



Shire of Northam
Heritage, Commerce and Lifestyle

Shire of Northam

Agenda

Bush Fire Advisory Committee

15 June 2021

NOTICE PAPER

Bush Fire Advisory Committee Meeting

15 June 2021

Committee Members

I inform you that a Bush Fire Advisory Committee meeting will be held in the Council Chambers, located at 395 Fitzgerald Street, Northam on 15 June 2021 at 5:30pm.

Yours faithfully



Jason Whiteaker
Chief Executive Officer

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

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1. DECLARATION OF OPENING

2. 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	Terry Little
Councillor – Shire of Northam	Carl Della
Chief Bush Fire Control Officer	Chris Marris
Deputy Bush Fire Control Officer	Neil Diamond
Deputy Bush Fire Control Officer	Simon Peters
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	Sam Moss
Irishtown Bush Fire Brigade	Rob Herzer
Jennapullin Bush Fire Brigade	Aaron Smith
Southern Brook Bush Fire Brigade	Paul Antonio
Wundowie Bush Fire Brigade	Mathew Macqueen
Northam Central Bush Fire Brigade	Murray McGregor
Wundowie Volunteer Fire and Rescue Service	Jeffrey Roberts
Northam Volunteer Fire and Rescue Service	Greg Montgomery

Non Voting

Community Emergency Service Manager	Brendon Rutter
District Officer Northam	Darrel Krammer
Department of Parks and Wildlife (Wheatbelt)	Graeme Keals
Department of Parks and Wildlife (Perth Hills)	Michael Pasotti

Staff:

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

3.1 APOLOGIES

Nil.

3.2 APPROVED LEAVE OF ABSENCE

Nil.

3.3 ABSENT

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

5. CONFIRMATION OF MINUTES

5.1 COMMITTEE MEETING HELD ON 16 MARCH 2021

RECOMMENDATION

That the minutes of the Bush Fire Advisory meeting held on 16 March 2021 be confirmed as a true and correct record of that meeting.

6. COMMITTEE REPORTS

6.1 COMMUNITY EMERGENCY SERVICES MANAGER REPORT

File Reference:	5.1.3.1
Reporting Officer:	Chadd Hunt, Executive Manager Development Services
Responsible Officer:	Chadd Hunt, 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.

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

New Bakers Hill Bush Fire Brigade Facility

The final works are progressing with anticipated completion date in the coming weeks. This is being funded through the Local Government Grants Scheme (LGGs) and Council contribution (for earthworks and services connection).

Clackline Bush Fire Brigade Facility Upgrade

Following a request for quotation process and approval for additional funding being received the upgrade of the facility will commence in the coming weeks. Local Builders Stallion Homes have been awarded the work. This is being funded through the Local Government Grants Scheme (LGGs).

Northam Co-location Centre Facility Extension

Also following a quotation process local builders J&A Construction have been awarded the work to extend the facility by an additional bay. This is being funded through the Local Government Grants Scheme (LGGs) and Council contribution (for earthworks and services connection).

CCTV installations

Installation of CCTV systems at the Clackline, Inkpen, Grass Valley, Irishtown, Southern Brook and Bakers Hill facilities is being undertaken at the moment. This is being undertaken by local contractor Winpro Electrical. Funding is being provided through the LGGs process.

Water Tank Installations

A grant was obtained from DFES for the installation of water tanks at Clackline, Inkpen, Grass Valley, Irishtown, Southern Brook and Bakers Hill facilities. These

works will involve the installation of 50,000 litres tanks with works scheduled to commence in the coming weeks.

Mitigation Activity Funding (MAF) Works

A tender process was conducted for various components of the MAF works with the contract being awarded to local contractor Fire Mitigation Services. These works include firebreak installation/maintenance, vegetation control, mitigation burning and fire access construction. Funding for these works has been provided through the Mitigation Activity Fund through the State Government.

Bush Fire Manual

It is proposed that Section 4 of the manual be presented to the next meeting of BFAC.

Appointment of CBFCO, DCBFCO's and Senior BFCO

The current process for electing the above positions is included within the Bush Fire Manual (recognising that the manual does not stipulate the Senior BFCO or 2 DCBFCO's).

It is clear from previous BFAC recommendations that the structure of two DCBFCO's and a senior BFCO is supported.

The process as prescribed by the manual has not been followed this year, with (reference to Brigades nominating these positions as part of the BFCO nomination) and as such staff are proposing that a similar process to last year be undertaken. It is proposed that once the list of BFCO's is endorsed by BFAC that nominations be called for the 4 positions above. Following receipt of nominations, they will be forwarded to Brigades for their voting and that the positions be considered for appointment at the September BFAC meeting.

RECOMMENDATION

That Council note the Community Emergency Services Manager Report as provided and notes the revised process for the selection of the CBFCO, DCBFCO and Senior BFCO positions as outlined in this report.

