



Shire of Northam
Heritage, Commerce and Lifestyle

Shire of Northam

Agenda

Bush Fire Advisory Committee

10 April 2018



NOTICE PAPER

Bush Fire Advisory Committee

10th April 2018

Committee Members

I inform you that the Bush Fire Advisory Committee meeting will be held in the Council Chambers located at 395 Fitzgerald Street, Northam on 10th April 2018 at 5:30pm.

Yours faithfully



Jason Whiteaker
Chief Executive Officer

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

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1. DECLARATION OF OPENING

2. ATTENDANCE

Voting Committee:

Councillor – Shire of Northam	Terry Little
Councillor – Shire of Northam	Carl Della
Chief Bush Fire Control Officer	Mathew Macqueen
Deputy Bush Fire Control Officer	Simon Peters
Inkpen Brigade	Murray Bow
Clackline Muresk Brigade	Blair Wilding
Bakers Hill Brigade	Steve Gray
Grass Valley Brigade	Sam Moss
Irishtown Brigade	Murray McGregor
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

Representatives and Staff:

Chief Executive Officer	Jason Whiteaker
Executive Manager Development Services	Chadd Hunt
A/Community Emergency Service Manager	Brendon Rutter
A/Area Officer Upper Wheatbelt	Daniel Hendriksen
Department of Parks and Wildlife (Wheatbelt)	Graeme Keals
Department of Parks and Wildlife (Perth Hills)	Michael Pasotti

2.1 APOLOGIES

Department of Fire and Emergency Services	Sven Andersen
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3. DISCLOSURE OF INTERESTS

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

4. CONFIRMATION OF MINUTES

4.1 COMMITTEE MEETING HELD 20 JUNE 2017

RECOMMENDATION

That the minutes of the Bush Fire Advisory meeting held 14th November 2017 be confirmed as a true and correct record of that meeting.

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

For the Committee to receive and note the report provided by the Chief Bushfire Control Officer.

ATTACHMENTS

Nil.

BACKGROUND / DETAILS

The CBFCO report for the 2017/18 bushfire season has been provided under the 'Officer's Comment' of this report.

CONSIDERATIONS

Strategic Community / Corporate Business Plan

Theme Area 3: Safety and Security

Outcome 3.1: Shire of Northam residents are able to pursue the fullest life possible without fear of or hindrance from crime and disorder.

Financial / Resource Implications

Nil.

Legislative Compliance

Nil.

Policy Implications

Nil.

Stake Holder Engagement / Consultation

Nil.

Risk Implications

Nil.

OFFICER'S COMMENT

- 2017/18 season has been a fairly quiet season without any major incidents to report.
It is noted that we have responded to 2 x hay truck fires, 1 x structure fire and several minor - moderate scrub fires.
- In January, the Shire of Northam assisted the Shire of Mundaring with a taskforce to help battle an out of control fire burning through the Mundaring Weir area. We assisted with 2 shifts and 4 appliances to assist with fire suppression.
- In February, the Shire of Northam assisted the Shire of Toodyay CBFCA with resources to assist in containing a scrub fire very close to our border on the Clackline-Toodyay Rd.
- In March, there was a reasonable sized fire in Wootatting, this fire provided difficult access for fire appliances, so in the early stages of suppression activities, we were fortunate enough to have air support on the scene, as well as resources from the Shire of Mundaring, and also from the Department of Biodiversity, Conservation & Attractions (DPAW). The extra resources allowed the fire to be contained relatively quickly to prevent to assist ground crews in mopping up efficiently.
- With the assistance of the CESM, 4 of our most active brigades have been able to purchase FLIR cameras with funds raised through conducting hazard reduction burns on behalf of the Shire of Northam. These cameras have already proven to be an invaluable tool for our brigades as it has assisted in identifying hotspots early to ensure that water resources are used effectively. With this new equipment it will hopefully mean a reduction in re-ignitions in the future.

RECOMMENDATION

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

5.2 COMMUNITY EMERGENCY SERVICES MANAGER REPORT

Address:	N/A
Owner:	N/A
File Reference:	5.1.3.1
Reporting Officer:	Brendon Rutter Acting 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.

ATTACHMENTS

- Attachment 1: Progress against Outstanding BFAC / Council decisions.
Attachment 2: Department of Biodiversity, Conservation and Attractions 2018 planned burns correspondence.

BACKGROUND / DETAILS

N/A.

CONSIDERATIONS

Strategic Community / Corporate Business Plan

Theme Area 3: Safety and Security

Outcome 3.1: Shire of Northam residents are able to pursue the fullest life possible without fear of or hindrance from crime and disorder.

Financial / Resource Implications

Nil.

Legislative Compliance

Nil.

Policy Implications

Nil.

Stake Holder Engagement / Consultation

Nil.

Risk Implications

Nil.

OFFICER'S COMMENT

Personal Protective Equipment.

Due to a uniform audit conducted by the CESM during the 2016/17 season, it was identified that there was a critical need for new PPE to be ordered for the active members. As a result for the 2017/18 season the massive task of upgrading/replacing old or obsolete gear was undertaken and almost all of our active members have now received their gear and kit bags.

To continue to work towards our goal of increased safety and wellbeing for the volunteer fire fighters, the Shire is about to embark on an initial rollout of the Scott Pro masks to each brigade. Each brigade will have to complete a refresher which we will run annually, to refresh members about the fitment, cleaning and maintenance of these masks to gain the maximum service life out of the new equipment, and to ensure they are kept in operational condition for the benefit of our volunteers. The masks are a one size fits most, however we have purchased an additional ten size S masks to issue to members that require them to ensure proper fitment with adequate face seal to ensure maximum effectiveness.

Comprehensive Crew Protection

As of March 2018, all Shire of Northam 1.4 appliances have had the comprehensive crew protection installed as part of the future fleet upgrade.

ESL LGGGS Budget 18/19

The application for the 2018-19 LGGGS Grant was due on the 28th March 2018. Brigades were asked to submit their wish lists with quotes by the beginning of March. Which most brigades have completed.

