



Shire of Northam
Heritage, Commerce and Lifestyle

Shire of Northam

Minutes

Bush Fire Advisory Committee

25 July 2023



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1 DECLARATION OF OPENING

The Presiding Member, Mr C Marris, declared the meeting open at 5:30pm.

2 ACKNOWLEDGEMENT OF COUNTRY

The Presiding Member, Mr C Marris, acknowledged the Traditional Owners of the land on which we meet, the Ballardong and Whadjuk people of the Nyoongar nation and paid our respects to Elders, past present and emerging.

3 ATTENDANCE

3.1 ATTENDEES

Voting Committee:

Councillor - Shire of Northam	Maria Girak
Councillor - Shire of Northam	Dave Galloway
Chief Bush Fire Control Officer	Chris Marris
Deputy Chief Bush Fire Control Officer	Kristafer Brown
Inkpen Bush Fire Brigade	Nic Dewar
Clackline Muresk Bush Fire Brigade	Blair Wilding
Grass Valley Bush Fire Brigade	Mark Littlefair
Irishtown Bush Fire Brigade	Rob Herzer
Jennapullin Bush Fire Brigade	Aaron Smith
Southern Brook Bush Fire Brigade	Paul Antonio (entered meeting at 5:32pm)
Northam Central Bush Fire Brigade	Kim Hampton
Wundowie Volunteer Fire and Rescue Service	Jason Cacic
Northam Volunteer Fire and Rescue Service	Greg Montgomery
Bakers Hill Bush Fire Brigade	Carla Millar

Staff:

Executive Manager Development Services	Chadd Hunt
Governance Officer	Tamika Van Beek

3.2 APOLOGIES

Voting Committee:

Deputy Chief Bush Fire Control Officer	Simon Peters
Wundowie Bush Fire Brigade	Mathew Macqueen

Staff:

Chief Executive Officer	Jason Whiteaker
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Community Emergency Services Manager Alex Espey

3.3 APPROVED LEAVE OF ABSENCE

Nil.

3.4 ABSENT

Nil.

4 DISCLOSURE OF INTERESTS

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

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

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

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

*As defined in 34C of the Local Government (Administration) Regulations 1996, an **impartiality interest** means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest and includes an interest arising from kinship, friendship or membership of an association.*

Item Name	Item No.	Name	Type of Interest	Nature of Interest
Appointment of Bush Fire Control Officer's to Leadership Positions 2023/24	6.1	Chris Marris	Financial	Mr Marris is nominated as the Chief Bush Fire Control Officer which receives an honorarium.
		Kristafer Brown	Financial	Mr Brown is nominated for a Deputy Chief Bush Fire Control Officer position which gets an honorarium.
		Blair Wilding	Impartiality	Mr Wilding is nominated in the position on Senior Fire Control Officer and is a voting member of the Bush Fire Advisory Committee for Clackline.

Mr Paul Antonio entered the meeting at 5:32pm.

5 CONFIRMATION OF MINUTES

5.1 CONFIRMATION OF MINUTES FROM THE BUSH FIRE ADVISORY COMMITTEE MEETING HELD 13 JUNE 2023

RECOMMENDATION / COMMITTEE DECISION

Minute No: {resolution-number}

Moved: Blair Wilding

Seconded: Aaron Smith

That the minutes of the Bush Fire Advisory Committee Meeting held on 13 June 2023 be confirmed as a true and correct record of that meeting.

CARRIED 14/0

Discussion:

It was confirmed that the questions taken on notice at the June Bush Fire Advisory Committee meeting will be addressed at the next meeting in August 2023.

6 OFFICER REPORTS

Chris Marris declared a "Financial" interest in agenda item 6.1 - Appointment of Bush Fire Control Officer's to Leadership Positions 2023/24, as Mr Marris is nominated at the Chief Bush Fire Control Officer, which receives an honorarium.

Kristafer Brown declared a "Financial" interest in agenda item 6.1 - Appointment of Bush Fire Control Officer's to Leadership Positions 2023/24, as Mr Brown is nominated for the Deputy Chief Bush Fire Control Officer Position, which receives an honorarium.

Blair Wilding declared an "Impartiality" interest in agenda item 6.1 - Appointment of Bush Fire Control Officer's to Leadership Positions 2023/24, as Mr Wilding is nominated for the position of Senior Bush Fire Control Officer and is a voting member of Bush Fire Advisory Committee.

