



Shire of Northam

Minutes

Bush Fire Advisory Committee

6 December 2022



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1. DECLARATION OF OPENING

The Presiding Member, Mr Chris Marris, declared the meeting open at 5:31pm.

2. ACKNOWLEDGEMENT TO COUNTRY

The Shire of Northam would like to acknowledge the Traditional Owners of the land on which we meet, the Ballardong and Whadjuk people of the Nyoongar nation and pay our respects to Elders, past, present and emerging.

3. ATTENDANCE

Voting Committee:

| | |
|--|-----------------|
| Councillor – Shire of Northam | Maria Girak |
| Chief Bush Fire Control Officer | Chris Marris |
| Inkpen Bush Fire Brigade | Nic Dewar |
| Clackline Muresk Bush Fire Brigade | Blair Wilding |
| Bakers Hill Bush Fire Brigade | Kris Brown |
| Grass Valley Bush Fire Brigade | Mark Littlefair |
| Irishtown Bush Fire Brigade | Rob Herzer |
| Jennapullin Bush Fire Brigade | Aaron Smith |
| Wundowie Bush Fire Brigade | Chris Hudson |
| Northam Central Bush Fire Brigade | Kim Hampton |
| Wundowie Volunteer Fire and Rescue Service | Tristan Davey |

Non-Voting:

| | |
|-------------------------------------|-----------------|
| Community Emergency Service Manager | Alex Espey |
| Irishtown Bush Fire Brigade | Murray McGregor |
| | Darryle Gray |
| Wundowie Bush Fire Brigade | Timothy Dean |
| Clackline Bush Fire Brigade | Joe Marasco |
| Clackline Bush Fire Brigade | Carla Millar |

Staff:

| | |
|--|--|
| Chief Executive Officer | Jason Whiteaker (arrived at 5:39pm) |
| Acting Executive Manager Development Services | Jacky Jurmann |
| Acting Governance Officer | Tamika Van Beek |

3.1 APOLOGIES

Deputy Bush Fire Control Officer

Simon Peters

3.2 APPROVED LEAVE OF ABSENCE

Nil.

3.3 ABSENT

Voting Committee:

Wundowie Bush Fire Brigade

Mathew Macqueen

Southern Brook Bush Fire Brigade

Paul Antonio

Northam Volunteer Fire and Rescue Service

Greg Montgomery

Non-Voting:

District Officer Northam

Drew Graham

Department of Parks and Wildlife (Wheatbelt)

Graeme Keals

Department of Parks and Wildlife (Perth Hills)

Michael Pasotti

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 |
|---|----------|--------------|------------------|---|
| Nomination of Harvest Ban Weather Officer 2022/2023 | 7.5 | Chris Marris | Impartiality | Sim Kuiper is known to Mr Marris. |
| | | Nic Dewar | Impartiality | Sim Kuiper is part of the same Brigade as Mr Dewar. |

5. CONFIRMATION OF MINUTES

5.1 COMMITTEE MEETING HELD ON 13 SEPTEMBER 2022

RECOMMENDATION / COMMITTEE DECISION

Minute No: BFAC.289

Moved: Blair Wilding

Seconded: Kris Brown

That the minutes of the Bush Fire Advisory Committee meeting held on 13 September 2022 be confirmed as a true and correct record of that meeting.

CARRIED 11/0

6. COMMITTEE REPORTS

6.1 COMMUNITY EMERGENCY SERVICES MANAGER REPORT

| | |
|---|--|
| File Reference: | 5.1.3.1 |
| Reporting Officer: | Alex Espey, Community Emergency Services Manager |
| Responsible Officer: | Jacky Jurmann, Acting Executive Manager Development Services |
| Officer Declaration of Interest: | Nil. |
| Voting Requirement: | Simple Majority |
| Press release to be issued: | No |

BRIEF

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

ATTACHMENTS

Attachment 1: Open BFAC Decisions.
Attachment 2: Terms of Reference
Attachment 3: WHS Progress

A. BACKGROUND / DETAILS

N/A.

B. CONSIDERATIONS

B.1 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.

B.2 Financial / Resource Implications

Nil.

B.3 Legislative Compliance

Nil.

B.4 Policy Implications

Nil.

B.5 Stake Holder Engagement / Consultation

Nil.

B.6 Risk Implications

| Risk Category | Description | Rating (consequence x likelihood) | Mitigation Action |
|----------------------|-------------|---|-------------------|
| Financial | N/A | N/A | N/A |
| Health & Safety | N/A | N/A | N/A |
| Reputation | N/A | N/A | N/A |
| Service Interruption | N/A | N/A | N/A |
| Compliance | N/A | N/A | N/A |
| Property | N/A | N/A | N/A |
| Environment | N/A | N/A | N/A |

C. OFFICER'S COMMENT

INTRODUCTION:

Mr Espey is delighted to join the team at Northam, and is looking forward to the future as it further develops emergency services.

Mr Espey has been impressed with the levels of engagement he has witnessed in the last two weeks, which he believes will make his transition into the role as seamless as possible.

Mr Espey has met with the Chief Executive Officer and Executive Manager where expectations and strategic priorities were discussed and outlined. Of the highest priority is the building of relationships with the senior leadership groups with a view of achieving a mutually beneficial direction to our operational capability to the community.

It is Mr Espey's wish to express his deep appreciation to outgoing Community Emergency Service Manager, Brendon Rutter, for his comprehensive handover. Mr Espey thanks him for his contribution to the Northam community and wishes him well for his future endeavours.

TERMS OF REFERENCE:

At the previous Bush Fire Advisory Committee Meeting it was advised that the committees Terms of Reference would be provided (see attachment 2) for the committee's information in response to the query related to the role of the Leadership Group and the Bush Fire Advisory Committee.

APPOINTMENT OF FIRE CONTROL OFFICER:

A nomination has been received from the Northam Volunteer Fire and Rescue Service for Greg Montgomery to be appointed as a Fire Control Officer. Mr Montgomery meets the training requirements for the position and is recommended to be appointed as a Fire Control Officer.

WHS Update

With the introduction of the Workplace Health and Safety Act 2020 (WHS Act), there are changes to the workplace health and safety laws in Western Australia. Importantly the new legislation makes it clear that volunteers are provided the same level of protection as paid employees. More importantly it is the strong desire of the Shire of Northam to ensure that it has appropriate systems, processes, practices and safeguards in place to provide a safe working environment for all volunteers.

It is important to note that ultimately it is the responsibility of the Chief Executive Officer, as the primary PCBU (person Conducting a Business or Undertaking – as defined by the WHS Act) at the Shire of Northam to put policies, practices and procedures in place to be comfortable that a safe working environment is in place for all volunteers.