The Shire of Northam on behalf of the brigades submitted an application for two capital grants for the re-deployment of funds set aside in the 2017/18 budget to provide extensions to the Bakers Hill Fire Shed, to go down the more favoured option of a brand new facility in a new location to maximise the benefit to both the brigade and the community they support. In addition to the Bakers Hill facility the Shire of Northam have officially launched the Wundowie BFB. The brigade is currently made up of Wundowie VFRS members who have opted to dual register with the Shire of Northam as Bush Fire Service volunteers also. This brand new brigade currently has almost 15 members, with more expected as the brigade grows. On behalf of the Wundowie BFB the Shire of Northam has applied for capital funding to build a new facility in the Wundowie town site, a business case has been put forward for the new facility and appliances and updates on progress will be provided at subsequent BFAC

meetings. In the interim the Wundowie BFB members will operate high season appliances as they become available and will be utilised a relief/stand in crew to man any Shire appliance that the brigade may not have crew to man. Members will be collected by the CESM or CBFCO if required to drive any spare appliance during an incident. There was also numerous items in the \$1,200 to \$5,000 operating grant.

Training

DFES Training calendar for 2018 is out. I have emailed a copy on to all brigades. Members are encouraged to login to E-academy to book a training occurrence. Additional to the regional training, I'll be teaming up with the Area Officer Upper Wheatbelt to conduct some extra training courses, specifically targeting the following competencies,

- Intro to Fire Fighting;
- Bush Fire Fighting;
- Structural Fire Fighting; and
- Basic WAERN

I have chosen these courses as we are hoping to recruit new members over the winter months, this will get them trained faster, with the intent on keeping all new or potential new members engaged with their brigades as we enter the 2018/19 bush fire season.

Emergency Service Directories

In January 2018, the Shire of Northam took delivery of the latest Emergency Service Directories. These have been issued to all Shire bush fire brigades and placed into the appliances for use by members navigating to incidents.

BART - Emergency Response App

In December 2017, the Shire rolled out the BART emergency response app. This app is used to assist with turnouts as the first arriving on station can know at a glance what other personnel may be attending the callout. This gives them the opportunity to make contact with the CBFCO/incident control before initial turnout to advise a possible delayed response or indeed a situation where no crew is available. The CBFCO/incident controller can then form a strategy based on the known resources available to them, to assist in making alternative arrangements if required.

Collar Tank for water bombing aircraft

The collar tank that has been in storage in the sea container at the Northam Airfield has been removed due to space constraints in the sea container. The collar tank is currently sitting at the Northam Regional Office awaiting testing to confirm serviceability. Once the test are complete and the tank is confirmed operational, I will have a discussion with DFES managers to determine the best place for storage within the region to ensure rapid deployment should the tank be requested. I have considered the possibility of

storing in a maxi crate and possibly permanently storing on the Shires 12.2 water cart to guarantee the unit being available if called upon. I'm open to ideas and suggestions from BFAC members as to an alternate storing method and am happy to look at all options presented to me.

Bush Fire Manual

The bushfire manual is now at a point where it is ready for workshops with brigade members to make any necessary adjustments/changes prior to the completed document being submitted to Council for adoption.

This manual has been developed to make it easier for our brigades to find information they may be seeking on Council policies, and relevant legislation etc. and formatting it into one easy to read document that is readily accessible as each station will have a hard copy which will be available to all members upon request.

Volunteer Firefighters Dinner

The 2018 Firefighters Dinner will be held on Friday the 25th of May at the Northam Recreation Centre. The dinner will be an opportunity to relax and socialise with volunteer members from all brigades, including VFRS brigades. I hope to build on the solid base set by last year's event, and I'm looking at incorporating a few activities into the night to build on the friendly atmosphere. More details will be provided by the end of April when the official invites are sent out.

DPAW Prescribed Burns

Please see attached a copy of correspondence received from DPAW regarding proposed prescribed burns for 2018.

RECOMMENDATION

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

Attachment 1

Date	Motion No	Item No	Subject	Motion	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 	<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. Next meeting is to be held on 31 May 2016.</p>	17/05/2016	Closed

Date	Motion No	Item No	Subject	Motion	Comment	Date Completed	Status
				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 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; <ul style="list-style-type: none"> • Daniel Hendriksen; • Ulo Rumjantsev; • Greg Montgomery; and • Rob Herzer. 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. 9. Notes the contents of the CESM report.			
15/06/2016	C.2722	11.5	ADOPTION OF THE RECOMMENDATIONS OF THE BUSHFIRE ADVISORY COMMITTEE MEETING	That Council; 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	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	17/11/2016	Closed

Date	Motion No	Item No	Subject	Motion	Comment	Date Completed	Status
				<p>Rescue Service (VFRS) being included as voting delegates;</p> <p>3. Accepts the Shire of Northam Bush Fire Brigades Administration Manual as attached to this agenda with the following modifications:</p> <p>Part 3</p> <p>3.12 That the minimum training standard to be an FCO be included only.</p> <p>6.3 Change Date to 20 February as ESL Grant closes on 11 March.</p> <p>1st Schedule - Part 2</p> <p>2.9 Remove point 1.</p> <p>2.8 All reference to CBFCO be replaced with: - Brigade captain who will pass on to the CBFCO and CESM.</p> <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> <p>- Section 1 – Rename to include land between 1 hectare to 10 hectares;</p>	<p>Government Gazette No. 122.</p> <p>6. Complete - Invitation to be sent to next meeting sent for 6th Oct 2016</p> <p>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</p> <p>8. 2/09/16 Complete - Letter to be sent to all officers confirming appointment and considerations attached there to 9. noted</p> <p>10. noted</p> <p>11. 2/09/16 Complete - Letter to Greg Montgomery to be sent</p> <p>12. 2/09/16 Complete - Letter To Gary to be sent</p> <p>13. 2/09/16 Complete - Letter to Mat to be sent</p> <p>14&15 Noted</p> <p>16. it would be prevelent to wait until the outcome of the structure of the Rural Fire Service is set by the State Government.</p>		

Date	Motion No	Item No	Subject	Motion	Comment	Date Completed	Status
				<ul style="list-style-type: none"> - 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. 6. Invite all Elected Members and appointed FCO's to attend the next Fire Control Officer (FCO) meeting; 7. Formally correspond with DFES regarding the current status of the Risk to Resource (R2R) model; 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: Inkpen BFB: <ul style="list-style-type: none"> - Sim Kuiper - Soren Neilson - Clive Owen Bakers Hill BFB: <ul style="list-style-type: none"> - Ulo Rumjantsev - Steve Gray - Simon Peters - Gordon Ashman (Weather Officer Only) Clackline BFB: <ul style="list-style-type: none"> - Matt Macqueen - Sue Booker - Matthew Letch 			



Date	Motion No	Item No	Subject	Motion	Comment	Date Completed	Status
				<ul style="list-style-type: none"> - 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 CEMS - Daniel Hendriksen Northam Fire & Rescue Service - Greg Montgomery 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 – <ul style="list-style-type: none"> i. Introduction to Fire Fighting; ii. Bush Fire Firefighting; iii. Structural Awareness; and 			

