provide services and processes to enhance public safety.

Strategy C2.3: Provide, monitor and improve adequate Bush Fire Protection provisions.

Action: Support local bushfire brigades in bushfire management.

Financial / Resource Implications

Nil.

Legislative Compliance

Nil.

Policy Implications

Nil.

Stake Holder Engagement / Consultation

Nil.

Risk Implications

Nil.

OFFICER'S COMMENT

Equipment for BFB Trucks

I have delivered to your brigade some supplies for the trucks:

For each station

- 5lt Truck wash
- Washing Broom
- Sponge

For each vehicle

- Assorted Cable ties
- 2 rolls Gaff Tape
- 2 rolls Electrical Tape
- Can WD40
- Can of Silicon Spray
- Smelly tree

Please add these items to the vehicle check lists.

Could brigades advise who has a box of coloured flagging tape in their trucks and is it short any colours as I would like to supply these to all vehicles.

Computers & Printers

Computers have arrived at the shire and are being setup for brigade use they will begin to be rolled out across the Brigades very soon! Once they are out we will look at an internet solution for each brigade.

PPE

In the new financial year I will put out a call for PPE. I will send out your current sheets of PPE when the time comes.

Stationary

In the new financial year I will be putting together a stationary pack for each brigade with the essential items.

Prescribed Burns

Burn Plans will be sent out to each brigade please start planning to complete burns. Payment for burns will be on completion of burns and will be an even amount across the brigades.

R2R for New brigades & Trucks

I am preparing a report as requested by BFAC to establish the Wundowie BFB and Northam Central BFB this report will hopefully go up to the next BFAC.

Appliance R2R, will also be completed in the next few months. Some brigades will need to decide which vehicle would suit their district.

3.4 U Dual Cab	4.4 Rural
Dual Cab	Single Cab
3000lt	4000lt
Large volume high pressure diesel pump	Low volume low pressure diesel pump
Smaller monitor deck	Larger monitor deck
Large lockers with lots of extra space	Small lockers with some space
Built in Foam tank 200lt? plus drums	2 drums foam and inductor
Built in fridge on drop slide	No fridge
Loads of hoses equipment and ladders	Small amount hoses. Some equipment
Slightly more complex pump panel	Simple pump panel
18- 22ton 9m long	18- 22ton 8m long

The report will go to DFES and they will decide on the final outcome based on risk and growth in the area.

Bushfire Procedures Manual

Please be aware of the procedure on Structural Firefighting and Vehicle fires. I will print them out and hang them in the sheds.

I will be working on the extension of a procedure manual by the beginning of next year. It will cover the basics of what we do such as driving, insurance, incident reporting, SOPs, Social media and photos, Harvest Bans and brigade admin. This manual should help members and assist them with their role in the brigade.

Volunteer Firefighters Dinner

On the 17th of June the Shire of Northam hosted the first Volunteer Firefighters Dinner. It was a chance for the Shire of Northam to thank you, the volunteers for their time and efforts over the last fire season and for all the brigades to come together for some good food and a couple drinks. We hope to continue this in years to come.

BART App

We are researching the costs and viability of purchasing the BART App. The app controls callouts and responses to an incident and allows all users to see instantly who will be attending so brigades know when they are sitting in the



truck waiting for crews they will know who and how many members are attending.

RUI Exercise

The Department of Fire and Emergency Services in conjunction with the Shire of Northam are conducting a "Rural Urban Interface" (RUI) Exercise. The exercise "Exercise Discuus" is intended to give volunteers practical experience into the Rural Urban Interface.

9am - 1pm on the 28th October 2017.

The Rural Urban Interface is any area in which manmade structure and the natural environment border on each other as such the area chosen is the town site of Wundowie

Bush Fire Brigades from all over the Avon region and the Volunteer Fire and Rescue Services will be involved in this exercise.

I will be conducting RUI Training in all bushfire brigades in the lead up to the exercise. Dates for the training will be determined and sent out to brigades.

This year the RUI Exercise will be held in Wundowie but we are hoping to continue the exercise each year at different Avon towns such as Toodyay, York, Beverley etc.

Bakers Hill BFB Roller Doors

Bakers hill BFB Roller doors have now been replaced with new doors. A reminder to all brigade members to ensure the door is all the way open before driving out

Southern Brook BFB Communications

In the coming weeks the Southern Brook BFB will be fitted with a landline telephone and a 3G Signal Booster to create Mobile coverage in and around the shed.

Inkpen 2.4

I had put in to DFES for the 17/18 budget to restore the Inkpen 2.4. This included some paint touch ups and new stripping and decals. DFES contacted the Shire and advised we have approval to conduct the works this financial year! I look forward to the return of the truck to the brigade.

Crew Protection Upgrades

There is still no set date to when the trucks will be returned to us. What we do know is that all of the 2.4's were overweight. The two centre rear seats in each truck have been removed effectively making the truck a 4 seater and have been replaced with a permanent Engel fridge mount.

RECOMMENDATION / COMMITTEE DECISION

Minute No: BFAC.158

Moved: Cr Ulo Rumjantsev

Seconded: Mr Murray McGregor

That Council note the Community Emergency Services Manager Report as provided.

CARRIED 10/0

Committee Discussion

The CESM briefly discussed/explained the items outlined in the report as detailed in the above Officer's Comment.

Attachment 1

Date	Motion No	Item No	Subject	Motion	Action By	Comment	Date Completed	Status
16/03/2016	C.2655	11.4	ADOPTION OF THE RECOMMENDATIONS OF THE BUSHFIRE ADVISORY COMMITTEE MEETING	<p>That Council;</p> <ol style="list-style-type: none"> 1. Review all (any) current Local Laws that are bush fire related, including those that apply to fire breaks, and if they are found to be out-of-date or not applicable that they be rescinded or amended. 2. Request BFAC to investigate and report back to Council regarding the adoption of WALGA's Model Bush Fire Brigade Local Laws as adopted by several other Shires to better reflect the current BUSH FIRES ACT 1954, LOCAL GOVERNMENT ACT 1995 and the FIRE AND EMERGENCY SERVICES ACT. Should Council decide that the adoption of "Local Laws" may be appropriate then these be developed in conjunction with the Shire of Northam's Bush Fire Brigades Administration Procedures Manual. 3. Note the progress on the BFAC Terms of reference working party. 4. Endorse that the following restriction apply to the burning of garden refuse in accordance with Section 24G (2) of the Bush Fires Act 1954- <ol style="list-style-type: none"> i. During the prohibited period no burning without a permit, this includes incinerators and on the ground burning. ii. During the restricted period no burning on a property less than 2000m² with in the Shire of Northam without a permit. iii. During the restricted period properties 2000m² and above can light a fire under the conditions of Section 24F (3) of the Act without a permit. 5. Following the adoption of the above recommendation, place public notice of the new restrictions and include within the future Firebreak Orders for the Shire of Northam. 6. Note the content of the Fire Permits report. 7. Create a subcommittee to undertake a review of the existing and future structure of the Bush Fire Brigades as 	CESM	<p>1.Complete 2. Next BFAC 3.Next BFAC 4. Posted in Govement Gazette and local Paper on 17/05/16 5. Ongoing 6. Complete 7.Ongoing Subcommittee report next BFAC 8. Ongoing Subcommittee report next BFAC 9. Complete.</p> <p>Next meeting is to be held on 31 May 2016.</p>	17/05/2016	Closed

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20 June 2017



Date	Motion No	Item No	Subject	Motion	Action By	Comment	Date Completed	Status
				<p>indicated within this report and requests that a further report be presented to BFAC with the findings of the review. The subcommittee is to consist of the following members;</p> <ul style="list-style-type: none"> • Daniel Hendriksen; • Ulo Rumjantsev; • Greg Montgomery; and • Rob Herzer. <p>8. Forms a subcommittee of BFAC, consisting of Daniel Hendriksen as the Shire representative and David Russell as the BFAC representative, to investigate and report on the prospect of establishing a Central Heavy Fast Reaction Bush Fire Brigade.</p> <p>9. Notes the contents of the CESM report.</p>				
15/06/2016	C.2722	11.5	ADOPTION OF THE RECOMMENDATIONS OF THE BUSHFIRE ADVISORY COMMITTEE MEETING	<p>That Council;</p> <ol style="list-style-type: none"> 1. Endorse, as elected by the members of the Bushfire Advisory Committee that Garry Shepherdson be the Presiding Member for the Bushfire Advisory Committee for the following 12 months, or until the next BFAC AGM; 2. Endorses the BFAC Terms of Reference as attached to this agenda subject to the Northam and Wundowie Volunteer Fire Rescue Service (VFRS) being included as voting delegates; 3. Accepts the Shire of Northam Bush Fire Brigades Administration Manual as attached to this agenda with the following modifications: <ul style="list-style-type: none"> Part 3 3.12 That the minimum training standard to be an FCO be included only. 6.3 Change Date to 20 February as ESL Grant closes on 11 March. 1st Schedule - Part 2 2.9 Remove point 1. 2.8 All reference to CBFCO be replaced with: - Brigade captain who will pass on to the CBFCO and CESM. 	CESM	<p>1 - Noted 2. 2/09/16 Complete - Email to be sent to all BFAC members with new Terms of Reference O41124 3. 27/09/16 Complete - Email to be sent to all Brigades O41474 4. Complete - Email to be sent to both sub-committees 5.05-Jul-2016 Complete - Published in Government Gazette No. 122. 6. Complete - Invitation to be sent to next meeting sent for 6th Oct 2016 7. 20/09/16 Complete - Followed Chain of command and the motion went forward to DOAC with an expected date of March 2017 see DOAC Minutes 20/09/16 8. 2/09/16 Complete - Letter to be sent to all officers confirming appointment and considerations attached there to 9. noted 10. noted 11. 2/09/16 Complete - Letter to Greg Montgomery to be sent 12. 2/09/16 Complete - Letter To Garry to be sent 13. 2/09/16 Complete - Letter to Mat to be sent 14&15 Noted 16. it would be prevelent to wait until the outcome of the structure of the</p>	17/11/2016	Closed

Date	Motion No	Item No	Subject	Motion	Action By	Comment	Date Completed	Status
				<p>1st Schedule -Part 3</p> <p>3.3(e) Include CESM in notification</p> <p>3.3(g) Change date to 'by the BFAC annual general meeting'.</p> <p>3.7 Change date to 20 February as ESL Grant closes on 11 March.</p> <p>1st Schedule - Part 5</p> <p>That after any reference to the CBFCO, this be followed by an additional reference to the DCBFCO and CESM.</p> <p>4. Merge the Subcommittee of BFAC with the existing subcommittee established for the creation of the new brigades;</p> <p>5. Endorse the 2016/17 Fire Break Order subject to the following amendments as presented in Attachment 2 of this report;</p> <ul style="list-style-type: none"> - Section 1 – Rename to include land between 1 hectare to 10 hectares; - Section 1 - Remove point 7 relating to divisional breaks; - Section 2 – Rename to include land less than 1 hectare; - Add a new section after point 2 for 'Land over 10 hectares to only require 2 metre firebreaks; and - Section 4 – Remove point 6 relating to divisional breaks. <p>6. Invite all Elected Members and appointed FCO's to attend the next Fire Control Officer (FCO) meeting;</p> <p>7. Formally correspond with DFES regarding the current status of the Risk to Resource (R2R) model;</p> <p>8. Appoints the following Fire Control Officers for the 2016/17 Season subject to the individual complying with the adopted minimum training and experience standards prior to the commencement of the 2016/17 fire season:</p> <p>Inkpen BFB:</p>		<p>Rural Fire Service is set by the State Government.</p>		

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Date	Motion No	Item No	Subject	Motion	Action By	Comment	Date Completed	Status
				<ul style="list-style-type: none"> - Sim Kuiper - Soren Neilson - Clive Owen Bakers Hill BFB: - Ulo Rumjantsev - Steve Gray - Simon Peters - Gordon Ashman (Weather Officer Only) Clackline BFB: - Matt Macqueen - Sue Booker - Matthew Letch - Blair Wilding - Nick Tighe Irishtown BFB: - Don French (Permit Only) - Ross MacKenzie - Rob Herzer - David Russell - Murray McGregor Grass Valley BFB: - Garry Shepherdson - Philip Lloyd - Richard Marris (Permit Only) - Alf Brown (Permit Only) - Phil Gentle (Permit Only) & (Weather Officer) - Paul Reynolds (Permit Only) Southern Brook BFB: - Paul Antonio Jennapullin BFB: - Aaron Smith - Trevor Smith - Brett Smith - Lynton Smith (Weather Officer Only) Northam Shire CESM - Daniel Hendriksen 				