Attachment 1

Date	Motion No	Item No	Subject	Motion	Action By	Comment	Date Completed	Status
16-Sep-20	C.4032	11.5	BUSH FIRE ADVISORY COMMITTEE MEETING HELD ON 8 SEPTEMBER 2020	<p>That Council:</p> <ol style="list-style-type: none"> Notes the Community Emergency Services Manager Report as provided. Notes the Chief Bush Fire Control Officer Report as provided. Formally appoints the following qualified Bush Fire Control Officers to the position of Chief and Deputy Chief Bush Fire Control Officers for the 2020-21 fire season: <ol style="list-style-type: none"> Chief Bush Fire Control Officer – Chris Marris Deputy Chief Bush Fire Control Officers – Simon Peters and Neil Diamond Senior Bush Fire Control Officer- Kristofer Brown Undertakes the following actions in response to the issue of Unexploded Ordnances (UXO) within the Shire of Northam: <p>General</p> <ol style="list-style-type: none"> All existing UXO mapping be removed from operational use All Brigades, Brigade appliances and CBFCO, DCBFCOs, FCOs and CESM be provided with hard-copy maps of existing potential UXO areas currently available from the Department of Defence website https://www.defence.gov.au/UXO/Where/MapAppInfo.asp Provide mapping to clearly distinguish the various classifications of the land as included within the DFES SOP Clarification be sought from DFES/Department of Defence on the previously distributed mapping that indicated additional High Risk areas not currently included on the mapping Engagement be sought with the Department of Defence and DFES re 'Slight UXO' areas (which equates to most of Clackline Muresk and half of Irishtown brigade districts, with small areas elsewhere) to discuss the implications for firefighting efforts, e.g., understanding the risks of using a grader on a previously cropped paddock in Irishtown 	CESM	<p>Update as of 6/05/2021</p> <ol style="list-style-type: none"> No Action Required No Action Required Complete Complete Complete Complete 1) Complete 2) Complete 3) Complete 4) No action required, all mapping provided by ADF is now current 5) Not required - advice received from consultant is SOP should be followed and implemented 6) Complete - SOP interpretation as Substantial Vacant for majority of parcel, 		Open

Date	Motion No	Item No	Subject	Motion	Action By	Comment	Date Completed	Status
				<p>6) DFES/Department of Defence be requested to clarify the three existing land parcels identified as being "Substantial" if they are classified as "Developed" or "Vacant Land", given the development on the land</p> <p>7) DFES/Department of Defence be requested to clarify the extent of the "slight occurrence" on the above mapping given the historical development of the area, with specific reference to the active firefighting suppression methods that can be used in these areas</p> <p>8) Council provide official notification to landholders of "Substantial" sites concerning the implications of future fires, based on the current operational SOP</p> <p>9) DFES be requested to provide a timeframe for updating the SOP Operational/Response</p> <p>10) The Shire of Northam Bushfire Manual (Section 1.12E) be updated to include specific turn-out requirements for incidents within the "Substantial-Vacant" and "Substantial-Developed" classifications, and land within close proximity to that land (suggest within a 500m radius).</p> <p>11) DFES be requested to ensure turn-out procedures include an automatic UXO warning for those sites either within or within 500m radius of land identified as "Substantial" from the above mapping, as included with DFES SOP3.5.13.</p> <p>12) Turn-out messages to include a more specific warning such as "This incident is within the vicinity of a known Substantial UXO area – please refer to local mapping."</p> <p>13) DFES be requested to update FESMAPS, to reflect the above</p> <p>14) The Shire of Northam mobilisation matrix be updated to include the requirement for the CESM, CBFCO or DCBFCOs, and DFES to be mobilised with the DEFS staff member to provide operational assistance to the Incident Management Team (IMT).</p> <p>15) The procedure above to also include the requirement to adhere to SOP3.5.13 – this is currently that brigades cannot enter the site unless the IC approves a variation to the guidelines</p>		<p>"Substantial Developed" for building envelope and access road only due to dwellings. 7) will form part of Operational Pre Plan (OPP) being developed by DFES. Currently under development.</p> <p>8) Completed via face to face meetings with EMDS</p> <p>9) Complete. DFES will not provide a timeline.</p> <p>10) Not complete. Pending OPP.</p> <p>11) Advised by DFES as complete.</p> <p>12) Advised by DFES as complete</p> <p>13) Complete</p> <p>14) Complete</p> <p>15) Crews to</p>		

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Date	Motion No	Item No	Subject	Motion	Action By	Comment	Date Completed	Status
				<p>in the SOP based on a fully documented risk assessment</p> <p>16) Subject to the clarification of the above, the Shire of Northam Bushfire Manual (Section 1.12E) be updated to include specific turn-out requirements for incidents within the "Slight" classification – the turn-out requirement is to include the advice that heavy earth-moving machinery (such as a dozer) not be used and that other earth-moving machinery complies with SOP 3.5.13. This is to be reviewed following additional advice from DFES and Department of Defence</p> <p>17) Mandatory training session be held with CBFCO, DCBFCOs all FCOs, brigade leadership teams and Shire plant operators on the revised Bush Fire Manual procedures relating to UXO issues mentioned above – it is recommended that appropriate DFES and Department of Defence staff attend the training session</p> <p>18) Site specific bushfire response plans be developed for the three properties within the Shire of Northam classified as "Substantial"</p> <p>- the response plans are to detail how bushfires either within the property or that in the immediate vicinity (suggested 500m radius) will be handled (alternately, a site-specific documented risk assessment for the three sites be developed in consultation with DFES and Department of Defence in accordance with the requirements of SOP 3.5.13)</p> <p>19)UXO issues be included as an ongoing aspect to scenario training, pre-season briefings, and pre-season tours of the Shire</p>		<p>follow SOP</p> <p>16)Crew to follow SOP</p> <p>17) Complete. Pre-season training scheduled annually</p> <p>18) ongoing (OPP)</p> <p>19) Ongoing</p>		
16-Dec-20	C.4100	11.3	BUSH FIRE ADVISORY COMMITTEE MEETING HELD ON 8 DECEMBER 2020	<p>That Council:</p> <p>1. Notes the Community Emergency Services Manager Report as provided.</p> <p>2. Notes the Chief Bush Fire Control Officer Report as provided.</p> <p>3. 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</p>	CESM	<p>Update 6/05/2021</p> <p>1. No Action Required.</p> <p>2.No Action Required</p> <p>3. On hold. CBFCO and DCBFCO</p>		Open