Date	Motion No	Item No	Subject	Motion	Comment	Date Completed	Status
				<p>iv. Crew Leader/Advanced Firefighter and/or Sector Commander FCO course or a refresher within the last 10 years.</p> <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> <p>i. FCO Course or a refresher within the last 10 years.</p> <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 Bushfire brigade. The report is to be submitted</p>			



Date	Motion No	Item No	Subject	Motion	Comment	Date Completed	Status
				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)	That Council; 1. Approve the Fire Control Officers for 2014/2015 as listed; · 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			Closed

Bush Fire Advisory Committee Meeting Agenda
10 April 2018



Date	Motion No	Item No	Subject	Motion	Comment	Date Completed	Status
				2. Endorse the decommissioning of the Chedaring Road stand pipe.			
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).	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	That Council revokes decision C2722, Part 9, made on June 15, 2016 which reads as follows: 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 – 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.	All references to this decision removed	17/11/2016	Closed
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	17/11/16 Completed - Changes made to BFAC Terms of Reference. Emailed out to BFAC Committee.	17/11/2016	Closed

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Date	Motion No	Item No	Subject	Motion	Comment	Date Completed	Status
				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.			
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.	15/11/16 EMDS discussing with LGIS if they could undertake the risk assessment -23/11/12 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. 14/07/2017 - Still waiting for Assessment to be completed by DFES. No change. 18/12/2017 - Advice has been received from DFES that they will not prepare this as their are multiple procedures e.g. Standard Operating Procedure in place. Council's CESM has also prepared a Standard Operating Procedure specific to the Shire of Northam which has been circulated to the brigades. Due to DFES not completing, this will be required to be completed by Council's CESM.		Open

Bush Fire Advisory Committee Meeting Agenda
10 April 2018



Date	Motion No	Item No	Subject	Motion	Comment	Date Completed	Status
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.	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
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	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	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	02/02/2017	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.	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

Date	Motion No	Item No	Subject	Motion	Comment	Date Completed	Status
15/02/2017	C.2951	12.3.9	Appointment as Lieutenant of the Bakers Hill Bushfire Brigade	That Council appoint Tania Petersen, Kristafer 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.	Letters have been sent.	7/02/2017	Closed
19/04/2017	C.2993	11.2	BUSHFIRE ADVISORY COMMITTEE MEETING HELD ON 28th MARCH 2017	<p>That Council:</p> <p>1. Endorse the below exemptions to the Harvest Vehicle Movement and Hot Works Ban:</p> <p>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:</p> <ul style="list-style-type: none"> - 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; - 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; - The CBFCO or CESM may suspend the exemption for a specified period; and - Council may at any time review or revoke the exemption. <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</p>	<p>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 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</p>	20/07/2017	Closed

Date	Motion No	Item No	Subject	Motion	Comment	Date Completed	Status
				<p>works which cannot reasonably be postponed to a time with safer fire weather conditions. Conditions of the exemption:</p> <ul style="list-style-type: none"> - 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; - 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; - The CBFCO or CESM may suspend the exemption for a specified period; and - Council may at any time review or revoke the exemption. <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> <ul style="list-style-type: none"> - 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; - 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; - The CBFCO or CESM may suspend the exemption for a specified period; and 	<p>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 prerequisite's work/apply to their minimum FCO training requirements; 9/05/17 Emailed to DFES awaiting response. Response recieved and put forward to BFAC in June meeting</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. Response recieved and put forward to BFAC in June meeting</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. Response recieved and put</p>		

Date	Motion No	Item No	Subject	Motion	Comment	Date Completed	Status
				<ul style="list-style-type: none"> - Council may at any time review or revoke the exemption. 2. Endorse the Inkpen Road Landfill Fire Management Plan prepared by IW Projects Pty Ltd on 20 January 2017; 3. Endorse the Old Quarry Road Landfill Fire Management Plan prepared by IW Projects Pty Ltd on 28 February 2017; 4. Note the Community Emergency Services Manager Report as provided; 5. Note the Chief Bushfire Control Officer Report as provided; 6. Seek clarification from DFES in regards to how prerequisite's work/apply to their minimum FCO training requirements; 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; 8. Seek clarification from DFES in regards to how they view brigade members who have previously completed the FCO course; and 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>forward to BFAC in June meeting</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.</p> <p>9/5/17 Spoke to DFES Fleet regarding correspondence.</p> <p>14/07/2017 - Item 9, prepared letter for CEO signing to forward to DFES. 21/07/2017 Letter sent to DFES</p>		
19/07/2017	C.3083	11.1	BUSH FIRE ADVISORY COMMITTEE MEETING HELD ON 20 JUNE 2017	<p>That Council:</p> <ul style="list-style-type: none"> 1. Note the Community Emergency Services Manager Report as provided; 2. Appoints the following Fire Control Officers for the 2017/18 Season subject to the 	<ul style="list-style-type: none"> 1. Complete no action. 08/09/2017 - 2. Complete - Certificates and acknowledgement letter set to FCO's New list created and 		Closed

Date	Motion No	Item No	Subject	Motion	Comment	Date Completed	Status
				individual complying with the adopted minimum training and experience standards: Bakers Hill - Ulo Rumjantsev - Simon Peters - Kristafer 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	added to website. 3. Complete - Certificates and acknowledgement letter set to Cheif and Deputy. New list created and added to website. 4. Complete - Letter sent to FES Comissioner advising of the creation of the brigade. No acknowledgement received. 6. Complete - Brigade created 7. Advice has been received from DFES advising that they currently will not fund, further discussions with the Chief Superintendent of DFES have indicated that they will reconsider the matter and possible supply a 3.4 or high season unit for the next two years. Awaiting confirmation from DFES. 8. Cempete. 9. This has been advertised on the Shire website, Facebook page and radio, interest has only been received from three members of the community. Item to be prepared for the next BFAC meeting in 2018 (approx March) for direction on the matter. 10. Completed - Firebreak notice printed and sent out with rates to residents.		