As volunteers would be aware there was a workshop held in December 2021, which was used to help inform the administration on perceived risks and potential mitigation actions to provide a safe volunteer work environment. Staff, in liaison with the Chief Bushfire Control Officer and leadership team have been working through the actions, although progress has not been as quick as anticipated.

Attachment 3 provides an update of the consolidated risk register, with detail on progress made. Possibly the most important element not complied with is around volunteer refreshers or inductions, which ideally would have occurred prior to the season. This obviously has not occurred, however the new CESM will be looking to work with individual brigades over the fire season in the area of training and competencies.

RECOMMENDATION / COMMITTEE DECISION

Minute No: BFAC.290

**Moved: Kris Brown
Seconded: Nic Dewar**

That Council

- 1. Note the Community Emergency Services Manager Report as provided.**
- 2. Appoint Greg Montgomery as a Fire Control Officer for the 2022/2023 season in accordance with the criteria in section 5 of the Shire of Northam Bush Fire Manual.**

CARRIED 11/0

Mr Jason Whiteaker entered the meeting at 5:39pm.

Discussion:

- The Community Emergency Services Manager provided an introduction and an overview of the above report.

Clarification was sought in relation to:

- In regards to Attachment 1 - Comment 4 on action item 12.1 notes that a review to the burning permit process was unable to be completed due to a Council endorsed SOP. Can the Community Emergency Service Manager distribute the mentioned SOP and advise when it was endorsed by Council.
Community Emergency Services Manager will provide the SOP and look in to the mentioned endorsement by Council.
- In regards to Attachment 3 – A number of the action items note that the action was to be raised at a meeting, but the understanding is that they have not been raised as yet.
This has been identified as a strategic priority by the Community Emergency Services Manager.
- In regards to Attachment 3 – Rows 18,19 and 20 refer to action outcomes PPC tab for more information, but that information has not been provided in the report.
Community Emergency Services Manager advised he would look in to this and provide further information.
- Also in regards to Attachment 3 – Item 27 notes that there has been no demand from members for an online awareness course. The CBFCO is

not aware of any attempts by the previous Community Emergency Services Manager to promote this course to members.

Acting Executive Manager Development Services advised that she is aware that information on the course was communicated to members in the past, but this can be promoted again to members.

Attachment 1 – Open BFAC Decisions

| Decision Date | Motion No. | Item No | Subject | Motion | Action By | Comments |
|---------------|------------|---------|--|---|----------------|--|
| 19/10/22 | C.4579 | 12.1 | BUSH FIRE ADVISORY COMMITTEE MEETING HELD ON 13 SEPTEMBER 2022 | <p>That Council:</p> <ol style="list-style-type: none"> 1. Note the Community Emergency Services Manager Report as provided. 2. Endorse the 2022-23 Firebreak and Fuel Load Notice as provided in Attachment 1, subject to the following amendments: <ol style="list-style-type: none"> a. Online registration being added under 6.9 3. Note the Chief Bush Fire Control Officer Report as provided. 4. Review the burning permit process and include; <ol style="list-style-type: none"> a. That the FCO authorise permits only in their own geographic area, the permit in their name and signed by them. If the FCO is unable to carry this out, the FCO must be contacted first before approaching another FCO. b. As part of the review consideration be given to a paper based permit system run in parallel with the web based system used by the Shire. The local FCO could write out and issue the permit, take a photo of it on their phone and send this to the Shire thus allowing for an instant update of the Shires list of permits issued. c. That a database be developed by the Shire to record both paper based permits and online permits. d. Allow FCOs access to the database of all permits issued, run at the Shire by either records or the CESM to record any permits that are issued. e. Permits could have the facility to be revalidated by signature endorsement of the issuing FCO should prevailing conditions be acceptable for an extension. f. Facility on the permit for the permit holder to sign to acknowledge that they have read the conditions of the permit | Brendon Rutter | <p>04/11/2022</p> <ol style="list-style-type: none"> 1. no action required. 2. Completed 3. Completed 4. Unable to complete due to Council endorsed SOP, no motion has been endorsed to alter existing SOP |

Attachment 2 – Terms of Reference

TERMS OF REFERENCE

SHIRE OF NORTHAM BUSH FIRE ADVISORY COMMITTEE

1. Objectives of Bush Fire Advisory Committee

Northam Bush Fire Advisory Committee is established pursuant to Section 5.8 of the Local Government Act 1995 and Section 67 of the Bush Fires Act 1954 within the local government boundaries of the Shire of Northam. The committee's objective is to provide efficient and responsive fire service and as a Committee to advise the Council on matters relating to bush fire, make recommendations and advise Council on all matters relating to bush fire planning, control, management and rehabilitation.

To liaise with other emergency organisations and relevant bodies with regard to Fire and Emergency Management within the Shire of Northam.

Reports from the committee will assist Council in discharging its legislative responsibilities of controlling the local government's affairs, determining the local government's policies and overseeing the allocation of the local government's finances and resources.

2. Powers of the Bush Fire Advisory Committee

The committee is a formally appointed committee of Council and is responsible to that body. The committee does not have executive powers or authority to implement actions in areas over which the CEO has legislative responsibility and does not have any delegated financial responsibility. The committee does not have any management functions and cannot involve itself in management processes or procedures.

The committee is to report to Council and provide appropriate advice and recommendations on matters relevant to its term of reference in order to facilitate informed decision-making by Council in relation to the legislative functions and duties of the local government that have not been delegated to the CEO.

3. Membership

3.1 Full voting members

- Chief Bush Fire Control Officer;
- Two (2) Deputy Chief Bush Fire Control Officers;
- Two (2) Shire of Northam Elected Members;
- One (1) delegate or proxy representative from each of the registered Shire of Northam Volunteer Bush Fire Brigades listed below:

- Bakers Hill Bush Fire Brigade;
- Clackline/Muresk Bush Fire Brigade;
- Grass Valley Bush Fire Brigade;
- Inkpen Bush Fire Brigade;
- Irishtown Bush Fire Brigade;
- Jennapullin Bush Fire Brigade;
- Southern Brook Bush Fire Brigade;
- Northam Central Bush Fire Brigade; and
- Wundowie Bush Fire Brigade.
- One (1) delegate or proxy representative from Northam Volunteer Fire and Rescue Service; and
- One (1) delegate or proxy representative from Wundowie Volunteer Fire and Rescue Service.

3.2 Non-voting

- Shire of Northam Community Emergency Services Manager;
- Department of Fire and Emergency Service Northam District Officer; and
- Department of Parks and Wildlife Manager.