6.1 Appointment of Bush Fire Control Officer's to Leadership Positions 2023/24

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

BRIEF

Following the appointment of the Fire Control Officer's for the 2023/24 fire season on 21 June 2023, Council is required to appoint the following positions:

- 1 x Chief Bush Fire Control Officer (CBFCO),
- 2 x Deputy Chief Bush Fire Control Officer's (DCBFCO)
- 1 x Senior Bush Fire Control Officer (SBFCO).

ATTACHMENTS

1. RE FCO Leadership Roles [**6.1.1** - 3 pages]

A. BACKGROUND / DETAILS

Following the 13 June 2023 BFAC meeting, nominations for appointment to the Shire of Northam Bush Fire Control Officer Leadership Team opened to suitably qualified individuals.

Leadership positions comprise of
1 x Chief Bush Fire Control Officer
1 x Deputy Chief Bush Fire Control Officer 1
1 x Deputy Chief Bush Fire Control Officer 2
1 x Senior Bush Fire Control Officer

Unopposed nominations have been received for the following individuals for the following respective positions.

Chief Bush Fire Control Officer	Christopher Marris
Deputy Chief Bush Fire Control Officer 1	Kristafer Brown
Deputy Chief Bush Fire Control Officer 2	Simon Peters
Senior Bush Fire Control Officer	Blair Wilding

All nominated individuals have previously held the positions they have been nominated for and meet the minimum criteria for appointment.

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

Performance Area: Planet.

Outcome 5: A resilient community.

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

Priority Action: Nil.

B.2 Financial / Resource Implications

Nil.

B.3 Legislative Compliance

Section 38 (1) Bush Fire Act 1954 which states as follows 38. Local government may appoint Bush fire control officer (1) A local government may from time to time appoint such persons as it thinks necessary to be its bush fire control officers under and for the purposes of this Act, and of those officers shall subject to section 38A(2) appoint 2 as the Chief Bush fire Control Officer and the Deputy Chief Bush fire Control Officer who shall be first and second in seniority of those officers, and subject thereto may determine the respective seniority of the other Bush fire control officers appointed by it.

B.4 Policy Implications

Section 5.1B of the Bush Fire Manual states the following –

5.1B Criteria of a Chief Bush Fire Control Officer

- Knowledge of managing a volunteer organisation.
- Knowledge of all Fire Response Plans in the Shire
- Working Knowledge of the Local Emergency Management Arrangements
- Knowledge of the Bush Fires Act 1954 and Bush Fires Regulations 1954
- Knowledge of the State Emergency Management Policy No 4.8 (Traffic Management During Emergencies)
- Ability to attend further fire and emergency management training.
- Effective Interpersonal Skills.
- Good Written and Verbal Communication Skills.
- Leadership Skills.
- Management Skills.
- Experience in managing operations.
- Ability to perform under stressful conditions.
- Current appointment as Fire Control Officer.
- Experienced in firefighting operations within the Shire.
- Currently holds all the preferred qualifications of the Fire Control Officer.
- Be a member of the DOAC, BFAC and LEMC

Section 5.1C of the Bush Fires manual states the following:

5.1C Qualifications of Chief Bush Fire Control Officer

Completion of the DFES training core modules and a minimum of 3 years as a BFCO and 5 years firefighting experience in the last 3 years preferably as an executive officer within a brigade of the Shire of Northam. Any persons newly appointed must hold the below training certifications prior to 31s October each year.

Completion of required courses are:

- AllMS Awareness
- Introduction to Fire Fighting
- Bush Fire Fighting
- Machine Supervision
- Structural Fire Fighting
- Advanced Bush Fire Fighting
- Crew Leader
- Ground Controller
- Sector Commander

- AllIMS 4 2017
- Incident Controller Level 1

In addition, with respect to the Deputy Chief Bush Fire Control Officer position the manual states the following:

5.2B Criteria of a Deputy Chief Bush Fire Control Officer

- Knowledge of managing a volunteer organisation.
- Knowledge of all Fire Response Plans in the Shire
- Working knowledge of the Local Emergency Management Arrangements
- Knowledge of the Bush Fires Act 1954 and Bush Fires Regulations 1954
- Knowledge of the State Emergency Management Policy No 4.8 (Traffic Management During Emergencies)
- Ability to attend further fire and emergency management training.
- Effective Interpersonal Skills.
- Good written and verbal communication skills.
- Leadership skills. • Management skills.
- Experience in managing operations.
- Ability to perform under stressful conditions.
- Current appointment as Fire Control Officer.
- Experienced in firefighting operations within the Shire.
- Holds all of the preferred qualifications of the Fire Control Officer.
- Be a member of the DOAC, BFAC and LEMC

B.5 Stakeholder Engagement / Consultation

Nominated Bush Fire Control Officer's and Brigades have been involved in the nomination and voting process.