Date	Motion No	Item No	Subject	Motion	Comment	Date Completed	Status
				<p>- Daniel Hendriksen Wundowie</p> <p>- Tyron McMahon Jennapullin</p> <p>- Aaron Smith (Weather Officer only)</p> <p>3. 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;</p> <p>4. Create the Wundowie Bushfire Brigade under Section 41 Bushfire Act 1954;</p> <p>5. Create and discuss a draft memorandum of understanding with Wundowie FRS and DFES to utilise their facilities and members in Wundowie;</p> <p>6. Advertise the proposed intention to create a joint Wundowie BFB/VFRS Brigade to attract new membership of volunteer;</p> <p>7. 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</p> <p>8. 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).</p> <p>9. 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;</p> <p>10. Endorse the 2017/18 Fire Break Notice as</p>			



Date	Motion No	Item No	Subject	Motion	Comment	Date Completed	Status
				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. - An alteration to the restricted and prohibited burning period dates in section 9 of the Firebreak Notice to: - Restricted: 1st October to 30th November; o Prohibited: 1st December to 28th February; and - Restricted: 1st March to 30th April.			
20/12/2017	C.3226	11.1	BUSH FIRE ADVISORY COMMITTEE MEETING HELD ON 14TH NOVEMBER 2017	That Council: 1. Note the Community Emergency Services Manager Report as provided. 2. Allow permits to burn to be issued on any day of the week including Sundays. 3. Request the Department of Fire and Emergency Services (DFES) to review the Shire of Northam's Risk to Resource Plan, in liaison with the Shire of Northam. 4. Request that at the completion of the Risk to Resource Plan review the draft document be presented to a Bush Fire Advisory Committee and subsequently Council meeting for endorsement. 5. Request the Department of Fire & Emergency Services (DFES) for the provision of a representative to assist the Brigades in liaising with the community to raise awareness about volunteers/bushfire safety and new	20/03/2018 1. No action required. 2. No action required. 3. Complete 4. To be done after the review is completed 5.To be actioned. 6. To be actioned. 7. To be actioned. 8. No action required. Noted for future reference.		Open

Date	Motion No	Item No	Subject	Motion	Comment	Date Completed	Status
				recruits. 6. Send a letter to the Department of Fire and Emergency Services (DFES) raising the following concerns with the DFES Crew Protection System upgrade: - No muffler on Diesel Pump with high noise levels; - No Pump controls on the rear pump panel; and - Plumbing work and allowances for pump movement. 7. Recommend brigades to display their members training records on a graph board at each of their stations; and 8. Consult with the Bush Fire Advisory Committee (BFAC) prior to a Council decision for any changes being made to the BFAC Terms of Reference.			



Attachment 2

From: Michael Pasotti [<mailto:michael.pasotti@dbca.wa.gov.au>]
Sent: Tuesday, 6 February 2018 10:18 AM
To: Daniel Hendriksen <cesm@northam.wa.gov.au>; Chadd Hunt <emds@northam.wa.gov.au>
Subject: 175200 - 2018 Planned Burns

Hi Daniel & Chadd

It is getting to that time of year again and we are into the final preparations for our 2018 prescribed burning program.

As with last year we have built the program with a large number of burns, with the intention of commencing some in autumn and then continuing them through winter and into spring. Some of these burns include sections of tenure managed by the Shire (Road Reserves and small sections of Shire managed crown reserves). Therefore we are seeking permission to potentially burn the affected Shire managed reserves in 2018.

Also, we have included your contact details into the prescriptions so you will receive notification when we are planning to implement any of these burns and, as with previous burns, the brigades are always welcome to attend and assist at these burns should you wish.

I have attached a summary of the affected sections of Reserve that may be burnt during the burning operations as well as maps of the relevant proposed burns.

P.s. In addition, as part of the burning operation, where roads are affected, we will be implementing the Department's "Prescribed Burning Traffic Management Plan", developed in accordance with the Main Roads Western Australia Traffic Management for Works on Roads Code of Practice (2009) and Australian Standard 1742.3-2009. These TMP's will be installed by staff trained to "Basic Worksite Traffic Management" qualification as a minimum.

I have attached a copy of the Risk Assessment and Treatment Schedule for all of the affected Shire managed roads, completed in accordance with the Traffic Management Plan. We will also keep you informed should any Traffic Control Plans be implemented.

Please let me know whether you are happy for us to include the sections of reserve (and implement the Traffic Management Plan) as shown in the attachments as part of our 2018 burning program.

If you need any extra information please give me a call.

Thanks

Regards
Michael Pasotti
Department of Parks and Wildlife
District Fire Coordinator
Perth Hills District
Ph: 9290 6100
Fax: 9290 6101
Mobile: 0427 386 598

ARE YOU BUSHFIRE READY?