4. Meetings

The committee shall meet at least two times annually.

Additional meetings shall be convened at the discretion of the presiding person.

5. Reporting

Reports and recommendations of each committee meeting shall be presented to the next ordinary meeting of the Council.

6. Duties and Responsibilities

The committee is to facilitate:

- Preventing, controlling and extinguishing of bush fires
- The planning of the layout of fire-breaks in the district
- Prosecutions for breaches of the Bush Fire Act 1954
- The formation of bush fire brigades
- The ensuring of co-operation and co-ordination of bush fire brigades in their efforts and activities
- Any other matter relating to bush fire control whether of the same kind, as, or a different kind from, those specified
- Provide guidance and advise to Council to the carrying out the functions of the local government in relation to bush fires.
- Develop and recommend to Council appropriate processes for bush fires.

7. Tenure of Membership

Shall be in accordance with the Local Government Act, section 5.11.

8. Authority

Bushfires Act 1954, 22 January 2016
Section 67, Advisory committees

A local government may at any time appoint such persons as it thinks fit as a bush fire advisory committee for the purpose of advising the local government regarding all matters relating to the preventing, controlling and extinguishing of bush fires, the planning of the layout of fire-breaks in the district, prosecutions for breaches of this Act, the formation of bush fire brigades and the grouping thereof under group brigade officers, the ensuring of co-operation and co-ordination of bush fire brigades in their efforts and activities, and any other matter relating to bush fire control whether of the same kind as, or a different kind from, those specified in this subsection.

9. Committee

9.1 Chairperson

The committee shall elect one of their number to be chairman thereof in accordance with the Local Government Act 1995, section 5.12

9.2 Secretary

A Shire employee will fulfil the role of non-voting Secretary.

9.3 Quorum

The quorum at any meeting shall be half plus one of the number of offices.

9.4 Voting

Shall be in accordance with the Local Government Act, Section 5.21

9.5 Minutes

Shall be in accordance with the Local Government Act, Section 5.22.

A copy of the unconfirmed minutes shall be forwarded to all members within fourteen (14) days of the meeting for endorsement at the next meeting.

Members are given at least 5 working days after the minutes of a BFAC meeting are circulated to comment or raise issues associated with the wording of the minutes, before the BFAC minutes are included in a Council agenda; and

Each draft document considered by BFAC is amended in accordance with BFAC resolutions and the amended version is circulated to BFAC members for at least 5 working days for comment before it is included in the Council agenda.

Recommendations arising from the minutes shall be presented to Council in the next available Council agenda for endorsement and/or action.

The person presiding at the meeting at which the minutes are confirmed is to sign the minutes and certify confirmation.

9.6 Who Acts If No Presiding Member

Shall be in accordance with the Local Government Act, Section 5.14.

9.7 Meetings

Meetings shall be generally open to the public pursuant to Section 5.23 of the Local Government Act and include question time for members of the pursuant to Section 5.24 of the Local Government Act.

9.8 Members Interests to be Disclosed

Members of the Committee are bound by the provisions of the Local Government Act Section 5.65 with respect to disclosure of financial, impartiality or proximity interests.

9.9 Brigade Reports

Each member brigade shall provide a brigade report to the meeting.

9.10 Working Groups

A working group can be established to carry out specific tasks. A working group will undertake only those duties specified by the committee.

9.11 Deputations

A person or organisation maybe invited to attend any meetings but such persons shall not be entitled to vote on any decision arising from such meetings.

Attachment 3 – WHS Progress

| Farmer Response | | | | | | | |
|-----------------|---|-------------------------------|--|--|------------------------------|---|---|
| | Identified Risk | Current mitigation acceptable | Future Actions Required | | Timeframe | | |
| 1 | Incorrect Uniform/PPE | Nil | Marketing to encourage farmers to have PPE in their vehicles in case of fire emergency | | Dec-21 | Information provided when response stickers are provided to farm response 2. Educate via social media – apply for sticker, with information provided – August, weekly campaign | 1. Provided as part of response stickers, email to all brigades with process mid Oct. 2. developing for release by mid Oct. |
| 2 | | | Each PPE appliance to be provided with 1 spare sets of PPE. | Refer to Attachment "Outcomes - PPC" tab for more detailed information | Aug-22 | (CESM) to request by Aug 1 st , Captains to inspect and report by end of August. | Reported as completed |
| 3 | Lack of Organisation / Education | Nil | Provide Rural Fire Safety course | Refer to Attachment "Outcomes - PPC" tab for more detailed information | Oct-22 | 2 courses for September – awaiting confirmation | 1. no longer able to deliver to external recipients (DFES Advice), only registered volunteers, this course is obsolete for registered volunteers as BSA & FFS is minimum training required to attend fire ground. Potential for RFA for Jennapullin as farm response however not required at this stage due to high compliance level. |
| 4 | | | Promote use of CB/UHF 5 | | Dec-21 | Refer point 1. | as per (1) |
| 5 | No effective coordination on the fireground | | SC or IC actively record Private Units | | | Leadership team – refresher for SOP's part of pre season meeting prior Oct 31 st Post reminder on intranet July-Oct | Pre Season BFCO meeting booked Oct 20th Pre Season BFCO meeting booked Oct 20th |
| 6 | | | Seal off Fires Early | | | Post reminder on intranet Jul-Oct | Pre Season BFCO meeting booked Oct 20th |
| 7 | Poor quality of farmer units | | Provide a pre season one-off event for free farmer unit checks | Look at potential to offer a prize as incentive to have units checked | Oct-22 | 1. hold event Sep/Oct to provide operating private vehicles on fireground document with rural fire awareness course | Members to self certify against standards in "Operate Private Vehicle on Fire Ground" publication, as part of response sticker application. |
| 8 | Lack of young farmer members of brigades | | Marketing campaign to promote young farmers/people join volunteer brigades | | February 2022 – October 2022 | 1. Commenced April 22, 2. Specific social media campaign, paid adverts Sep–Dec 3. Tap into DFES regional campaign with local focus | 1. Some brigades have held open days and community info session with support from SON & CESM 2. Northam BFCO brigades featured in a paid advert promoting service, any leads (2) passed onto brigades. 3. Extensive Campaign run by DFES now concluded. |
| 9 | | | Investigate potential incentives for volunteers | Work with Volunteering WA to identify opportunities | Jun-22 | Staff investigating viable opportunities, report Oct | No action to date |
| | Fire Stations, Appliances and Equipment | | | | | | |
| | Mitigation Action | Current Status | Future Actions Required | | Timeframe | | |
| 10 | Undertake monthly workplace inspection | Nothing in Place | Brigades to undertake monthly workplace inspection during Fire Season. | | Jan-22 | 1. All brigades provided with facility inspection form via intranet - Feb 22 - send again July 2022 2. Post message on intranet reminding to submit to records email for recording. 3. Provide brigade reports to SON OSH committee and BFAC | 1. Complete, hard copies to be delivered to stations via pre season BFCO meeting. 2. To be completed 3. no action to date |
| 11 | | | Pre-season Safety inspection undertaken by Shire of Northam Safety Officer | | Oct-22 | Inspection undertaken on all facilities in June by CESM 2. OPS command meeting to discuss outcomes of inspection with remedial works | 1. complete 2. outcomes (minimal) to be discussed at pre season BFCO meeting |
| 12 | Improved manual handling | Nil | Provide manual handling training to volunteers | Run training at each fire station | July – September 2022 | 1. speak to LGGs team re funding 2. manual handling for firefighters – refresher on core skills, and safe handling – informal training package to training officers 3. requirement for attendance records to be provided by training officers | 1. no eligible for LGGs funding 2. no action to date, awaiting safety officer advice 3. no action to date |
| 13 | Vehicle Maintenance | | Brigades to undertake weekly inspections of vehicles | Shire to provide check sheet | | 1. VPOWER form on intranet, DFES vol hub, and hard copies on station 2. Post on intranet reminding of requirements - August 2022 3. Reiterate requirement for vpower to be sent to records email - August 2022 | 1. complete 2. complete 3. part of pre season BFCO meeting |
| 14 | | | Preseason check of all vehicles to be coordinated by CESM | | July/August | 1. PO request raised for contractor, tentatively booked end of August 2. Appliance operational systems certification – annually - 3rd party contractor 3. Vehicle service – annual – local provider, complete by end of Aug 22 | 1. complete, all remediation works completed 2. complete 3. complete |