Bush Fire Advisory Committee Meeting Minutes
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Date	Motion No	Item No	Subject	Motion	Action By	Comment	Date Completed	Status
				<p>Northam Fire & Rescue Service - Greg Montgomery</p> <p>9. Modify the requirements to be a fully operational Active FCO to have undertaken the following DFES training modules in addition to having a minimum 3 years Fire Fighting Experience within the last 5 years –</p> <ul style="list-style-type: none"> i. Introduction to Fire Fighting; ii. Bush Fire Firefighting; iii. Structural Awareness; and iv. Crew Leader/Advanced Firefighter and/or Sector Commander FCO course or a refresher within the last 10 years. <p>10. Endorse that the requirements for a Permit issuing FCO or Fire Weather Officer only is to have undertaken the following DFES training modules–</p> <ul style="list-style-type: none"> i. FCO Course or a refresher within the last 10 years. <p>11. Appoints Greg Montgomery as a FCO for the Northam Townsite;</p> <p>12. Appoints Garry Shepherdson as the Chief Bush Fire Control Officer for the 2016/17 Season until the next BFAC AGM subject to the individual complying with the adopted minimum training and experience standards prior to the commencement of the 2016/17 fire season;</p> <p>13. Appoints Matt Macqueen as the Deputy Chief Bush Fire Control Officer for the 2016/17 Season until the next BFAC AGM subject to the individual complying with the adopted minimum training and experience standards prior to the commencement of the 2016/17 fire season;</p> <p>14. Receive the Community Emergency Services Manager Report as provided; and</p> <p>15. Note the Bushfire Control Officer Report as provided.</p> <p>16. Request the Chief Executive Officer to prepare a detailed feasibility report on the proposed creation of both the Northam Central Bushfire Brigade and Wundowie</p>				

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Date	Motion No	Item No	Subject	Motion	Action By	Comment	Date Completed	Status
				Bushfire brigade. The report is to be submitted to the BFAC prior to further considerations by Council.				
15/10/2016	C.2307	11.7	ADOPTION OF THE RECOMMENDATIONS OF THE BUSH FIRE ADVISORY COMMITTEE (APPENDIX 3)	<p>That Council;</p> <p>1. Approve the Fire Control Officers for 2014/2015 as listed;</p> <ul style="list-style-type: none"> · Garry Shepherdson (CBFCO / Grass Valley) · Mathew Macqueen (DCBFCO West / Clackline Muresk) · Robert Herzer (DCBFCO East / Irishtown) · John Hansen (CESM) · Gordon Ashman – Bakers Hill (Weather Officer Only) · Ulo Rumjantsev – Bakers Hill · Chris Barrington - Bakers Hill · Geoff Both – Bakers Hill · Mathew Macqueen – Clackline Muresk · Sue Brooker – Clackline Muresk · Phil Gentle (Weather Officer & FCO) – Grass Valley · Richard Marris – Grass Valley · Paul Reynolds - Grass Valley · Don French – Irishtown · Ross Mackenzie – Irishtown · David Russell - Irishtown · Sim Kuiper (Weather Officer & FCO) – Inkpen · Soren Neilson – Inkpen · Clive Owen – Inkpen · Aaron Smith – Jennapullin · Trevor Smith – Jennapullin · Brett Smith – Jennapullin · Lynton Smith (Weather Officer Only) - Jennapullin · Paul Antonio – Southern Brook <p>2. Endorse the decommissioning of the Chedaring Road stand pipe.</p>	CESM			Closed
2/11/2016	C.2850	9.1	Bushfire Advisory Committee (BFAC) – 25 October 2016	That the minutes of the Bush Fire Advisory meeting held 31st May 2016 be confirmed as a true and correct record of that meeting subject to confirmation that the attachment within Item 6.2- BFAC Terms of Reference should state that the Chief Bushfire Control Officer and Deputy Chief Bushfire Control are Non-Voting members (as contained within the printed Agenda for the meeting).	CESM	17/11/16 Completed - Changes made to BFAC Terms of Reference. Emailed out to BFAC Committee.	17/11/2016	Closed
2/11/2016	C.2852	9.1	Bushfire Advisory Committee (BFAC) – 25 October 2016	<p>That Council revokes decision C2722, Part 9, made on June 15, 2016 which reads as follows:</p> <p>Modify the requirements to be a fully operational Active</p>	CESM	All references to this decision removed	17/11/2016	Closed

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Date	Motion No	Item No	Subject	Motion	Action By	Comment	Date Completed	Status
				FCO to have undertaken the following DFES training modules in addition to having a minimum 3 years Fire Fighting Experience within the last 5 years – v. Introduction to Fire Fighting vi. Bush Fire Firefighting vii. Structural Awareness viii. Crew Leader/Advanced Firefighter and/or Sector Commander FCO course or a refresher within the last 10 years.				
2/11/2016	C.2853	9.1	Bushfire Advisory Committee (BFAC) – 25 October 2016	BFAC recommends to Council that: - BFAC members are given at least 5 working days after the minutes of a BFAC meeting are circulated to comment or raise issues associated with the wording of the minutes, before the BFAC minutes are included in a Council agenda; and - Each draft document considered by BFAC is amended in accordance with BFAC resolutions and the amended version is circulated to BFAC members for at least 5 working days for comment before it is included in the Council agenda.	CESM	17/11/16 Completed - Changes made to BFAC Terms of Reference. Emailed out to BFAC Committee.	17/11/2016	Closed
2/11/2016	C.2854	9.1	Bushfire Advisory Committee (BFAC) – 25 October 2016	BFAC recommends to Council that: - The Shire undertakes an immediate risk assessment by a competent person(s) into the readiness of BFB's to respond to structure and car fires in the Shire.	CESM	15/11/16 EMDS discussing with LGIS if they could undertake the risk assessment -23/11/16 LGIS referred the matter to Graham Swift at DFES to assist. 07-02-17 - Emailed DFES regarding undertaking the Risk Assessment on behalf of the Shire. 17/03/2017 - DFES are undertaking the Risk Assessment which will be provided as soon as possible. Some instruction manuals have been provided.		Open
2/11/2016	C.2855	9.1	Committee (BFAC) – 25 October 2016	BFAC recommends to Council that: - Prior to the risk assessment has been undertaken and risk control measures have been implemented, that a Standard Operating Procedure is developed in consultation with DFES to reduce the risk of injury to BFB personnel operating at structure and car fires.	CESM	7/12/2016 - SOP 13 & 14 regarding Vehicle and Structural fires is in draft awaiting management approval.12-1-2017 - will be sent out to brigades in the week - 21-1-17 SOP sent out via email to all brigades and FCO's	21/01/2017	Closed

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Date	Motion No	Item No	Subject	Motion	Action By	Comment	Date Completed	Status
2/11/2016	C.2856	9.1	Committee (BFAC) – 25 October 2016	That it be recommended to Council that it; -Appoints Tyron McMahon as a Fire Control Officer for the 2016/17 Season subject to the individual complying with the adopted minimum training and experience standards	CESM	17/11/16 Complete Letter sent and added to FCO List	17/11/2016	Closed
2/11/2016	C.2857	9.1	Bushfire Advisory Committee (BFAC) – 25 October 2016	That it be recommended to Council that it; Requests the FES Commissioner and/or the Minister for Emergency Services to modify the restricted and prohibited burning periods for the Shire of Northam to: - Restricted 1st October to 30th November - Prohibited 1st December to the 28th February the following calendar year - Restricted 1st March to the 30th April	CESM	25/11/2016 - Spoke with DFES Northam to see how the process works and if the motion would be supported by the region. - 7/12/16 Drafted letter to FES Commissioner.2-2-2017 letter sent		Closed
16/11/2016	C.2870	11.4	Adoption of the Recommendations of Local Emergency Management Committee	That Council; 1. Endorse the attached Shire of Northam Local Emergency Management Arrangements 2016 subject to the amendments identified at the meeting including minor typographical adjustments; and 2. Authorise the Chief Executive Officer to update any contact information within the Plan as required.	CESM	Signed copy sent to SEMC for endorsement. Created public version and posted to website. Signed copy sent to all LEMC members. Printed copies to be sent out to agencies and libraries.	18/11/2016	Closed
16/11/2016	C.2878	12.3.4	Appointment of Chief Bush Fire Control Officer and Deputy Chief Bush Fire Control Officers	That Council; 1. Appoint Mathew Macqueen as the Chief Bush Fire Control Officer for the 2016/17 Season until the next BFAC AGM subject to the individual complying with the adopted minimum training and experience standards. 2. Appoint Simon Peters as the Deputy Chief Bush Fire Control Officer for the 2016/17 Season until the next BFAC AGM subject to the individual complying with the adopted minimum training and experience standards.	CESM	Letters and certificates sent out to Chief and Deputy BFCO's. FCO list updated and sent out to all FCO's and placed on the website. All SMS and DFES records updated to reflect change	18/11/2016	Closed
15/02/2017	C.2951	12.3.9	Appointment as Lieutenant of the Bakers Hill Bushfire Brigade	That Council appoint Tania Petersen, Kristofer Brown and Patricia Rumjantsev as Lieutenants of the Bakers Hill Bushfire Brigade until the next annual general meeting of the Brigade to be held April 2017.	CESM	Letters have been sent.	7/02/2017	Closed
19/04/2017	C.2993	11.2	BUSHFIRE ADVISORY COMMITTEE MEETING HELD ON 28th MARCH 2017	That Council: 1. Endorse the below exemptions to the Harvest Vehicle Movement and Hot Works Ban: 1.1 The Shire of Northam Grants an Exemption to the Electricity Network Corporation (Trading as Western Power) and their Contractors during a Shire imposed Harvest, Hot Works and Vehicle Movement Bans for works which cannot reasonably be postponed to a time with safer fire weather conditions. Conditions of the exemption:	CESM	1.1 The Shire of Northam Grants an Exemption to the Electricity Network Corporation; 9/05/17 Letter sent confirming exemption. 1.2 The Shire of Northam Grants an Exemption to the Water Corporation; 9/05/17 Letter sent confirming exemption. 1.3 The Shire of Northam Grants an Exemption to the Brookfield Rail Pty Ltd; 9/05/17 Letter sent confirming		Open

Date	Motion No	Item No	Subject	Motion	Action By	Comment	Date Completed	Status
				<p>- Compliance with the requirements as specified in the Department of Fire & Emergency Services Total Fire Ban Exemption Notice for the Electricity Network Corporation as provided in Attachment 1;</p> <p>- Staff or Contractors are to contact the Chief Bush Fire Control Officer (CBFCO) and/or Community Emergency Service Manager (CESM) prior to activating the exemption;</p> <p>- The CBFCO or CESM may suspend the exemption for a specified period; and</p> <p>- Council may at any time review or revoke the exemption.</p> <p>1.2 The Shire of Northam Grants an Exemption to the Water Corporation and their Contractors during a Shire imposed Harvest, Hot Works and Vehicle Movement Bans for works which cannot reasonably be postponed to a time with safer fire weather conditions. Conditions of the exemption:</p> <p>- Compliance with the requirements as specified in the Department of Fire & Emergency Services Total Fire Ban Exemption Notice for the Water Corporation as provided in Attachment 2;</p> <p>- Staff or Contractors are to contact the Chief Bush Fire Control Officer (CBFCO) and or Community Emergency Service Manager (CESM) prior to activating the exemption;</p> <p>- The CBFCO or CESM may suspend the exemption for a specified period; and</p> <p>- Council may at any time review or revoke the exemption.</p> <p>1.3 The Shire of Northam Grants an Exemption to the Brookfield Rail Pty Ltd, and their Contractors during a Shire imposed Harvest, Hot Works and Vehicle Movement Bans for works which cannot reasonably be postponed to a time with safer fire weather conditions. Conditions of the exemption:</p> <p>- Compliance with the requirements as specified in the Department of Fire & Emergency Services Total Fire Ban Exemption Notice for Brookfield Rail Pty Ltd as provided in Attachment 3;</p> <p>- Staff or Contractors are to contact the Chief Bush Fire Control Officer (CBFCO) and or Community Emergency Service Manager (CESM) prior to activating the exemption;</p> <p>- The CBFCO or CESM may suspend the exemption for a specified period; and</p>		<p>exemption. 2. Endorse the Inkpen Road Landfill Fire Management Plan prepared by IW Projects Pty Ltd on 20 January 2017; 26/4/17 Fire plan included in waste management plan and implemented.</p> <p>3. Endorse the Old Quarry Road Landfill Fire Management Plan prepared by IW Projects Pty Ltd on 28 February 2017; ; 26/4/17 Fire plan included in waste management plan and implemented.</p> <p>4. Note the Community Emergency Services Manager Report as provided; 9/05/17 NFA</p> <p>5. Note the Chief Bushfire Control Officer Report as provided; 9/05/17 NFA</p> <p>6. Seek clarification from DFES in regards to how prerequisites work/apply to their minimum FCO training requirements; 9/05/17 Emailed to DFES awaiting response.</p> <p>7. Endorse that the notice of motion put forward by the Grass Valley BFB pertaining to FCO training requirements is reconsidered once the above clarification is received; Awaiting response from DFES on item 6 will be re address at BFAC.</p> <p>8. Seek clarification from DFES in regards to how they view brigade members who have previously completed the FCO course; and 9/05/17 Emailed to DFES awaiting response.</p>		