It's a team effort. Go to emergency.wa.gov.au

Bush Fire Advisory Committee Meeting Agenda

10 April 2018

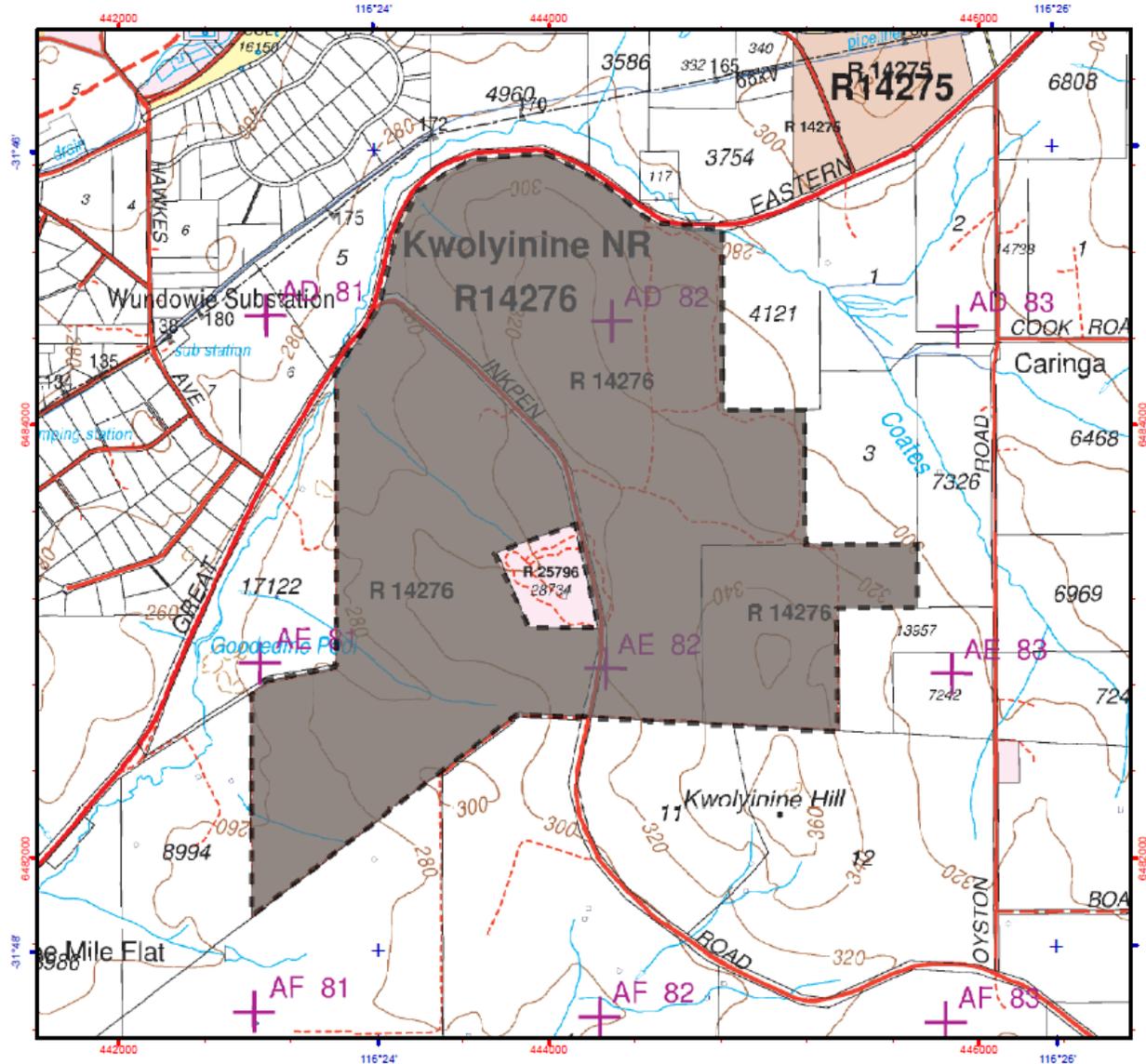


District Proposed Burn Program Risk Assessment and Treatment Schedule										Risk Assessment										
P&V Admin										Location										
P&V Burn ID	P&V Burn Name	Road Authority	Road Weighting	Rd No	Rd Name	Approx SLK Start	Approx SLK Finish	Movements per day	Boundary Internal, Cell Bdy or Within	Verge Width	Fog potential	Speed Limit	Number of Lanes	Other Comments	Hazard	Untreated Risk	Treatment Measures	Residual Risk After Treatment		
															Consequence	Likelihood	Risk Score			
PHS_130	Woodowing NR	Shire of Northam	Low		Sims Road				Boundary Internal	0m		110	1	Gravel Road	Risk Category	Road Network	Minor gravel road. Restrict to 40km/hr & work in gaps in traffic	Consequence	Likelihood	Risk Score
																Road User	Minor gravel road. Restrict to 40km/hr & work in gaps in traffic			
																P&V Employee	Minor gravel road. Restrict to 40km/hr & work in gaps in traffic			
PHS_130	Woodowing NR	Shire of Northam	Medium		Numerous local roads within and around Woodowie & Bakers Hill				Within 1km						Risk Category	Road Network	Consider potential smoke impacts. If required, implement smoke monitoring regime and if sight distance is impacted reduce speed to maintain 2D to a	Moderate 16	Unlikely 3	Medium 48
																Road User	Consider potential smoke impacts. If required, implement smoke monitoring regime and if sight distance is impacted reduce speed to maintain 2D to a	Moderate 16	Possible 5	Medium 80
																P&V Employee	Burn does not adjoin road way. Only risks to staff if setting up traffic management signage.	Moderate 16	Rare 1	Low 16
PHS_126	Flynn	Shire of Northam	Medium		Talbot West Road				Boundary	1-3m		110	2	loose surface with potential for traffic at 110kph	Risk Category	Road Network	Reduce speed to 40km/hr, use vantage points and use "working between gaps in traffic". Prefer wind blowing away from road or leave gaps in smoke	Moderate 16	Unlikely 3	Medium 48
														Good verge space		Road User	Reduce speed to 40km/hr, use vantage points and use "working between gaps in traffic". Prefer wind blowing away from road or leave gaps in smoke	Major 32	Possible 5	High 160
																P&V Employee	Reduce speed to 40km/hr, use vantage points and use "working between gaps in traffic". Prefer wind blowing away from road or leave gaps in smoke.	Catastrophic 64	Unlikely 3	High 196
PHS_081	Kwojginine NR	Shire of Northam	Medium		Inkpen Road				Boundary Internal	0m		110	1	Single bitumised lane with gravel verges	Risk Category	Road Network	burning long sections. Reduce speed to 40km/hr, use gaps in traffic and vantage points & Hose lags if burning short sections only. Prefer wind blowing away from road. Demarcate work area with wickets hats.	Minor 4	Possible 5	Low 20
																Road User	burning long sections. Reduce speed to 40km/hr, use gaps in traffic and vantage points & Hose lags if burning short sections only. Prefer wind blowing away from road. Demarcate work area with wickets hats.	Moderate 16	Almost Certain 3	High 144
																P&V Employee	burning long sections. Reduce speed to 40km/hr, use gaps in traffic and vantage points & Hose lags if burning short sections only. Prefer wind blowing away from road. Demarcate work area with wickets hats.	Catastrophic 64	Possible 5	High 320
PHS_081	Kwojginine NR	Shire of Northam	Low		Numerous local roads within and around				Within 1km						Risk Category	Road Network				
																Road User				
																P&V Employee				

Note: Road Weighting has been determined by using Road "Functional Description" rather than raw YPD Data as this is difficult to access, often not available, and is often much higher in metro areas and all roads may be considered High or above if based on YPD Data alone.

Planned Burns

Burn ID	Reserve	Vesting	Area to be burnt	Map Included
PHS_081	CROWN RESERVE 25796 (Inkpen Road Rubbish Disposal Site)	Shire of Northam	<0.5ha	Yes
PHS_081	Inkpen Road Reserve	Shire of Northam	2.5km (2.5ha)	Yes
PHS_126	West Talbot Road Reserve	Shire of Northam	2.8km (2.8ha)	Yes
PHS_130	Sims Road reserve	Shire of Northam	1km (2ha)	Yes
PHS_130	Unnamed road reserves (off Sims Road & Koojedda Road)	Shire of Northam	0.2km (<0.5ha)	Yes



KWOLYININE NR
 Bushfire Risk Management & Biodiversity Management Burn
 PHS 081

Description
 The burn is located 2 km south east of Wundowie within Kwolyinine Nature Reserve. The burn is bounded by Great Eastern Hwy and freebreaks adjoining private property. The area was last burnt in 1996.