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Date	Motion No	Item No	Subject	Motion	Action By	Comment	Date Completed	Status
				brought to the brigades for comment, and is then presented to the next Bush Fire Advisory Committee meeting.		positions being discussed at the next Operational Command Meeting. Date to be confirmed.		
21-Apr-21	C.4185	12.1	BUSH FIRE ADVISORY COMMITTEE MEETING HELD ON 16 MARCH 2021	<p>That Council:</p> <ol style="list-style-type: none"> 1. Note the Community Emergency Services Manager Report as provided. 2. Establish an Avon Districts Support Brigade. 3. Note the nominations for Bush Fire Control Officers and request the CESM to provide a report at the June BFAC, confirming that each nominee meets the training requirements prior to formal appointment. 4. Note the Chief Bush Fire Control Officer Report as provided. 5. Request the CEO to write to the DFES Commissioners Office via the Regional Superintendent, to invite representatives from the Commissioner's office to meet with the Operations Command Team, to initiate open dialogue about the future of the Volunteer Bush Fire Service and the service delivery model under which it will operate. 6. Formally advise the DFES Regional Superintendent, of the nominated date being April 30th 2021 for the disconnection of the VHF High Band & VHF Mid-Band connection at the Fox RD repeater site. 7. Instruct the Shire of Northam CEO to write to the DFES Commissioner and the incoming Emergency Services Minister requesting an update on the progress of funding being available for the provision of a new facility and amenities for the brigade, including the potential utilisation of the existing VFRS facility, and a definitive timeline for when this and the LT replacement of a 3.4U will be completed. 	CESM	<p>Update 6/05/2021</p> <ol style="list-style-type: none"> 1. No action required. 2. Form 12 submitted. Complete. 3. Report being presented this meeting- Complete. 4. No action required. 5. Complete. 6. Complete. 7. Complete. 		Open

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Date	Motion No	Item No	Subject	Motion	Action By	Comment	Date Completed	Status
21-Apr-21	C.4186	12.1	BUSH FIRE ADVISORY COMMITTEE MEETING HELD ON 16 MARCH 2021	That Council authorise the Chief Executive Officer to explore the location of a suitable site for a bush fire brigade building within the district of Wundowie.	CESM	6/05/2021 - Pending LGGS Grant application. Outcome expected in June/July.		Open

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

To be provided at the meeting.

RECOMMENDATION

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

6.3 BUSH FIRE CONTROL OFFICER NOMINATIONS

File Reference:	5.1.3.1
Reporting Officer:	Chadd Hunt, Executive Manager Development Services
Responsible Officer:	Chadd Hunt, Executive Manager Development Services
Officer Declaration of Interest:	Nil
Voting Requirement:	Simple Majority
Press release to be issued:	No

BRIEF

For the committee to recommend to Council the appointment of Bush Fire Control Officers (BFCO) for the 2021/22 bush fire season.

ATTACHMENTS

Attachment 1: Current Training Records.

A. BACKGROUND / DETAILS

At the BFAC meeting held on 16th March 2021 the following motion was passed-
3. Note the nominations for Bush Fire Control Officers and request the CESM to provide a report at the June BFAC, confirming that each nominee meets the training requirements prior to formal appointment.

Council resolved at its meeting held on 15 July 2015 the following (in part)-

5. *Endorse that the minimum standard to be appointed a BFCO include the recommendation to complete the following DFES training modules prior to 1st November 2015 and become a requirement in order to qualify to the position of Bushfire Control Officer for the 2016 and future fire seasons.*
 - *Introduction to Fire Fighting*
 - *Bush Fire Fire fighting*
 - *Structural Firefighting*
 - *Crew Leader/Advanced Firefighter and/or Sector Commander*
 - *FCO course or a refresher within the last 5 years*

B. CONSIDERATIONS

B.S1 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

Advertising costs.

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

The Shire Northam Bushfire Manual sets out the process for appointment of Bush Fire Control Officers. It is noted that the Manual requires a formal interview process however this not occurred due to the resolution of BFAC at its meeting held on 16th March 2021 where it was resolved to refer the nominated BFCO's to BFAC.

B.6 Stakeholder Engagement / Consultation

Shire of Northam Bush Fire Brigades

B.6 Risk Implications

Risk Category	Description	Rating (consequence x likelihood)	Mitigation Action
Financial	Nil	N/A	N/A
Health & Safety	Having inexperienced or untrained volunteers could result in significant health and safety issues for volunteers and the general public.	Likely (4) x Major (4) = High (16)	Officers believe that Council is obliged to ensure that any person/s appointed under 38(1) of the Bush Fires Act 1954 are suitably qualified to hold the position

Reputation	BFCO's do not have the ability run incidents resulting in reputational issues with the general public	Possible (3) x Minor (2) = Moderate (6)	Ensuring that any person/s appointed as Bush Fire Control Officers have the capacity to manage emergency incidents within the Shire of Northam
Service Interruption	Nil	N/A	N/A
Compliance	BFCO do not have the necessary skills or training to perform their duties	Possible (3) x Medium (3) = Moderate (9)	Officers believe that by following processes as defined in the Shire of Northam Bush Fires Manual in accordance with powers under the Bush Fires Act 1954, any compliance issues will be resolved.
Property	Significant risk to property could arise without having skilled and experienced BFCO's in controlling incidents	Possible (3) x Major (4) = High (12)	Ensuring that any person/s appointed as Bush Fire Control Officers have the capacity to manage emergency incidents within the Shire of Northam
Environment	Significant risk to property could arise without having skilled and experienced BFCO's in controlling incidents	Possible (3) x Major (4) = High (12)	Ensuring that any person/s appointed as Bush Fire Control Officers have the capacity to manage emergency incidents within the Shire of Northam



C. OFFICER'S COMMENT

Candidates that have been nominated for the position of Bush Fire Control Officer that meet the criteria as outlined in the Bush Fires Manual and determined as eligible to be appointed are included within the recommendation. Please refer to the BFCO summary sheet for training completed – this has been provided as a separate attachment.