Bush Fire Advisory Committee Meeting Minutes
20 June 2017



Date	Motion No	Item No	Subject	Motion	Action By	Comment	Date Completed	Status
				<p>- Council may at any time review or revoke the exemption.</p> <p>2. Endorse the Inkpen Road Landfill Fire Management Plan prepared by IW Projects Pty Ltd on 20 January 2017;</p> <p>3. Endorse the Old Quarry Road Landfill Fire Management Plan prepared by IW Projects Pty Ltd on 28 February 2017;</p> <p>4. Note the Community Emergency Services Manager Report as provided;</p> <p>5. Note the Chief Bushfire Control Officer Report as provided;</p> <p>6. Seek clarification from DFES in regards to how prerequisite's work/apply to their minimum FCO training requirements;</p> <p>7. Endorse that the notice of motion put forward by the Grass Valley BFB pertaining to FCO training requirements is reconsidered once the above clarification is received;</p> <p>8. Seek clarification from DFES in regards to how they view brigade members who have previously completed the FCO course; and</p> <p>9. Request the Chief Executive Officer to write to DFES expressing the Grass Valley Brigade's concern and disappointment of the pre-delivery conditions of the Grass Valley 4.4 unit which resulted in the crews being at risk in four separate instances in the 2016/17 fire season.</p>		<p>9. Request the Chief Executive Officer to write to DFES expressing the Grass Valley Brigade's concern and disappointment of the pre-delivery conditions of the Grass Valley 4.4 unit which resulted in the crews being at risk in four separate instances in the 2016/17 fire season. 28/04/17 Grass Valley 4.4 was taken to Host for a full operational check of the Pumping and plumbing system. 9/5/17 Spoke to DFES Fleet regarding correspondence. Will draft a letter regarding issues.</p>		

Cr U Rumjantsev declared an "Impartiality" interest in item 5.3 – Nomination for Bush Fire Control Officers (FCO) 2017/18 as he is a member of the Bakers Hill Volunteer Bushfire Brigade and has been nominated as a S.O.N FCO.

5.3 NOMINATIONS FOR BUSH FIRE CONTROL OFFICERS (FCO) 2017/18

Address:	N/A
Owner:	N/A
File Reference:	5.1.3.1
Reporting Officer:	Daniel Hendriksen Community Emergency Services Manager
Responsible Officer:	Chadd Hunt Executive Manager Development Services
Voting Requirement	Simple Majority

BRIEF

For the committee to recommend to Council the appointment of Fire Control Officers (FCO) for the following 12 month period.

ATTACHMENTS

Nil.

BACKGROUND / DETAILS

Council resolved at its meeting held on 15 July 2015 the following (in part)–

5. *Endorse that the minimum standard to be appointed a FCO include the recommendation to complete the following DFES training modules prior to 1st November 2015 and become a requirement in order to qualify to the position of Bushfire Control Officer for the 2016 and future fire seasons.*
 - *Introduction to Fire Fighting*
 - *Bush Fire Fire fighting*
 - *Structural Awareness*
 - *Crew Leader/Advanced Firefighter and/or Sector Commander*
 - *FCO course or a refresher within the last 5 years*

The issue that both Council and the Committee need to deal with is that fact that a number of nominated FCO's do not meet the above criteria at the current time.

CONSIDERATIONS

Strategic Community / Corporate Business Plan

- Objective C2: Provide services and processes to enhance public safety.
Strategy C2.1: Provide community services to uphold public safety standards.
Strategy C2.2: Support provision of emergency services.
Strategy C2.3: Provide, monitor and improve adequate Bush Fire Protection provisions.

Financial / Resource Implications

Advertising costs.

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.

Policy Implications

Nil.

Stakeholder Engagement / Consultation

Once the Fire Control Officer have been endorsed by Council public notice will be provided.

Risk Implications

Council are requested to endorse the Fire Control Officers as detailed in the recommendation which is in accordance with the position set by Council in relation to the minimum training requirements in order to minimise any potential risks.

OFFICER'S COMMENT

The recommendation for FCO's that have been received are as follows:

Bakers Hill

- Ulo Rumjantsev
- Simon Peters
- Kristopher Brown
- Suzanne Brown
- Gordon Ashman (Weather Officer Only)

Clackline / Muresk

- Mathew Macqueen
- Matthew Letch
- Blair Wilding
- Nick Tighe

Grass Valley

- Phillip Lloyd
- Paul Reynolds
- Phil Gentle (Weather Officer Only)

Inkpen

- Sim Kuiper (including Weather Officer)
- Clive Owen

Irishtown

- Rob Herzer

Jennapullen

- Lynton Smith (Weather Officer Only)

Southern Brook

- Paul Antonio

Northam

- Greg Montgomery

Wundowie

- Tyron McMahon

It is apparent from the nominations received that a number of Brigade members do not meet the minimum standards as prescribed by the current resolution of Council. Staff have previously advised Brigade Captains of which nominations have not met the minimum standards.

It is proposed that the Committee recommend to Council those nominations received on the proviso that prior to being officially appointed the individual must provide evidence that they comply with the stipulated training requirements. If the members cannot achieve that standard then they will not be eligible to hold that position.

The nominated FCO's have been listed in the recommendation below with reference to their eligibility/appointment.

RECOMMENDATION / COMMITTEE DECISION

Minute No: BFAC.159

Moved: Mr Murray McGregor

Seconded: Mr Steve Gray

That Council appoints the following Fire Control Officers for the 2017/18 Season subject to the individual complying with the adopted minimum training and experience standards:

Bakers Hill

- Ulo Rumjantsev
- Simon Peters
- Kristapher Brown
- Suzanne Brown
- Gordon Ashman (Weather Officer only)

Clackline / Muresk

- Mathew Macqueen
- Matthew Letch (Permit Only until training requirement met)
- Blair Wilding (Permit Only until training requirement met)
- Nick Tighe (Permit Only until training requirement met)

Grass Valley

- Phillip Lloyd
- Paul Reynolds (Permit Only until training requirement met)
- Phil Gentle (Weather Officer only)

Inkpen

- Sim Kuiper (Weather & Permit Only until training requirement met)
- Clive Owen (Permit Only until training requirement met)
- Nic Dewar

Irishtown

- Rob Herzer

Southern Brook

- Paul Antonio (Permit Only until training requirement met)

Northam

- Greg Montgomery

Wundowie

- Tyron McMahon

CARRIED 10/0

Committee Discussion

Clarification was sought in relation to the training requirements. The CESM advised that the nominated FCO's have been listed in the recommendation with reference to their eligibility/appointment (i.e. Permit Officer only until the training requirements have been met). Once the training requirements have been met they will be appointed as a fully operational FCO.

5.4 NOMINATION FOR 2017/18 CHIEF BUSH FIRE CONTROL OFFICER (CBFCO) AND DEPUTY CHIEF BUSH FIRE CONTROL OFFICER (DCBFCO)

Address:	N/A
Owner:	N/A
File Reference:	5.1.3.1
Reporting Officer:	Daniel Hendriksen Community Emergency Services Manager
Responsible Officer:	Chadd Hunt Executive Manager Development Services
Voting Requirement	Simple Majority

BRIEF

Upon appointment of the Fire Control Officer's for the 2017/18 period, Council is required to appoint a Chief Bush Fire Control Officer (CBFCO) and Deputy Chief Bush Fire Control Officer (DCBFCO).

ATTACHMENTS

Nil.

BACKGROUND / DETAILS

Mr Mathew Macqueen is the current CBFCO and Mr Simon Peters is the DCBFCO.

CONSIDERATIONS

Strategic Community / Corporate Business Plan

- Objective C2: Provide services and processes to enhance public safety.
Strategy C2.1: Provide community services to uphold public safety standards.
Strategy C2.2: Support provision of emergency services.
Strategy C2.3: Provide, monitor and improve adequate Bush Fire Protection provisions.

Financial / Resource Implications

Advertising costs.

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.

Policy Implications

Nil.

Stakeholder Engagement / Consultation

Officers have sought interest from eligible FCO's. The only interest that has been received has been from the current CBFCO and DCBFCO to retain their positions.

Risk Implications

Council is requested to appoint a CBFCO and DCBFCO who meet the minimum training requirements set by Council in order to minimise any potential risks.

OFFICER'S COMMENT

It should be noted that in order to appoint an Officer to this position they must have met the minimum training requirements set by Council for a Fire Control Officer.

RECOMMENDATION / COMMITTEE DECISION

Minute No: BFAC.160

Moved: Cr Ulo Rumjantsev

Seconded: Mr Murray Bow

That Council appoint Mr Mathew Macqueen as the Chief Bushfire Control Officer and Mr Simon Peters as the Deputy Chief Bushfire Control Officer for the 2017/18 period.

CARRIED 9/1

Mr Blair Wilding voted against the motion.

Committee Discussion

Discussion was held around whether the Brigade's had submitted their nominations for the CBFCO and DCBFCO. The CESM advised that all qualified FCO's were consulted in relation to seeking their interest in nominating for the positions. There was no interest from other FCO's and therefore the

recommendation was formed on the basis of the existing CBFCO and DCBFCO wishing to continue wishing to retain/re-nominate for their positions.

Clarification was sought in relation to whether the CBFCO and DCBFCO are required to undertake the Chief Bush Fire Control Officer training course through DFES. The CESM advised that the existing and recommended CBFCO and DCBFCO have not undertaken the course as this has not been held in approximately 3-4 years. In addition, there is no current pre-requisite or resolution for them to have undertaken further training than what has been established as the minimum training requirement for FCO's.

5.5 CREATION OF NORTHAM CENTRAL BUSH FIRE AND WUNDOWIE BUSH FIRE BRIGADE

Address:	N/A
Owner:	N/A
File Reference:	5.1.3.1
Reporting Officer:	Daniel Hendriksen Community Emergency Services Manager
Responsible Officer:	Chadd Hunt Executive Manager Development Services
Voting Requirement	Simple Majority

BRIEF

Council is requested to consider the creation of the following brigades which have been identified through the Feasibility Report which was undertaken as per the resolution of Council on 15th June 2016:

- Northam Central Bush Fire Brigade; and
- Wundowie Bush Fire Brigade.

ATTACHMENTS

Attachment 1: Feasibility Report.

BACKGROUND / DETAILS

At the Bushfire Advisory Committee meeting held on 31st May 2016 it recommended that Council endorse the creation of the Northam Central and Wundowie Bush Fire Brigade's. Council considered this at the Ordinary Council meeting held on 15th June 2016 where it resolved that the Chief Executive Officer is to prepare a detailed feasibility report on the proposed creation of both the Brigade's and the report is to be submitted to the BFAC prior to further considerations by Council.

CONSIDERATIONS

Strategic Community / Corporate Business Plan

Objective C2: Provide services and processes to enhance public safety.