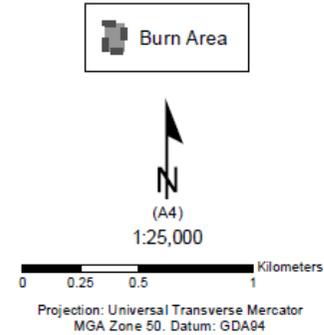
Purpose

Bushfire Risk Management
 To minimise the potential size and intensity of bush fires and/or the risk of damage from bush fire to Kwolyinine Nature Reserve, adjoining private properties and nearby town site (Wundowie) by the application of fire under prescribed conditions to reduce the quantity of combustible material.

Biodiversity Management
 To protect maintain and enhance biodiversity and ecological processes within the precinct of Kwolyinine Nature Reserve by applying fire under prescribed conditions to achieve a mosaic of fire intensities and burnt and unburnt areas at both a landscape and a local scale.

Operations
 It is intended to commence the burn in 2018 by a combination of ground ignitions on the burn perimeter followed by spot ignitions in the internal area.

Summary
 District: Perth Hills
 Proposed year: 2018
 Burn area: 553 hectares
 Burn perimeter: 13 km



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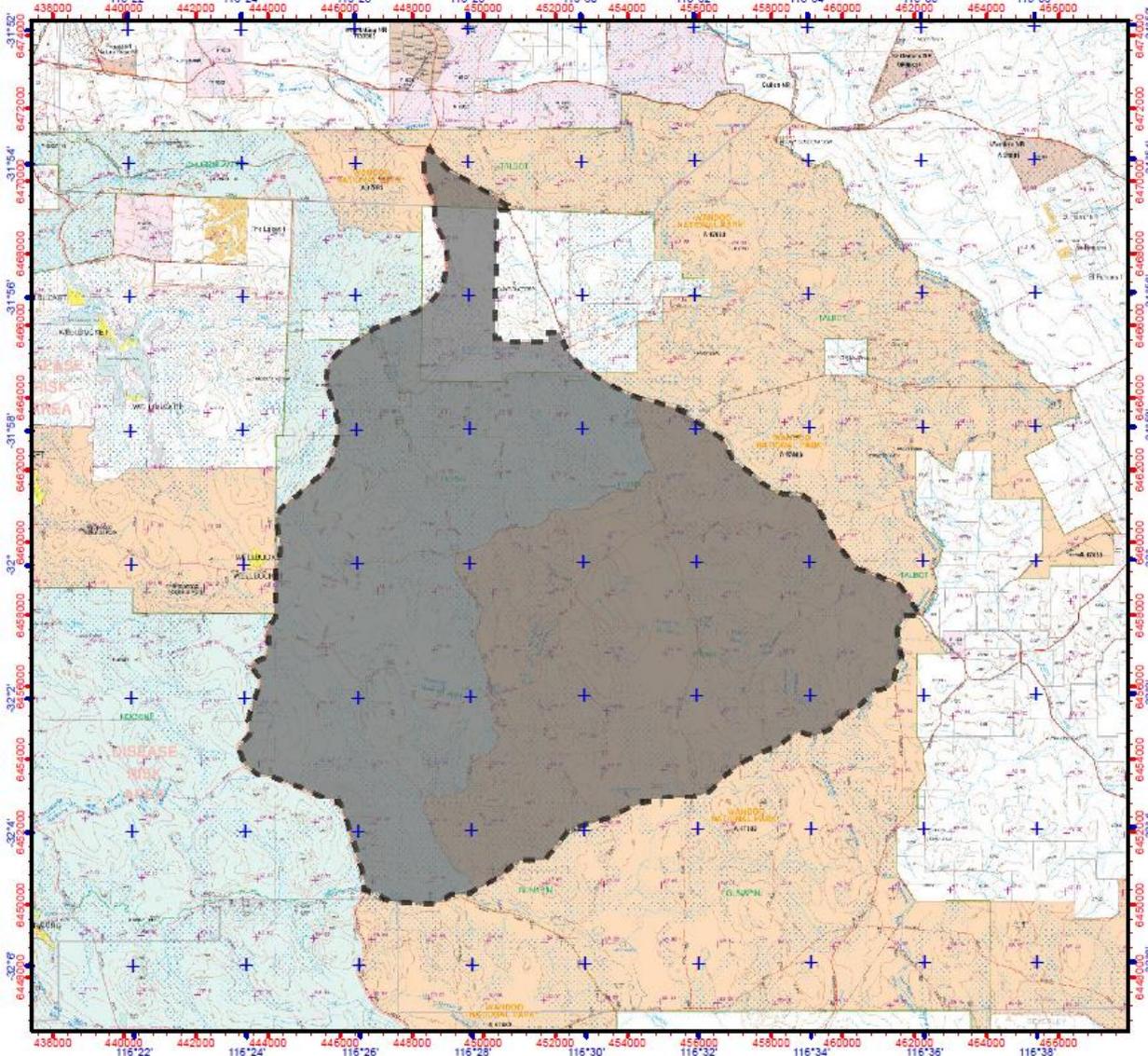
Produced at 3:14pm, on Dec 05, 2017

Graticule shown at 2 minutes intervals
 Grid shown at 2000 metre intervals

The Dept. of Parks and Wildlife does not guarantee that this map is without flaw of any kind and disclaims all liability for any errors, loss or other consequence which may arise from relying on any information depicted.

Roads and tracks on land managed by DPaW may contain unmarked hazards and their surface condition is variable. Exercise caution and drive to conditions on all roads.

If applicable this map is based on information provided by and with the permission of the Western Australian Land Information Authority (Landgate) (2013)



FLYNN
 Biodiversity Management & Bushfire Risk Management Burn
 PHS 126

Description

The proposed burn is located 25 km SE of Mundaring. The burn is bounded by West Talbot Rd, Yarra Rd, Darkin Rd, Warragi Rd, Catchment Rd and firebreaks adjoining private property. The area was last burnt in 2006.

Purpose

Biodiversity Management

To protect, maintain and enhance biodiversity values and ecological processes within the Flynn and Churchlands forest blocks and Wandoo National Park by creating a mosaic of fire intensities and burnt and unburnt areas at both a local and landscape scale.

Bushfire Risk Management

To provide strategic protection against damaging bush fire to adjoining private property, rare & priority flora, Wandoo National Park and Flynn & Churchlands forest blocks by the application of fire under prescribed conditions to reduce the quantity of combustible material

Operations

It is intended to commence the burn in 2018 by a combination of ground ignitions on the burn perimeter followed by aerial spot ignitions in the internal area.

