



Shire of Northam  
*Heritage, Commerce and Lifestyle*

## **Shire of Northam**

### **Minutes**

### **Bush Fire Advisory Committee**

**8 March 2022**



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## 1. DECLARATION OF OPENING

The Presiding Members, Mr Chris Marris declared the meeting open at 5:49pm.

It was acknowledged that this meeting was being held by electronic means.

## 2. ACKNOWLEDGEMENT TO COUNTRY

The Presiding Member, Mr Chris 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

### Voting Committee:

Councillor – Shire of Northam	Paul Curtis
Chief Bush Fire Control Officer	Chris Marris
Deputy Bush Fire Control Officer	Simon Peters
Inkpen Bush Fire Brigade	Nic Dewar
Clackline Muresk Bush Fire Brigade	Joe Marasco
Bakers Hill Bush Fire Brigade	Kris Brown
Irishtown Bush Fire Brigade	Rob Herzer
Wundowie Volunteer Fire and Rescue Service	Jeffrey Roberts

### Non Voting

Community Emergency Service Manager	Brendon Rutter
District Officer Northam	Darrel Krammer

### Staff:

Executive Manager Development Services	Chadd Hunt
Executive Assistant - CEO	Alysha McCall

### 3.1 APOLOGIES

Southern Brook Bush Fire Brigade	Paul Antonio
Northam Central Bush Fire Brigade	Kim Hampton

### 3.2 APPROVED LEAVE OF ABSENCE

Nil.

### 3.3 ABSENT

**Voting Committee:**

Councillor – Shire of Northam	Maria Girak
Grass Valley Bush Fire Brigade	Sam Moss
Jennapullin Bush Fire Brigade	Aaron Smith
Wundowie Bush Fire Brigade	Mathew Macqueen
Northam Volunteer Fire and Rescue Service	Greg Montgomery

**Non Voting**

Department of Parks and Wildlife (Wheatbelt)	Graeme Keals
Department of Parks and Wildlife (Perth Hills)	Michael Pasotti

#### 4. DISCLOSURE OF INTERESTS

Nil.

*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.*

## 5. CONFIRMATION OF MINUTES

### 5.1 COMMITTEE MEETING HELD ON 14 DECEMBER 2021

#### RECOMMENDATION / COMMITTEE DECISION

**Minute No: BFAC.268**

**Moved: Kris Brown**

**Seconded: Joe Marasco**

**That the minutes of the Bush Fire Advisory meeting held on 14 December 2021 be confirmed as a true and correct record of that meeting.**

**CARRIED 8/0**

*Note: The following minor amendments were undertaken in accordance with the feedback provided by the Chief Bush Fire Control Officer:*

- *Page 14 commentary being amended to reflect that each appliance will have one dash camera installed.*
- *Page 15 commentary being amended to reflect that the vaccination status is to be managed pre-incident.*
- *Page 17 commentary being amended to reflect that the priority of actions were specifically related to attachment 2.*

## 6. COMMITTEE REPORTS

### 6.1 COMMUNITY EMERGENCY SERVICES MANAGER REPORT

<b>File Reference:</b>	5.1.3.1
<b>Reporting Officer:</b>	Brendon Rutter, Community Emergency Services Manager
<b>Responsible Officer:</b>	Chadd Hunt, Executive Manager Development Services
<b>Officer Declaration of Interest:</b>	Nil.
<b>Voting Requirement:</b>	Simple Majority
<b>Press release to be issued:</b>	No

#### BRIEF

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

#### ATTACHMENTS

Attachment 1: Open BFAC Decisions.

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#### 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

### PPC

Supply issues are starting to stabilise; however some items are still seeing lengthy delays.

Staff are maintaining a small amount of stock on hand to alleviate delays as much as possible, thank you to the members for your continued patience while staff navigate these issues.

### Online request system.

Staff are applying the finishing touches to a new online request system, The existing google forms will be transferred over to the new platform in the coming weeks. The new platform will provide the applicant/requestor updates as each request progresses through the system which is the missing link in the current service, it is hoped that this will provide volunteers with the continued feedback as their requests are progressing through the system.

### Tablets, Camera's & FLIR

Installations have now been completed, of the equipment, and training (online) will be conducted for the FLIR & Vehicle tablets over the coming weeks/months to assist members with their use.

### LGGS

The application for the Local Government Grant Scheme is underway with brigades being provided the opportunity to put their requests forward for operational equipment requests.

All items that are eligible for funding through this process will be included in this application round for next years operational budget.



### **OSH Inspections**

Monthly Osh inspection have commenced and the outcome of the first round will be presented as part of this report, this will identify any action items for discussion.

### **Decontamination Kits**

Decontamination kits are being assembled for appliances which will be housed in each primary appliance. Once the kits are complete some (online) training will be conducted about how to safely decontaminate any members that may have light exposure to a hazardous material on the fire ground, with a documented procedure established for the stowage and laundering of any contaminated PPC. This kit is designed for low level exposure only, any significant exposures to our personnel will be managed by the Fire & Rescue Service as the HMA for HAZMAT incidents who have the training and equipment to properly and safely provide decontamination to emergency service personnel at an incident.