B.6 Risk Implications

Refer to Risk Matrix [here](#).

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	Person appointed may have unexpected financial costs	Low Risk (1) Low (1) x Rare(1)	Council has endorsed an honorarium for the Chief Bush Fire Control Officer and Deputy Chief Bush Fire Control Officer positions

Health & Safety	The health and safety of volunteer brigade members in an operational perspective	High Risk (10) Extreme (5) x Unlikely (2)	The use of two experienced Chief Bush Fire Control Officer's in major events
Reputation	Council must consider the all options to ensure the best outcome is delivered in line with community expectations.	High Risk (10) Extreme (5) x Unlikely (2)	Council has endorsed the minimum training standards for the position of Chief Bush Fire Control Officer. Additional training and mentoring to be provided to any applicant that doesn't meet the criteria.
Service Interruption	N/A	N/A	N/A
Compliance	Council may appoint a CBFCA as per the obligations under s38 Bush Fires Act 1954 Council must consider potential for legal ramifications based on decision to appoint.	Moderate (8) High (4) x Unlikely (2)	Staff have provided options for Council to consider. Council has endorsed the minimum training standards for the position of Chief Bush Fire Control Officer.
Property	N/A	N/A	N/A
Environment	N/A	N/A	N/A

B.7 Natural Environment Considerations

Nil.

C. OFFICER'S COMMENT

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

1. All candidates have previously held the positions for which they are again nominated.
2. All nominated candidates meet the prescribed minimum training and desired criteria required for appointment.

3. No objections have been received from BFAC representatives in relation to their nomination.
4. No objections have been received from Brigade memberships in relation to their nomination.
5. In recent years BFAC and Council have appointed two Deputy Chief Bush Fire Control Officers.

Chris Marris declared a "Financial" interest in agenda item 6.1 - Appointment of Bush Fire Control Officer's to Leadership Positions 2023/24, as Mr Marris is nominated at the Chief Bush Fire Control Officer, which receives an honorarium.

Mr Rob Herzer nominated himself to preside at the meeting whilst the Presiding Member, Mr Chris Marris is unable to perform the functions of the Presiding Member.

RECOMMENDATION / COMMITTEE DECISION

Minute No: BFAC.310

Moved: Chris Marris

Seconded: Nic Dewar

That Council, in accordance with section 5.14. of the *Local Government Act 1995* appoint Mr Rob Herzer to preside at the meeting whilst the Presiding Member, Mr Chris Marris is unable to perform the functions of the Presiding Member.

CARRIED 14/0

The Presiding Member, Mr Chris Marris left the meeting at 5:38pm and Mr Rob Herzer took the Chair.

RECOMMENDATION / COMMITTEE DECISION

Minute No: BFAC.311

Moved: Nic Dewar

Seconded: Aaron Smith

That Council appoint the following Bush Fire Control Officers to the leadership positions for the 2023/24 fire season:

- 1. Chief Bush Fire Control Officer – Christopher Marris**

CARRIED 13/0

The Presiding Member, Mr Chris Marris returned to the meeting at 5:39pm and resumed the Chair.

Kristafer Brown declared a "Financial" interest in agenda item 6.1 - Appointment of Bush Fire Control Officer's to Leadership Positions 2023/24, as Mr Brown is nominated for the Deputy Chief Bush Fire Control Officer Position, which receives an honorarium.

The Deputy Chief Bush Fire Control Officer, Mr Kristafer Brown left the meeting at 5:39pm.

RECOMMENDATION / COMMITTEE DECISION

Minute No: BFAC.312

Moved: Carla Millar

Seconded: Nic Dewar

That Council appoint the following Bush Fire Control Officers to the leadership positions for the 2023/24 fire season:

- 1. Deputy Chief Bush Fire Control Officer 1 – Kristafer Brown**
- 2. Deputy Chief Bush Fire Control Officer 2 – Simon Peters**
- 3. Senior Bush Fire Control Officer – Blair Wilding**

CARRIED 13/0

The Deputy Chief Bush Fire Control Officer, Mr Kristafer Brown returned to the meeting at 5:40pm.