Strategy C2.1: Provide community services to uphold public safety standards.

Strategy C2.2: Support provision of emergency services.

Strategy C2.3: Provide, monitor and improve adequate Bush Fire Protection provisions.

Financial / Resource Implications

There will no financial or resource implications to Council. Once the Brigade is created, the Risk to Resource report will be forwarded to Department of Fire & Emergency Services (DFES) who will assess this against the risk and need of the Brigade and make a determination in relation to funding. Should DFES not support funding the Brigade it will stay in 'name only' until such time DFES make a determination to provide funding.

Legislative Compliance

Bushfire Act 1954 and relevant subsidiary legislation.

Policy Implications

Nil.

Stakeholder Engagement / Consultation

Officers have consulted with DFES and Wundowie Volunteer Fire & Rescue Service in relation to this matter.

Risk Implications

Nil.

OFFICER'S COMMENT

The Feasibility Study has been provided in Attachment 1 of this report.

RECOMMENDATION

That Council:

- 1. Create the Wundowie Bushfire Brigade under Section 41 Bushfire Act 1954.**
- 2. Create and discuss a draft memorandum of understanding with Wundowie FRS and DFES to utilise their facilities and members in Wundowie.**
- 3. Advertise the proposed intention to create a joint Wundowie BFB/VFRS Brigade to attract new membership of volunteers**
- 4. Submit a business case to DFES to fund the Wundowie joint brigade out of the ESL and supply vehicles suitable for the area (Possibly a 3.4U and LT) make the necessary adjustments to the current building.**
- 5. Create a specific fire district for Wundowie BFB to include the land east of Linley Valley Road, west of Coates and Sims road, and everything north of Great Eastern Highway. (See Map above)**
- 6. That Council creates the Northam Central Bushfire Brigade under Section 41 Bushfire Act 1954.**
- 7 Advertise the Brigade as an expression of interest in the Northam locality to see what interest there is to join. Begin training volunteers utilising Shire facilities and surrounding brigade's appliances.**

- 8 Put forward a business case to DFES to fund the Northam Central brigade out of the ESL and supply facilities and vehicles suitable for the area.**
- 9. Create a new fire district for Northam Central Brigade which is not bounded to its own area but covers the entire Shire of Northam. Allowing them to be called to incidents across the Shire as a Primary or Secondary Brigade to assist other brigades with more firefighters on the ground.**

Committee Discussion

The CESM provided an overview and summary of the report and recommendations presented.

Greg Montgomery from the Northam Volunteer Fire and Rescue Service advised that they often feel underutilised and therefore do not support the creation of a Northam Central Bushfire Brigade. There was discussion around how the Brigade could work with the Northam Volunteer Fire and Rescue Service (e.g. dual membership).

Clarification was sought in relation to whether there was sufficient interest/demand for the creation of a Northam Central Bushfire Brigade. The CESM advised that the recommendation proposes to advertise seeking interest from the communities.

Discussion was held around the process for creating the Brigade's. The CESM advised that the process to first 'create' the Brigades is required by DFES (i.e. Formal process). The CEO confirmed that although this is the formal process it should be noted that there is nothing stopping interest first being sought to gauge whether there is enough interest/volunteers to support the Brigade before initiating the creation.

Clarification was sought in relation to the level of discussion held with both Wundowie and Northam Volunteer Fire and Rescue Service. The CESM advised that discussion has been limited with both groups however they are aware that this creation of the Brigade's is in the process of being completed.

The Committee agreed to consider the creation of each Brigade individually.

RECOMMENDATION / COMMITTEE DECISION

Minute No: BFAC.161

Moved: Mr Steve Gray

Seconded: Cr Ulo Rumjantsev

That Council:

- 1. Create the Wundowie Bushfire Brigade under Section 41 Bushfire Act 1954;**
- 2. Create and discuss a draft memorandum of understanding with Wundowie FRS and DFES to utilise their facilities and members in Wundowie;**
- 3. Advertise the proposed intention to create a joint Wundowie BFB/VFRS Brigade to attract new membership of volunteer;**
- 4. Submit a business case to DFES to fund the Wundowie joint brigade out of the ESL and supply vehicles suitable for the area (Possibly a 3.4U and LT) make the necessary adjustments to the current building; and**
- 5. Create a specific fire district for Wundowie BFB to include the land east of Linley Valley Road, west of Coates and Sims road, and everything north of Great Eastern Highway. (See Map above).**

CARRIED 10/0

RECOMMENDATION / MOTION

Minute No: BFAC.162

Moved: Mr Murray Bow

Seconded: Mr Steve Gray

That Council:

- 1. Creates the Northam Central Bushfire Brigade under Section 41 Bushfire Act 1954;**
- 2. Advertise the Brigade as an expression of interest in the Northam locality to see what interest there is to join. Begin training volunteers utilising Shire facilities and surrounding brigade's appliances;**
- 3. Put forward a business case to DFES to fund the Northam Central brigade out of the ESL and supply facilities and vehicles suitable for the area; and**
- 4. Create a new fire district for Northam Central Brigade which is not bounded to its own area but covers the entire Shire of Northam. Allowing them to be called to incidents across the Shire as a Primary or Secondary Brigade to assist other brigades with more firefighters on the ground.**

LOST 5/5

BY THE CHAIRPERSONS CASTING VOTE

Further discussion was held around creating this brigade and whether this should be pursued. The following motion was put forward to first establish whether there is sufficient interest before initiating the process for developing the Northam Central Bushfire Brigade.

MOTION / COMMITTEE DECISION

Minute No: BFAC.163

Moved: Mr Blair Wilding

Seconded: Mr Sam Moss

That Council advertise the proposed Northam Central Bushfire Brigade seeking expression of interest in the Northam locality and present the findings to a Bushfire Advisory Committee Meeting.

CARRIED 10/0

Reason for change to Officer Recommendation

The Committee formed the view that it would be more prudent to see if there was any interest from the public in joining a Central Bushfire Brigade prior to commencing the process of establishing one.

Attachment 1

FESABILITY STUDY – CREATION OF BUSHFIRE BRIGADES

Background

At the Bushfire Advisory Committee meeting held on 31st May 2016 it was recommended that Council endorse the creation of the Northam Central and Wundowie Bush Fire Brigade's. Council considered this at the Ordinary Council meeting held on 15th June 2016 where it resolved that the Chief Executive Officer is to prepare a detailed feasibility report on the proposed creation of both the Brigade's and the report is to be submitted to the BFAC prior to further considerations by Council.

It is inevitable given the current and future development occurring within the western sector of the Shire that a review of the brigades within the Shire will be required. Also the concept of potentially creating additional brigades that may increase volunteer numbers is worthy of further investigations.

Local Brigades are coming under increasing pressure due to the lack of volunteers who are able to crew fire trucks particularly the heavier units that require drivers who have heavy vehicles licences. The factors around the diminishing volunteer base are well known and include a changing demographic, fly in-out / ageing population and generally a reluctance for people to volunteer.

Purpose

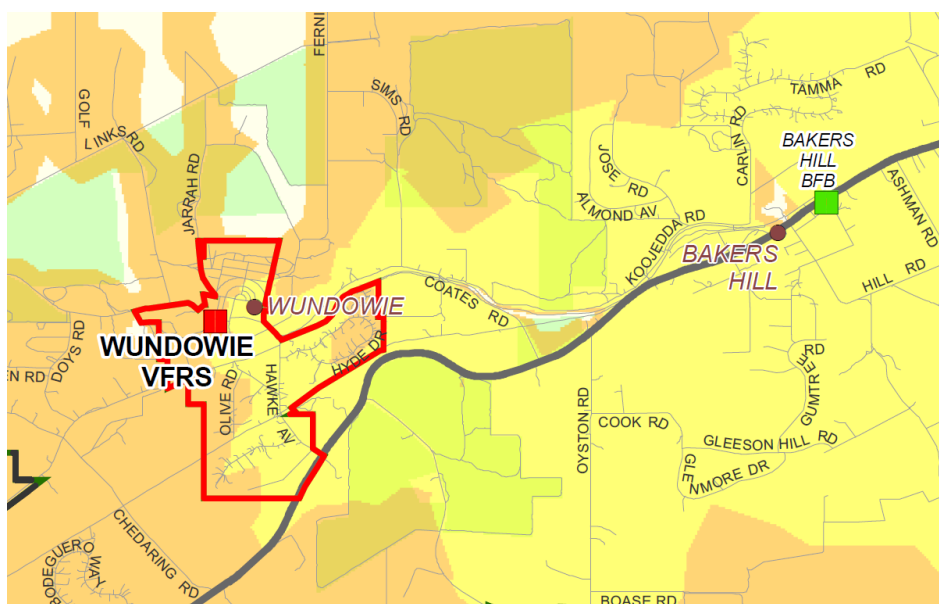
The two new brigades are put forward for two completely different reasons. Wundowie BFB is based on the high bushfire risk and growing population in the area. Northam Central BFB is to gain more resources in the form of volunteers and a brigade located in the centre of the shire to support the outlying brigades.

Wundowie Bushfire Brigade

Wundowie area Issues & Risks

The Wundowie area has the highest bushfire risk within the Shire of Northam. The Wundowie gazetted town site is covered by the Wundowie Fire and Rescue Service shown in red in the map below

There are many large housing estates such as Maurivillo, Bodeguero and El Cabello Estate that are all outside the gazetted town site. These estates are covered by the Bakers Hill Bushfire Brigades District.



Bakers Hill Bushfire Brigade has limited resources and members with a 600lt light tanker and a 2000lt truck which are stationed in Tame Road Bakers Hill.

Desktop analysis of expected response times contained in the following table:

	Road Distance	Travel Time @ 70km/h Av.	Total Elapsed Time (+20 min Turnout)
El Cabello	15 km	13 min	33 min
Maurivillo	18 km	16 min	36 min
Hawke Ave	10 km	9 min	29 min
Sims Road	15 km	13 min	33 min

The above table indicates average arrival times. The map above also shows in orange arrival times over 30 minutes. A request for backup assistance upon arrival and initial incident size-up would result in a 40 minute lead period (+/- 10%) before backup arrives.

The Wundowie area will continue to develop with many more blocks being subdivided.

In the last 10 years around 200 lots have been created

Hyde Dr – 60

Brown road – 20

Maringer and Acacia – 53

Bodegeuro way – 50

In the last 5 years a further 150 lots have also been created

Maurivillo - 124

Sims Road – 20

Weribee Road sub division – 7

In the next year we are expecting see a further 30 lots in Mauravillo plus others in the area

El Cabello lifestyle village has a further 40 houses with most residence are over the age of 50 years old.

Many of these estates also have large reserves of bushland directly behind blocks creating further issues and stretching resources.

Brigade Structure Options

There are several options with respect to the structure of any new brigade in the area

Option 1 – Stand-alone BFB

Option 1A - a new BFB is created completely separate to the VFRS. This would be in name only as the brigade would be used as support to existing BFB in the Shire (i.e there will not be a new BFB area)

Option 1B – a new BFB is created completely separate to the VFRS and other Brigades and operate in a designated Brigade area. This would require the redefinition of the existing brigade areas.

Option 2 – Combination Brigade

Option 2A– the brigade becomes a Volunteer Emergency Service Unit (VES)

Option 2B – the brigade becomes a joint Bush Fire and Fire and Rescue Brigade, both brigades operate from the same facility under an MOU.

Wundowie FRS have indicated that they are not willing to become a VES as they would lose their heritage as a Fire and Rescue Service.

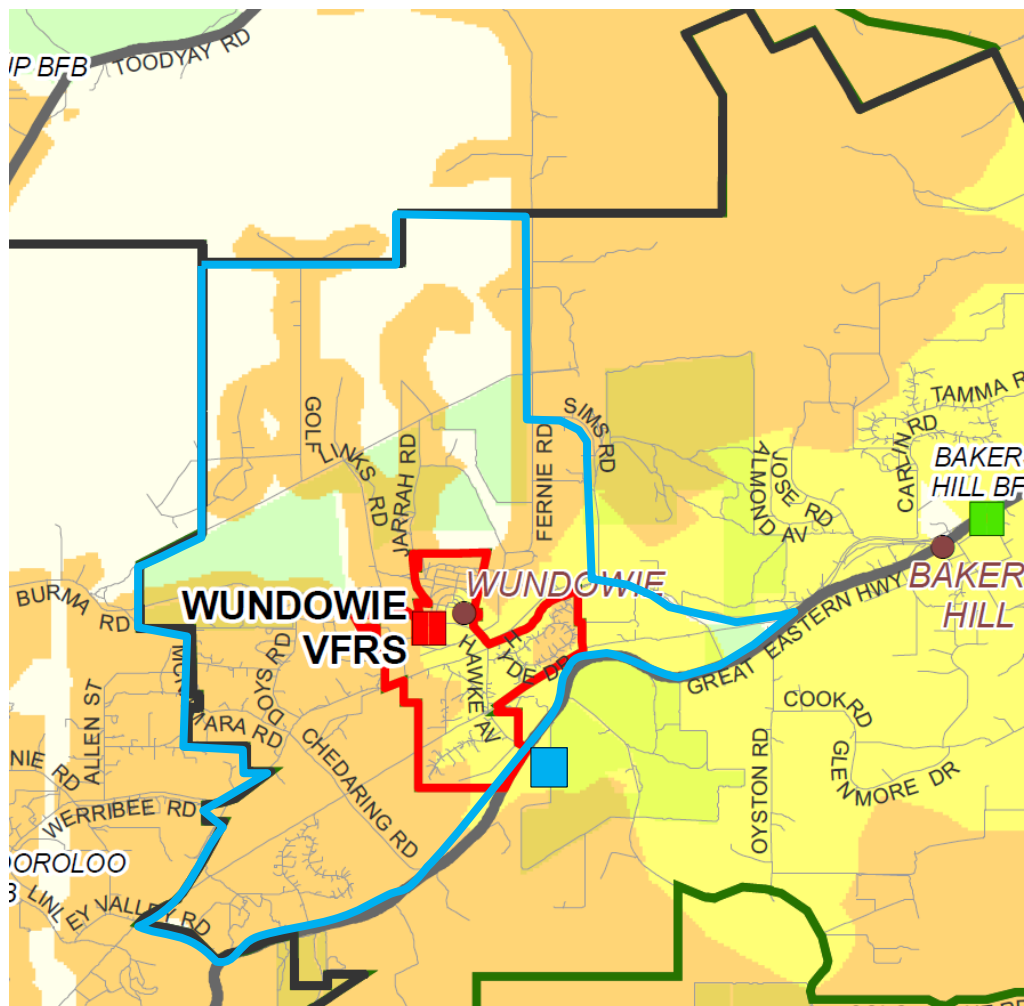
It is apparent from discussion with DFES officers that should this option be pursued then the requirement is for the brigade to be created prior to a business case being submitted.

Recommended Option – 2B – Proposed Wundowie FRS Memorandum of Understanding

The proposed MOU will cover all aspects of how the joint brigade will operate. In its basic form the current members of the FRS would become dual registered as BFB members. The Captain, Lieutenants, and other officers would be elected into both positions in the VRS and BFB. There has been good interest from the Wundowie community that if a BFB forms in the area they would join. A member could choose to be in only one brigade or be a dual member. DFES would provide and maintain the building. The Shire (funded out of the ESL) would supply and maintain the bushfire appliances and provide bushfire PPE that would not otherwise be supplied by DFES as the FRS.

Proposed Joint Brigade Boundaries

Given the location of the subdivisions in relation to the town site of Wundowie the following is suggested as being a suitable brigade area.



Recommended Actions

1. That Council creates the Wundowie Bushfire Brigade under Section 41 Bushfire Act 1954.
2. Create and discuss a draft memorandum of understanding with Wundowie FRS and DFES to utilise their facilities and members in Wundowie.
3. Advertise the proposed intention to create a joint BFB/VFRS Brigade to attract new membership of volunteers
4. Put forward a business case to DFES to fund the brigade out of the ESL and supply vehicles suitable for the area (Possibly a 3.4U and LT) make the necessary adjustments to the current building.
5. Create a specific fire district for Wundowie BFB to include the land east of Linley Valley Road, west of Coates and Sims road, and everything north of Great Eastern Highway. (See Map above)

Advantages of Recommended Strategy

The recommended solution/strategy cites the following advantages and benefits to the brigade and wider community:

- Faster response times to the Wundowie area
- Increased water capacity increases initial suppression duration minimising risk and duration of down time in suppression operations while awaiting for backup.
- Increased productivity in both suppression and mop-up phases.
- Extra man power with the addition of Wundowie volunteers.
- Minimal impact on ongoing operating cost/budget.
- As the Shire's western most brigade, Wundowie brigade will be well positioned to assist the high risk Shires of Northam, Toodyay and Mundaring – thus the additional investment to improve capability would have a wider regional benefits beyond the Shire of Northam.

Funding

No funding will be required by the Shire of Northam other than the initial gazettal and advertising of the brigade. All funding and appliances will be on application to DFES to approve funding for the brigade out of the (ESL) Emergency Service Levi.

Northam Central Bushfire Brigade

Northam Issues & Risks

The creation of Northam Central Brigade is primarily based on resourcing. The town site of Northam is a centrally located and can provide the outlying shire brigades with a fast responding support brigade as well as servicing its own area. A second benefit of having the brigade within the town site is a large population should attract larger volunteer base.

This Brigade is proposed to be setup similar to the existing Toodyay Central & Mundaring Co-Location brigade. A support resource with the possibility of requesting a 12.2 unit from DFES and housing the regional (ICV) Incident Control Vehicle (shown below).



The future of the Bush fire service was discussed with the previous Irishtown Captain David Russell as part of the subcommittee first put together to look at this brigade. One of the big reasons was that in the next 5 to 10 years the Irishtown Brigade may not have the member base to provide its current service. To future proof this area appliances could be rotated or relocated to the Northam Central Brigade once the member base could support the appliances.

As yet there is no facilities that could be utilised for the brigade. A funding application could be approved by DFES for the new brigade facility (similar to the one shown below) but in the interim the brigade could be run from any of the Shire's sporting facilities or Shire Depot with approval and could utilise surrounding bushfire vehicles for training such as Grass Valley and Irishtown.



Quinns Rock BFB with a 12.2, ICV and 3.4U and LT (out the rear)

Brigade Structure Options

There are several options with respect to the structure of any new brigade in the area

Option 1 – Stand-alone BFB

Option 1A - a new BFB is created completely separate to the VFRS. This would be in name only as the brigade would be used as support to existing BFB in the Shire (i.e there will not be a new BFB area)

Option 1B – a new BFB is created completely separate to the VFRS and other Brigades and operate in a designated Brigade area. This would require the redefinition of the existing brigade areas.

Option 2 – Combination Brigade

Option 2A– the brigade becomes a Volunteer Emergency Service Unit (VES)

Option 2B – the brigade becomes a joint Bush Fire and Fire and Rescue Brigade, both brigades operate from the same facility under an MOU.

At this stage Northam FRS are not interested in becoming a joint brigade but members will be asked if they would join Northam Central as a dual member and possibly if the model shows promise in Wundowie it may be an option to reconsider. Some members of Northam FRS have indicated they would join the BFB as long as it did not clash with their responsibilities at the Northam FRS.

Given the feedback from the Northam FRS it is recommended that Option 1A. It is apparent from discussion with DFES officers that should this option be pursued then the requirement is for the brigade to be created prior to a business case being submitted. This brigade is proposed to be a longer term strategy due to the logistics and funding arrangements required from DFES. Options to be investigated include - Using other bridges and appliances to supply training to new members, Establishing and training a leadership structure, Identifying an area to operate from (could possibly be based at a council facility) and securing funding.

Recommended Solution/Objectives

1. That Council creates the Northam Central Bushfire Brigade under Section 41 Bushfire Act 1954.
2. Advertise the Brigade as an expression of interest in the Northam town site to see what interest there is to join. Begin training volunteers utilising Shire facilities and surrounding brigade's appliances.
3. Put forward a business case to DFES to fund the brigade out of the ESL and supply facilities and vehicles suitable for the area.
4. Create a new fire district for Northam Central Brigade which is not bounded to its own area but covers the entire Shire of Northam. Allowing them to be called to incidents across the Shire as a Primary or Secondary Brigade to assist other brigades with more firefighters on the ground.

Advantages of Recommended Strategy

The recommended solution/strategy cites the following advantages and benefits to the brigade and wider community:

- Faster response times to the Northam area and rapid support to other brigades
- Increased water capacity and appliances increases initial suppression duration minimising risk.
- Extra man power with the addition of Northam volunteers.
- Minimal impact on ongoing operating cost/budget.
- The central location allows the Brigade to be well positioned to assist in the Shire of Northam, and surrounding regional shires of Toodyay, Goomalling, York, Beverly and Cunderdin.

Funding

No funding will be required by the Shire of Northam other than the initial gazettal and advertising of the brigade. All funding and appliances will be on application to DFES to approve funding for the brigade out of the (ESL) Emergency Service Levi.

Avon Regional Support Unit

Avon Regional Support Unit

The Department of Fire and Emergency Service is developing a volunteer emergency service unit called the Avon Regional Support Unit. This unit will be based in Northam created to manage the (ICV) Incident Control Vehicle for the Avon Region. Bushfire Brigade members from across the region will be invited to join the brigade. To manage communications, reporting and computer support for larger Incidents. If there are any brigade or SES members interested please advise your local CESM.

Summary

This report was produced by Daniel Hendriksen Northam CESM in consultation with Sven Andersen (DFES DO Northam), Wundowie FRS, Shire Staff and the two sub committees first created to investigate the risk and response to fire across the shire. These members are listed below.

David Russell
Ulo Rumjantsev
Robert Herzer
Greg Montgomery

I would like to personally thank the above people for their time, efforts and input into the creation of this report.

Yours sincerely
Daniel Hendriksen
Community Emergency Service Manager

8 June 2017

5.6 FIREBREAK NOTICE 2017/18

Address:	N/A
Owner:	N/A
File Reference:	5.1.3.1
Reporting Officer:	Daniel Hendriksen Community Emergency Services Manager
Responsible Officer:	Chadd Hunt Executive Manager Development Services
Voting Requirement	Simple Majority

BRIEF

The Purpose of the Fire Break Notice is to provide the community with a set of guidelines that we as a Council believe is required to reduce the risk of a Bush Fire on life and property. The Committee and ultimately Council is being requested to endorse the Firebreak Notice for the 2017/18 period.

ATTACHMENTS

Attachment 1: Firebreak Notice 2017/18.

Attachment 2: Revised Firebreak Notice as recommended by Committee.

BACKGROUND / DETAILS

These changes will bring The Shire of Northam Fire Break Notice into line with current practices and guidelines.

As with previous years, BFAC have been provided the opportunity to comment of the Shire of Northam Fire Break Order. A copy of the proposed Firebreak Order is attached to this agenda/minutes.

CONSIDERATIONS

Strategic Community / Corporate Business Plan

- Objective C2: Provide services and processes to enhance public safety.
- Strategy C2.1: Provide community services to uphold public safety standards.
- Strategy C2.2: Support provision of emergency services.
- Strategy C2.3: Provide, monitor and improve adequate Bush Fire Protection provisions.

Financial / Resource Implications

Council is required to advertise the Firebreak Notice which forms part of the operating costs of the Shire of Northam Annual Budget.

Legislative Compliance

Council are Responsible for the development and enforcement of Firebreak requirements in accordance with Section 33 of the Bush Fires Act 1954 -

33. Local government may require occupier of land to plough or clear fire break
- (1) Subject to subsection (2) a local government at any time, and from time to time, may, and if so required by the Minister shall, as a measure for preventing the outbreak of a bush fire, or for preventing the spread or extension of a bush fire which may occur, give notice in writing to an owner or occupier of land situate within the district of the local government or shall give notice to all owners or occupiers of land in its district by publishing a notice in the Government Gazette and in a newspaper circulating in the area requiring him or them as the case may be within a time specified in the notice to do or to commence to do at a time so specified all or any of the following things –
- (a) to plough, cultivate, scarify, burn or otherwise clear upon the land fire breaks in such manner, at such places, of such dimensions, and to such number, and whether in parallel or otherwise, as the local government may and is hereby empowered to determine and as are specified in the notice, and thereafter to maintain the fire breaks clear of inflammable matter;
 - (b) to act as and when specified in the notice with respect to anything which is upon the land, and which in the opinion of the local government or its duly authorised officer, is or is likely to be conducive to the outbreak of a bush fire or the spread or extension of a bush fire, and the notice may require the owner or occupier to do so
 - (c) as a separate operation, or in coordination with any other person, carrying out a similar operation on adjoining or neighbouring land; and
 - (d) in any event, to the satisfaction of either the local government or its duly authorised officer, according to which of them is specified in the notice

Policy Implications

Nil.

Stake Holder Engagement / Consultation

Nil.

Risk Implications

Should a Firebreak Notice not be endorsed by the Council it may be in breach of legislation and at risk of not having effective measures in place to manage and reduce the fire risk in the district.

OFFICER'S COMMENT

As with previous years the BFAC is provided with an opportunity to provide feedback. The Firebreak Notice is first and foremost a Council document written to reduce fire risk in the area and to support the Council Officers that enforce it.

The significant changes are primarily in relation to

- amending the deadline date for the installation of fire prevention measures to the 1st of October (currently 1st November) to align with the proposed modifications to the restricted burning period and to be more aligned with adjoining Shires
- Removal of the section for properties greater than 100,000m² (10 hectares) which is now incorporated into the section of all properties over 1 hectare.
- Setting the standard firebreak width of 3 metres and 4 metre height (including all farming properties)
- Modifying the definition of a firebreak to include that in pastoral areas it is considered acceptable if a vehicle can travel through crop area with in 10m of the firebreak to traverse around low branches or limbs.
- Giving landowners of land greater than 1 hectare the options of either installing a firebreak, slashing the entire property or a combination of both
- other minor changes including streamlining the notice to make it more readable for the general public.

In support of the proposed changes to the firebreak width to 3 metres, officers advise that approximately 80% of the properties in the eastern section of the Shire that received a fire permit already had 3m wide breaks already installed.

RECOMMENDATION / MOTION

Minute No:

Moved: Cr Ulo Rumjantsev

Seconded: Mr Murray McGregor

That Council endorse the 2017/18 Fire Break Notice as provided in Attachment 1 of this report.

LOST 3/7

MOTION / COMMITTEE DECISION

Minute No: BFAC.164

Moved: Mr Blair Wilding

Seconded: Mr Sam Moss

That Council endorse the 2017/18 Fire Break Notice as previously adopted for the 2016/17 subject to the inclusion of:

- **Giving landowners of land greater than 1 hectare the options of either installing a firebreak, slashing the entire property or a combination of both; and**
- **Minor streamlining changes to make the notice more readable for the general public.**

CARRIED 8/2

Reason for Change

The Committee believe that the previous firebreak order was more appropriate and practical.

Attachment 1



Fire & Burning Information 2017/18

Inside:

- Overview of requirements under the Bush Fires Act
- Ways to reduce fuel loads on your property
- Understanding Fire Danger Ratings and Fire Bans

Your Home

Your Property

Other Conditions

Burning & Permits

Fire Bans & Burning Periods

Information Conditions



For a map of local reported emergencies, fires and burns visit the Emergency WA website www.emergency.wa.gov.au.



BUSH FIRES ACT 1954

Firebreak and Fuel Load Notice

Shire of Northam

Pursuant to the powers contained in Section 33 of the *Bush Fires Act 1954* (as amended), notice is hereby given to all owners and occupiers of land within the Shire of Northam adopted the following requirements as a measure to assist in the control of bush fires, or preventing the spread or extension of a bush fire which may occur within the Shire.

All owners and/or occupiers of land within the Shire of Northam are required to carry out fire prevention work in accordance with this notice by 1 October each calendar year and maintained until 30 April the following calendar year, or within 14 days of becoming an owner or occupier of land if after that date, to comply with the requirements set out in this notice.

FAILURE TO COMPLY WITH THE REQUIREMENTS OF THIS ORDER MAY RESULT WITH THE ISSUE OF AN INFRINGEMENT NOTICE PENALTY \$250.00 OR PROSECUTION IN A COURT OF LAW WITH A MAXIMUM PENALTY OF \$5,000 AND BE LIABLE WHETHER PROSECUTED OR NOT TO PAY THE COSTS OF PERFORMING THE WORK DIRECTED BY THE NOTICE.

1. Building Protection Zone

The Building Protection Zone is an area of very low fuel levels and managed vegetation 20 metres out from habitable buildings (As defined in the Residential Design Codes of WA and in AS 3959) and must meet the following requirements,

Habitable building means a dwelling, workplace, place of gathering or assembly, a building used for the storage or display of goods or produce for sale by wholesale in accordance with classes 1-9 of the Building Code of Australia. The term habitable building includes attached and adjacent structures like garages, carports, verandahs or similar roofed structures that are attached to, or within 6 metres of, the dwelling or primary building.

- Building Protection Zones for habitable buildings must extend a minimum of 20 metres out from any external walls of the building, attached structures, or adjacent structures within 6 metres of the habitable building.
- On sloping ground the Building Protection Zone distance shall increase at least 1 metre for every degree in slope on the sides of the habitable building that are exposed to down slope natural vegetation.
- Building Protection Zones must consist of non-flammable managed vegetation, reticulated lawns and gardens and other non-flammable features.
- All grass in Building Protection Zones must be maintained to or under 5cm in height.
- Fuel loads within Building Protection Zones must be maintained at 2 tonnes per hectare or lower.
- The crowns of trees must be separated to create a clear separation distance between adjoining or nearby tree crowns. The separation distance between tree crowns is not required to exceed 10 metres.
- A small group of trees within close proximity to one another may be treated as one crown provided the combined crowns do not exceed the area of a large or mature crown size for that species.
- Trees are to be low pruned (or under pruned) to at least a height of 2 metres from ground.
- No tree, or shrub over 2 metres high are to be within 2 metres of a habitable building.

- Trees and shrubs over 2 metres high must not be planted in groups close to the habitable building and there must be a gap of at least 3 times the height (at maturity) of the shrub away from the habitable building.
- There must be no tree crowns or branches hanging over habitable buildings.
- Firewood and flammable materials must be stored 20m from habitable buildings
- Driveways and access ways are to be a minimum of (3) metres wide with a vertical clearance of (4)metres to allow for the safe passage of a fire appliance to all buildings and assets on the land
- Roof gutters should be free of leaves and other combustible material.
- Roof mounted evaporative air coolers should be fitted with ember proof screens to the filter medium to reduce the possibility of bushfire embers igniting the air cooler

YOUR PROPERTY

2. Land with area less than 10,000m² (1 hectare)

- Maintain all grass on the land to a height no greater than 10cm all windrows or dead flammable material must be removed.
- Maintain fuel loadings in natural bush areas at less than 8 tonnes per hectare across the land
- Land with a habitable building on it must maintain a Building Protection Zone in line with the requirements of Section 1 of this notice.

3. Land with an area greater than 10,000m² (1 hectare)

Options (selected one out of the three options)

1. Install bare earth firebreaks three (3) metres wide immediately inside within (10) metres of all boundaries in a continuous form. All overhanging branches, trees, limbs etc. to be trimmed back from over the firebreak area to a minimum height of four (4) metres to allow for the safe passage of a fire appliance or;
 2. Maintain all grass on the land to a height no greater than 10cm all windrows and or dead flammable material must be removed. An access area within (10) metres of the boundary with a minimum width of (3) metres with a vertical clearance of (4) metres were all overhanging branches are trimmed back to allow for the safe passage of a fire appliance or;
 3. A combination of the above two options for properties with natural bush sections and pastured land sections
- Land with a building on it must maintain a Building Protection Zone in line with the requirements of Section 1 of this notice.
 - On land for the use of tendering livestock a level of feed can be maintained to last the season. All grass a distance of 5m from any firebreak must be maintained to a height no greater than 10cm.
 - Maintain fuel loadings in natural bush areas at less than 8 tonnes per hectare across the land.

Firebreak

Means a strip or area of trafficable ground, which is at least three (3) metres wide with a minimum height of four (4) metres, which is kept and maintained totally clear of all inflammable matter. Any living or dead trees, scrub or any other material encroaching within the minimum height of the firebreak must be pruned or removed. In Pastoral areas it is considered acceptable if a vehicle can travel through crop area with in 10m of the firebreak to traverse around low branches or limbs.

4. Fuel Depot and Storage Areas, Haystacks, Chaff Dumps, Stockpiled Flammable Materials and Stationary Machinery.

- Remove all flammable matter within (10) metres of Fuel Depot and Storage Areas of where fuel drums whether containing fuel or not, fuel ramps or fuel dumps are located, Haystacks, Chaff Dumps, Stockpiled Flammable Materials, Stationary Machinery are stored.
- Install bare earth firebreaks three (3) metres wide immediately inside and along all boundaries of land in a continuous form with a vertical clearance of (4) metres where overhanging branches are trimmed back immediately adjacent to Fuel Depot and Storage Areas, Haystacks, Chaff Dumps, Stockpiled Flammable Materials and Stationary Machinery.

5. Bushfire or Emergency Management Plans (Compliance is required throughout the year, every year)

Means a bushfire management plan, emergency management plan or an approved Bushfire attack level (BAL) assessment that has been developed and approved to reduce and mitigate fire hazards as part of a Town Planning Scheme, subdivision approval, development approval or a building permit

- All properties with a Bush Fire, Fire or Emergency Management Plan shall comply with the plan in its entirety.
- Any requirements identified in a Bush Fire, Fire or Emergency Management Plan are in addition to the requirements of this notice.

6. Application to vary the Firebreak Requirements with Alternative Arrangements

If it is considered impracticable for any reason whatsoever to implement any of the requirements of this Notice, you may apply in writing to the Shire of Northam by no later than the 7th September each year for permission to implement alternative measures. If permission is not granted in writing you must comply with the requirements of this notice.

7. The Burning of Garden Refuse

Pursuant to the powers contained in section 24G (2) of the *Bush Fires Act 1954*, the Shire of Northam prohibits the burning of all garden refuse within its district during the Prohibited Burning Times. This prohibition applies to all persons within the Shire's district.

- The burning of garden refuse or rubbish on the ground or in an incinerator that would otherwise be permitted under Section 24F is prohibited absolutely on all land within the district during the Prohibited Burning Time.
- The burning of garden refuse or rubbish on the ground or in an incinerator that would otherwise be permitted under Section 24F is prohibited on all land under 2000m² (square metres) in size during the Restricted Burning Time, without a Fire Permit issued under Regulation 15 of the *Bush Fires Act 1954*.
- During the Restricted Burning Time, residents of the Shire may burn the bush for fire mitigation purposes by following the conditions of a valid permit to burn.
- During the Restricted Burning Time, residents on land that is greater than 2,000m² in area it is permissible to undertake the burning of garden refuse (dry leaves, small branches, off cuts, etc.) in

separate piles on the ground no larger than 1.0 m³ between the hours of 18:00 (6pm) and 23:00 (11pm) by complying with all the conditions of section 24F (3) in the *Bush Fires Act 1954*.

8. Restricted and Prohibited Burning times

- The "Prohibited Burning Time" means the 1 November each calendar year through until 21 February the following calendar year (inclusive, and as varied pursuant to Sections 17 and 18 of the *Bush Fires Act 1954*).
- The "Restricted Burning Time" means the 19 September through until 31 October and the 22 February through until 5 April each calendar year (inclusive, and as varied pursuant to Sections 17 and 18 of the *Bush Fires Act 1954*).

9. Permits to burn

Means a "Permit to Burn the Bush" as issued by an Authorised Officer under section 18 of the *Bush Fires Act 1954*.

- Applications for Permits are available from the Shire of Northam at no cost.
- You must comply with all conditions imposed by the Shire or an Authorised Officer in respect of any Permit issued by the Shire.
- Permits will not be valid on days of "very high", "severe", "extreme" or "catastrophic" fire danger.
- Permits may also be revoked if in the opinion of an authorised officer the conditions are not deemed suitable for prescribed burns.

10. Harvest, Movement of Vehicles and Hot Works Bans

All persons within the Shire are required to comply with these bans under the provisions of the Bush Fires Act.

- A Harvest Ban requires the cessation of all harvesting operations within the Shire of Northam.
- A Vehicle Movement ban does not permit the movement of vehicles on properties within the Shire of Northam except for the essential watering of stock in a diesel powered vehicle.
- A Hot Works ban is defined as a ban on the outdoor use of all welding, grinding and abrasive tools on properties within the Shire of Northam. Exemptions in accordance with Council Policy may be available. Further information is available by contacting Shire of Northam (08) 9622 6100.

A Harvest Vehicle Movement and Hot works Ban will be advertised on the Shire of Northam Website or Emergency Information Line on (08) 9621 1120. Where possible on ABC Radio 531AM, Radio West 864 AM and. Ban updates can be obtained or via a free SMS service which is available upon request from the Shire of Northam (08) 9622 6100

11. Additional Works

In addition to the requirements noted above, regardless of land size and location, the Shire of Northam or its duly authorised officer may require you to undertake additional works on your property to improve access and or undertake further hazard removal and/or reduction works, where in the opinion of that authorised officer, it is to be necessary to prevent the outbreak and/or the spread of a bush fire.

Take notice that pursuant to Section 33(4) of the *Bush Fires Act 1954*, where the owner and/or occupier of land fails or neglects to comply with the requisitions of this Notice within the times specified, the Shire of Northam may by its officers and with such servants, workmen and contractors, vehicles and machinery as the officers deem fit, enter upon the land and carry out the requisitions of this Notice

which have not been complied with and pursuant to Section 33(5) of the *Bush Fires Act 1954*, the amount of any costs and expenses incurred may be recovered from you as the owner and or occupier of the land.

If the requirements of this Notice are carried out by burning, such burning must be in accordance with the relevant provisions of the *Bush Fires Act 1954*.

The Penalty for failing to comply with this Notice is a fine not exceeding \$5000 and a person in default is also liable whether prosecuted or not to pay the costs of performing the work directed by this Notice if it is not carried out by the owner and/or occupier by the date required by this Notice.

GENERAL ADVICE

This notice gives the minimum requirements for fire control within the Shire of Northam and all residents and ratepayers are encouraged to be “Bushfire Ready” by undertake additional fire protection measures, creating a household “Bushfire Survival Plan” to ensure the safety of property and life. Further additional information to that contained in this notice can be obtained from the Are You Bushfire Ready website www.areyouready.wa.gov.au or from the Shire of Northam website www.northam.wa.gov.au

All previous versions of this notice are hereby cancelled.

By order of the Council,

JASON WHITEAKER, Chief Executive Officer

Attachment 2 BUSH FIRES ACT 1954

Firebreak and Fuel Load Notice

Shire of Northam

Pursuant to the powers contained in Section 33 of the *Bush Fires Act 1954* (as amended), notice is hereby given to all owners and occupiers of land within the Shire of Northam adopted the following requirements as a measure to assist in the control of bush fires, or preventing the spread or extension of a bush fire which may occur within the Shire.

All owners and/or occupiers of land within the Shire of Northam are required to carry out fire prevention work in accordance with this notice by 1 November each calendar year and maintained until 30 April the following calendar year, or within 14 days of becoming an owner or occupier of land if after that date, to comply with the requirements set out in this notice.

FAILURE TO COMPLY WITH THE REQUIREMENTS OF THIS ORDER MAY RESULT WITH THE ISSUE OF AN INFRINGEMENT NOTICE PENALTY \$250.00 OR PROSECUTION IN A COURT OF LAW WITH A MAXIMUM PENALTY OF \$5,000 AND BE LIABLE WHETHER PROSECUTED OR NOT TO PAY THE COSTS OF PERFORMING THE WORK DIRECTED BY THE NOTICE.

1. Building Protection Zone

The Building Protection Zone is an area of very low fuel levels and managed vegetation 20 metres out from habitable buildings (As defined in the Residential Design Codes of WA and in AS 3959) and must meet the following requirements,

Habitable building means a dwelling, workplace, place of gathering or assembly, a building used for the storage or display of goods or produce for sale by wholesale in accordance with classes 1-9 of the Building Code of Australia. The term habitable building includes attached and adjacent structures like garages, carports, verandahs or similar roofed structures that are attached to, or within 6 metres of, the dwelling or primary building.

- Building Protection Zones for habitable buildings must extend a minimum of 20 metres out from any external walls of the building, attached structures, or adjacent structures within 6 metres of the habitable building.
- On sloping ground the Building Protection Zone distance shall increase at least 1 metre for every degree in slope on the sides of the habitable building that are exposed to down slope natural vegetation.
- Building Protection Zones must consist of non-flammable managed vegetation, reticulated lawns and gardens and other non-flammable features.
- All grass in Building Protection Zones must be maintained to or under 5cm in height.
- Fuel loads within Building Protection Zones must be maintained at 2 tonnes per hectare or lower.
- The crowns of trees must be separated to create a clear separation distance between adjoining or nearby tree crowns. The separation distance between tree crowns is not required to exceed 10 metres.
- A small group of trees within close proximity to one another may be treated as one crown provided the combined crowns do not exceed the area of a large or mature crown size for that species.
- Trees are to be low pruned (or under pruned) to at least a height of 2 metres from ground.
- No tree, or shrub over 2 metres high are to be within 2 metres of a habitable building.
- Trees and shrubs over 2 metres high must not be planted in groups close to the habitable building and there must be a gap of at least 3 times the height (at maturity) of the shrub away from the habitable building.
- There must be no tree crowns or branches hanging over habitable buildings.
- Firewood and flammable materials must be stored 20m from habitable buildings
- Driveways and access ways are to be a minimum of (3) metres wide with a vertical clearance of (4)metres to allow for the safe passage of a fire appliance to all buildings and assets on the land
- Roof gutters should be free of leaves and other combustible material.
- Roof mounted evaporative air coolers should be fitted with ember proof screens to the filter medium to reduce the possibility of bushfire embers igniting the air cooler

YOUR PROPERTY

2. Land with area less than 10,000m²(1 hectare)

- Maintain all grass on the land to a height no greater than 10cm all windrows or dead flammable material must be removed.
- Maintain fuel loadings in natural bush areas at less than 8 tonnes per hectare across the land
- Land with a habitable building on it must maintain a Building Protection Zone in line with the requirements of Section 1 of this notice.

3. Land with an area g 10,000m² (1 hectare) to 100,000m² (1 hectares)

Options (selected one out of the three options)

4. Install bare earth firebreaks three (3) metres wide immediately inside within (10) metres of all boundaries in a continuous form. All overhanging branches, trees, limbs etc. to be trimmed back from over the firebreak area to a minimum height of four (4) metres to allow for the safe passage of a fire appliance or;
 5. Maintain all grass on the land to a height no greater than 10cm all windrows and or dead flammable material must be removed. An access area within (10) metres of the boundary with a minimum width of (3) metres with a vertical clearance of (4) metres were all overhanging branches are trimmed back to allow for the safe passage of a fire appliance or;
 6. A combination of the above two options for properties with natural bush sections and pastured land sections
- Land with a building on it must maintain a Building Protection Zone in line with the requirements of Section 1 of this notice.
 - On land for the use of tendering livestock a level of feed can be maintained to last the season. All grass a distance of 5m from any firebreak must be maintained to a height no greater than 10cm.
 - Maintain fuel loadings in natural bush areas at less than 8 tonnes per hectare across the land.

7. Land with an area greater than 100,000m² (10 hectares)

Options (selected one out of the three options)

1. Install bare earth firebreaks two (2) metres wide immediately inside within (10) metres of all boundaries in a continuous form. All overhanging branches, trees, limbs etc. to be trimmed back from over the firebreak area to a minimum height of four (4) metres to allow for the safe passage of a fire appliance or;
 2. Maintain all grass on the land to a height no greater than 10cm all windrows and or dead flammable material must be removed. An access area within (10) metres of the boundary with a minimum width of (3) metres with a vertical clearance of (4) metres were all overhanging branches are trimmed back to allow for the safe passage of a fire appliance or;
 3. A combination of the above two options for properties with natural bush sections and pastured land sections
- On land for the use of tendering livestock a level of feed can be maintained to last the season. All grass a distance of 5m from any firebreak must be maintained to a height no greater than 10cm.
 - Maintain fuel loadings in natural bush areas at less than 8 tonnes per hectare across the land.

Firebreak

Means a strip or area of trafficable ground which is kept and maintained totally clear of all inflammable matter. Any living or dead trees, scrub or any other material encroaching within the minimum height of the firebreak must be pruned or removed. In Pastoral areas it is considered acceptable if a vehicle can travel through crop area within 10m of the firebreak to traverse around low branches or limbs.

5. Fuel Depot and Storage Areas, Haystacks, Chaff Dumps, Stockpiled Flammable Materials and Stationary Machinery.

- Remove all flammable matter within (10) metres of Fuel Depot and Storage Areas of where fuel drums whether containing fuel or not, fuel ramps or fuel dumps are located, Haystacks, Chaff Dumps, Stockpiled Flammable Materials, Stationary Machinery are stored.

- Install bare earth firebreaks three (3) metres wide immediately inside and along all boundaries of land in a continuous form with a vertical clearance of (4) metres where overhanging branches are trimmed back immediately adjacent to Fuel Depot and Storage Areas, Haystacks, Chaff Dumps, Stockpiled Flammable Materials and Stationary Machinery.

6. Bushfire or Emergency Management Plans (Compliance is required throughout the year, every year)

Means a bushfire management plan, emergency management plan or an approved Bushfire attack level (BAL) assessment that has been developed and approved to reduce and mitigate fire hazards as part of a Town Planning Scheme, subdivision approval, development approval or a building permit

- All properties with a Bush Fire, Fire or Emergency Management Plan shall comply with the plan in its entirety.
- Any requirements identified in a Bush Fire, Fire or Emergency Management Plan are in addition to the requirements of this notice.

7. Application to vary the Firebreak Requirements with Alternative Arrangements

If it is considered impracticable for any reason whatsoever to implement any of the requirements of this Notice, you may apply in writing to the Shire of Northam by no later than the 7th September each year for permission to implement alternative measures. If permission is not granted in writing you must comply with the requirements of this notice.

8. The Burning of Garden Refuse

Pursuant to the powers contained in section 24G (2) of the *Bush Fires Act 1954*, the Shire of Northam prohibits the burning of all garden refuse within its district during the Prohibited Burning Times. This prohibition applies to all persons within the Shire's district.

- The burning of garden refuse or rubbish on the ground or in an incinerator that would otherwise be permitted under Section 24F is prohibited absolutely on all land within the district during the Prohibited Burning Time.
- The burning of garden refuse or rubbish on the ground or in an incinerator that would otherwise be permitted under Section 24F is prohibited on all land under 2000m² (square metres) in size during the Restricted Burning Time, without a Fire Permit issued under Regulation 15 of the *Bush Fires Act 1954*.
- During the Restricted Burning Time, residents of the Shire may burn the bush for fire mitigation purposes by following the conditions of a valid permit to burn.
- During the Restricted Burning Time, residents on land that is greater than 2,000m² in area it is permissible to undertake the burning of garden refuse (dry leaves, small branches, off cuts, etc.) in separate piles on the ground no larger than 1.0 m³ between the hours of 18:00 (6pm) and 23:00 (11pm) by complying with all the conditions of section 24F (3) in the *Bush Fires Act 1954*.

9. Restricted and Prohibited Burning times

- The "Prohibited Burning Time" means the 1 December each calendar year through until 28th February the following calendar year (inclusive, and as varied pursuant to Sections 17 and 18 of the *Bush Fires Act 1954*).
- The "Restricted Burning Time" means the 1 October through until 30 November and the 1 March through until 30 April each calendar year (inclusive, and as varied pursuant to Sections 17 and 18 of the *Bush Fires Act 1954*).

10. Permits to burn

Means a "Permit to Burn the Bush" as issued by an Authorised Officer under section 18 of the *Bush Fires Act 1954*.

- Applications for Permits are available from the Shire of Northam at no cost.
- You must comply with all conditions imposed by the Shire or an Authorised Officer in respect of any Permit issued by the Shire.
- Permits will not be valid on days of "very high", "severe", "extreme" or "catastrophic" fire danger.
- Permits may also be revoked if in the opinion of an authorised officer the conditions are not deemed suitable for prescribed burns.

11. Harvest, Movement of Vehicles and Hot Works Bans

All persons within the Shire are required to comply with these bans under the provisions of the Bush Fires Act.

- A Harvest Ban requires the cessation of all harvesting operations within the Shire of Northam.
- A Vehicle Movement ban does not permit the movement of vehicles on properties within the Shire of Northam except for the essential watering of stock in a diesel powered vehicle.
- A Hot Works ban is defined as a ban on the outdoor use of all welding, grinding and abrasive tools on properties within the Shire of Northam. Exemptions in accordance with Council Policy may be available. Further information is available by contacting Shire of Northam (08) 9622 6100.

A Harvest Vehicle Movement and Hot works Ban will be advertised on the Shire of Northam Website or Emergency Information Line on (08) 9621 1120. Where possible on ABC Radio 531AM, Radio West 864 AM and. Ban updates can be obtained or via a free SMS service which is available upon request from the Shire of Northam (08) 9622 6100

12. Additional Works

In addition to the requirements noted above, regardless of land size and location, the Shire of Northam or its duly authorised officer may require you to undertake additional works on your property to improve access and or undertake further hazard removal and/or reduction works, where in the opinion of that authorised officer, it is to be necessary to prevent the outbreak and/or the spread of a bush fire.

Take notice that pursuant to Section 33(4) of the *Bush Fires Act 1954*, where the owner and/or occupier of land fails or neglects to comply with the requisitions of this Notice within the times specified, the Shire of Northam may by its officers and with such servants, workmen and contractors, vehicles and machinery as the officers deem fit, enter upon the land and carry out the requisitions of this Notice which have not been complied with and pursuant to Section 33(5) of the *Bush Fires Act 1954*, the amount of any costs and expenses incurred may be recovered from you as the owner and or occupier of the land.

If the requirements of this Notice are carried out by burning, such burning must be in accordance with the relevant provisions of the *Bush Fires Act 1954*.

The Penalty for failing to comply with this Notice is a fine not exceeding \$5000 and a person in default is also liable whether prosecuted or not to pay the costs of performing the work directed by this Notice if it is not carried out by the owner and/or occupier by the date required by this Notice.

GENERAL ADVICE

This notice gives the minimum requirements for fire control within the Shire of Northam and all residents and ratepayers are encouraged to be "Bushfire Ready" by undertake additional fire protection measures, creating a household "Bushfire Survival Plan" to ensure the safety of property and life. Further additional information to that contained in this notice can be obtained from the Are You Bushfire Ready website www.areyouready.wa.gov.au or from the Shire of Northam website www.northam.wa.gov.au

All previous versions of this notice are hereby cancelled.

By order of the Council,

JASON WHITEAKER, Chief Executive Officer

6. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

6.1 Grass Valley - Fire Control Officer Training Requirements

BACKGROUND

The following motion was previously put forward by the Grass Valley Bushfire Brigade at the BFAC meeting held on 28th March 2017, refer to Attachment 1.

GRASS VALLEY BRIGADE MOTION

That Council modify the Fire Control Officer (FCO) training requirements as follows:

- i. FCO courses to be determined by DFES; and**
- ii. The prerequisite training courses that are required by DFES for fire control officers.**

LAPSED FROM WANT OF MOVER

This motion was also presented to the previous BFAC meeting held on 28th March 2017 where the following was endorsed:

COMMITTEE DECISION

Minute No: BFAC.155

Moved: David Russell

Seconded: Aaron Smith

That Council:

1. Seek clarification from DFES in regards to how prerequisite's work/apply to their minimum FCO training requirements;
2. Endorse that the notice of motion put forward by the grass valley BFB pertaining to FCO training requirements is reconsidered once the above clarification is received; and
3. Seek clarification from DFES in regards to how they view brigade members who have previously completed the FCO course.

CARRIED 8/0

OFFICER COMMENT

Officers have now sought clarification from DFES as per the Committee/Council decision listed above (BFAC.155), this advice has been provided to the committee in Attachment 2.

The below table is the recommended training by DFES as well as information gathered from other local authorities on the minimum training requirements;

	Number FCO	Fire Control Officer	AIMS Awareness	Intro FF	Bushfire FF	Crew Leader	Advanced Bushfire Fighting	Machine Supervision	Structural FF	Ground Controller	Sector Commander	AIMS 4	Incident Controller Level 1	Comments
DFES Path 6								opt						Path 6 is the DFES recommended training to become an FCO
Northam	9					or					or			
Toodyay	11													Are looking to add AIMS 4
York	17													Level for CBFCO & DCBFCO are higher
Mundaring	Nil set by council. Brigade Captains are the FCO's. Training requirements are under individual brigade constitutions as brigade captain												Will be looking at setting a Shire standard of Pathway 6	
Cunderdin	9													
Harvey	8													
Armadale	15													Rangers require less training
Augusta Margaret River	20													Council Recommendation that FCOs follow DFES Pathways 6 for FCO (not enforced yet)
Esperance	20													Looking at upgrading to Pathway 6 as a result of their recent files

Committee Discussion

The CESM advised that if the Committee resolves to set the training requirements as recommended by DFES then further training will be required by FCO's.

The Grass Valley Brigade motion lapsed for want of a mover.

The information provided by DFES indicates that the training required to be an operational FCO is that of an Incident Controller which is DFES Pathway 6. This would include the following training –

1. AIIMS Awareness
2. Intro to Fire Fighting
3. Bushfire Fighting
4. Structural Fire Fighting
5. Advanced Bushfire
6. Crew Leader
7. Sector Commander
8. AIIMS 4
9. Incident Control Level 1

The previously adopted training requirement is less than the recommendation above.

Given the attached advice from DFES it is recommended by staff that the minimum training requirements for an FCO remain as previously resolved.

Attachment 1

MOTIONS FOR BFAC meeting on March 24th, 2017

BACKGROUND

The Special Meeting held at the Grass Valley Fire Brigade Shed on March 9, 2017 with the Grass Valley Bushfire Brigade and Shire, clarified the procedures required by the Shire and BFAC. Many of the concerns raised by the volunteers were not addressed due to the current approaches and procedures which tend to be onerous and restrictive; simplifying and streamlining policies and procedures would benefit all. It is hoped the current problems between the brigade and shire can be resolved as soon as possible, so the volunteers can do their part towards improved community safety easily and efficiently.

It is hoped the Shire can review current procedures, communication and engagement with volunteer organisations. Should the unsettled situation continue Grass Valley Fire Brigade members will become increasingly disenfranchised and less involved, impacting on the safety of the community as a whole. This is not the intent of any of the parties. If we can fix the problem now it will be a lot better than starting again.

The following motions are to be put to the BFAC meeting on March 24, 2017.

MOTION 1

The Grass Valley Fire Brigade recommend to BFAC that the qualifying the guidelines for FCO's as follows:

- i. FCO courses to be determined by DFES; and
- ii. The prerequisite training courses that are required by DFES for fire control officers.

MOTION 2

The Grass Valley Bush Fire Brigade request the Shire of Northam write to DFES expressing our concern and disappointment at the predelivery condition of the Grass Valley 44 unit. This resulted in putting our crews at risk in four separate instances in the 2016/17 fire season.

Two of the many incidences are:

- While fighting the fire at Goomalling, the hoses blew off and had to be repaired on the fire ground under stressful positions; and
- The 4.4 unit pump worked intermittently and then stopped at the Muresk fire (note this was after only four hours of use of a new unit). The problem was identified as no oil in the pump motor.

MOTION 3

The Grass Valley Bushfire Brigade request clarification of who is responsible for who is responsible for the checking and maintenance of the 16 fire hydrants in the Grass Valley and Seabrook areas.

From: ANDERSEN Sven [mailto:Sven.Andersen@dfes.wa.gov.au]
Sent: Wednesday, 14 June 2017 10:52 AM
To: HENDRIKSEN Daniel; Daniel Hendriksen
Subject: Northam BFAC - Minute No. 155

Hi Daniel,

In relation to your request to provide information relating to BFAC Minute No. 155, I offer this reply on behalf of DFES.

The FCO Course provides training pertaining to 3 key knowledge areas, these are legislation, permits and bush fire arrangements. This course will provide a current or future FCO an understanding of what an FCO's roles and responsibilities are, as well as the legislation and regulations pertinent to their position as an FCO. It will also provide an understanding of when, why and how a permit can be issued, further clarification will then be given by the relevant Local Government in their SOP's or procedures.

The FCO course does not provide the knowledge or the skills to be a firefighter, crew leader, sector commander or Level 1 incident controller. The required skills and knowledge to perform these roles can be gained through other relevant courses of which DFES has on offer, as well as through relevant experience.

A gazetted Fire Control Officer is expected to be the Incident controller for Level 1 Incidents within the Shire. Therefore DFES suggest that the level of training is for an Incident Controller which in the DFES Pathway system is Pathway 6. DFES training as with all Registered Training Organisation's (RTO) is completed in order, ensuring all prerequisites are met. This is to ensure participants have the underpinning skills and knowledge before proceeding to the next level of training, to achieve this DFES have a pathway system, the pathways must be completed in order from Volunteer firefighter pathway 1 to Volunteer firefighter pathway 6.

To complete Pathway 6 a firefighter must complete the following courses in order.

1. AllIMS Awareness (VFF1)
2. Intro to Fire Fighting (VFF1)
3. Bushfire Fighting (VFF1)
4. Structural Fire Fighting (VFF2)
5. Advanced Bushfire (VFF3)
6. Crew Leader (VFF4)
7. Sector Commander (VFF5)
8. AllIMS 4 (VFF5)
9. Incident Control Level 1 (VFF6)

Ideally a new firefighter would complete a course and then gain experience in that competency before moving up to the next Pathway level. Experience can be gained in several ways i.e. real incidents, training scenarios and exercises. An important component is the relevance of experience, i.e. an on ground firefighter is not gaining leadership or management experience that will enable them to lead a crew or control an incident.

It is noted that historically many firefighters have gained experience prior to completing the relevant training, but to be recognised it has to be proven that the individual (not a group) has performed the relevant role to the standard set by the organisation or in some cases Registered Training Organisation. Experience is measured in how many times a person has performed this task not how long has a person been doing the role. E.g. in 1 year a person may attend 0 or 50 incidents, they may also be in a leadership role 0 or 50 of these times.

Hope this answers your questions.

Regards,

Sven Andersen

District Officer Northam

Northam District Office | Goldfields/Midlands Region | Country Operations

Department of Fire & Emergency Services | 79 Newcastle Road, Northam Western Australia 6401

Tel: (08)9690 2305 | Mob: 0429 922 062 | Fax: (08)9622 5178 | Email:

Sven.Andersen@dfes.wa.gov.au



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7. GENERAL BUSINESS

Mr Jason Whiteaker departed the Council Chambers at 7:02pm.

7.1 Northam Communication Officer and Sket Call

The CESM outlined that the Communications Officer has sought feedback in relation to their role and purpose/usefulness of the Sket Call.

The Committee agreed that this matter should be referred to the Brigade's for comment and feedback provided to the Committee.

7.2 Letter to change Restricted and Prohibited Period (FES Commissioner)

The CESM advised that this has been reviewed by DFES and accepted by the commission and is in the process of being published in the Gazette.

7.3 Brigade Members

Eight (8) local brigade members undertook training on 20th June 2017 and are now qualified to operate incident control vehicle.

7.4 Careless Burning Off

There was a recent occurrence in the West of the Shire where there was insufficient fire control and management when burning off (i.e. leaving unattended or insufficient resources to put it out).

Discussion was held around notifying landowners of their responsibility when managing their burns and the possibility of including this with the Shire of Northam Rates Notices.

7.5 Passing of Kim Diamond

Murray Bow advised the Committee of the passing of Mr Kim Diamond late of the Inkpen Bushfire Brigade on Friday, 15th June 2017.

8. DATE OF NEXT MEETING

To be confirmed, it was agreed that this would be held towards the end of October 2017.

9. DECLARATION OF CLOSURE

There being no further business the Chairperson, Cr Terry Little declared the meeting closed at 7:52pm.

"I certify that the Minutes of the Bushfire Advisory Committee meeting held on Tuesday, 20 June 2017 have been confirmed as a true and correct record."

_____ Chairperson

_____ Date