### **COVID-19**

COVID-19 is becoming a bigger feature in our lives as we are seeing an increase in transmission in the community, staff remind all volunteers that the Interim Operational Procedures (IOP's) are there to provide guidance on the increased hygiene requirements to ensure that our appliances and facilities remain operational with minimal interruption to the important service we are providing to our communities and it is important that all adhere to the guidelines including the wearing of masks to ensure continuity of service.

### **Vaccine Mandate**

As per the letter from the Shire of Northam CEO to brigades, dated Dec 9<sup>th</sup> 2021, all brigade personnel lists have been updated to reflect vaccination status of members, all members that have not achieved compliance with the Public Health Order have been placed on a leave of absence. Any member can have their status returned to active once their vaccination status has been confirmed compliant with the above.

Once placed on a leave of absence, personnel are removed from BART and the SMS notifications as part of the change in status. Members are encouraged to engage in conversation with Staff should they wish to discuss any further, or for additional advice/information.

## RECOMMENDATION / COMMITTEE DECISION

**Minute No: BFAC.269**

**Moved: Robert Herzer**

**Seconded: Kris Brown**

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

**CARRIED 8/0**

Clarification was sought in relation to:

- Whether there will be training for the mapping system on the tablets. The Community Emergency Services Manager confirmed that online training will be available.
- Whether Google Maps will be installed on the tablets. The Community Emergency Services Manager confirmed that this should be completed by close of business tomorrow.
- Whether a link to training for the tablets can be provided so that this can be watched at a time that is suitable for the volunteers and will also allow them to refer back to this. The Community Emergency Services Manager advised that this can be provided. Mr Darrel Krammer advised that information sheets are also available which can be circulated.
- When the online request form will be finalised. The Community Emergency Services Manager advised that this will be completed by the end of the month. The new system is much more intuitive and will provide updates to the requestor through the various stages of the process.
- Who is completing the OSH inspections. The Community Emergency Services Manager confirmed that this will be completed by himself and the outcomes will be a standard agenda item at the Bush Fire Advisory Committee Meetings.
- When the decontamination kits be available. The Community Emergency Services Manager advised that these are almost ready to be delivered and training content/information will be provided with these.
- Whether an application is being made for the LGGS. The Community Emergency Services Manager confirmed that he is currently working on this application.

Mr Chris Marris advised that there would be a short intermission and left the meeting at 6:01pm. Mr Chris Marris returned to the meeting at 6:01pm and the meeting was resumed.

### Attachment 1

Date	Motion No.	Item No.	Item Name	Decision	Update
16/12/2020	C.4100	11.3	BUSH FIRE ADVISORY COMMITTEE MEETING HELD ON 8 DECEMBER 2020	<p>That Council:</p> <ol style="list-style-type: none"> <li>Notes the Community Emergency Services Manager Report as provided.</li> <li>Notes the Chief Bush Fire Control Officer Report as provided.</li> <li>Approve the matter of extending the leadership positions of Bush Fire Control Officers, Chief Bush Fire Control Officer and Deputy Chief Bush Fire Control Officer to a two year term is included as part of the discussions at the next Bush Fires Manual workshop, is brought to the brigades for comment, and is then presented to the next Bush Fire Advisory Committee meeting.</li> </ol>	<p>Update 15/09/2021</p> <ol style="list-style-type: none"> <li>No Action Required.</li> <li>No Action Required</li> <li>no action to date, meeting being held in July with Operational Command team to discuss, further discussions with LGIS representative</li> </ol> <p>Update 15/09/2021</p> <ol style="list-style-type: none"> <li>No outcome from Operational Command Meeting in July or no feedback received from the brigades as requested.</li> </ol> <p>12/10/2021</p> <ol style="list-style-type: none"> <li>No update, no further discussions have come from brigades, does not appear to have support from brigades due to lack of communications.</li> </ol> <p>09-11-2021</p> <ol style="list-style-type: none"> <li>To be included in next Operational Command Meeting agenda</li> </ol> <p>3-12-2021</p> <p>To be included in next BFAC agenda (2022)</p> <p>13-01-2022</p> <p>To be included in next BFAC</p> <p>28/02/2022</p> <ol style="list-style-type: none"> <li>no action required</li> </ol>

					2. no action required 3. no action to date
19/01/2022	C.4383	12.1	BUSH FIRE ADVISORY COMMITTEE MEETING HELD ON 14 DECEMBER 2021	That Council: 1. Amend the Harvest, Vehicle Movement and Hot Works Ban to: 2. Commence at 12:00am on Saturday, 1 January 2022 and cease at 11:59pm, Saturday, 1 January 2022. 3. Commence at 12:00am on Saturday, 25 December 2021 and cease at 11:59pm, Sunday, 26 December 2021. Subject to review depending on weather conditions. 4. Note the Development Services Report as provided. 5. Note the outcomes and proposed actions associated with the OHS workshop in particular reference to PPE/PPC and Training requirements. 6. Appoint Kristofer Brown to the position of Senior BFCO for the remaining 2021/22 fire season. 7. Note the Chief Bush Fire Control Officer Report as provided. 8. Formally develop a process for the Recognition of Current Competencies (RCC) for the Shire of Northam Bushfire Brigades for a number of the DFES approved training modules.	28/02/2022  1.Completed  2.complete  3.complete  4. no action required  5.no action required.  6.complete  7.no action required  8. consultation with the DFES Regional Training Support Officer for list of approved courses suitable for RCC.  9.in consultatrion with DFES REgional TSO  10. subject to DFES ongoing approval of course delivery  11. to be completed as part of annual RFQ.  12. no action required.

