



Shire of Northam

**SHIRE OF NORTHAM  
BUSH FIRE ADVISORY COMMITTEE AGENDA  
MONDAY 7<sup>TH</sup> JULY, 2008 at 6.30PM**

Shire of Northam Council Chambers, 395 Fitzgerald St, Northam

**1. OPENING AND ANNOUNCEMENT OF VISITORS**

**2. ATTENDANCE AND APOLOGIES**

<i>R Marris</i>	<i>Chief Bush Fire Control Officer, Grass Valley Bush Fire Brigade DELEGATE</i>
<i>G Ashman</i>	<i>Deputy CBFCO (West), Bakers Hill Bush Fire Brigade BFB DELEGATE</i>
<i>R MacKenzie</i>	<i>Irishtown Bush Fire Brigade DELEGATE</i>
<i>P Antonio</i>	<i>Southern Brook Bush Fire Brigade DELEGATE</i>
<i>S Nielsen</i>	<i>Inkpen Bush Fire Brigade DELEGATE</i>
<i>B Wilding</i>	<i>Clackline/Muresk Bush Fire Brigade DELEGATE</i>
<i>T Smith</i>	<i>Jennapullin Bush Fire Brigade DELEGATE</i>
<i>S Pollard</i>	<i>Shire President, Shire of Northam DELEGATE</i>

<i>G Montgomery</i>	<i>Northam Volunteer Fire &amp; Rescue Service (Ex-Officio)</i>
<i>A Brucciani</i>	<i>Wundowie Volunteer Fire &amp; Rescue Service (Ex-Officio)</i>
<i>E Fox</i>	<i>Radio Controller (Ex-Officio)</i>

<i>P Gentle</i>	<i>Deputy CBFCO (East), Grass Valley Bush Fire Brigade</i>
<i>R Herzer</i>	<i>Irishtown Bush Fire Brigade</i>
<i>M Letch</i>	<i>Clackline/Muresk Bush Fire Brigade</i>
<i>P Reynolds</i>	<i>Grass Valley Bush Fire Brigade</i>
<i>P DuBoulay</i>	<i>Northam Volunteer Fire &amp; Rescue Service</i>
<i>R Russell</i>	<i>Clackline/Muresk Bush Fire Brigade</i>
<i>D Cornect</i>	<i>Clackline/Muresk Bush Fire Brigade</i>
<i>T Buckley</i>	<i>Wundowie Volunteer Fire &amp; Rescue Service</i>
<i>M Letch</i>	<i>Clackline/Muresk Bush Fire Brigade</i>
<i>M Letch</i>	<i>Clackline/Muresk Bush Fire Brigade</i>
<i>S Peters</i>	<i>Bakers Hill Bush Fire Brigade</i>
<i>L Balcome</i>	<i>Irishtown Bush Fire Brigade</i>
<i>F McQuistan</i>	<i>Northam Volunteer Fire &amp; Rescue Service</i>
<i>G Doye</i>	<i>Northam Volunteer Fire &amp; Rescue Service</i>
<i>L Mincherton</i>	<i>District Manager, FESA Northam</i>
<i>C Hunt</i>	<i>Manager Planning &amp; Development, Shire of Northam</i>
<i>S Billingham</i>	<i>Manager Finance &amp; Administration, Shire of Northam</i>
<i>D Andrews</i>	<i>Ranger, Shire of Toodyay</i>
<i>A Knapp</i>	<i>Ranger, Shire of Toodyay</i>
<i>S McQuistan</i>	<i>Planning Administration, Shire of Northam</i>

**APOLOGIES**

<i>S Kuiper</i>	<i>Inkpen Bush Fire Brigade</i>
<i>J Chitty</i>	<i>Bakers Hill Bush Fire Brigade</i>
<i>L Smith</i>	<i>Jennapullin Bush Fire Brigade</i>

### 3. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

*RECOMMENDATION:*

*That the minutes of the Bush Fire Advisory Committee Meeting held on 12 May2008 be received.*

**Moved T Smith and seconded S Pollard that the minutes of the Bush Fire Advisory Committee Meeting held on 12 May2008 be received.**

**Motion Carried 8/0**

### 4. BUSINESS ARISING FROM PREVIOUS MINUTES

### 5. SHIRE OF NORTHAM BUSHFIRE ORGANISATION REVIEW Items held over from previous meeting

#### 5.1 RECOMMENDATION 3

a) Council should only appoint Harvest Ban Officers who are FCO's and have the necessary expertise and weather meter equipment on the same basis as the CBFCA and DCBFCA.