Bush Fire Advisory Committee Meeting Minutes

06 December 2022

| | | | | | | | |
|-----------------|--|--|--|--|------------------------|---|--|
| 15 | | | Provide vehicle report forms to ensure any damage or maintenance requirements are identified and rectified | | Jan-22 | 1. VFR books in appliances 2. Staff to investigate making intranet public - access by exemption - volunteers. End of Aug | 1. complete 2. Intranet available on station PC's & vehicle tablets only, seeking alternative options. |
| 16 | Driver experience / competence | | Provide annual on road/off road vehicle training | | July - November 2022 | 1. Offered in May, Wundowie & Bakers Hill looking at dates for volunteers. 2. Resend info in July for EOI 3. Promote to all members requirements for formal training to allow emergency driving, covered by exemption (Reg 280 & 281) | 1. Bakers Hill & Wundowie only brigade to opt for course, Oct 29th 2. Course booked for 29th Oct 3. pre season training at brigade level, also discussion point at BFCA meeting |
| 17 | | | Require all drivers to observe the road rules and speed limits | Provide/update SOP and distribute | Jan-22 | 1. intranet message 2. CEO position - road rules apply in all circumstances, unless exemption applies due to formal training. | 1. not yet completed 2. not yet completed |
| 18 | Provide adequate Personal Protective Equipment | | Ensure equipment is fit for purpose and volunteers are aware of the respective manuals of each original equipment manufacturer | Refer to Attachment "Outcomes - PPC" tab for more detailed information | Jan-22 | 1. PPC/E must be purchased from DFES approved suppliers, and only for DFES approved PPC/E that have gone through R&D phase via DFES PAT team for operational endorsement - this is a requirement of funding body. | 1. No action required. |
| 19 | | | Provide washing machines at all Fire Stations and encourage, recommending all PPE be washed on site | Refer to Attachment "Outcomes - PPC" tab for more detailed information | As soon as practicable | 1. Complete for all stations, Wundowie & Inken outstanding due to facility issues | 1. No change |
| 20 | | | Investigate costs and guidelines around providing volunteers with two sets of PPE | Refer to Attachment "Outcomes - PPC" tab for more detailed information | Aug-22 | 1. Active members offered additional sets of PPC with DFES approval since 2021, organic roll-out has occurred with requests approved based on incident attendance . 2. Invite active members to request additional ppc , speak to Captains/equipment officer, End August | 1. currently in progress |
| Training | | | | | | | |
| | Mitigation Action | Current Status | Future Actions Required | | Timeframe | | |
| 21 | Member training not as up to date as it could be | Minimum training requirements in place | Review minimum training requirements with Captains to present to BFAC | Refer to Attachment "Outcomes - PPC" tab for more detailed information | October 2022 | 1. Ops command meeting prior to end of August - agenda item | 1. completed, with Captains provided opportunity to query training records with feedback provided to Captains for dissemination. |
| 22 | | | Training registers up to date/maintained | | Oct-22 | 1. Provide training register to all brigade training officers, all records updated live and held by DFES. 2. Members to inform training officer, to liaise with CESM for clarification of discrepancies 3. Members have until Dec 31 22, to identify and rectify training records | 1. complete 2. Complete 3. No outstanding queries to date |
| 23 | | SOP's in place | | | Immediate | 1. all available via val hub, via intranet 2. Critical SOP's on appliances in Red PAX Folder | 1. No action required. 2. complete |
| 24 | | | Advocate for additional training assessors to be approved through DFES | Refer to Attachment "Outcomes - Training" tab for further detailed information | Ongoing | 1. Completed June 22, 4 vol T/A's 2. Bryan Petersen 3. Kris Brown 4. Mal Carter 5. Justin Fox 6. Caitlin Gray (development) | 1. Complete |
| 25 | | | Promote flexible training arrangements, with a particular focus on weeknight training to suit volunteers | Refer to Attachment "Outcomes - Training" tab for further detailed information | Ongoing | 1. Training Officer meeting - August to determine training needs unmet 2. Based on brigade feedback, timing of training guided to meet volunteer requirements | 1. complete 2. complete |
| 26 | Minimum Training Requirements (Fireground and Positions) | Minimum training requirements in place | Settle on Minimum Training - minimum expectations for leadership team. Look at DFES requirements to ensure we align | Refer to Attachment "Outcomes - Training" tab for further detailed information | Oct-22 | Refer point 21 | 1. Currently under review via BFM review process |
| 27 | | | Require Minimum Training before a volunteer can be active on the Fireground - Utilise DFES Guidelines | Refer to Attachment "Outcomes - Training" tab for further detailed information | Jan-22 | 1. September date TBC for AIMS awareness online, regional laptops 2. RCC process for basic courses by Oct 31 st 3. Already a pre requisite for new members. 4. RCC process approved by DFES in June, approved for brigade roll-out ASAP. 5. Mars 22 nd August @ Bakers Hill 6. Thus 1 st Sep @ Northam Co-location 7. Sat 10 th Sep @ Grass Valley 8. Identify volunteers (active) for RCC process Min 14 days, prior learners manual provided to volunteer Assessment - open book, assessment conditions Practical assessments to follow written | 1. No action to date, no demand from members with opportunities provided 2. Complete 3. no change 4. complete, potential for additional course 5. Cancelled due to lack of interest 6. Moved to Southern Brook 7. Completed 8. Completed, positive initial response, many more required |