				<p>9. Formalise the RCC process for the DFES modules Bushfire Safety Awareness and Firefighting Skills those experienced members of the Shire of Northam Bushfire Brigades as currently being trialled.</p> <p>10. Continue to deliver flexible training options for the DFES modules utilising a combination of Volunteer Trainer Assessors and midweek training.</p> <p>11. Request the Chief Executive Officer to call for quotes, with a preference to award to a local provider for the servicing of bush fire brigade appliances in their entirety.</p> <p>12. In the absence of the CESM, recognise the hard work done by Justin Fox, Chris Marris and Chadd Hunt in getting FCO training completed before this fire season. In addition, they have helped us all by developing processes for better training and recognition of member's valuable existing skills.</p> <p>13. Request the Fire Control Officer's to review the process for issuing permits and implement the changes prior to the next restricted burning period.</p>	
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## 6.2 CHIEF BUSH FIRE CONTROL OFFICER (CBFCO) REPORT

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

### BRIEF

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

### ATTACHMENTS

Nil.

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### 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

With summer now behind us, we begin to look towards the restricted burning period. Northam BFCO's met online late in February and decided to delay the commencement of the restricted period by at least two weeks. A further meeting of our FCO's is due tomorrow, 9 March to discuss the matter again. The introduction of the restricted burning period should also see the introduction of a new permit system following discussion at the last BFAC meeting and subsequent workshop by FCO's in early February.

The most significant incident since the last BFAC has being the Mitchell Av incident in Northam that burnt right up to the Detention Centre. While this fire was small in overall size (approx. 12ha), its location and speed of escalation presented some immediate challenges to those on the ground. The fire then needed mop up and monitoring for some 10 days afterwards. I thank all Brigades and Crews both local and afar, FCO's, Shire Staff, DFES and the many other agencies and people involved in assisting with this incident.

The weather event on 6 February 2022 which saw catastrophic weather conditions for the Avon region, saw significant prior planning take place with the Brigades, leadership teams, DFES and the Shire to ensure a heightened level of preparedness should something have kicked off within our Shire. I would particularly like to acknowledge the work of Chadd Hunt with his assistance with this preparation. Thankfully we got through the day without incident locally, however the many significant fires elsewhere in the State highlighted the potential of the day. Thank you to our teams that assisted at the Corrigin fires, and more recently in Bindon.

We have now returned to having an operational CESM with I'm sure much work to catch up on. The need to progress action items in the previously agreed WHS actions must be prioritised, as too our preparation for mitigation works as we look towards the offseason.



After two years of the Covid-19 pandemic, it appears that local community spread is now beginning to impact those within the Shire of Northam. This will put pressure on our brigades as we manage the availability of members, impacted by the virus itself (inc quarantine requirements) and outstanding vaccination certificates. I urge any member who has been placed on a leave of absence but are vaccinated to update this information with the Shire/DFES to allow your much-needed assistance on the fire ground. I also urge all members to be vigilant for their own welfare when attending incidents.

**RECOMMENDATION / COMMITTEE DECISION**

**Minute No: BFAC.270**

**Moved: Joe Marasco**

**Seconded: Simon Peters**

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

**CARRIED 8/0**



## **7. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

Nil.

## **8. URGENT BUSINESS APPROVED BY DECISION**

Nil.

## **9. GENERAL BUSINESS**

### **9.1 RISK TO RESOURCE REVIEW**

Clarification was sought in relation to when this process will commence. The Chief Bush Fire Control Officer advised that this will be undertaken in the off season and is proposed to be workshopped prior to the June Bush Fire Advisory Committee Meeting.

### **9.2 APPOINTMENT OF FIRE CONTROL OFFICER'S**

It was requested that this process be clarified with the brigades as soon as possible. The Chief Bush Fire Control Officer advised that advice will be provided to the brigades in the next two weeks.

### **9.3 RESTRICTED BURNING PERIOD**

Clarification was sought in relation to when this will commence. The Chief Bush Fire Control Officer advised that the restricted period was extended for two week and is now commencing on 14 March 2022 however this is being reviewed on 9 March 2022. It was noted that there is some control over burning when in the restricted period through the imposition of conditions on burning permits.

## **10. DATE OF NEXT MEETING**

Tuesday, 14<sup>th</sup> June 2022

## 11. DECLARATION OF CLOSURE

There being no further business, the Presiding Member, Mr Chris Marris declared the meeting closed at 6:14pm.

"I certify that the Minutes of the Bush Fire Advisory Committee, held on Tuesday 8 March 2022 have been confirmed as a true and correct record."

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

14/6/22 \_\_\_\_\_ Date