From: Chadd Hunt
Sent: Sat, 1 Jul 2023 01:21:55 +0000
To: Bushfire Advisory Committee; Bakers Hill Volunteer Bush Fire Brigade; Clackline BFB; Grassvalley BFB; Aaron Smith (heartrock.as@gmail.com); Northam Central BFB; Southernbrook BFB; Wundowie BFB; Irishtown BFB; Inkpen BFB; Brett Smith JVBFB (rmsmithandsons@bigpond.com); Lynton Smith (heartrock@bigpond.com); Trevor Smith JVBFB (belgrove@westnet.com.au); Aaron Smith (heartrock.as@gmail.com)
Cc: Northam VFRS; Wundowie VFRS (wundowievfrs@bigpond.com); Chris Marris; kris brown; Simon Peters (simonp@wn.com.au); wildings@westlink.net.au; Alex Espey
Subject: RE: FCO Leadership Roles

Good Morning Brigades

Please be advised that after further clarification the following nominations-

Christopher Marris – Nominated for Chief Bush Fire Control Officer
Simon Peters – Nominated for Deputy Chief Bush Fire Control Officer 2
Kristafer Brown – Nominated for Deputy Chief Bush Fire Control Officer 1
Blair Wilding – Nominated for Senior Bush Fire Control Officer

Regards,

Chadd Hunt
Executive Manager Development Services
Shire of Northam
e: emds@northam.wa.gov.au
p: (08) 9622 6135 | m: 0437 609 120 |
w: www.northam.wa.gov.au | www.bilyakoortboodja.com
395 Fitzgerald Street, PO Box 613, Northam WA 6401[Ballardong Boodja]

From: Bushfire Advisory Committee <BFAC@northam.wa.gov.au>
Sent: Wednesday, June 28, 2023 9:00 AM
To: Bakers Hill Volunteer Bush Fire Brigade <bhbvolunteerfirebrigade@gmail.com>; Clackline BFB <clacklinebfb@northam.wa.gov.au>; Grassvalley BFB <grassvalleybfb@northam.wa.gov.au>; Aaron Smith (heartrock.as@gmail.com) <heartrock.as@gmail.com>; Northam Central BFB <northamcentralbfb@northam.wa.gov.au>; Southernbrook BFB <southernbrookbfb@northam.wa.gov.au>; Wundowie BFB <wundowiebfb@northam.wa.gov.au>; Irishtown BFB <irishtownbfb@northam.wa.gov.au>; Inkpen BFB <inkpenbfb@northam.wa.gov.au>; Brett Smith JVBFB (rmsmithandsons@bigpond.com) <rsmithandsons@bigpond.com>; Lynton Smith (heartrock@bigpond.com) <heartrock@bigpond.com>; Trevor Smith JVBFB (belgrove@westnet.com.au) <belgrove@westnet.com.au>
Cc: Northam VFRS <northamvfrs@bigpond.com>; Wundowie VFRS (wundowievfrs@bigpond.com) <wundowievfrs@bigpond.com>; Chadd Hunt <emds@northam.wa.gov.au>
Subject: FCO Leadership Roles

Good Morning,

Congratulations to the successfully endorsed Fire Control Officers who have also nominated for consideration for appointment to a leadership position.

Nominations have been received from.

Christopher Marris – Nominated for Chief Bush Fire Control Officer
Simon Peters – Nominated for Deputy Chief Bush Fire Control Officer
Kristofer Brown – Nominated for Deputy Chief Bush Fire Control Officer
Blair Wilding – Nominated for Senior Bush Fire Control Officer

Brigades are requested to consider these nominations providing preferences and feedback to their BFAC representative.

Elections will be held at a special BFAC meeting being held on the 25th of July 2023.

For any questions or concerns, please respond in writing to bfac@northam.wa.gov.au

Kind Regards,

Alex.

Alex Espey

Community Emergency Services Manager – Northam

Department of Fire & Emergency Services | Goldfields/Midlands Region | Country Operations

Shire of Northam | 395 Fitzgerald St Northam | PO Box 613 Northam WA 6401

Tel: (08)9622 6100 | Mob: 0458 08 08 18 | Email: alex.espey@dfes.wa.gov.au | cesm@northam.wa.gov.au





**CHANGES TO
FIRE DANGER RATINGS**

As of 1 September 2022, WA is implementing simplified and nationally consistent Fire Danger Ratings.

  **HOW FIREPROOF
IS YOUR PLAN?** 

dfes.wa.gov.au/prepare

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7 URGENT BUSINESS APPROVED BY DECISION

Nil.

8 GENERAL BUSINESS

Nil.

9 DATE OF NEXT MEETING

Upcoming meetings:

- 29 August 2023 at 5:30pm
- 24 October 2023 at 5:30pm

10 DECLARATION OF CLOSURE

There being no further business, the Presiding Member, Mr Chris Marris, declared the meeting closed at 5:43pm.

"I certify that the Minutes of the Bush Fire Advisory Committee Meeting held on {meeting-date} have been confirmed as a true and correct record."

_____ Presiding Member

_____ Date