| | | | | | | | |
|----|-----------------|--|---|--|--------|--|---|
| 28 | Maintain Skills | | Require pre-season competency-based training / annual induction prior to fire season commencement | | Dec-22 | <ol style="list-style-type: none"> 1. Framework developed, 2. Process developed, sent to EMD6 3. Captains/brigade leadership team to deliver 4. Requirement for active members prior to Oct 31st, to be provided to shire. 5. New members prior to active duty | <ol style="list-style-type: none"> 1 Framework developed, not implemented without approval of CEO, LGIS is supportive 2. Completed Nil feedback received. 3. Requires formal direction from CEO 4. No actioned, without formal direction from CEO 5. new members must completed training packages in full. |
|----|-----------------|--|---|--|--------|--|---|

6.2 CHIEF BUSH FIRE CONTROL OFFICER (CBFCO) REPORT

| | |
|---|---|
| File Reference: | 5.1.3.1 |
| Reporting Officer: | Chris Marris, Chief Bush Fire Control Officer |
| Responsible Officer: | Chris Marris, Chief Bush Fire Control Officer |
| Officer Declaration of Interest: | Nil. |
| Voting Requirement: | Simple Majority |
| Press release to be issued: | No |

BRIEF

For the Committee to receive and note the update provided by the CBFCO.

ATTACHMENTS

Nil.

A. BACKGROUND / DETAILS

N/A.

B. CONSIDERATIONS

B.1 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.

B.2 Financial / Resource Implications

Nil.

B.3 Legislative Compliance

Nil.

B.4 Policy Implications

Nil.

B.5 Stake Holder Engagement / Consultation

Nil.

B.6 Risk Implications

| Risk Category | Description | Rating (consequence x likelihood) | Mitigation Action |
|----------------------|-------------|---|-------------------|
| Financial | N/A | N/A | N/A |
| Health & Safety | N/A | N/A | N/A |
| Reputation | N/A | N/A | N/A |
| Service Interruption | N/A | N/A | N/A |
| Compliance | N/A | N/A | N/A |
| Property | N/A | N/A | N/A |
| Environment | N/A | N/A | N/A |

C. OFFICER'S COMMENT

It was pleasing to again see seasonal conditions allow for the restricted burning period to go unchanged this year, and again to the credit of the community, it appeared to be well respected. The weather has also seen no HVMB (at the time of writing) needing to be declared due to weather, which is pleasing, although the mild weather has delayed harvest.

It has been an extremely busy couple of months for the leadership team – thankfully not because of too many incidents but instead responding to changes in the Australian Fire Danger Rating System, pre-season activities and working with the Shire around proposed changes in policies and procedures.

With the implementation of the new fire danger rating system, apart from training and getting access to the new State Fuel Viewer, a number of procedures and processes have needed review and updating.

Firstly the leadership team has been working on a harvest, vehicle movement and hot works ban procedure to support the decisions around implementing harvest bans. While the legislation is clear as to when these must be applied, understanding when they should be applied and how (i.e. responsive or pre-emptively) has required consideration. This will be an evolving document as we understand how fire behaviour indexes look in a local context.

The leadership team has also reviewed and expanded the mobilisation matrix which is a document that helps supports the decisions around the initial mobilization of Brigades, FCO's/CESM and resources. The trigger point for this is the fire danger rating/fire behaviour index. This document has also been expanded to give better consideration to incidents like structure fires, national infrastructure, UXO etc.

Finally, the leadership team has tried to develop a decision support matrix to assist with making appropriate and informed decisions around the use of private response at incidents. This document is still in consultation with the Shire.

Much work has been done to try to ensure that we are ready for the fire season.

A pre-season BFCO forum was held in mid-October and again was well attended.

The planned scenario night had to be cancelled only hours beforehand due to an incident at the time (much like this BFAC). The timing meant it was going to be difficult to reschedule before the season, so a date will be scheduled for the new year. Thank you to Kris Brown for his work preparing for this. The road scavenger hunt, a fun activity designed to build teamwork and problem solving also, unfortunately, did not proceed due to numbers.

New CESM

I would like to take this opportunity to welcome Alex to the role of CESM. My team and I are looking forward to a strong, productive and constructive working relationship with Alex and will look to support him as much as possible as he finds his feet in the role, clears any backlog, and gets stuck into the important tasks ahead. Welcome Alex.

Bush Fire Manual

Work on this document has slowed largely due to the leadership's focus on some of the above pressing pre-season operational matters. I thank the Shire for its understanding and I look forward to progressing it more quickly as some of the urgent operational matters ease.

Brigades

November 22/23rd saw five incidents occur within 24 hours, with additional incidents in neighbouring Shires. I thank members for their work during these trying hours – I know I saw some of the same members at three different incidents over those couple of days. It did, however, highlight that many brigades are currently experiencing pressure on the numbers of active volunteers, making it that more difficult to get full crews along with second and third shifts. There is obviously a range of reasons for this, but the circumstances will need understanding and support by all to keep and rebuild as much depth as possible.

Christmas Leave

Finally, a reminder that I will be taking seven weeks' leave from mid-December. During this time, Northam Deputy 1 (Simon) will be the acting Chief and Northam Deputy 2 (Kris) will be acting Deputy 1. Kris will take responsibility for

implementing weather based HVMBs during this time. The BFCO team will be briefed on arrangements closer to the time, along with the DFES Office and neighbouring Shires.

So while I will not be here myself, on behalf of the leadership team, I would like to take this opportunity to thank all members and staff for their service and dedication this year. We wish you all a calm (in terms of incidents) and a safe Christmas and look forward to working with you in the New Year. Merry Christmas.

Chris Marris

RECOMMENDATION / COMMITTEE DECISION

Minute No: BFAC.291

Moved: Nic Dewar

Seconded: Blair Wilding

That Council note the Chief Bush Fire Control Officer Report as provided.

CARRIED 11/0

Discussion:

- The Chief Bush Fire Control Officer welcomed the new Community Emergency Services Manager and provided an overview of the above report.

7. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

7.1 HARVEST, VEHICLE MOVEMENT AND HOT WORKS BAN 2022/2023

BACKGROUND

The current harvest is set to again be above average combined with a delayed start to harvesting due to seasonal conditions. While Harvest Vehicle Movement Bans are designed to manage fire risk, and availability of resources to respond to incidents, we must balance this risk with the cost and impost on industry and the community more broadly.

This festive season will again see Christmas and New Year's Day fall on a weekend, meaning that there are additional public holidays. Without adjustment to the Shire's policy on Harvest Vehicle Movement Bans for this season, it is felt by many that this balance of risk and impost may not be weighted correctly.

As such, an amendment to the policy for this season is proposed as follows:

| Day | Date | Holiday | Shire Policy | Proposed | 2021/22 |
|-----------|--------|-------------------------------|--------------|-------------|---------|
| Saturday | 24-Dec | | HVMB | From 12noon | |
| Sunday | 25-Dec | Christmas Day | HVMB | HVMB | HVMB |
| Monday | 26-Dec | Boxing Day | HVMB | HVMB | HVMB |
| Tuesday | 27-Dec | Christmas Day Public Holiday | HVMB | | |
| Wednesday | 28-Dec | | | | |
| Thursday | 29-Dec | | | | |
| Friday | 30-Dec | | | | |
| Saturday | 31-Dec | | HVMB | | |
| Sunday | 1-Jan | New Year's Day | HVMB | HVMB | HVMB |
| Monday | 2-Jan | New Year's Day Public Holiday | HVMB | | |
| | | | | | |
| Thursday | 26-Jan | Australia Day | HVMB | HVMB | HVMB |

As can be seen by the above table, what is being proposed is in line with last season with one change. The rationale behind the Harvest Vehicle Movement Ban being applied this year from 12 noon on Christmas Eve is that, unlike last season, this year will see Christmas Eve being on a weekend. It is felt that this may reduce volunteer numbers earlier (i.e. they head out of region Friday evening after work). It was felt that the fire risk is reduced in the AM, and thus

appropriate for the community to continue their activities until mid-day when the fire risk increases.

MOTION / COMMITTEE DECISION

Minute No: BFAC.292

Moved: Chris Marris

Seconded: Rob Herzer

That Council impose a Harvest, Vehicle Movement and Hot Works Ban for the following Public Holidays:

- | | |
|--|------------------------------------|
| - Saturday 24 December 2022 (Christmas Eve) | - From 12 noon to midnight. |
| - Sunday 25 December 2022 (Christmas) | - Full day |
| - Monday 26 December 2022 (Boxing Day) | - Full day |
| - Sunday 01 January 2023 (New Year's Day) | - Full day |
| - Thursday 26 January 2023 (Australia Day) | - Full day |

CARRIED 10/1

OFFICERS COMMENT

Officers support the proposed motion.

Clarification was sought in relation to:

- The Shire's policy on enforcing fire bans for the entire weekend of a public holiday and the proposed dates for this fire season.
Clarification was provided by the Chief Bush Fire Control Officer on the proposed dates for fire bans this season.

7.2 FIRE MITIGATION STANDING AGENDA ITEM

BACKGROUND

As Chief Bush Fire Control Officer and presiding member of Bush Fire Advisory Committee I have been calling for the inclusion of mitigation as a standing agenda item for this meeting for over 12 months. Despite these ongoing requests, mitigation has not received more than passing mentions at this forum. I believe that more focus and engagement on mitigation is needed and by including this as an agenda item at this forum, Brigade delegates and the broader brigade membership will have a greater awareness of current and planned fire mitigation activity within the Shire of Northam.

Further to that, Brigades have a great understanding of their local Brigade districts and areas of risks within those districts. The periodic engagement and consultation on mitigation activities within their Brigade district will help ensure that no gaps are missed, as well as provide greater insight as to how the brigade may assist with any mitigation activity. With a new staff member dedicated to this mitigation space, the capacity for this consultation and engagement should hopefully be greater than it has perhaps been in the past.

MOTION / COMMITTEE DECISION

Minute No: BFAC. 293

Moved: Chris Marris

Seconded: Kris Brown

That Council request the Chief Executive Officer to provide a fire mitigation update through a standing agenda item to each Bush Fire Advisory Committee Meeting, and that brigades are consulted and engaged with on fire mitigation within their districts.

CARRIED 11/0

OFFICERS COMMENT

The Bushfire Risk Management Coordinator role is a shared between two (2) other Local Government Authorities and reports to the Bushfire Risk Management Officer for the Goldfields Midlands Region. All brigade queries related to mitigation within Northam are required to be raised through the Community Emergency Services Manager.

The BRMC will attend BFAC where possible to provide an update on the projects and will also contact brigades, as needed, during planning and implementation stages.

Clarification was sought in relation to:

- Adjustments to the motion between published versions of the agenda document, was this intended?
Chief Bush Fire Control Officer clarified the intent of the changes to the motion of the report.
- How can the Fire Mitigation Officer be contacted?
Any questions should go through the Community Emergency Services Manager. The Fire Mitigation Officer works separately to the Bush Fire Advisory Committee. A report will be provided to the Committee by the Fire Mitigation Officer, but discussion will not be available during the meeting. This forum is to provide updates and anything outside of that may be available through workshops.

7.3 IDENTIFIED WORK HEALTH AND SAFETY ACTION ITEMS

BACKGROUND

In late 2021, a Work Health and Safety (WHS) workshop was held with brigades to identify WHS risks and priorities for volunteer fire fighters within the Shire of Northam. While a number of areas were identified, two focus areas were identified and put to the December Bush Fire Advisory Committee. This was in addition to the Shire of Northam self-developed 'attachment 2'. Despite requests by the leadership team on multiple occasions since this time, updates on attachments 3 and 4 have not been provided, with only updates provided on the Shire's attachment 2.

As we are now in the next fire season, it would be highly appropriate for an update and consultation on these two Brigade led documents.

MOTION / COMMITTEE DECISION

Minute No: BFAC.294

Moved: Chris Marris

Seconded: Nic Dewar

That Council request the Chief Executive Officer to provide the Bush Fire Advisory Committee with a detailed update on the specific WHS action items identified in attachment 3 (PPE / PPC – Fire Fighters) and attachment 4 (training) as approved at the December 2021 BFAC.

CARRIED 11/0

OFFICERS COMMENT

This has been provided already in the current Agenda.

