Shire of Northam

Agenda
Bush Fire Advisory Committee
9 April 2019

NOTICE PAPER

Bush Fire Advisory Committee

9 April 2019

Committee Members

I inform you that the Bush Fire Advisory Committee meeting will be held in the Council Chambers located at 395 Fitzgerald Street, Northam on 9 April 2019 at 5:30pm.

Yours faithfully

Jason Whiteaker
Chief Executive Officer

DISCLAIMER

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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Contents

1. DECLARATION OF OPENING

2. ATTENDANCE

Voting Committee:

Councillor – Shire of Northam	Terry Little
Councillor – Shire of Northam	Carl Della
Chief Bush Fire Control Officer	Mathew Macqueen
Deputy Bush Fire Control Officer	Simon Peters
Inkpen Brigade	Linton Mincherton
Clackline Muresk Brigade	Liam Connolly
Bakers Hill Brigade	Steve Gray
Grass Valley Brigade	Sam Moss
Irishtown Brigade	Murray McGregor
Jennapullin Brigade	Aaron Smith
Southern Brook Brigade	Paul Antonio
Wundowie Volunteer Fire and Rescue Service	Tyron McMahon
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

2.1 APOLOGIES

3. DISCLOSURE OF INTERESTS

Item Name	Item No.	Name	Type of Interest	Nature of Interest

4. CONFIRMATION OF MINUTES

4.1 COMMITTEE MEETING HELD 27 NOVEMBER 2018

RECOMMENDATION

That the minutes of the Bush Fire Advisory meeting held 27 November 2018 be confirmed as a true and correct record of that meeting.

5.   COMMITTEE REPORTS

5.1   CHIEF BUSHFIRE CONTROL OFFICER (CBFCO) REPORT

Address:	N/A
Owner:	N/A
Applicant:	N/A
File Reference:	5.1.3.1
Reporting Officer:	Matt Macqueen Chief Bush Fire Control Officer
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 report provided by the Chief Bushfire Control Officer.

ATTACHMENTS

Nil.

BACKGROUND / DETAILS

The CBFCO report for the 2018/19 bushfire season will be provided at the meeting.

CONSIDERATIONS

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.

Financial / Resource Implications
Nil.

Legislative Compliance
Nil.

Policy Implications

Nil.

Stake Holder Engagement / Consultation

Nil.

Risk Implications

Nil.

OFFICER'S COMMENT

Report will be provided at the meeting.

RECOMMENDATION

That Council note the Chief Bushfire Control Officer Report as provided.

5.2   COMMUNITY EMERGENCY SERVICES MANAGER REPORT

Address:	N/A
Owner:	N/A
Applicant:	N/A
File Reference:	5.1.3.1
Reporting Officer:	Brendon Rutter Community Emergency Services Manager
Responsible Officer:	Chadd Hunt Executive Manager Development Services
Officer Declaration of Interest:	Nil.
Voting Requirement:	Simple Majority
Press release to be issued:	No

BRIEF

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

ATTACHMENTS

Attachment 1:   Progress against Outstanding BFAC / Council decisions.
Attachment 2:   BGU Operational Fleet Project Presentation March 2019.
Attachment 3:   Minutes - Northam DOAC - 12th March 2019.

BACKGROUND / DETAILS

N/A.

CONSIDERATIONS

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.

Financial / Resource Implications
Nil.

Legislative Compliance
Nil.

Policy Implications

Nil.

Stake Holder Engagement / Consultation
Nil.

Risk Implications
Nil.

OFFICER'S COMMENT

The 2018/19 bush fire season
The Shire of Northam bush fire service has been involved with 6 deployments so far out in the Goldfields that has kept the Region busy.

It has been acknowledged by our regional partners the assistance that Northam brigades have been able to provide to the region to assist with fire suppression.

This assistance has been greatly appreciated by our partners as I have had some fantastic feedback from the region about the professionalism our volunteers have displayed while they are representing us further afield.

Hopefully the next half of our season is just as mild within our district, but I know that regardless of what hurdles are faced, our members will step up and get the job done as they have done in the past.

Resource to Risk
The R2R process has progressed very well. The process has involved extensive consultation and collaboration with each brigade individually, with all results from the brigade workshops being put forward for discussion at the Feb 5th workshop where representatives from each brigade came together to shape the future direction for the Volunteer Bushfire Service.

The workshop resulted in a recommendation for a comprehensive reshuffle of the current resource allocations for each fire district based on the identified risk and the anticipated growth within each region.

The outcomes will be incorporated into the Resource to Risk Document.

Grass Valley Fire Station
The Grass Valley Fire Station has all but been completed, there is a few minor touches left to do, with some landscaping to complete in May but apart from that the station has been given a total facelift, with proper showers/toilets as well as an improved training room, and outdoor BBQ area that is covered.

The Brigade has expressed an interest in holding an open day in the future, I'll keep brigades informed of developments as they happen.

Deployments
The 2018/19 season was thankfully fairly mild within the Shire of Northam, however as most people would be aware.

There was an increase in Fire activity throughout the goldfields region which seen multiple deployments almost continuously from Boxing Day until the end of Feb 2019.

We have deployed multiple appliances to assist our regional partners that have all come back largely unscathed however all appliances required some minor remedial work to be completed to ensure the appliances were returned to operational readiness in an efficient manner. The latest deployment to Widgiemooltha has resulted in a need for a moderate amount for the Bakers Hill 2.4 which is still underway due to longer than usual lead times with the DFES repairer. Steps have been put in place by myself to ensure any deployments in the future that result in remedial work being required on an appliance will be handled by myself to ensure the remedial work is completed within a specified timeframe to avoid long delays without an appliance.

High Threat Period for Bushfire
Between Nov 1st and 31st Mar there were 37 reported incidents within the Shire of Northam.

Bakers Hill once again has been our busiest brigade throughout the high threat period with 24 incidents attended.

Followed Closely by Grass Valley with 21, Clackline with 19, Irishtown with 18, Inkpen with 12, 6 for Southern Brook and 1 for the Jennapullin BFB.

We have had a quieter than average season for the 3rd year in a row which is always a positive outcome.

Bakers Hill Fire Shed
The Bakers Hill Fire shed has been approved by council for construction, and we are currently preparing the tender documents which will be advertised in due course. At this stage Construction should start in May/June with final completion ideally prior to the next bush fire season, I'll provide further updates as things progress.