Summary

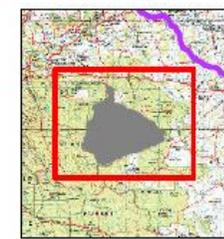
District: Perth Hills
 Proposed year: 2018
 Burn area: 15875 hectares
 Burn perimeter: 57 kilometres



1:150,000



Projection: Universal Transverse Mercator
 MGA Zone 50. Datum: GDA84



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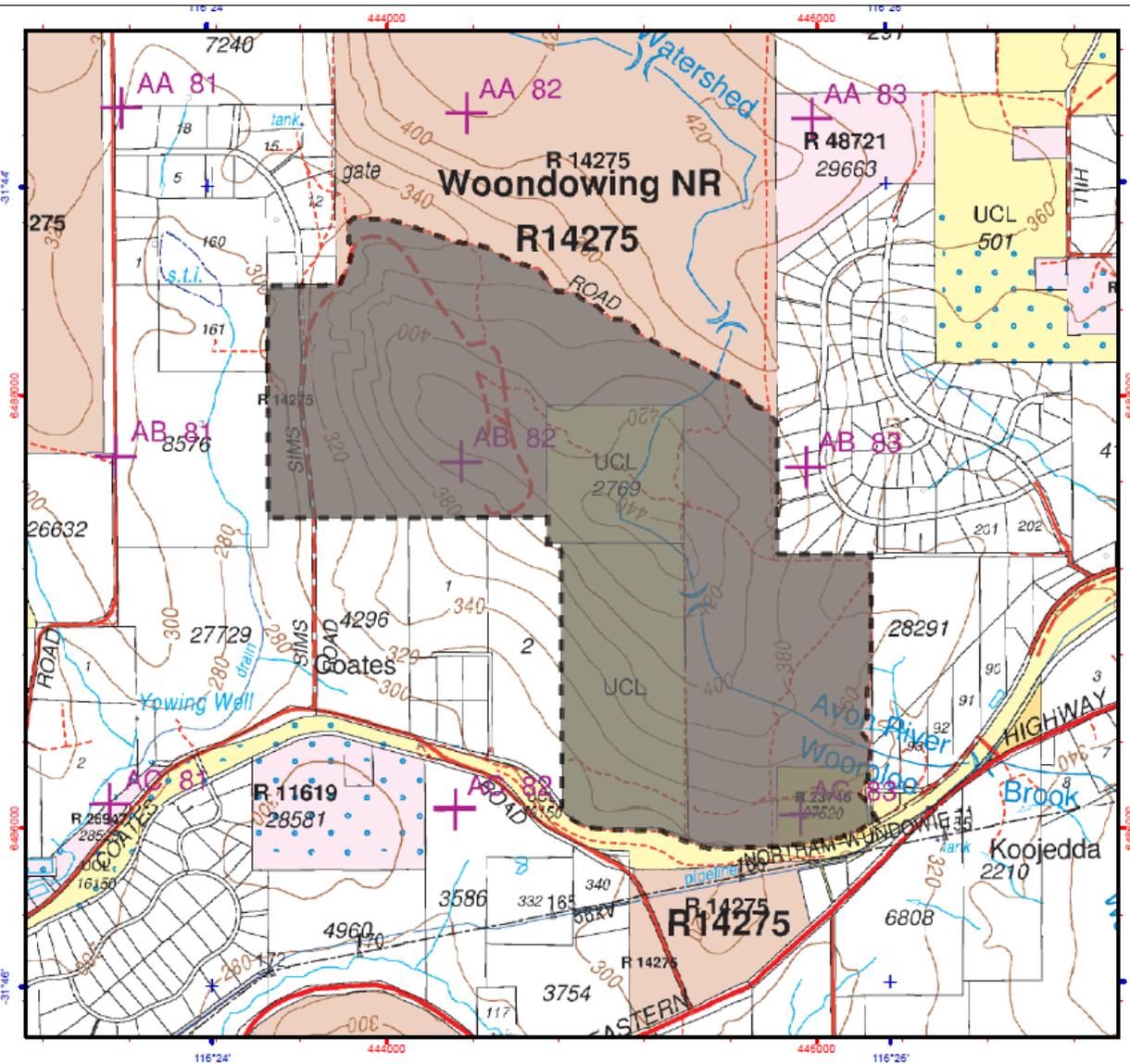
Produced at 3:14pm, on Dec 05, 2017

Graticule shown at 2 minutes intervals
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If applicable this map is based on information provided by and with the permission of the Western Australian Land Information Authority (Landgate) (2013)



WOONDOWING NR 2
 Bushfire Risk Management & Biodiversity Management Burn
 PHS 130

Description
 The proposed burn is located 3 kms E of Windowie. The burn is bounded by Sims Rd, forest tracks and firebreaks adjoining private property. The area was last burnt in 1998.

Purpose
Bushfire Risk Management
 To minimise the potential size and intensity of bush fires and/or the risk of damage from bush fire to the Woondowing Nature Reserve, adjoining private properties and nearby town sites (Windowie & Bakers Hill) by the application of fire under prescribed conditions to reduce the quantity of combustible material.

Biodiversity Management
 To protect maintain and enhance biodiversity and ecological processes within the precinct of Woondowing Nature Reserve by applying fire under prescribed conditions to achieve a mosaic of fire intensities and burnt and unburnt areas at both a landscape and a local scale.

Operations
 It is intended to commence the burn in 2018 by a combination of ground ignitions on the burn perimeter followed by spot ignitions in the internal area.

Summary
 District: Perth Hills
 Proposed year: 2018
 Burn area: 450 hectares
 Burn perimeter: 10 kilometres



(A4)
 1:25,000



Projection: Universal Transverse Mercator
 MGA Zone 50. Datum: GDA94



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Grid shown at 2 minutes intervals
 Grid shown at 2000 metre intervals

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Roads and tracks on land managed by DPAW may contain unmarked hazards and their surface condition is variable. Exercise caution and drive to conditions on all roads.

If applicable this map is based on information provided by and with the permission of the Western Australian Land Information Authority (Landgate) (2013)

5.3 WORKSHOPS TO DISCUSS BUSH FIRE MANUAL

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

BRIEF

For the Committee to consider and recommend to Council endorsement of the preparation of the Bush Fire Manual and endorse the methodology for producing the document including the establishment of workshops to review various sections of the manual.

ATTACHMENTS

Nil.

BACKGROUND / DETAILS

The Shire of Northam is in the process of preparing the Bush Fire Manual which is a new document that proposes to consolidate all issues relating the operation and management of Bush Fire Brigades within the Shire. The manual will bring together all associated documents that relate to the operation of Bush Fire Brigades. As an example this would include the existing Bush Fire Brigades Administration Procedures Manual, BFAC Terms of Reference, existing Council policies, Bush Fire Response plan and current and proposed standard operating procedures.