**That Council should appoint Fire Weather Officers in the East and West and have the necessary expertise and weather meter equipment and can call a Harvest Ban and Vehicle Movement Ban if required.**

**Motion Carried 8/0**

#### 5.2 RECOMMENDATION 8

That the Draft Bush Fire Advisory Committee Meeting Rules is agreed to by the BFAC and recommend to Council that they are adopted and the previous rules repealed.

#### 5.3 RECOMMENDATION 9

That the draft Brigade Constitution (See Appendix 3) be agreed to by all brigades.

#### 5.4 RECOMMENDATION 10

That the BFAC recommend to Council that the Draft Brigade Constitution be approved by Councils and be adapted by all brigades.

### 6. ITEMS FROM CLACKLINE/MURESK BUSH FIRE BRIGADE

#### 6.1 Motion – Lift ban on Sunday burning.

Currently during the Restricted Fire Season, there is a ban on burning/permits to burn on Sundays.

Community changes and dynamics has seen that there are more people available on Sundays to help out if a burn got away – therefore propose lifting the Sunday fire ban. Do other Brigades support this motion?

## **6.2 Submission - Training for Volunteers.**

Training for Brigade members, new and experienced is severely lacking (across all Brigades, not just Clackline). Recent nominations for FESA courses have seen huge numbers nominating and subsequently not enough members getting accepted. FESA to their credit are running additional courses to try and accommodate student requirements. It is imperative that a Training Analysis and membership profile is performed on all Brigades in the Shire. Its not only important to provide the basic skills necessary to survive on the fire ground, but its important that the Shire understand the demographics of their volunteers. Do we have sufficiently trained members who will be able to step up within their respective Brigades and take on greater responsibilities?

Clackline Brigade performed a membership survey in November 2007. This occurred as a request for First Aid training came through from the Shire. At this time, we didn't have enough information back from members to submit nominations. In February we advised the Shire we had members who wanted to do First Aid training but were advised there was no money to run this extra session. We were informed that if we could get 12 students, there might be a possibility, however upon notifying the Shire we had 15 members wishing to do First Aid, we were told flatly, no money, no training. If anyone should have First Aid training, it should be those people who have an increased risk of being hurt or those who find themselves in dangerous environments where others may be hurt.

## **6.2 Submission – PPE availability.**

As a duty of care, Shire needs to ensure members are not disadvantaged due to so called budget constraints. PPE is deemed necessary by FESA, and volunteers have been turned away from fires because they are not wearing yellow PPE. Therefore, those volunteers who wish to wear it should receive it. Clackline was told in January and again in March that the ESL budget was expended and that PPE would not be available. The Shire did approve budget over-runs. However, PPE issuance to new members or replacement items for long term members should not be something we have to fight for. This is a safety item and it is a matter of Occupational Health and Safety.

## **6.3 Motion – Communications between Shire and Brigades.**

In order to expedite communications and correspondence and assist with Brigade/Shire meeting scheduling/feedback, suggest Shire communicate with Brigades via email and if necessary, forward a hardcopy via post. Where Brigades are required to provide input to Shire Agendas etc, the postal system is causing delays and therefore impacts upon our ability to provide the Shire with the information they seek in a timely manner. Original communications can be typed, signed, and scanned – then emailed to Secretaries, at the same time as mailing the hardcopy if that medium is still required. (Background – CMBFB Secretary has had significant delays in receiving hardcopy correspondence from Shire. Despite notifying Shire of Brigade postal address, correspondence is still going to Bakers Hill Post Office via Clackline General Store, some dated 17<sup>th</sup> April, but not received

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until after 29<sup>th</sup> April for example)

## **7.0 OTHER ITEMS**

7.1 PPE REQUESTS

7.2 VEHICLE MAINTENANCE & REPAIRS REQUESTS

## **8.0 GENERAL BUSINESS**

## **9.0 CLOSURE OF MEETING**