Discussion:

- The Chief Bush Fire Control Officer provided background information in relation to the above item. It was noted that Attachment 3 in the Community Emergency Services Manager report (6.1) is not the same as the attachment noted in the minutes referred to in the motion of this item. No specific update to attachments 3 and 4 has been provided since they were ~~approved~~ recommended in the WHS workshop in late 2021.

The Community Emergency Services Manager will look in to this further and provide an update in due course.

7.4 PRIVATE FIREFIGHTER RESPONSE

BACKGROUND

The structure of firefighting response in Western Australia has been built on and continues to rely on private firefighting response in addition to formal brigades in rural and regional areas of Western Australia. While the importance of our trained volunteer fire fighters responding to fire incidents in both official and private appliances cannot be understated, this often works in consultation with non-member private firefighting response, particularly early in an incident, where distance means that official brigade response can be 30 or more minutes after an incident starts.

All fires start small and often private response is the difference between keeping a fire this way and not. On bad days there will never be enough fire resources, and experienced and well set-up private firefighting resources can play a pivotal role in supporting official appliances and members in protecting life and community infrastructure.

While we note the Shires need and focus on WHS of all volunteers including 'spontaneous volunteers' a suitable approach must be found where these private resources can be used safely rather than simply saying they cannot attend an incident and/or not be allowed to effectively help. Consideration must of course be given to the WHS of the 'spontaneous volunteer', but it must also be given to the risk that registered volunteers and the broader community will face as a result of bigger and more protracted incidents.

Recent social media posts by the Shire such as around vehicle response stickers (subsequently edited) and 'volunteer recognition' with the later noting "Historically we have had assistance from 'unregistered' volunteers on a fire

site, however with recent changes to Work Place Health and Safety legislation in Western Australia this will no longer be possible. To be active on a fire ground you will need to be a registered volunteer" do not appear to meet this balance, particularly when implemented without warning or consultation, and during the fire season.

While most would be supportive of growing the membership of brigades with those who have traditionally being private response, this will not be suitable for all members of the community and indeed goes against recent pushes by the Shire to see members who were not active on official appliances removed from Brigade membership lists. Even if private response can be encouraged to join brigades and undertake training, this would take time, so immediate steps by the Shire to stop private response during a (high fuel load) season, would significantly impact upon the firefighting capability of the Shire.

MOTION / COMMITTEE DECISION

Minute No: BFAC.295

Moved: Chris Marris

Seconded: Aaron Smith

That Council

- 1. Reconfirms the pivotal importance of private firefighting response to the Shire's ability to respond to bush fire incidents within the Shire of Northam and take steps to continue to support this firefighting resource.**
- 2. Acknowledge the impact of decisions made around policies, training etc, in regard to these private response, particularly when made with limited lead time and during the fire season.**

CARRIED 11/0

OFFICERS COMMENT

The Shire administration acknowledges the importance and role farmer response plays in terms of fire response to the community, however it is the Shire's responsibility to manage risk in accordance with the recommendations of its insurer and it will continue to provide ongoing advice on its position as it comes to hand.

Discussions:

- The Chief Bush Fire Control Officer provided background regarding the above report.

Clarification was sought in relation to:

- Is the Shire still waiting for information from their insurer?
The Chief Executive Officer advised that the Shire are not waiting further information from the insurer. The Shire have provided clarity on their position to brigades and the community and the position should be similar across the state.
- There being a recent situation where private fire fighters attended a fire but did nothing to prevent the spread of the fire and waited for the brigades to arrive due to the recent communicated stance of the Shire. The Chief Executive Officer reiterated that the Shire of Northam's position on this matter is clear. The aim has been to ensure that members of the community and volunteers are aware of the facts of the matter and where people may stand from an insurance and liability perspective. The alternative is to let private fire fighters assist in fighting fires, knowing that there is no insurance covering them should anything happen. The Shire's responsibility is to the community/people – we are merely being open and honest with our community.
- Clarification on the Shire's stance on if the preference is encouraging private fire fighters to be registered as a brigade member or registered with an incident controller.
The Chief Executive Officer advised that the default should be to encourage members of our community who would like to attend fires to register with a brigade as a volunteer, where they can be provided with appropriate resources including PPE and training.
- In the context of this fire season, if we have community members who want to join the brigades, this could be problematic given the timeframes around training.
Staff advised that everything would be done to provide formal training and/or competency based training/assessments (which would be recorded formally) to enable volunteers to assist where appropriate.
- Some farmers who have been historically on brigades, have or are willing to get the basic training but don't want to have to go to every brigade meeting or fire this is currently outlined as part of the Shire policy. The Chief Executive Officer advised that the most important element is to ensure that our volunteers are competent to be active on the fire ground.

- How the Shire expects the brigades to turn away private fire fighters who turn out to assist with active fires.
The Chief Executive Officer advised that if the volunteers are turning out in a private appliance, the appliance should have a sticker to identify they are fit for purpose.
It is understood that when a volunteer first attends a fire and an Incident Controller is assigned, there is a lot happening. However, the safety of our volunteers and the community are paramount. It is therefore incumbent on the incident controller to take actions which are reasonably practicable to ensure that only registered volunteers and appliances are being used on a Shire controlled fire ground in high risk area's. The brigades will need to work to reasonably practicable standard, such as initiating the conversation with the private fire fighters or sending out a call over the radio requesting all private fire fighters to report back to the incident controller immediately. The brigades need to be aware that if they are aware of private fire fighters being on site and they are signing off on them being there they become responsible for them – unregistered volunteers should be assigned generalist low risk tasks only and be directly supervised.
- The communication presented to the community by the Shire was worded to say that the Shire has taken a hard stance against private fire fighters, was this not too harshly worded?
The Chief Executive Officer advised that the Shire wants to be clear with the community and leave no room for ambiguity – again our focus is getting people who want to help on the fire ground registered as volunteers, so they can assist safely.
- Some of the Fire Control Officers have not been receiving communications regarding what the policies are or updates in general, how are these things being communicated.
The Acting Executive Manager Development Services advised that they are being communicated via facebook and other social media. It was noted that the SMS system may need to be used as well to ensure the message is reaching a wider range of individuals.
- It was raised that there is not enough awareness by private fire fighters to use Channel 5 on a fire site.
The Chief Executive Officer agreed that this would be good information to be communicated to the community.

The Community Emergency Services Manager left the meeting at 6:30pm.

The Community Emergency Services Manager returned to the meeting at 6:32pm.

7.5 NOMINATION OF HARVEST BAN WEATHER OFFICER 2022/2023

BACKGROUND

The Inkpen Fire Brigade as one of the brigades that are on the western edge of the Northam Shire district has for many years provided a Fire Weather Officer. The Bushfire Manual under section 5.5 Harvest Ban Weather Officers provides some criteria for the appointment /nomination of a Weather Officer, including having undertaken the Fire Control Officer course or taken a refresher in the last 10 years, along with having local knowledge and involved in agricultural activities.