Where a nominee has not achieved the minimum training requirements as prescribed by Council, it is recommended by staff that they should be appointed only after further training has been achieved.

Until the required training is completed the member is ineligible to be designated as a fully operational BFCO.

Officers will prepare a development plan and work with all candidates to ensure training requirements are able to be achieved as soon as practical. Once the extra training is achieved and the personnel then meet the requirements of Council formal appointment can be granted by way of Certificate of Appointment, and further advertising as per standard advertising protocols.

As mentioned in the Policy section of this report the process as outlined within the current Bushfire Manual has not been followed, with specific reference to the establishment and conduct of the Selection Panel.

RECOMMENDATION

That Council appoints the following Fire Control Officers for the 2021/22 Season in accordance with the criteria set in section 5 of the Shire of Northam Bush Fire Manual:

Wundowie BFB

Mathew Macqueen

Jason Cacic (approved for appointment subject to meeting minimum training requirements prior to the start of the 2021/22 season)

Wundowie VFRS

TBC

Inkpen BFB

Neil Diamond

Nic Dewar

Bakers Hill

Kris Brown

Simon Peters (approved for appointment subject to meeting minimum training requirements prior to the start of the 2021/22 season)

Tristan Davey

Clackline BFB

Blair Wilding (approved for appointment subject to meeting minimum training requirements prior to the start of the 2021/22 season)

Matthew Letch (approved for appointment subject to meeting minimum training requirements prior to the start of the 2021/22 season)

Richard Welch (approved for appointment subject to meeting minimum training requirements prior to the start of the 2021/22 season)

Northam Central BFB

Luke Hagan (approved for appointment subject to meeting minimum training requirements prior to the start of the 2021/22 season)

Northam VFRS

Greg Montgomery

Irishtown BFB

Murray McGregor (approved for appointment subject to meeting minimum training requirements prior to the start of the 2021/22 season)

Rob Herzer

Southern Brook BFB

Paul Antonio (approved for appointment subject to meeting minimum training requirements prior to the start of the 2021/22 season)

Grass Valley BFB

Chris Marris

Phil Lloyd

Mark Littlefair (approved for appointment subject to meeting minimum training requirements prior to the start of the 2021/22 season)

Paul Reynolds (approved for appointment subject to meeting minimum training requirements prior to the start of the 2021/22 season)

Attachment 1 – Current Training Records



Shire of Northam Volunteer Bushfire Control Officers 2021/22

Shire of Northam
Heritage, Commerce and Lifestyle

Active FCO's to have completed FCO within 5 yrs & Sector Commander or FCO & Advanced Bush/Crew Leader.
All must have completed, Intro, Bushfire & Structural to be eligible. Minimum level of training required

	INTRODUCTION TO FIREFIGHTING (Date)	BUSHFIRE FIGHTING (Date)	STRUCTURAL FIRE FIGHTING (Date)	CREW LEADER (Date)	ADVANCED BUSH (Date)	SECTOR COMMANDER (Date)	FIRE CONTROL OFFICER (Date)	Compliance with minimum training criteria YES/NO
Nic Dewar	2004	2015	2007	2010	2010	2017	2017	YES
Kristofer Brown	2014	2015	2015	2014	2014	2017	Aug 20	YES
Simon Peters	2014	2015	2016	2011	2005	2015	2015	YES – subject to FCO refresher course
Matthew Letch	2014	2015	2014	2017	2017		2012	YES – subject to FCO refresher course
Matthew Macqueen	2010	2015	2010	2011	2011	2015	2016	YES
Robert Herzer	2012	2015	2012	2020	2005	2016	2018	YES
Murray McGregor	2015	2015	2018	2020	2020		2015	YES – subject to FCO refresher course
Greg Montgomery	2008	2015	2007	2015	2015	2015	2017	YES
Chris Harris	2017	2017	2017	2020	2018	2017	2018	YES
Paul Reynolds	2011	2015	2018		2001		2014	NO
Phil Lloyd	2011	2015	2020	2009	2009		2016	YES
Paul Antonio	2006	2015	2020				2020	NO
Mark Littlefair	2020	2020	2020	2020	2020			NO
John Cacic	2020	2020	2010				2020	NO
Tristan Davey	2020	2020	2016	2020	2018	2019	2020	YES
Thomas (Blair) Wilding	2020	2020	2015				2010	NO
Richard Welch	2020	2020	2018		2018			NO
Neil Diamond	2010	2015	2012	2020	2010	2015	2020	YES
Luke Hagen	2008	2020	2020	2020	2020		2021	YES – subject to booked training being completed

NOTE: The Introduction to Firefighting and Bushfire Firefighting competencies were superseded 01/01/2020 – New competency is Firefighting Skills and Bushfire Safety Awareness (Anyone with both the previous competencies has been awarded the new competencies as at 2020. (Current as at 28/05/2021)

6.4 FIRE BREAK AND FUEL LOAD NOTICE 2021/22

File Reference:	5.1.3.1
Reporting Officer:	Chadd Hunt, Executive Manager Development Services
Responsible Officer:	Chadd Hunt, 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 the Shire of Northam Fire Break & Fuel Load notice for the 2021-22 season.

ATTACHMENTS

Attachment 1: Fire break & Fuel load notice.

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

Section 33 – Bushfires Act 1954

B.4 Policy Implications

Nil.

B.5 Stake Holder Engagement / Consultation

Workshopped with Brigade leadership teams,

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	Not having a valid firebreak order in compliance with the Bush Fires Act	Moderate 9 (Possible x Medium)	Ensure current order is adopted
Property	N/A	N/A	N/A
Environment	N/A	N/A	N/A

C. OFFICER'S COMMENT

There are no changes proposed for the upcoming 2021-22 season to that as adopted by BFAC and Council last year.

RECOMMENDATION

That Council:

- 1. Endorse the Shire of Northam Fire Break and Fuel load notice as provided in Attachment 1.**

Attachment 1 – Fire Break and Fuel Load Notice 2021/22

BUSH FIRES ACT 1954

Firebreak and Fuel Load Notice

Shire of Northam

Pursuant to the powers contained in Section 33 of the *Bush Fires Act 1954* (as amended), notice is hereby given to all owners and occupiers of land within the Shire of Northam adopted the following requirements as a measure to assist in the control of bush fires, or preventing the spread or extension of a bush fire which may occur within the Shire.

All owners and/or occupiers of land within the Shire of Northam are required to carry out fire prevention work in accordance with this notice by 1 November each calendar year and maintained until 30 April the following calendar year, or within 14 days of becoming an owner or occupier of land if after that date, to comply with the requirements set out in this notice.

FAILURE TO COMPLY WITH THE REQUIREMENTS OF THIS ORDER MAY RESULT WITH THE ISSUE OF AN INFRINGEMENT NOTICE PENALTY \$250.00 OR PROSECUTION IN A COURT OF LAW WITH A MAXIMUM PENALTY OF \$5,000 AND BE LIABLE WHETHER PROSECUTED OR NOT TO PAY THE COSTS OF PERFORMING THE WORK DIRECTED BY THE NOTICE.

1. Building Protection Zone

The Building Protection Zone is an area of very low fuel levels and managed vegetation 20 metres out from habitable buildings (As defined in the Residential Design Codes of WA and in AS 3959) and must meet the following requirements,

Habitable building means a dwelling, workplace, place of gathering or assembly, a building used for the storage or display of goods or produce for sale by wholesale in accordance with classes 1-9 of the Building Code of Australia. The term habitable building includes attached and adjacent structures like garages, carports, verandas or similar roofed structures that are attached to, or within 6 metres of, the dwelling or primary building.

- Building Protection Zones for habitable buildings must extend a minimum of 20 metres out from any external walls of the building, attached structures, or adjacent structures within 6 metres of the habitable building.
- On sloping ground the Building Protection Zone distance shall increase at least 1 metre for every degree in slope on the sides of the habitable building that are exposed to down slope natural vegetation.
- Building Protection Zones must consist of non-flammable managed vegetation, reticulated lawns and gardens and other non-flammable features.
- All grass in Building Protection Zones must be maintained to or under 5cm in height.
- Fuel loads within Building Protection Zones must be maintained at 2 tonnes per hectare or lower.
- The crowns of trees must be separated to create a clear separation distance between adjoining or nearby tree crowns. The separation distance between tree crowns is not required to exceed 10 metres.
- A small group of trees within close proximity to one another may be treated as one crown provided the combined crowns do not exceed the area of a large or mature crown size for that species.
- Trees are to be low pruned (or under pruned) to at least a height of 2 metres from ground.
- No tree, or shrub over 2 metres high are to be within 2 metres of a habitable building.
- Trees and shrubs over 2 metres high must not be planted in groups close to the habitable building and there must be a gap of at least 3 times the height (at maturity) of the shrub away from the habitable building.
- There must be no tree crowns or branches hanging over habitable buildings.
- Firewood and flammable materials must be stored 20m from habitable buildings
- Driveways and access ways are to be a minimum of (3) metres wide with a vertical clearance of (4)metres to allow for the safe passage of a fire appliance to all buildings and assets on the land
- Roof gutters should be free of leaves and other combustible material.

YOUR PROPERTY

2. Land with area less than 10,000m²(1 hectare)

- Maintain all grass on the land to a height no greater than 10cm all windrows or dead flammable material must be removed.
- Maintain fuel loadings in natural bush areas at less than 8 tonnes per hectare across the land
- Land with a habitable building on it must maintain a Building Protection Zone in line with the requirements of Section 1 of this notice.

3. Land with an area g 10,000m² (1 hectare) to 100,000m² (10 hectares)

Options (selected one out of the three options)

1. Install bare earth firebreaks three (3) metres wide immediately inside within (10) metres of all boundaries in a continuous form. All overhanging branches, trees, limbs etc. to be trimmed back from over the firebreak area to a minimum height of four (4) metres to allow for the safe passage of a fire appliance or;
2. Maintain all grass on the land to a height no greater than 10cm all windrows and or dead flammable material must be removed. An access area within (10) metres of the boundary with a minimum width of (3) metres with a vertical clearance of (4) metres where all overhanging branches are trimmed back to allow for the safe passage of a fire appliance or;

3. A combination of the above two options for properties with natural bush sections and pastured land sections

- Land with a building on it must maintain a Building Protection Zone in line with the requirements of Section 1 of this notice.
- On land for the use of tendering livestock a level of feed can be maintained to last the season. All grass a distance of 5m from any firebreak must be maintained to a height no greater than 10cm.
- Maintain fuel loadings in natural bush areas at less than 8 tonnes per hectare across the land.

Firebreak

Means a strip or area of trafficable ground, which is at least three (3) metres wide for cropped/stubble areas, or Three (3) metres wide for bushland/remnant vegetation areas with a minimum height of four (4) metres, which is kept and maintained totally clear of all inflammable matter. Such firebreaks may be constructed by one or more of the following methods: PLOUGHING, CULTIVATING, SCARIFYING, RAKING, BURNING, CHEMICAL SPRAYING OR OTHER METHOD as approved by an Authorised Officer.

In agricultural areas it is considered acceptable if a vehicle can travel through crop area within 10m of the property boundary to traverse around low branches or limbs.

4. Land with an area greater than 100,000m² (10 hectares)

Options (selected one out of the three options)

1. Install bare earth firebreaks two (2) metres wide immediately inside within (10) metres of all boundaries in a continuous form, for all cropped/stubble areas, or three (3) metres wide for all natural bush/remnant vegetation areas on the property within ten (10) metres of the property boundary. All overhanging branches, trees, limbs etc. to be trimmed back from over the firebreak area to a minimum height of four (4) metres to allow for the safe passage of a fire appliance or;
 2. Maintain all grass on the land to a height no greater than 10cm all windrows and or dead flammable material must be removed. An access area within (10) metres of the boundary with a minimum width of (3) metres with a vertical clearance of (4) metres where all overhanging branches are trimmed back to allow for the safe passage of a fire appliance or;
 3. A combination of the above two options for properties with natural bush sections and pastured land sections
- On land for the use of tendering livestock a level of feed can be maintained to last the season. All grass a distance of 5m from any firebreak must be maintained to a height no greater than 10cm.
 - Maintain fuel loadings in natural bush areas at less than 8 tonnes per hectare across the land.

Firebreak

Means a strip or area of trafficable ground, which is at least two (2) metres wide for cropped/stubble areas, or Three (3) metres wide for bushland/remnant vegetation areas with a minimum height of four (4) metres, which is kept and maintained totally clear of all inflammable matter. Such firebreaks may be constructed by one or more of the following methods: PLOUGHING, CULTIVATING, SCARIFYING, RAKING, BURNING, CHEMICAL SPRAYING OR OTHER METHOD as approved by an Authorised Officer.

In agricultural areas it is considered acceptable if a vehicle can travel through crop area within 10m of the property boundary to traverse around low branches or limbs.

5. Fuel Depot and Storage Areas, Haysheds, Stockpiled Flammable Materials and Stationary Machinery.

- Remove all flammable matter within (10) metres of Fuel Depot and Storage Areas of where fuel drums whether containing fuel or not, fuel ramps or fuel dumps are located, Hay Shed, Stockpiled Flammable Materials, Stationary Machinery are stored.
- Install bare earth firebreaks three (3) metres wide immediately inside and along all boundaries of land in a continuous form with a vertical clearance of (4) metres where overhanging branches are trimmed back immediately adjacent to Stationary Motors, Haystacks, Stockpiled Flammable Materials and Stationary Machinery.

**6. Bushfire or Emergency Management Plans
(Compliance is required throughout the year, every year)**

Means a bushfire management plan, emergency management plan or an approved Bushfire attack level (BAL) assessment that has been developed and approved to reduce and mitigate fire hazards as part of a Town Planning Scheme, subdivision approval, development approval or a building permit

- All properties with a Bush Fire, Fire or Emergency Management Plan shall comply with the plan in its entirety.
- Any requirements identified in a Bush Fire, Fire or Emergency Management Plan are in addition to the requirements of this notice.

7. Application to vary the Firebreak Requirements with Alternative Arrangements

If it is considered impracticable for any reason whatsoever to implement any of the requirements of this Notice, you may apply in writing to the Shire of Northam by no later than the 1st October each year for permission to implement alternative measures under the following options,

- a) A temporary variation for extenuating circumstances only
- b) A permanent feature of the property requires a variation to his order, if approved the variation will apply until specifically rescinded or replaced with a new individual notice by the shire.

Take notice if permission is not granted in writing you must comply with the requirements of this notice.

8. The Burning of Garden Refuse

Pursuant to the powers contained in section 24G (2) of the *Bush Fires Act 1954*, the Shire of Northam prohibits the burning of all garden refuse within its district during the Prohibited Burning Times. This prohibition applies to all persons within the Shire's district.

- The burning of garden refuse or rubbish on the ground or in an incinerator that would otherwise be permitted under Section 24F is prohibited absolutely on all land within the district during the Prohibited Burning Period.
- The burning of garden refuse or rubbish on the ground or in an incinerator that would otherwise be permitted under Section 24F is prohibited on all land under 2000m² (square metres) in size during the Restricted Burning Time, without a Fire Permit issued under Regulation 15 of the *Bush Fires Act 1954*.
- The burning of garden refuse or rubbish on the ground or in an incinerator that would otherwise be permitted under Section 24F is prohibited absolutely on all land within the district during the Restricted Burning period between 1st Mar – 30 Apr each year.
- During the Restricted Burning period October 1st & Nov 30th each year, residents on land that is greater than 2,000m² in area it is permissible to undertake the burning of garden refuse (dry leaves, small branches, off cuts, etc.) in a single pile on the ground no larger than 1.0 m³ between the hours of 18:00 (6pm) and 23:00 (11pm) and by complying with all the conditions of section 24F (3) in the *Bush Fires Act 1954* & Regulation 15B Bush Fires Regulations 1954.
- Reticulated water supply or min 600lts of water must be available for immediate use at all times, the fire is to be completely extinguished with water prior to leaving area unattended.

9. Restricted and Prohibited Burning times

- The "Prohibited Burning Time" means the 1 December each calendar year through until 28th February the following calendar year (inclusive, and as varied pursuant to Sections 17 and 18 of the *Bush Fires Act 1954*).
- The "Restricted Burning Time" means the 1 October through until 30 November and the 1 March through until 30 April each calendar year (inclusive, and as varied pursuant to Sections 17 and 18 of the *Bush Fires Act 1954*).

10. Cooking & Camping

Pursuant to the powers contained in section 25H (1) of the *Bush Fires Act 1954*, the Shire of Northam prohibits the lighting of a fire in the open air for the purpose of camping or cooking during the prohibited period. This prohibition applies to all persons within the Shire's district.

For the purposes of this section (1aa) a gas appliance, comprising a fire the flame of which is encapsulated by the appliance and which does not consume solid fuel, shall not be taken to be a fire in the open air.

An appliance that burns a solid fuel, (BBQ, Pizza Oven, Meat Smoker etc.) cannot be operated on days of "VERY HIGH", "SEVERE", "EXTREME" or "CATASTROPHIC" fire danger rating.

- Any chimney on the appliance must be fitted with a suitable spark arrestor that is maintained in a clean, sound and efficient condition.
- If solid fuel is being consumed, then the burning fuel must be sealed from the open air by a secure, sealable door.
- Appliance must not be left unattended and a reticulated water supply must be available for immediate use.

Take notice a person/s who contravenes a of this section is guilty of an offence that carries a penalty of \$3,000.

11. Permits to burn

Means a "Permit to Burn the Bush" as issued by an Authorised Officer under section 18 of the *Bush Fires Act 1954*.

- Applications for Permits are available from the Shire of Northam at no cost.
 - You must comply with all conditions imposed by the Shire or an Authorised Officer in respect of any Permit issued by the Shire.
 - Permits will not be valid on days of "VERY HIGH", "SEVERE", "EXTREME" or "CATASTROPHIC" fire danger.
 - Permits may also be revoked if in the opinion of an authorised officer the conditions are not deemed suitable for prescribed burns.
- Take notice that the Shire of Northam prohibits the burning of any road verge within the entire district.

Take Notice that pursuant to *Section 18 (11) of the Bush Fires Act 1954* - Where a person starts a fire on land, if the fire escapes from the land or if the fire is in the opinion of a Bush Fire Control Officer or an officer of a Bush Fire Brigade out of control on the land, the person shall be liable to pay to the local government on the request of and for recoup to its bush fire brigade, any expenses up to a maximum amount of \$10 000 incurred by it in preventing the extension of or extinguishing the fire, and such expenses may be recovered in any court of competent jurisdiction.

A person who commits a breach of this section other than subsection (11) is guilty of an offence.

Penalty: For a first offence \$4 500.

For a second or subsequent offence \$10 000.

12. Harvest, Movement of Vehicles and Hot Works Bans

All persons within the Shire of Northam are required to comply with a direction declared under Reg 38A, 38B, 38C & 38D, Bush Fires Regulations 1954.

- A Harvest, Vehicle Movement & Hot Works Ban (HVMB) requires the cessation of all harvesting, vehicle movements and hot work operations within the Shire of Northam.
- A Harvest, Vehicle Movement & Hot Works Ban (HVMB) prohibits the movement of vehicles on properties within the Shire of Northam except for the essential watering of stock in a diesel powered vehicle.
- A Harvest, Vehicle Movement & Hot Works Ban (HVMB) prohibits the use of all welding, grinding and abrasive tools on properties within the Shire of Northam in the open air. Exemptions in accordance with Council Policy may be available. Further information is available by contacting Shire of Northam (08) 9622 6100.

Take notice a person/s who contravenes a declaration made under regulation 38A, 38B, 38C or 38D or who fails to carry out any direction given to him is guilty of an offence that carries a penalty of \$5,000.

A Harvest Vehicle Movement and Hot works Ban will be advertised on the Shire of Northam Website or Emergency Information Line on (08) 9621 1120. Where possible on ABC Radio 531AM, MMM 864 AM and.

Notification can be obtained via a free SMS service which is available upon request from the Shire of Northam (08) 9622 6100

13. Additional Works

In addition to the requirements noted above, regardless of land size and location, the Shire of Northam or its duly authorised officer may require you to undertake additional works on your property to improve access and or undertake further hazard removal and/or reduction works, where in the opinion of that authorised officer, it is to be necessary to prevent the outbreak and/or the spread of a bush fire.

Take notice that pursuant to Section 33(4) of the *Bush Fires Act 1954*, where the owner and/or occupier of land fails or neglects to comply with the requisitions of this Notice within the times specified, the Shire of Northam may by its officers and with such servants, workmen and contractors, vehicles and machinery as the officers deem fit, enter upon the land and carry out the requisitions of this Notice which have not been complied with and pursuant to Section 33(5) of the *Bush Fires Act 1954*, the amount of any costs and expenses incurred may be recovered from you as the owner and or occupier of the land.

If the requirements of this Notice are carried out by burning, such burning must be in accordance with the relevant provisions of the *Bush Fires Regulations 1954*.

The owner or occupier of land to whom a notice has been given under subsection (1) and who fails or neglects in any respect duly to comply with the requisitions of the notice is guilty of an offence, that offence carries a penalty of \$5,000, additionally a person in default is also liable whether prosecuted or not to pay the costs of performing the work directed by this notice if it is not carried out by the owner and/or occupier by the date required by this Notice.

14. Reserves vested with the Shire of Northam

The Shire of Northam reserves the right to conduct any mitigation works deemed necessary on any reserves vested with Shire of Northam for the purpose of reducing the risk of fire to the community. Each reserve will be assessed in accordance with ISO 31000:2018 and identified in the Bushfire Risk Management Plan.

Treatments implemented may include but are not limited to prescribed burns, slashing, mulching or any other means necessary as determined by the Shire of Northam to ensure the risk is reduced to a satisfactory level.

GENERAL ADVICE

This notice gives the minimum requirements for fire control within the Shire of Northam and all residents and ratepayers are encouraged to be prepared by undertaking additional fire protection measures. Creating a household "Bushfire Survival Plan" to ensure the safety of property and life. Further additional information to that contained in this notice can be obtained from the 5min Fire Chat website www.dfes.wa.gov.au/firechat or from the Shire of Northam website www.northam.wa.gov.au

All previous versions of this notice are hereby cancelled.

By order of the Council,

JASON WHITEAKER, Chief Executive Officer

7. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

7.1 TRAINING REQUIREMENTS- INKPEN BFB

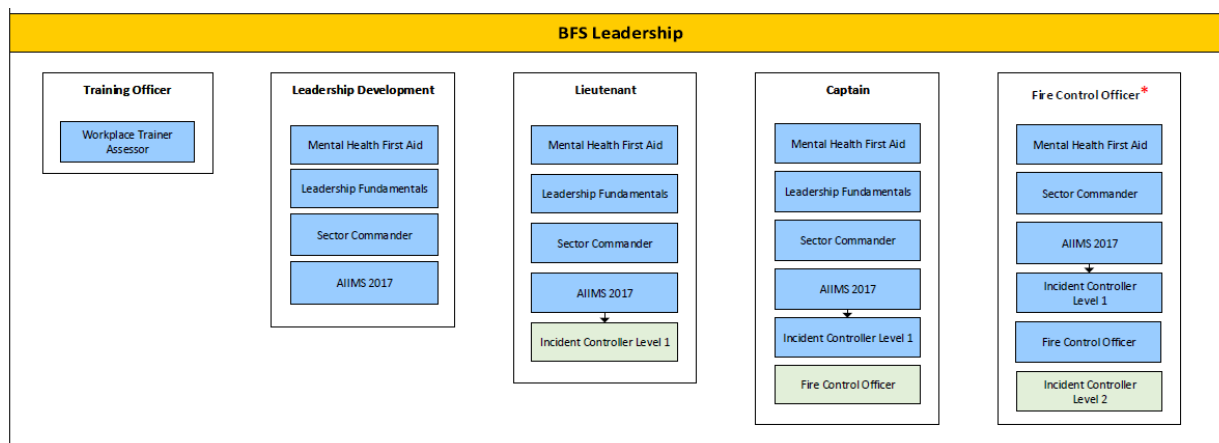
BACKGROUND

The Bush Fire Manual workshops have highlighted a number of issues that need addressing (consistency would be a good thing) and it would be beneficial to get the Council to define what their expectations and recommendations are to the brigades on several aspects. One that is concerning is the training expectation that the Association of Volunteer Bush Fire Brigades WA and DFES have put in place, and is at odds with training many of our members have completed.

There is no dispute regarding training requirements for brigade members, however the current training programme defined in the Bush Fire Service Training Program which is endorsed by the Association of Volunteer Bush Fire Brigades WA neglects to take into consideration the vast volume of experience and knowledge within the Bush Fire Brigades of Northam and may result in many experienced personnel stepping down from leadership positions. Nor does it consider the management roles of the Officer positions – especially the Captain role – which may take on the form of an administration/leadership role rather than an active Incident Controller.

Many current Lieutenants and Captains will not have completed the recommended courses of AllMS 2017 and Incident Controller Level 1, and for a number of reasons may not wish to sit through 6 days of training to meet the specified requirements. The AllMS 2017 course is a 2 day course, and while there is merit in understanding the basics for BFB management, much of the information falls outside the necessary understanding required for a Level 1 incident. The Incident Controller Level 1 course is a four day course and is a good source of information for anyone controlling an incident. However, having completed the course only goes part the way of being aware of the tasks required in managing an incident.

If the current Lieutenants and Captains are required to meet these course requirements, then it is quite possible that many will choose to opt out rather than undergo the arduous task of meeting a qualification that in many cases due to experience and real incident knowledge they are quite capable and deserving of holding their current positions. This puts the Brigade/s in the precarious position of having inexperienced personnel in positions that puts lives and property at greater risk – just because they are deemed to hold a qualification over a more senior, experienced volunteer firefighter.



MOTION

Moved: Nic Dewar

That Council review the training requirements for the BFB leadership group, as determined by the Bush Fire Service Training Program, and provide feedback to the brigades in relation to the following:

- What is Council's view and action if a member does not attain the recommended Training Qualifications?
- If Lieutenants/Captains do not attain the qualifications for the courses AIIMS 2017 and Incident Controller Level 1 – what is Council's position and direction to the related Brigade?
- How does the Council view Captains who prefer to provide good management and leadership roles in preference to being an Incident Controller and are more likely to attend fires in the capacity of a Fire Fighter only?
- Whether the Council will consider prior experience as acceptable qualification to holding a Captain / Lieutenant role.

OFFICERS COMMENT

The recommended training requirements for the leadership positions within the Bush Fire Service requires a pragmatic approach to ensure that the training is both required for the specific position, and achievable for the volunteers undertaking the training.

The issue of training requirements for senior leadership positions is currently being considered by staff in consultation with the CBFCA and DCBFCA's with a view to presenting them back through BFAC and Council.

At this stage Council has not endorsed any changes to the required training that is contained within the Bushfires Manual, although it is recognised by staff that the training requirements will likely increase for BFCO's. It is also recognised

by staff that any changes will need to be implemented in a practical staged manner to ensure volunteers have the necessary time to meet the standard.

8. URGENT BUSINESS APPROVED BY DECISION

9. GENERAL BUSINESS

10. DATE OF NEXT MEETING

Tuesday 21st September 2021

11. DECLARATION OF CLOSURE