Northam DOAC Meeting – 12th March 2019
I attended the Northam DOAC meeting held at the Northam Rec Centre on the 12th of March and I have attached the minutes. An issue that had

popped up this past season has been questioned through the DOAC with the resolve to be as follows.

If you are first appliance on scene to an incident and you are asked by COMCEN after your initial PAFTACS for an incident classification we do not operate on the same alarm system as metro ops does. Any classification given must be that the fire is a level 1incident, you then advise if you

a) Have enough resources available at the current time or
b) You require additional resources for this incident, please mobilise………(make your request for resourcing)

This is a result of an update in the P1 CAD system where the COMCEN Operator will prompt you for a classification, if we utilise the 'Alarm' classification this will have implications on pushing panic buttons in Perth and causing a false activation of a zone 3 response.

So in summary all our classifications should be as above.

Operational Fleet Project
I'll provide a briefing on the Operational Fleet Project with the attached Power point presentation.

Community Engagement
Over the coming months as we lead into the next bush fire season I'm looking at doing a lot more community engagement. I'm in the process of gaining approval to establish a Shire wide dedicated Bush Fire Brigade Facebook page. This page will be used to promote the Bush Fire Ready program, aswell as any activity that each brigade is taking part in and would like to get the public involved.
My hope is for the page to be a source of valuable information regarding property preparedness, including some instructional videos on how to conduct safe burning programmes for mitigation.

Demonstrations from brigades on vehicle access issues etc.
It's also hoped that the use of the page would allow us to introduce some of our volunteers, let them tell their story on why they joined, and why they volunteer for their community. This will hopefully be a valuable recruitment tool to attract new members

Social media is an important tool that is currently being under-utilised so watch this space for future updates

LGGS Grant submission
The 2019/20 LLS grant application has been submitted, I have requested a slight increase to the operational budget.

The Shire of Northam Community Emergency Services Manager Position
Just to provide an update on what is currently happening with the role of CESM.

Daniel Hendriksen has been offered and accepted the role of AO North East Goldfields for DFES, as such this position has been vacated. After discussion with the Executive Manager Development Services, the CEO and the regional Superintendent I'm pleased to advise that I have been offered this role on a permanent basis, to which I've graciously accepted.

The past 15 or so months have been an incredible adventure for me and I've enjoyed every second of it, I believe I have developed a good working relationship with most of you to which I hope to grow on as I further develop into this role.

That being said I'm the first to admit that I'm not perfect, and I will make mistakes so I intend on catching up with each Captain over the coming weeks to get some valuable feedback on my performance and to identify any areas that I can improve on moving forward.

This role is one of the most exciting and challenging roles I have fulfilled in recent years, and I look forward to furthering my development and forging even stronger relationships with all of our members as time progresses.

I would personally like to thank everyone of our members that I've worked with over my time in this position, there has been honest feedback from a lot of our members which I appreciate, and as I'm hopeful most of you are aware I will always try and adapt how I work to ensure I'm achieving the best outcomes for our volunteers.

BFCO Nominations
With the adoption of the Bush Fire Manual, there is a new process for the nominations of BFCO's from each brigade.

The process will be adapted slightly this year as it is the first year and there is some expected teething issues with timings etc.

The process for the nominees for the 2019/20 for BFCO's & Weather Officers to the CESM, each brigade's nominations will not become public knowledge at this stage.

The CESM contacts each nominee to confirm their acceptance of the nomination. The CESM then gathers training records and turnout data to prepare a report on each candidate.

Once all reports are complete, the CESM will form a panel comprising of all brigade Captains, the Chief & Deputy BFCO's and two representatives of the Shire of Northam.

The panel will assess each candidate anonymously, each report will have the name and brigade of the candidate redacted to ensure a majority decision can be formed without bias to make sure the most suitable candidates are appointed not just the most popular.

The panel's votes will be tallied which will form the recommendation to BFAC for acceptance then onto Council for formal endorsement and appointment.

This will require a special BFAC to be called to formally accept the recommendations of the panel in Late April/May. At the June BFAC the brigades will vote through their BFAC reps for the appointment of Chief and Deputy Chief Bush Fire Control Officers.

Moving forward from here the BFCO process will be as per the manual which will enable this process to coincide with the standard BFAC schedule and will negate the need for a special meeting to be called.

RECOMMENDATION

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

Attachment 1

Date	Motion No	Item No	Subject	Motion	Action By	Comment
18-Jul-18	C.3415	11.1	BUSH FIRE ADVISORY COMMITTEE MEETING HELD ON 3RD JULY 2018	That Council: 1. Note the Community Emergency Services Manager Report as provided. 2. Note the Risk Assessment for vehicle and structural fires. 3. Endorse the construction of a new Bakers Hill Fire Shed on a portion of Reserve 3308 subject to approval being issued by the Department of Heritage, Planning and Lands and the additional funding being provided by the ESL to be referred back to Council for formal approval following the submission of a planning application and consultation with adjoining landowners and the Bakers Hill Progress Association. 4. Appoint Mr Mathew Macqueen as the Chief Bushfire Control Officer and Mr Simon Peters as the Deputy Chief Bushfire Control Officer for the 2018/19 period. 5. Accept the revised Fire Breaks & Fuel Load Notice for the 2018/19 period subject to the following amendments: a. Section 1 – Building Protection Zone, item 15 being removed which relates to roof mounted evaporative air coolers being fitted with ember proof screens; b. Section 3 – Land with an area greater than 10,000m² (1 hectare), item 3(2) add 'excluding cropped and/or stubble land'; c. Section 10 – Harvest, Movement of Vehicles and Hot Works Ban, Remove the proposed additions as highlighted in	CESM	Update 10/12/2018 1. No action required. 2. No action required. 3. Feature survey has been completed. Currently undertaking the BAL assesments. Once completed tender documentation will be prepared and advertisded accordingly, expected to commence in January 2019. 4. No action required. 5. Complete. 6. BFAC resolved at meeting held on 27/11/2018 to pay an annual honorarium of $2,500 to the volunteer CBFCO & $1,500 to the volunteer DCBFCO commencing in the 2018/19 Fire Season. This is now being presented to Council on 19/12/2018 for endorsement. Update 13/03/2019 3. tender documents being prepared for advertising by end of March 6. complete Update 05/04/2019 3. Tender being advertised on 6th of April 2019