The Manual would also provide a “one stop shop” for all new and existing members to obtain all the necessary information on the bush fire related matters. At the moment there is a number of different documents that impact on the operation of the Brigades and this proposes to bring them into one document.

At the current time the Manual will comprise the following sections –

1. Introduction;
2. Bush Fire Response Plan (previously the Bush Fire Management Plan);
3. Bushfire Policies and Procedures (this section will include any existing and proposed policies adopted by Council and proposed standard operating procedures);

4. Bush Fire Risk Management Plan (this is a new section that refers to the plan being produced through the Bush fire Risk Management Planning team);
5. Bush Fire Brigades (this section will include the existing Administration Procedures Manual and relates directly as to how individual brigades operate);
6. Risk to Resource Document (this will be an updated version of the 2010 document);
7. Local Government Appointments (this section will include information on how FCO's are appointed and the BFAC Terms of Reference);
8. Contacts and Resources (this is directly from the Shire of Northam Local Emergency Management Arrangements);
9. Volunteering (this section includes the existing Shire of Northam information on OHS and Code of Conducts etc.);
10. Legislation (this section will reference the existing Bush Fires Act 1954 and Associated Regulations); and
11. Appendixes (this section will include various forms and templates referenced in the Manual).

CONSIDERATIONS

Strategic Community / Corporate Business Plan

Theme Area 5: Infrastructure & Service Delivery

Outcome 5.2: Environmental risks are proactively managed to minimise impact on residents.

- Continued bushfire management planning and mitigation works; and
- Proactive weed and pest management.

Financial / Resource Implications

Nil.

Legislative Compliance

Emergency Management Act 2005.

Bush Fires Act 1954.

Policy Implications

Additions on completion.

Stakeholder Engagement / Consultation

Bush Fire Brigades.

BFAC.

Risk Implications

Developing the procedures ensures brigades and FCO's are sufficiently informed of the requirements and are provided with the necessary guidelines

to enable them to act safely and effectively with the normal range of incidents that they may expect to encounter. It is proposed that by developing the rules and incorporating these into the Bushfire Operation Manual it will decrease the risk implications for Council.

OFFICER'S COMMENT

The Bush Fire Manual brings together multiple Council documents and policies and BFAC decisions into one easy to read document, so bush fire members and new members can be given this document and know all there is to know on policies and procedures for bush fires within the Shire of Northam.

This document is hoped to be for the Brigades by the Brigades to help members to understand their roles and procedures.

The process proposed is as follows:

1. Workshops will be held to review individual sections of the Manual to prevent overload at workshops.
2. Brigades are to select 2 members, which can include their BFAC representative, who would be the best member to provide feedback on the document on their brigade's behalf at the workshops.
3. The sections to be discussed will be sent to each Brigade prior to the workshop.
4. Brigade members will give feedback on sections they wish to discuss to Brigade representatives to be tabled at the workshop.
5. Discuss the sections queried by the brigades and discuss these sections at the workshop, to ensure by the time the workshop is completed, the document will not require significant changes and discussion by BFAC.
6. BFAC approval and council endorsement.

The Bush Fire Manual consists of current council plans and policies and decisions of council advised from BFAC.

Workshop 1 will deliberate on –

- Section 2 -Bushfire Response Plan (Update of the 2010 Bushfire Management Plan)
- Section 5 -Bush Fire Brigades (Minor changes (highlighted) and ease of reading to the previous Bushfire Administration Manual)
- Section 7 – Local Government Appointments (proposed additional clarification on selection of Bush Fire Control Officers and BFAC Positions (New)

Workshop 2 will deliberate on –

- Section 3 -Bush Fire Policies and Procedures (Mostly New, some policies will move over from existing Council Policies, new Standard Operating procedures)

Workshop 3 will be held at a later date to discuss –

- Section 6 -Risk to Resource (update of 2010 version)
- Section 4- Bushfire Risk Management Plan (BRMP) (New)

Officers are suggesting that the first two workshops to be held on 9th May 2018 and 23rd May 2018. It is proposed that that the following will be invited to attend:

- Up to two Bushfire Brigade representatives from each Brigade
- The CBFCA and DCBFCA;
- The Executive Manager Development Services and the Community Emergency Services Manager.

RECOMMENDATION

That Council endorse the preparation of the Bush Fire Manual and the proposed methodology as outlined in this report.

5.4 NOMINATIONS FOR BUSH FIRE CONTROL OFFICERS (FCO) 2018/19

Address:	N/A
Owner:	N/A
File Reference:	5.1.3.1
Reporting Officer:	Brendon Rutter Acting 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 2018/19 bush fire season.

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*

CONSIDERATIONS

Strategic Community / Corporate Business Plan

Theme Area 3: Safety and Security

Outcome 3.1: Shire of Northam residents are able to pursue the fullest life possible without fear of or hindrance from crime and disorder.

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 Officers 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 listed within the recommendation of this report. Where a nominee has not achieved the minimum training requirements as prescribed by Council, they have been listed as a permit officer only until the requirements have been met.

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 nominations and voting for the Grass Valley, Jennapullin and Southern Brook BFB is yet to be conducted. It is proposed that this will be undertaken and nominations provided to the CESM prior to the June BFAC meeting for the committee's/council's consideration.

RECOMMENDATION

That Council appoints the following Fire Control Officers for the 2018/19 Season subject to the individual complying with the adopted minimum training and experience standards:

Bakers Hill.

- Simon Peters.
- Kristofer Brown.
- Suzanne Brown.
- Ulo Rumjantsev.

Clackline / Muresk

- Mathew McQueen.
- Matthew Letch.
- Blair Wilding (Permit Officer only, until training requirement met).

Irishtown

- Rob Herzer.

Inkpen

- Nic Dewar.
- Sim Kuiper (Weather/Permit Officer only).

Wundowie VFRS

- Tyron McMahon.

Wundowie BFB

- Brendon Rutter (Permit Officer only, until training requirement met).

Northam VFRS

- Greg Montgomery.

Shire of Northam

- Daniel Hendriksen.
- Brendon Rutter (Permit Officer only, until training requirement met).

6. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

6.1 PRESENTATION ON THE BUSHFIRE RISK MANAGEMENT PROJECT

A presentation will be made at the meeting.

7. URGENT BUSINESS APPROVED BY PERSON PRESIDING OR BY DECISION

Nil.

8. DATE OF NEXT MEETING

June 2018, date to be confirmed.

9. DECLARATION OF CLOSURE