It is with this understanding that Sim Kuiper has been nominated, and has accepted the nomination by the Inkpen Bush Fire Brigade, to represent the Northam Shire and the Inkpen Bush Fire Brigade as a Harvest Ban Weather Officer for the 2022/23 Bush Fire Season.

MOTION / COMMITTEE DECISION

Minute No: BFAC.296

Moved: Nic Dewar

Seconded: Kris Brown

That Council appoint Sim Kuiper as a Harvest Ban Weather Officer for the 2022/2023 bush fire season, subject to training or RCC being undertaken.

CARRIED 11/0

OFFICERS COMMENT

The nomination of Sim Kuiper is not supported due to his training not meeting the minimum requirement for appointment as required in the Shire of Northam Bushfire Manual. The appointment would be supported subject to training or RCC being undertaken.

Discussion:

- Chief Bush Fire Control Officer provided background information of the above report.

8. URGENT BUSINESS APPROVED BY DECISION

8.1 FIRE AWARENESS COURSE FOR NON-MEMBERS

It was raised that the Shire of Northam should write to the DFES Commissioner to request that the Fire Awareness course be offered to members of the public that are not involved as a Fire Service member. A response from DFES should be provided to the committee prior to the first Bush Fire Advisory Committee meeting of 2023 so the item can be tabled at that time.

Background:

The Rural Fire Awareness (RFA) course was initially rolled out for non-members to be able to get some form of official training and understanding of how to deal with bush fire situations.

This at some point was changed so that only official Brigade members could attend the courses. Recently, the previous Community Emergency Services Manager, Mr Rutter, told the leadership team that an announcement was pending from the DFES Commissioner over ruling this so that non-members could attend the course, such as farm works, especially transient workers that have little experience with fires. This occurred a number of weeks ago.

Mr Brown believes it would be necessary to a formal written response from the DFES Commissioner on their position of the course so alternative avenues of training can be investigated should they decide to not reverse their position.

Discussion:

The Chief Executive Officer advised that the best course of action for this, rather than submitting the item as a motion to Council, would be to submit it as a request to the Shire. In doing this, immediate action can be taken where a delay of at least a month would occur by going through the Council. The Committee was in agreement of this suggestion. The Community Emergency Services Manager will action this request.

9. GENERAL BUSINESS

9.1 FUNDING FOR IRISHTOWN FIRE SHED

It was raised that a Draft Budget item should have been in this agenda regarding submitting an application into ESL for the next round of LGGS funding to upgrade the Irishtown fire shed. The Community Emergency Services Manager will look further in to this and keep the brigade informed.

9.2 STATUS OF THE SHIRE BUSH FIRE MANUAL UPDATE

Clarification was sought in relation to the status of the Shires bush fire manual update which was mentioned in the Chief Bush Fire Control Officer's report. The Chief Bush Fire Control Officer advised that this was currently with him for review. He hopes to provide feedback prior to going on leave.

9.3 APPOINTMENT LETTERS FOR FIRE CONTROL OFFICERS

It was raised that the appointment letters for Fire Control Officers for this season have yet to be provided. Providing these are a legal obligation under the Act and there is currently an outstanding request to receive these. The Community Emergency Services Manager will provide these this week.

9.4 TECHNICAL DIFFICULTIES IN INKPEN AND GRASS VALLEY BRIGADES

It was raised that both Inkpen and Grass Valley brigades have been having issues with their computers and emails. The computers had been down for a while and Grass Valley currently cannot access their emails. The Community Emergency Services Manager will discuss this with the ICT Officer to arrange troubleshooting.

9.5 STATUS OF WUNDOWIE FIRE SHED

Clarification on the progress of the Wundowie Fire Shed and what the next steps will be was sought. The Wundowie Fire Brigade had previously applied for funding through DFES, but the request was unsuccessful.

The Chief Executive Officer advised that the Shire would approach DFES to gain written clarification on their position, which can then be escalated and go back to Council to make a determination. A verbal discussion will be held with DFES this week, with a response in writing being provided next week. Hopefully something can be in place by mid-January 2023.

It was raised that it was believed that \$50,000 was allocated in the last budget for a temporary fire shed for Wundowie. The Chief Executive Officer was unsure of the allocation and has taken this inquiry on notice and will further investigate.

It was also noted that there are some Health and Safety concerns in the current Wundowie Fire Shed. The Chief Bush Fire Control Officer advised that the Health and Safety matter should be submitted as a high priority request through the on-line request system to the Community Emergency Services Manager to address.

9.6 STATUS OF INKPEN FIRE SHED

Clarification was sought in relation to the Inkpen Fire Shed upgrades. Upgrades were approved but no date has been set aside. The Community Emergency Services Managers will investigate and be in touch to discuss further.

9.7 WUNDOWIE CORRESPONDANCE

It was raised that the correspondence regarding the Bush Fire Advisory Committee that is being sent to the Wundowie brigade has been being sent to a number of individual emails rather than the general brigade email. The general email has now been provided and will be updated in the system.

9.8 STATUS OF FIRE RATING SIGNS

Clarification was sought in relation to the new fire rating signs and when they will be put up at locations. The Acting Executive Manager Development Services advised that it is her understanding that the Shire was possibly waiting on a government contract to be issued before placing an order. The Community Emergency Services Manager will investigate.

9.9 PERMIT BOOKS

It was raised that the Clackline brigade have run out of physical permit books. Continuing to issue physical permits was previously endorsed by the Bush Fire Advisory Committee and was put to Council. However, previous requests for new books to be provided were denied in lieu of a different process, which is complicated and hard to follow. The Community Emergency Services Manager advised that Council supported the motion to use physical permits as a backup to electronic permits with the preference remaining for FCO's to use the electronic system. The Community Emergency Services Manager will provide new permit books and provide guidance on the correct process of issuing physical permits.

10. DATE OF NEXT MEETING


Some adjustments to dates of next meetings have occurred to better meet needs of the Bush Fire Advisory Committee, new meeting dates listed below:

07 March 2023
13 June 2023
12 September 2023
31 October 2023

11. DECLARATION OF CLOSURE

There being no further business, the Presiding Member, Mr Chris Marris declared the meeting closed at 7:07pm.

"I certify that the Minutes of the Bush Fire Advisory Committee, held on Tuesday 06 December 2022 have been confirmed as a true and correct record."

 Presiding Member
07/03/2023 Date