Date	Motion No	Item No	Subject	Motion	Action By	Comment
				Attachment 1. d. Amending the Firebreak requirements to be consistent with the requirements detailed in 2017/18 Firebreak & Fuel Load Notice(with reference to having different requirements for lots less than 10 hectares and a separate section for lots greater than 10 hectares) with the addition of remnant vegetation requiring a firebreak of 3 metres within 10 metres of the property boundary. 6. Request the Chief Executive Officer to investigate an annual fee for the Chief and Deputy BFCO for the 2018/19 season and the findings be presented to the next Bush Fire Advisory Committee meeting.		
19-Dec-18	C.3562	11.1	BUSH FIRE ADVISORY COMMITTEE MEETING HELD ON 27 NOVEMBER 2018	That Council 1. Note the Chief Bushfire Control Officer Report as provided. 2. Note the Deputy Chief Bushfire Control Officer Report as provided. 3. Note the Community Emergency Services Manager Report as provided. 4. Pay an annual honorarium of $2,500 to the volunteer CBFCO & $1,500 to the volunteer DCBFCO commencing in the 2018/19 Fire Season. 5. Endorse SOP16, SOP17 & SOP18, and acknowledge that these SOP's will be included in the future Section 8 SOP's of the Bush Fire Manual, subject to; a. Dot point 2 of SOP16, being amended to remove reference to 'a harvest ban shall be imposed' and redrafted to reflect that the notification of the potential for a fire ban	CESM	Update 20/02/2019 1. No action required. 2. No action required. 3. No action required, 4. honorariums paid at end of season 5. Complete. 6. No Action Needed 7.Sections 3,4,5 have been workshopped and will be provided to BFAC in March Update 13/03/2019 7. R2R being finalised, will be tabled at next BFAC meeting Update 05/04/2019 7. Sections 4 & 5 have been workshopped and endorsed by council, Section 3 the BRMP is attached to the BFAC meeting on the 9th April 2019

Date	Motion No	Item No	Subject	Motion	Action By	Comment
				the following day is an advisory notice only and that a decision to impose a fire ban will be made on the day and necessary notification provided at that time. b. Staff undertaking a final review of the SOP's to ensure they align with the bushfire manual and make any necessary adjustments to cause this to occur if it is not the case. 6. Endorse the current Risk to Resources process and that all Brigades abide by the outcomes of the Risk to Resources process and the final decision made by the Shire of Northam. 7. Notes the Risk to Resource Document (stages 1 and 2) as attached and refers it to a Bush Fire Advisory working group for further development.		R2R is still under way and an announcement about the completion is pending final review by officers and staff.

Attachment 2

Agenda

- Project Overview

- Operational Fleet Catalogue

- Operational Fleet Design and Delivery Model

- Project Streams Status

- Communications

- How to Get Involved

- Fleet Allocation Queries

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Overview

What are we doing?	Why are we doing this?	How will it work?
• New 'Operational Fleet Design & Delivery Model'	• To develop a robust model	• Opportunity to contribute for all services and regions
• Greater involvement from end users and stakeholders	• Ensure fleet specifications and tender responses meet both State needs and user requirements	• Continual engagement with end users and stakeholders is critical
• Streamline the process to deliver the design, specifications, first of type and build contracts for DFES fleet	• 'Fit for Purpose' will better equip all fire & emergency services to protect the community	• Not a 'One Size Fits All' exercise
• Piloting and refining the model across high priority fleet	• To improve end user inclusion in fleet design and evaluation	• Minor configurations to suit local conditions
• Online Fleet Catalogue to improve access to operational fleet information	• Consider innovation	• Standardising fleet composition where possible will maximise interoperability & improve efficiencies
	• Bring consistency to the process	
	• Improve visibility of fleet delivery	

What does success look like?

End Users happy with outcomes

Fleet is Fit for Purpose

Opportunity to trial replacement models

End user fatigue minimised

End Users had input

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Operational Fleet Catalogue

- Sits on DFES external web site
- Greater understanding of available fleet
- Easy access to fleet information
- Filtering capability
  - Fleet type
  - Class
  - Mobility
  - Primary Incident
  - Service
- Click on fleet image for specifications and capabilities

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Operational Fleet Catalogue

Government of **Western Australia**
Department of **Fire & Emergency Services**

DFES
Department of Fire &
Emergency Services

Category   Name

Tanker 3.4 Urban Tanker

Mobility   Mass Class

4x4   MR

Image

Services

Standard Specification		Primary Incident
Crew Capacity	Provision for six (6) crew	
Dimensions	8072 L x 3024 H x 2490 W mm (2900 W mm mirror to mirror)	
Weight	14,010 kg	
Cab Chassis	Isuzu FTS 139-260 4x4 / 14,200 kg GVM / Crew cab / 191kw diesel engine / automatic transmission	Bushfire
Crew Protection	AVL, Deluge, Radiant heat shields, Lagging, Burn over blankets and In cab air units	
Pump	Waterous CLVT close coupled to an independent 4 cyl water cooled Isuzu 4JG1TPW-01 Engine	Structure Fire (external)
Pump Performance	1850 L/m @ 700 kPa	
Pumping Modes	Stationary / Pump and Roll	
Primer Pump	Electrically powered (Oil less) vane type	
Foam System	A Class Injected	
Deliveries	Three (3) x 64mm BIC Female	
Collectors	Two (2) x 64mm BIC Male One (1) x 100mm Storz Hard Suction One (1) x 64mm BIC Male Tank fill (direct)	
Hose Reels	One (1) electric rewind 50m x Ø25mm One (1) electric rewind 30m x Ø19mm	
Water Capacity	3600 litres (3000 litres operational / 600 litres deluge)	
Foam Capacity	60 litres A Class foam tank	
Lighting	24 volt LED Lighting	
Ladder	Arion 7.65 triple extension	
Welfare	32 litre fridge	

Configurations		
BA equipped	4 x BA set stowage 4 x spare BA cylinder stowage Additional rear locker for flat hose stowage B Class foam induction post delivery 200 litres B Class foam tank Little Giant ladder	Structure Fire (internal)

Version 1.3 9-01-2019

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Operational Fleet Catalogue

Government of **Western Australia**
Department of **Fire & Emergency Services**

DFES
Department of Fire &
Emergency Services

		Standard Specification		Primary
				Incident

Category

Name

Command
and Control

Incident Control
Vehicle

Mobility

Mass Class

4x2

MR

Image

Services

Standard Specification		Primary
Crew Capacity	Provision for six (6) crew	Incident
Dimensions	TBC	
Weight	TBC	
Cab Chassis	4x2 / 15,000 kg GVM / diesel engine / automatic transmission	
Crew Protection	AVL	
Functional areas	Internal radio operations / internal incident management / external briefing / external check-in/out	
Communications	UHF, VHF high band, VHF mid band, HF radio / 3G & 4G cellular / BGAN satellite	
Lighting	24 volt LED lighting	
Power	Inverter / auxiliary batteries / generator	
Welfare	Fridge / air conditioning	

Version 1.1 9-01-2019

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Operational Fleet Design & Delivery Model
Simplified Version
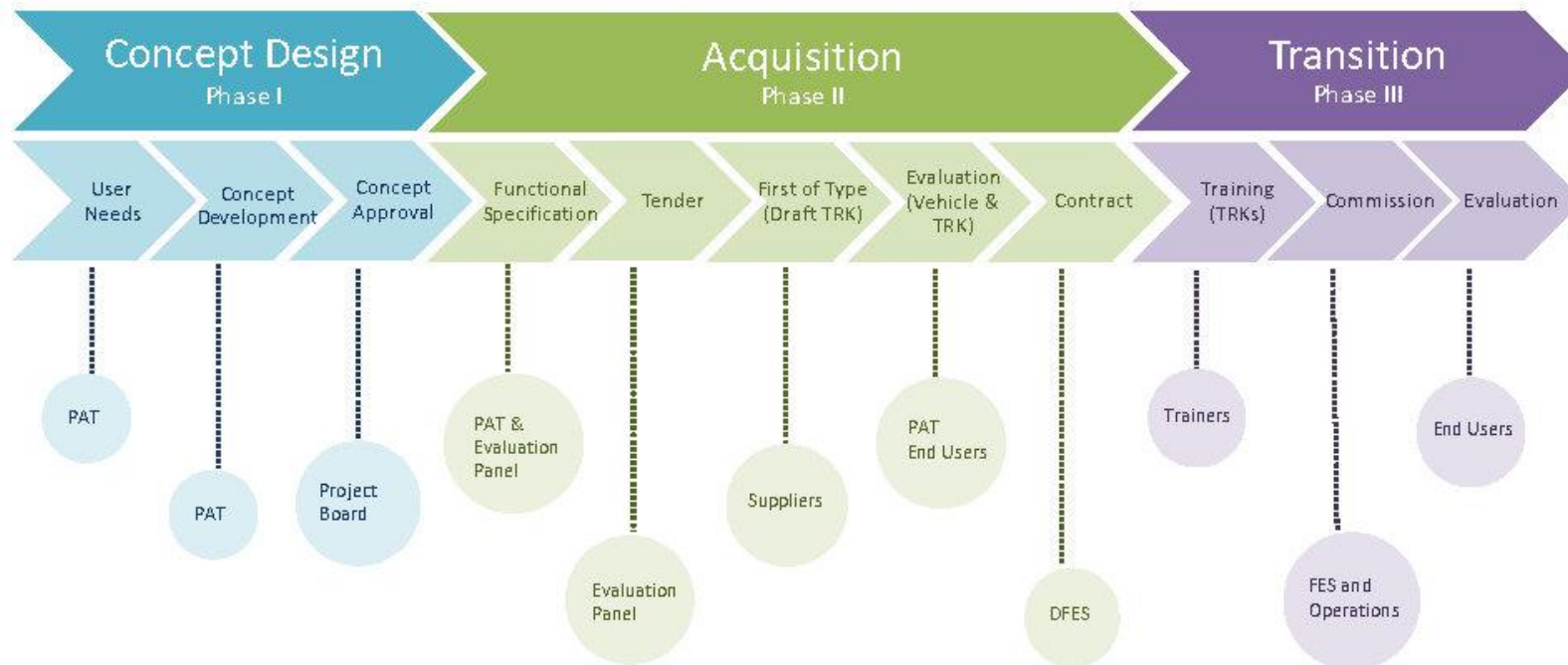
Key Features

- Roadmap for consistent design and delivery of all fleet
- Enables validation of initial concept
- Ensures agreement from all before moving to acquisition phase
- Opportunity to confirm we've achieved what was agreed during concept design through functional specifications, tender responses and evaluation
- Fleet supplier at evaluation to answer questions
- Includes development of learning resources to ensure preparedness
- Involvement of end users at multiple steps

Project Streams Status

Project Stream Dashboard

Status Update - March 2019

Fleet Project Stream	Current Status	Next Steps
Piloting the Model - New Fleet Contracts		
General Rescue Utility (Formerly Rescue Vehicle) Acquisition Functional Specification	Concept Design has been endorsed by Project Reference Group and approved by Project Board. Functional Specification reviewed by PAT members. PAT Chair is Jon Kirk.	Commence first of type build through CUA. The first of type will be tested by FES and then evaluated by end users.
Flood Rescue Boat Acquisition Tender	Tender Period closed, Tender in Evaluation by panel which includes volunteers as observers. PAT Nominations have been finalised. PAT Chair is Graham Sears.	Tender Evaluation to conclude. PAT kick-off meeting planned for April 2019 to confirm design for first of type build.
Combined Aerial Pumper Appliance Acquisition Functional Specification	Concept Design endorsed by Project Reference Group and approved by Project Board. Functional Specification being drafted for review. PAT Chair is Brad Delavale.	Functional specifications due for completion late March 2019. Publishing of tender scheduled for April 2019.

Piloting the Model - Continuing Work Previously Started

The project has mapped the status of fleet vehicles that were part of previous work against the new model. Gaps have been identified and, where feasible, we will close them through application of the new model and its guiding principles.

* There have been a number of vehicles where specifications were developed with limited stakeholder engagement. Importantly, we are looking for opportunities to involve stakeholders now where we can.

** Interim Contracts for new builds will go through a first of build assessment which aligns to the Acquisition – First of Type stage.

Fleet Project Stream	Current Status	Next Steps
Road Crash Rescue Tender Acquisition First of Type	Tender in Evaluation. PAT nominations have been finalised. PAT Chair Sven Andersen.	Tender Evaluation activities continue. PAT kick-off meeting planned for March 2019 to confirm design for first of type build.
General Rescue Truck Acquisition First of Type	Tender in Evaluation. PAT nominations have been finalised. PAT Chair is Jon Kirk.	Tender Evaluation activities continue. PAT kick-off meeting planned for March 2019 to confirm design for first of type build.
Ultra Light Tanker* Acquisition Tender	Tender in Evaluation. PAT nominations have been finalised. PAT Chair is Brad Slater.	Tender evaluation activities continue. PAT to be formed and kick-off in April 2019.
Light Tanker* Concept Concept Development	Tender responses declined. PAT nominations have been finalised. PAT Chair is Murray Mc Bride.	Vehicle Concept to be reviewed by PAT and prepare for acquistion. PAT to be formed in April 2019.

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Project Stream Groupings

"Piloting the Design and Delivery Model"

Group 1: New Fleet Contracts

Group 2: Continuing the Work Previously started - *In Acquisition*

Group 3: Continuing the Work Previously started - *First of Type Evaluation*

Concept Design Phase I	Acquisition Phase II	Transition Phase III
User Needs / Concept Development / Concept Approval	Functional Specification / Tender / First of Type (Draft TRK) / Evaluation (Vehicle & TRK) / Contract	Training (TRKs) / Commission / Evaluation

Prioritisation Ranking (each scored out of 10)

1. PESTLE (Political, Economic, Social, Technical, Legal, Environmental
2. Contract Driven
3. Volume/Cost of Fleet Required
4. Proximity of End of Life/Replacement Schedule
5. Opportunity Cost (Change Management, Schedule, Technical Debt reduction)
6. Safety

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Project Stream Group 2

Continuing the work previously started
In Acquisition

Project Focus:
- Establish PAT's and confirm schedule of activities
- Apply the steps of the model to current Tender Evaluations
    - Interim Contracts (re-establishing supply)
    - Light Fleet Tender

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Light Tanker (tendered as Ultra Light Tanker)

Objective:
Fast response vehicle with focus on urban fire (limited crew cab protection)

Tasks	2018					2019											
#OFP03	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D
Tender Evaluation																	
Tender Evaluation (Demonstration)																	
First of Type Build																	
Build Evaluation																	

PAT Chair: Brad Slater

◆ = PAT meeting / workshop

Concept Design Phase I

Acquisition Phase II

Transition Phase III

| User Needs | Concept Development | Concept Approval | Functional Specification | Tender | First of Type (Draft TRK) | Evaluation (Vehicle & TRK) | Contract | Training (TRKs) | Commission | Evaluation |

Stream Strategy:
Piloting the Model - Continuing work previously started (In Acquisition).

Current Status:
• Tender under Evaluation.

Next Steps:
• Tender evaluation activities continue.

PAT Activities:
• PAT kick-off meeting in April

Risk / Issues / Opportunities:

Prioritisation Ranking:
46/60

Status Update: March 2019

Shire of Northam
Heritage, Commerce and Lifestyle

1.4 Tanker (tendered as Light Tanker)

Objective:
Fast response vehicle with focus on rural fire with full crew cab protection

Tasks	2018					2019											
#OFP04	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D
Tender Evaluation																	
Concept Definition Review																	
Functional Specification																	
Tender Request																	
Tender Evaluation (Desktop)																	

PAT Chair: Murray McBride

◆ = PAT meeting / workshop

Concept Design — Phase I
Acquisition — Phase II
Transition — Phase III

User Needs · Concept Development · Concept Approval · Functional Specification · Tender · First of Type (Draft TRK) · Evaluation (Vehicle & TRK) · Contract · Training (TRKs) · Commission · Evaluation

Stream Strategy:
Piloting the Model - Continuing work previously started (In Acquisition).

Current Status:.
- Rural ConOps under review to clarify fleet capability requirements
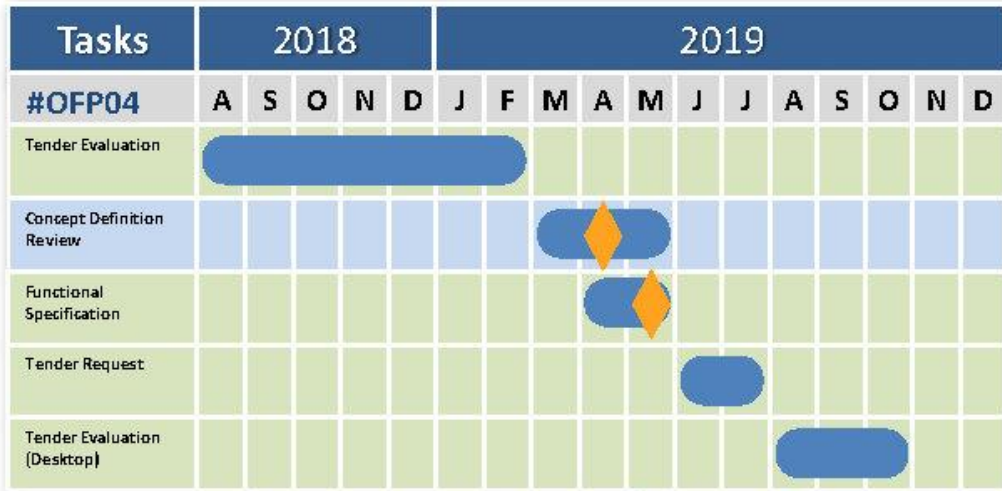- Tender responses declined.

Next Steps:
- Tender Evaluation recommendation report to be issued
- Review vehicle concept design activities

PAT Activities:
- FAT nominations finalised.
- PAT kick-off in April to review vehicle concept and requirements

Prioritisation Ranking:
60/60

Status Update: March 2019

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4.4 Broadacre Tanker

Objective:
Re establishment of Vehicle supply contract

Tasks	2018					2019												
#OFP06	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D
Tender Request																	
Tender Evaluation (Desktop)																	
Tender Evaluation (Demonstration)																	
First of Type Build																	

PAT Chair: Paul Blechynden

◆ = PAT meeting / workshop

Concept Design Phase I — **Acquisition** Phase II — **Transition** Phase III

User Needs · Concept Development · Concept Approval · Functional Specification · Tender · First of Type (Draft TRK) · Evaluation (Vehicle & TRK) · Contract · Training (TRKs) · Commission · Evaluation

Stream Strategy:
Piloting the Model - Continuing work previously started (In Acquisition).

Current Status:
* Tender in Evaluation (involving volunteers)
* PAT nominations finalised

Next Steps:
* Tender evaluation activities continue.

PAT Actions:
* PAT Kick-off in April

Risk / Issues / Opportunities:
* Resource availability risk to evaluation panel during high threat period.

Prioritisation Ranking:
43/60

Status Update: March 2019

Government of Western Australia Department of Fire and Emergency Services

Project Stream Group 3

Continuing the Work Previously started
First cf Type Evaluation

Project Focus:
- Establish PAT's and confirm schedule of activities
- Supporting the first of build process through evaluation and trial activities of the model.

Government of Western Australia Department of Fire and Emergency Services

2.4 Broadacre Tanker

Objective:
Re establishment of Vehicle supply contract

Stream Description:
Piloting the Model - Continuing work already started (Acquisition)

Current Status:
- Contract Awarded to GH Varley

Tasks	2018					2019											
#OFP13	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D
Contract Award																	
First of Type Build																	
Build Evaluation																	
Commission																	

Next Steps:
- PAT nominations and kick-off to review first of build specifications.
- Contract Award issued and delivery schedule to be established.

PAT Actions:
- PAT kick-off in May

PAT Chair: Torben Bendsten

◆ = PAT meeting / workshop

Concept Design Phase I
Acquisition Phase II
Transition Phase III

User Needs | Concept Development | Concept Approval | Functional Specification | Tender | First of Type (Draft TRK) | Evaluation (Vehicle & TRK) | Contract | Training (TRKs) | Commission | Evaluation

Risk / Issues / Opportunities:
- Allocation of 2.4 replacement fleet

Prioritisation Ranking:
18/60

Status Update: March 2019

Government of Western Australia Department of Fire and Emergency Services

3.4 Urban Tanker

Objective:
Re establishment of Vehicle supply contract

Tasks	2018					2019										
#OFP11	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D
First of Type Build																
Build Evaluation																
Handover and commission																
New to Service Evaluation																
Stream Initiation Review																
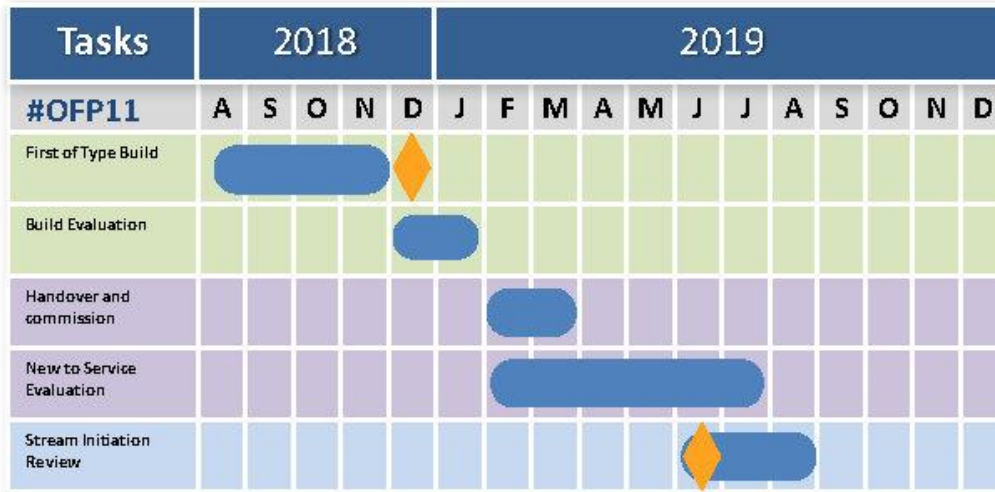
PAT Chair: Brad Delavale

◆ = PAT meeting / workshop

Concept Design
Phase I

Acquisition
Phase II

Transition
Phase III

User Needs | Concept Development | Concept Approval | Functional Specification | Tender | First of Type (Draft TRK) | Evaluation (Vehicle & TRK) | Contract | Training (TRKs) | Commission | Evaluation

Stream Strategy:
Piloting the Model - Continuing work previously started (Build Program)

Current Status:
- Handover of new appliances to BGU's has commenced.

Next Steps:
- New to Service evaluations to be conducted with BGU's receiving appliances.

FAT Actions:
- Review new to service evaluation findings

Risk / Issues / Opportunities:
- Limited scope for rework due to delivery through interim contract stream.
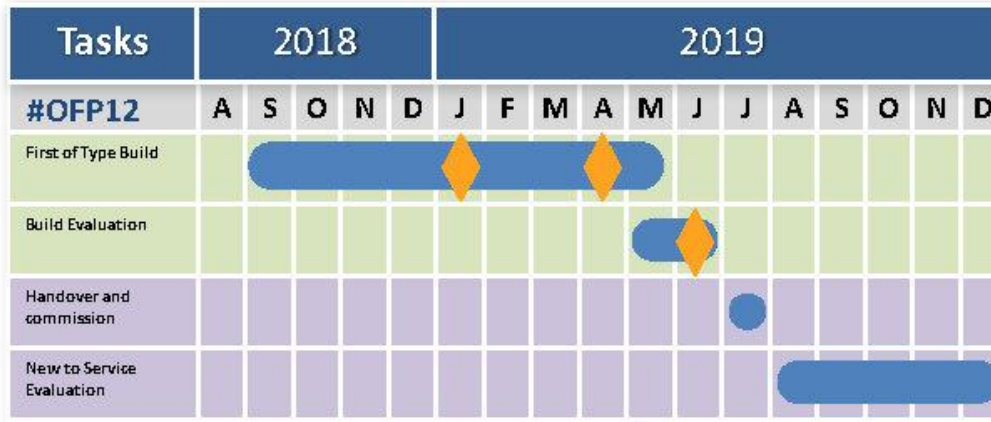
Prioritisation Ranking:
24/60

Status Update: March 2019

Government of Western Australia Department of Fire and Emergency Services

Bulk Water Carrier

Objective:
Re establishment of Vehicle supply contract

Tasks	2018					2019										
#OFP12	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D
First of Type Build																
Build Evaluation																
Handover and commission																
New to Service Evaluation																

PAT Chair: Paul Southam

◆ = PAT meeting / workshop

Concept Design Phase I — User Needs, Concept Development, Concept Approval

Acquisition Phase II — Functional Specification, Tender, First of Type (Draft TRK), Evaluation (Vehicle & TRK), Contract

Transition Phase III — Training (TRKs), Commission, Evaluation

Stream Strategy:
Piloting the Model - Continuing work previously started (Build Program)

Current Status:
* In-build by Frontline Fire

Next Steps:
* First of Type build expected May 2019.

PAT Actions:
* PAT kick-off in April to confirm design for First of Type build

Risk / Issues / Opportunities:
* None to report

Prioritisation Ranking:
8/60

Status Update: March 2019

Government of Western Australia Department of Fire and Emergency Services

Communications

Volunteer & Staff Portal

- New content every month
- Emails and eNewsletters to link directly to the site

Project Streams Dashboard

- Status update for all fleet
- Current & next steps
- Position in model indicated
- Updated every month

Government of Western Australia Department of Fire and Emergency Services

Communications

Monthly Project Update

Operational Fleet Project
Delivering a Fit for Purpose Fleet Together

UPDATE | February 2019

What has been happening?

- First Project Advisory Team (PAT) Chair briefing session held late January - PAT chairs for Urban Pumper, HAZMAT Structural Rescue, Bulk Water Carrier and 2.4 Broadacre Tanker were taken through how PATs work, their responsibilities and their project stream activities. A second session will be held early in February for remaining project streams. PATs will be finalised by the end of February 2019.
- Following the second OFP Reference Group meeting late January, we now have acceptance of the CAPA and General Rescue Utility concepts.
- New project team members – Welcome to Uchit Luktuke and Skye Pichler.

What is next?

- OFP Roadshow to kick off in February – our Project Director will be travelling around the state providing updates and briefings to various services.
- Second PAT Chairs Briefing session 7th February 2019.
- Number of PATs will be kicking off over the next two months to support development of First of Types, concept design and evaluations.

Project Overview Presentation now available

Share the word with your Brigade/Group/Unit (BGU) – complete with speaking notes
For your copy - visit the **DFES intranet** or the **Volunteer Portal** (scroll to bottom of page).

FEBRUARY HIGHLIGHT
3.4 Urban Tanker PAT User Trial Outcomes

In December 2018 volunteers from Volunteer Fire and Rescue Service (VFRS), Volunteer Fire and Emergency Services (VFES) and Bush Fire Service (BFS) from across the state gathered to participate in a hands on trial of the first new series 3.4 Urban Tankers off the production line.

Working with end users in the build program provided them the opportunity to point out things not necessarily noticeable to the supplier. Following valuable feedback, a number of immediate changes will address challenges with radio microphone locations, suction inlet valve interference with rear recovery, safer removal of standpipe and bar mounting and inclusion of a wheel brace extension bar.

Four 3.4 Urban Tankers are being delivered to Halls Creek, Wyndham, Brookton and Toodyay . New to Service trials will now commence once handed over to the brigades.

"Thank you for the opportunity to be part of the user trial...it gives me confidence when someone asks 'Why?' instead of saying 'That's just how it is'."

Andrew Waters, BFS, Pink Lake, Esperance

3.4 UT PAT Video - *Click here for highlights*

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For further details or feedback on this update, please contact the project team OperationalFleetProject@dfes.wa.gov.au or visit us at the **DFES Intranet** or the **Volunteer Portal**.

DFES
Department of Fire & Emergency Services

Government of Western Australia Department of Fire and Emergency Services

How to Get Involved

Stay Up to Date

- Websites
  - DFES Intranet
  - Volunteer Portal
  - Project Stream Status Updates
  - Videos
- Monthly project updates sent to
  - Local Government CEOs
  - CESMs
  - CBFCOs
  - SES Local Managers
  - Volunteer Associations and UFUWA
- Project Briefings/Updates – Meetings and Forums
- eNewsletters
  - Local Government News
  - Association Newsletters
  - DFES Volunteer Update
- Project enquiry email -
  OperationalFleetProject@dfes.wa.gov.au
  - For any questions or feedback
  - To receive monthly updates

Get Involved

- Register your interest to become a PAT member
  - Be part of concept design and first of type evaluation
  - Send us an email to operationalfleetproject@dfes.wa.gov.au with your name, Service, Role, ID, contact details, Region/location and fleet of interest
  - Number PAT members is limited – will do our best
- FATs are only one part of the evaluation model
- Other opportunities include
  - First of type user trials
  - New to service user trials
  - User trials in different locations to ensure 'Fit for Purpose' for those locations
  - All evaluations will feed back into the 'Design and Delivery' cycle for ongoing improvements

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Fleet Allocation Queries

- Operational Fleet Project scope is to design and deliver a fit for purpose operational fleet to ensure the right types of fleet are available on contract.
- As part of this, the Operational Fleet Model is designed to be inclusive of end users to help:
  - design the concept
  - evaluate submissions from the tender process
  - evaluate 'first of type'
  - test the end product
  - includes provision of advice on functional specifications through the Project Advisory Teams
- The project does not manage fleet allocations or replacement schedules
- DFES still maintains its replacement schedule
- Any changes to fleet allocation will be considered through the DFES Resource to Risk Process or the Change Fleet Appliance Procedure
- If you have any further queries regarding fleet allocation for your BGU please contact your region.

- Refer to online 'Operational Fleet Catalogue' for information on available Fleet
  - 'Operational Information' on DFES Website
  - Links from Operational Fleet Project websites on DFES intranet and Volunteer Portal

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Attachment 3

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NORTHAM DISTRICT
OPERATIONS ADVISORY COMMITTEE
MINUTES DRAFT
Tuesday 12th March 2019 @ 0830hrs
Chairman: Ross Lane

1. Record of Attendance – Committee Members

Ross Lane	Chair/CBFCO	Shire of Wongan-Ballidu
Torben Bendtsen	Executive Officer	DFES
Tracy McBride	Minutes Secretary	DFES
Bruce Kilpatrick	CBFCO	Shire of Beverley
Andrew Shaw	FCO	Shire of Beverley
Alec McRae	CBFCO	Shire of Quairading
Brendon Rutter	A/CESM	Shire of Northam
Troy Granville	CESM	Shire's York/Beverley
Wayne Collins	CBFCO	Shire of York
Ash Burges	CBFCO	Shire of Cunderdin
Simon Bell	A/CESM	Shire's Cunderdin/Quairading
George Storer	CBFCO	Shire of Koorda
Lindsay White	CBFCO	Shire of Goomalling
Robert Koch	CESM	Shire of Toodyay/Goomalling
Craig Stewart	CBFCO	Shire of Toodyay
Invited Members		
Michael Lovell	A/DO Northam	DFES
Rob Steel	A/AO Mortlock	DFES
Justin Corrigan	AO Lower Wheatbelt	DFES
Phil Hay	Incoming DO Avon	DFES
Antony Sadler	Superintendent Goldfields/Midlands	DFES
Dave Gossage		Assoc Volunteer Bush Fire Brigades (AVBFB)
Greg Durrell		DBCA P&W Service
Rob Towers		DBCA P&W Service

Apologies

Stan Scott	CEO	Shire of Toodyay
Matt McQueen	CBFCO	Shire of Northam
Graeme Keals	District Fire Co-ordinator	P&W – Wheatbelt

The meeting was declared open at 0835hrs by Ross Lane – Chairperson
Ross welcomed everyone to the meeting and asked that everyone introduce themselves.

2. Confirmation of Previous Minutes
That the minutes of the meeting held on September 11th, 2018 be confirmed as a true and accurate record.

Moved: Craig Stewart
Seconded: George Storer
All in Favour

Northam DOAC Minutes 12th March 2019

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NORTHAM DISTRICT
OPERATIONS ADVISORY COMMITTEE

3. Business Arising – NIL

4. Action List

	Action	By/When
1	It was noted by AVBFB rep that "District" is the wrong terminology for this committee and should in fact be a "Regional" committee as per the ACT. A motion was presented in favour of name change, did not pass. Additional discussion required with full membership. Letter to CEO's of Local Governments requesting input to the above motion. The attendance issue to be raised again also.	Tracy CEO Shire of Toodyay Stan Scott made comment via email (presented in correspondence) NOTE no decision/motion proposed for this item Remain
2	Terms of Reference were discussed in general and was decided they were due for review. Members are to review Terms of Reference document and send through suggested changes to Tracy for collating.	Carried over September 2018 AVBFB suggested further alterations Motion to go back to LG's for further discussions, see Agenda item 8

5. Correspondence

Correspondence

5.1 Correspondence In

Commissioner Darren Klemm – Request for nominations Bushfire Operations Committee

Email – Darren Brown, AVBFB – September Meeting reflection

Email – Stan Scott, CEO Shire of Toodyay – response to name change proposal

5.2 Correspondence Out

To All CEO's Northam DOAC – name change DOAC to ROAC proposal

6. Matters arising from Correspondence - Nil

7. Submitted Agenda Items

7.1   Clarification of incident classification – Craig Stewart
   • We were requested to classify incident as per metro/urban classifications

NORTHAM DISTRICT
OPERATIONS ADVISORY COMMITTEE

- Torben – Comcen change, career/metro use 1st 2nd 3rd alarm which dictates what is turned out, Level 1/2/3 can be used as per SAP/SOP with same requests for resources if required.
- Need to take back to local brigades for this clarification as they will be the ones being asked.
- Dave Gossage – working to get the career sync information out of the Comcen
- Alec – York fire level? This ticked the box for Zone 3 turn out as a level 1 fire.
- Rob Towers – P&W use level 1/2/3 – if "Alarm" is used they won't understand, additionally they have know oversight/understanding of "Zone 3"
- Ant will follow up with Comcen

7.2 Bushfire Operations Committee – Craig Stewart
- Newly formed committee
- Min 2 meetings per year
- 1st meeting was to set structure, committee machinations etc
- Greg Day from Upper Great Southern DOAC is Chair
- Committee composition, format and administration still to be confirmed
- 1st action/discussions in regards to the handing back of incidents to mining/conglomerates/tree companies/defence etc – which appears to be a common cause
- I would like to think it will be a useful committee – common cause already identified so hopefully.
- Dave – BOC is a consultative committee, not legislative group, will report to State BOC

MOTION – That Ross Lane and Craig Stewart remain as the representatives from this DOAC for the BOC.
Moved – George Storer
Second – Ash Burges
All in favour

8. Tabled Reports/Information from invited members

Parks and Wildlife Service
Greg Durell
- Spoke to tabled report
- Release of Gazetted draft Management Plan for Wheatbelt – comments open
- Conservation burns mostly in the Wheatbelt
- Planned burn list will be sent through to Tracy
Rob Towers
- Autumn burn plans going ahead, York, Avon Valley/Julimar
- Late harvest may delay burns

AVBFB - Dave Gossage
- Read tabled report

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Terms of Reference – proposed changes/information
- Aligned with legislation
- Re-worded to ensure bushfire voice remains
- "CESM" is automatically included under Local Government Act doesn't need to be singled out.
- Ross Lane – take back suggestions to LG's for discussion
- Dave - suggest a resolution to make the changes through further consultation with LG's

MOTION – That committee members take back to their Local Governments the changes proposed by the AVBFB for comment.
Moved – Craig Stewart
Second – George Storer

- ESL – Operations Manual for LGGS-getting clarification, possibly removing eligible items list, insurance coming out of ESL not rates, allow for everything you need, we can assist with putting grants together, DFES Regional offices do not "approve" submissions
- Peer Support Program – being re-introduced
- Train the trainers will be used again

Torben – ESL comments – all mangers are happy to help with submissions and we do not veto anything you are requesting

Operational Fleet
- Information sent to LG's requesting for nominations for PAT teams/fleet suggestions
- Ash Burges – suggested changes for 4.4
- George – sat on old committee, trucks were designed for the middle ground

DFES
Antony Sadler
- Introduced himself, will try to get around to all LG's over next 12 months
- Thanks for the invitation, have a good relationship would like for this to continue
- Staff Changes – Micheal Lovell returning to shift, Torben heading to new position in Perth – thankyou to both for their work
- Busy summer – huge thanks to all who have helped with appliances and personnel, it was imperative to our operations

Torben Bendtsen
- The Commissioner requested list of BGU's who have helped out over the season – thank you
- TFB reference Shire of Beverley – may have been called due to resources and availabilities if other incidents started
- Torben thanked all for the last 11 years and introduced Phil Hay as his replacement

Ross Lane thanked Torben for his time and efforts in the Region and welcomed Phil.

Northam DOAC Minutes 12th March 2019

NORTHAM DISTRICT
OPERATIONS ADVISORY COMMITTEE

9. **Local Government Reports**

Shire of Beverley – Bruce Kilpatrick
- Busy in Dale/Kokeby area
- Sourced machinery through Northam office
- 000 Agreement issues – Northam sorted, faith in the agreement system is low
- Personnel changes in Central BFB – truck is more active
- BFAC coming up
- TFB clarifications one in particular declared in February?
- ESL funding for electronic FDR signs? – NDRP Funding will cover these, LG can apply
- Coming into busy time
- Rob Towers – landscape maybe changing in the electronic board space
- