



Shire of Northam  
*Heritage, Commerce and Lifestyle*

## **SHIRE OF NORTHAM**

**MINUTES**

**BUSH FIRE ADVISORY COMMITTEE (BFAC) MEETING**

**HELD**

**TUESDAY**

**17 NOVEMBER 2015**

# SHIRE OF NORTHAM

## MINUTES

BUSH FIRE ADVISORY COMMITTEE MEETING TO BE HELD ON 17 NOVEMBER 2015

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**Minutes of the Shire of Northam Bush Fire Advisory Committee meeting held in the Council Chambers on Tuesday, 17 November 2015 at 5.30pm.**

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### 1. OPENING AND WELCOME

The CEO declared the meeting open at 5.35pm.

### 2. DECLARATION OF INTEREST

Item Name	Item No.	Name	Type of Interest	Nature of Interest
Presentation of Draft Policy – Future “Out of Pocket” Expenses Incurred by CBFCO & DCBFCO’S	7.2	Garry Shepherdson	Financial	
Provision of a vehicle to the CBFCO	7.4	Garry Shepherdson	Financial	

### 3. ATTENDANCE

#### DELEGATES (VOTING RIGHTS)

Bakers Hill Brigade	Steve Gray
Clackline/Muresk Brigade	Blair Wilding
Grass Valley Brigade/CBFCO	Garry Shepherdson
Irishtown Brigade	David Russell
Jennapullin Brigade	Aaron Smith
Southern Brook Brigade	Paul Antonio
Wundowie Volunteer Fire and Rescue Service	Trevor Sangston
Northam Volunteer Fire and Rescue Service	Greg Montgomery
Shire of Northam	Cr Terry Little
Shire of Northam	Cr Ulo Rumjantsev

#### EXECUTIVE OFFICERS (NON-VOTING RIGHTS)

Chief Executive Officer	Jason Whiteaker
Deputy Chief Bush Fire Control Officer (East)	Rob Herzer
Deputy Chief Bush Fire Control Officer (West)	Mat Macqueen(from
6.12pm	
Shire Executive Manager Development Services	Chadd Hunt

### 4. APOLOGIES

Inkpen Brigade	Sim Kuiper
Jennapullin Brigade	Brett Smith
Grass Valley Brigade	Luke Gentle
Department of Fire and Emergency Services	Sven Anderson

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#### 5. ELECTION OF PRESIDING MEMBER

In accordance with section 5.12 of the Local Government Act 1995. The members of a committee are to elect a presiding member from amongst themselves in accordance with Schedule 2.3, Division 1.

The members of a committee may elect a deputy presiding member from amongst themselves but any such election is to be in accordance with Schedule 2.3, Division 2.

Should the presiding member not be available or is unable or unwilling to perform the functions of presiding member, then the deputy presiding member, if any, may perform the functions of presiding member.

#### OUTCOME

Gary Shepherdson was nominated by David Russell – Mr Shepherdson accepted the nomination.

David Russell was nominated by Gary Shepherdson. Mr Russell declined the nomination for this position.

There were no further nominations.

The CEO declared Mr Shepherdson elected as the Bushfire Advisory Committee Presiding Member, Mr Shepherdson took the Chair.

#### 6. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

##### COMMITTEE DECISION

**Minute No: BFAC.112**

**Moved: David Russell**

**Seconded: Greg Montgomery**

**That the minutes of the meeting held on Tuesday, 7 July 2015 be confirmed as a true and correct record of that meeting**

**CARRIED 10/0**

*(note: There were some discussion around inviting FCO's to the Bushfire Advisory Meeting, however it was determined that these discussions were in fact at the FCO meeting and not the previous BFAC meeting)*

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### 7. AGENDA ITEMS

#### 7.1 VBFB PROCEDURES MANUAL – UPDATE FROM WORKING GROUP

Name of Applicant:	Shire of Northam
Name of Owner:	N/A
File Ref:	5.1.3.1
Officer:	John Hansen
Officer Interest:	Nil.
Policy:	Nil.
Voting:	N/A
Date:	12 November 2015

#### PURPOSE

For the Committee to receive an update and report from working group on the review and recommended updates, of the VBFB Procedures Manual.

#### BACKGROUND

As per Minute No: BFAC 103 AND 104, the Committee endorsed that a working group be established to review the Volunteer Bushfire Brigade procedures manual and was to include Committee members Garry Shepherdson, David Russell and Ulo Rumjanstev. It was requested that the working group report back to the next BFAC meeting. In addition the working party were to review and recommend updates to the VBFB Administration Procedures Manual prior to the next meeting.

These Committee decisions were endorsed at the Ordinary Council meeting held on 15 July 2015.

#### STATUTORY REQUIREMENTS

Bushfire Advisory Committee Terms of Reference.  
Local Government Act 1995.

#### CONFORMITY WITH THE STRATEGIC COMMUNITY PLAN

OBJECTIVE: 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.

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### BUDGET IMPLICATIONS

Nil.

### OFFICER'S COMMENT

The working group members have not formally met and as a result of this BFAC meeting occurring sooner than expected, the group does not yet have a report to submit. However, they wish to advise the committee that their report will be presented at the next scheduled meeting.

### DISCUSSION

It was agreed that the working group would meet in the next 4 weeks and a copy of other procedure manuals would be sent to the sub-committee members for comparison.

### RECOMMENDATION / COMMITTEE DECISION

**Minute No: BFAC.113**

**Moved: Terry Little**

**Secodned: Ulo Rumjantsev**

**That Council notes the status of the current review of the Bushfire Administration Procedure Manual.**

**CARRIED 10/0**

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*Mr Garry Shepherdson declared a financial interest in item 7.2 - Presentation of Draft Policy – Future “Out of Pocket” Expenses Incurred by CBFCO & DCBFCO’S*

Mr Garry Shepherdson departed the Council Chambers at 5.52pm and Mr David Russell was elected unopposed to preside over the meeting until Mr Shepherdson returned.

#### **7.2 PRESENTATION OF DRAFT POLICY – FUTURE “OUT OF POCKET” EXPENSES INCURRED BY CBFCO & DCBFCO’S.**

Name of Applicant:	Shire of Northam
Name of Owner:	N/A
File Ref:	5.1.3.1
Officer:	John Hansen
Officer Interest:	Nil.
Policy:	Nil.
Voting:	N/A
Date:	12 November 2015

#### **PURPOSE**

For the Committee to receive the presentation from the CESM.

#### **BACKGROUND**

At the previous committee meeting held on 7 July 2015, the Committee endorsed for the CESM to develop a draft policy for presentation at the next Bushfire Advisory Committee Meeting.

#### **STATUTORY REQUIREMENTS**

Bushfire Advisory Committee Terms of Reference.  
Local Government Act 1995.

#### **CONFORMITY WITH THE STRATEGIC COMMUNITY PLAN**

OBJECTIVE: 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.

#### **BUDGET IMPLICATIONS**



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It is estimated that the cost of the recommendation, should it be adopted is approximately \$4-500.00 per annum.

#### OFFICER'S COMMENT

Due to the varied nature of the mobile phone plans available today and the variable times these are required both during and out of the Bushfire season. It is proposed that the CBFCO and the two DCBFCO's be entitled to receive from the Shire (this is an authorised ESL expense) a one off contribution to their mobile phone expenses of \$500 each November for the upcoming fire season.

Additionally any use of their personal vehicles on bushfire related events, provided they maintain a log book recording all bushfire business, will be reimbursed at the rate per kilometre as stipulated by the ATO (Australian Taxation Office). This will be done upon presentation of the log book and a tax invoice for the amount claimed and can be submitted once per fire season preferably in June of each year.

Should any vehicle damage be incurred this must be reported at the earliest opportunity and will be assessed based upon the circumstances for claim either through insurance or by the Shire.

#### DISCUSSION

There was discussion around fuel cards for the volunteer brigades to offset funding.

#### RECOMMENDATION / COMMITTEE DECISION

**Minute No: BFAC.113**

**Moved: Paul Antonio**

**Seconded: Greg Montgomery**

**That Council;**

- 1. Provides an annual allocation of \$500.00 for mobile telephone expenses for the CBFCO and 2 x DCBFCO's.**
- 2. Makes an annual allocation to reimburse the CBFCO and DBCO's for vehicle expenses in accordance with the Australian Taxation Office rates and subject to claims being made by 30 June each year.**
- 3. Update the Shire of Northam Policy manual to reflect points 1 and 2 of this recommendation.**

**CARRIED 9/0**

Mr Garry Shepherdson returned to the Council Chambers at 6.08pm, the Chief Executive Officer advised Mr Shepherdson of the decision of the Committee.

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### 7.3 REVIEW OF TERMS OF REFERENCE

Name of Applicant:	Shire of Northam
Name of Owner:	N/A
File Ref:	5.1.3.1
Officer:	John Hansen
Officer Interest:	Nil.
Policy:	Nil.
Voting:	N/A
Date:	12 November 2015

### PURPOSE

For the Committee to receive an update and report in relation to the working group undertaking a review and recommendations of improvements of the Committee's Terms of Reference.

### BACKGROUND

As per Minute No. BFAC 109, from the previous committee meeting held on 7 July 2015, the Committee endorsed that the Bushfire Advisory Committee (BFAC) establish a working group consisting of the following members, David Russell, Gary Shepherdson, Mat Macqueen and Blair Wilding to review the terms of reference and make recommendations for the consideration at the next scheduled BFAC meeting.

### STATUTORY REQUIREMENTS

Bushfire Advisory Committee Terms of Reference.  
Local Government Act 1995.

### CONFORMITY WITH THE STRATEGIC COMMUNITY PLAN

OBJECTIVE: 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.

### BUDGET IMPLICATIONS

Nil.

### OFFICERS COMMENT

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The working group members have not yet met, and as a result of this BFAC meeting occurring sooner than expected, the group does not yet have a report to submit. However, they wish to advise the committee that their report will be presented at the next scheduled meeting.

### DISCUSSION

The working group will be meeting in 4 weeks and will be provided copies from other Local Authorities for reference.

### RECOMMENDATION / COMMITTEE DECISION

**Minute No: BFAC.114**

**Moved: Blair Wilding**

**Seconded: Terry Little**

**That the Council notes the status of the current review of the Bush Fire Advisory Council Terms of Reference.**

**CARRIED 10-0**

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*Garry Shepherdson declared a financial interest in item 7.4 - Provision of a vehicle to the CBFCO.*

Mr Garry Shepherdson departed the Council Chambers at 6.14pm and Mr David Russell became the Presiding Member.

#### **7.4 PROVISION OF A VEHICLE TO THE CBFCO**

Name of Applicant:	Shire of Northam
Name of Owner:	N/A
File Ref:	5.1.3.1
Officer:	John Hansen
Officer Interest:	Nil.
Policy:	Nil.
Voting:	N/A
Date:	12 November 2015

#### **PURPOSE**

For the Committee to receive an update in relation to the provision of a vehicle to the CBFCO for the future fire season.

#### **BACKGROUND**

At the previous committee meeting held on 7 July 2015, the Committee endorsed that Council consider that the vehicle provided be the current CESM vehicle. At the Ordinary Council meeting held on 15 July 2015, Council endorsed that this matter be referred to staff for further investigation.

#### **STATUTORY REQUIREMENTS**

Bushfire Advisory Committee Terms of Reference.  
Local Government Act 1995.

#### **CONFORMITY WITH THE STRATEGIC COMMUNITY PLAN**

OBJECTIVE: 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.

#### **BUDGET IMPLICATIONS**

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There will be associated costs with the outright purchase of a proposed trade vehicle and annual operating costs. Some of the operating costs will be offset by not being required to pay reimbursable expenses to the CBFCO. It is estimated that initial purchase and set up costs will be approximately \$20,000.00 Ex GST.

### OFFICER COMMENT

As there appears there will be a period where the Shire has no CESM, the CBFCO is considering the use of the CESM vehicle (as a trial) to ascertain effectiveness until the new CESM arrives, this will include the use of the vehicle assigned fuel card. This will allow the vehicle to remain operational and as the CBFCO attends most call outs he will be able to ensure delivery of welfare at the appropriate incidents. Last year DFES supplied a high season unit for the CBFCO but have indicated this will not continue. Over 8,000 Kms were recorded on that vehicle during the season, so to expect the CBFCO to use his/her own vehicle is not realistic.

Staff also believe that the vehicle could be utilised in the non-fire season for Shire operations.

### DISCUSSION

There was discussion around the issue of CBFCO's and DBCFO's attending every incident.

### RECOMMENDATION

**Minute No: BFAC.115**

**Moved: Paul Antonio**  
**Seconded: Ulo Rumjantsev**

**That Council;**

- 1. Request DFES give consideration to the provision of a suitable vehicle to the Shire of Northam, Chief Bushfire Control Officer.**
- 2. In the event of being unable to secure a suitable vehicle through DFES that it allocates a Council vehicle to the CBFCO for use during the fire season;**
- 3. In the event of being unable to secure a suitable vehicle through DFES utilise the existing Shire Ranger vehicle when available (currently due for replacement) and allocate funds from the plant replacement reserve to offset purchase and set up costs of \$20,000; and**
- 4. Makes a budget amendment to reflect the above resolution.**

**CARRIED 9/0**

Mr Garry Shepherdson returned to the Council Chambers at 6.20pm and the decision of the committee was read aloud.

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### 7.5 STANDPIPE CONVERSION

Name of Applicant:	Shire of Northam
Name of Owner:	N/A
File Ref:	5.1.3.1
Officer:	John Hansen
Officer Interest:	Nil.
Policy:	Nil.
Voting:	N/A
Date:	12 November 2015

#### PURPOSE

For the Committee to discuss and determine a suitable approach for standpipe conversions.

#### BACKGROUND

As a result of Minute No: 111 at the previous Committee meeting held on 7 July 2015, it was endorsed that Council review the overhead standpipes conversions and consultation with farmer response units. This was endorsed by Council on 15 July 2015 and as a result, staff have investigated this matter and provide a recommendation to the Committee to resolve this issue.

#### STATUTORY REQUIREMENTS

Bushfire Advisory Committee Terms of Reference.  
Local Government Act 1995.

#### CONFORMITY WITH THE STRATEGIC COMMUNITY PLAN

OBJECTIVE: 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.

#### BUDGET IMPLICATIONS

Council has allocated funds in the 2015/16 for the standpipe conversions.

#### OFFICER'S COMMENT

Attached to the agenda is some further background information provided by the staff.

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Following numerous discussions with various stakeholders including Work Safe, Brigade members and Farmer response unit owners, the recommendation for the standardisation of firefighting standpipes is option 4 below.

While a recommended option has been chosen, a number of alternatives were investigated, being;

#### **OPTIONS**

1. To change all standpipes back to overhead feed and install the appropriate back flow devices. This was not considered to be a practical or feasible alternative, given the costs that would be involved and lack of any real justification.
2. Retain the existing changes and leave those not yet converted as is (with backflow prevention devices to be installed). There is a general presumption that a standardised approach to the standpipes should be taken. Consequently this option has been discounted.
3. Retain as in point 2 and provide BIC to Camlock adaptors in a size determined by demand. See above.
4. Adjust all Fire point standpipes to be a 900mm high T section delivery Pipe which has a Gate Valve controlling a 65mm female BIC fitting on one side of the T and a Gate Valve controlling a 50mm male Camlock fitting on the other side of the T. The water is initially regulated by a padlocked Ball Valve located next to the RPZ and secondly by a padlocked chain running through each gate valve handle. For those farmer response units that have a smaller or larger Camlock fitting we recommend they obtain an adaptor to ensure they can connect to the 50mm Camlock connection. On the Swipe carded standpipes which are designed for commercial and private water delivery there will be three outlets. A Standard 65mm female BIC fitting, a 100mm Male Camlock and a 50mm Male Camlock. Please see photos and associated physical examples.

#### **RECOMMENDATION**

**Moved: Terry Little**  
**Seconded: Ulo Rumjantsev**

**That Council, adjust all Fire point standpipes to be a 900mm high T section delivery Pipes which has a Gate Valve controlling a 65mm female BIC fitting on one side of the T section and a Gate Valve controlling a 50mm male Camlock fitting on the other side of the T section.**

**LOST 4/5**

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### COMMITTEE DECISION

**Minute No: BFAC.116**

**Moved: David Russell**

**Seconded: Steve Gray**

**That Council continues with the installation of backflow prevention devices into the current standpipes throughout the Shire of Northam, however in consultation with individual brigade Captains makes provision for the installation of an overhead feed and/or specific size camlock fitting (in addition to the standard BIC fitting for emergency vehicles).**

**CARRIED 10/0**

Note: The intent of the motion is that there may be alternate solutions for each of the standpipes that fit with the local requirements. Some of the alternate method of delivery for non-emergency vehicles may include the retention of the existing overhead fill facility, provision of a camlock fitting to the specification/size as required by the Brigades. The standard emergency services fitting is the BIC as has been installed in the recently converted standpipes. The consultation with the Brigades shall be with the individual Captains.



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### Standpipe Update Report to CEO

Following many weeks of consultation with the CBFCO + DCBFCO and referencing surrounding shires and Water Corp, it was decided that as we were required to incur plumbing costs to install RPZ's (Backflow prevention devices) by Water Corp, on all standpipes and other fire-water supplies that we would convert the overhead system to a "Pillar" style hydrant at the same time as this was very likely to be forced upon us in the near future as the overhead system is viewed as an OH&S issue with people climbing up high on the back of wet slippery trucks when using this system to fill. It also required a minimum of 2 operators. By doing both jobs at the same time it would be far more cost effective and in the long run safer for our volunteer fire fighters and members of our community who access water via this system.

On 24<sup>th</sup> June 2015 a purchase order was issued using specifically allocated shire funds for this exact purpose to Blackwell plumbing to do the first 7 of 16 standpipes as per the scope of works upon which three plumbers had quoted. Part of the job required the plumber to do one standpipe, # 11, as an example so we (CESM + CBFCO + DCBFCO) could make any small adjustments if needed, prior to going ahead with the rest of the job. We had also submitted application to council for additional funds to be allocated in the following financial year budget to complete the project.

It should also be noted that at a fire incident the first fire truck attending a hydrant would set up and leave a hose additionally all these fire water points are secured by padlock which can only be opened by a fire truck operator or the CBFCO, DCBFCO or CESM, not by a farmer.

All Fire water access points have a single "BIC" connection which is standard for fire appliances. Once the first responder has unlocked the hydrant a hose is connected and left for others to use all that is needed for a standard farmer unit to access this supply is an adaptor (BIC to whatever size Camlock that farmer unit has) which is available locally at a cost of around \$20 - \$40.

As an additional consideration the CBFCO suggested if necessary we could consider supplying the handful of "affected" farmer units with a made up connection that they could carry with them in the unlikely event they arrive at the hydrant before the brigade (although they would still be unable to access the water as the standpipe would still be locked) .

I have a series of photographs to help illustrate the above details.



**Toodyay / Northam Road Before and after the change over**

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Above: a Typical "Farmer Unit" showing existing connector and hose which with the use of a BIC to Camlock adaptor could connect to the new hydrant outlet.



Toodyay Stand pipe showing their conversion from overhead fill to Hydrant style connection. Note this is also a public access point hence the additional connections.

Following additional consultation after the initial conversions with water Corp, Work safe, Australian Standards, farmer units , several brigades (see Grass Valley Minutes attached) CBFCO and the DCBFCO's it

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would appear there are several options to be considered, they are detailed below. Eventually whatever configuration is selected this will need to be implemented throughout the Shire.

#### OPTIONS

- 1) Change all standpipes back to overhead feed and install the appropriate back flow devices
- 2) Retain the existing changes and leave those not yet converted as is (with the exception of backflow prevention devices)
- 3) Retain as in point 2 and provide BIC to Camlock adaptors in a size determined by demand
- 4) Adjust all Fire point standpipes to be a 900mm high T section delivery Pipe which has a Gate Valve controlling a 65mm female BIC fitting on one side of the T and a Gate Valve controlling a 50mm male Camlock fitting on the other side of the T. The water is initially regulated by a padlocked Ball Valve located next to the RPZ and secondly by a padlocked chain running through each gate valve handle. For those farmer response units that have a smaller or larger Camlock fitting we recommend they obtain an adaptor to ensure they can connect to the 50mm Camlock connection. On the Swipe carded standpipes which are designed for commercial and private water delivery there will be three outlets. A Standard 65mm female BIC fitting, a 100mm Male Camlock and a 50mm Male Camlock. Please see photos and associated physical examples.

If it is believed necessary the Shire will be happy to arrange on site instruction to Farmer Response units who want to be shown how to connect once a final configuration has been established.

As the use of these standpipes is essential as we enter the fire season the CEO has advised that provided BFAC provide their approved configuration and recommendation he will endeavour to have it presented at the Council meeting for their consideration on Wednesday 18<sup>th</sup> November 2015. Once Council have reached a decision an order in line with their decision will be issued with the plumber instructed to implement the changes(if any) as a high priority.

It is the officer's recommendation that option four be adopted as the most beneficial, safe and secure combination for all users.



The finished unit would look similar to this.

Swipe card configuration except this would need a third connection added with a 50mm male Camlock.

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Photos of all standpipes are available post and pre conversions.

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### 7.6 COMMUNITY EMERGENCY SERVICES MANAGER REPORT

Name of Applicant:	Shire of Northam
Name of Owner:	N/A
File Ref:	5.1.3.1
Officer:	John Hansen
Officer Interest:	Nil.
Policy:	Nil.
Voting:	N/A
Date:	12 November 2015

#### PURPOSE

For the Community Emergency Services Manager to provide an update to the Bushfire Advisory Committee and Council.

#### BACKGROUND

N/A

#### STATUTORY REQUIREMENTS

Bushfire Advisory Committee Terms of Reference.  
Local Government Act 1995.

#### CONFORMITY WITH THE STRATEGIC COMMUNITY PLAN

OBJECTIVE: 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.

#### BUDGET IMPLICATIONS

Nil.

#### OFFICER'S COMMENT

An assessment of all Shire owned property has been done and areas have been prioritised in terms of fire risk. The Shire has allocated a budget to begin mitigation now and into next year. This will also form the basis of a longer term (5year) plan for ongoing mitigation planning and implementation.

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Depot have done firebreaks throughout the Shire.

Inkpen Fire shed is proceeding with the shed size and location having been pegged out. We are waiting for the existing fence to be moved and Nathan Gough (Shire) is coordinating the tender process. The plan is to have this project completed prior to the end of this financial year.

Clackline Fire Shed extension for housing the light tanker is underway. The Training room is now complete, congrats to all efforts put in by the members.

Training calendar for next year is in progress, strongly suggest any specific courses required (i.e. On Road Driver training) be requested early

First aid training happening end of Nov so far 9 members have opted to attend. Safety Circular ref Fuel cans. Please ensure info is distributed to all members and watch the video. Light tankers have now been ordered to have fuel cans relocated. AJ from Host's will coordinate. Please contact him ASAP to book your light tankers in.

I have suggested that the Shire look into the possibility of establishing a new brigade based in town "Northam Central Brigade" I believe this will capture a good cross section of new volunteers and provide needed support for all other brigades. A report/business plan needs to be written to support this and presented to DFES.

We now have a monthly award for volunteer of the month, with good public recognition and a financial incentive. This I believe is not only great for moral internally but also increases awareness of our volunteers in the community and the promotional aspect may assist us in gaining a few new members. I hope everyone is taking full advantage and promoting this internally and externally.

Bakers Hill has been allocated funds to complete the cross over at the fire shed. However as we are now into the fire season this will possibly need to be done in the quieter months.

#### **RECOMMENDATION / COMMITTEE DECISION**

**Minute No: BFAC.117**

**Moved: Ulo Rumjantsev**

**Seconded: David Russell**

**That Council notes the contents of the Community Emergency Services Manager report.**

**CARRIED10/0**

# SHIRE OF NORTHAM

## MINUTES

BUSH FIRE ADVISORY COMMITTEE MEETING TO BE HELD ON 17 NOVEMBER 2015

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### 7.7 ITEMS RAISED BY COMMITTEE MEMBERS

Name of Applicant:	Shire of Northam
Name of Owner:	N/A
File Ref:	5.1.3.1
Officer:	John Hansen
Officer Interest:	Nil.
Policy:	Nil.
Voting:	N/A
Date:	12 November 2015

#### PURPOSE

For the Committee to discuss the items raised by Committee members.

#### BACKGROUND

The CESM has received the following items for inclusion within the agenda;

1. Handing over of Permit writing to Shire - Garry Shepherdson
2. The allocation of a vehicle for the Northam Chief - Garry Shepherdson (refer to Item 7.4)
3. Standpipe configuration – options – see email from G Valley Cpt. Luke Gentle (refer to Item 7.5)

#### STATUTORY REQUIREMENTS

Bushfire Advisory Committee Terms of Reference.  
Local Government Act 1995.

#### CONFORMITY WITH THE STRATEGIC COMMUNITY PLAN

OBJECTIVE: 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.

#### BUDGET IMPLICATIONS

Nil.

#### OFFICER'S COMMENT

# SHIRE OF NORTHAM

## MINUTES

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Staff have made some preliminary investigation with other local authorities which have adopted some similar procedures and are proposing to follow up with a view to reviewing the outcomes/issues arising from this method.

### RECOMMENDATION / COMMITTEE DECISION

**Minute No: BFAC.118**

**Moved: David Russell**

**Seconded: Steve Gray**

**That Council, request the Chief Executive Officer to investigate the possibility of Council Officers issuing permits to burn for the 2016/17 fire season and present a report through BFAC.**

**CARRIED 10/0**



# SHIRE OF NORTHAM

## MINUTES

BUSH FIRE ADVISORY COMMITTEE MEETING TO BE HELD ON 17 NOVEMBER 2015

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### 8. OTHER BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF THE COMMITTEE

- Issue with burning prior to the restricted burning period believing that they need to have a permit to burn at any time.
- Issue with FCO's being the person in control and volunteers not listening to the FCO's. Staff advised that they will put together a one page information sheet.
- David Russell thanked the Shire of Northam for recognising the volunteer of the month.

### 9. DATE OF NEXT COMMITTEE MEETING

The next Bushfire Committee meeting will be held on 16 February 2016.

### 10. DECLARATION OF CLOSURE

There being no further business, the Presiding Officer, Mr Garry Shepherdson declared the meeting closed at 7.10pm.

"I certify that the Minutes of the Bushfire Advisory Committee meeting held on Tuesday 17 November 2015 have been confirmed as a true and correct record."

\_\_\_\_\_ Presiding Member.

\_\_\_\_\_ Date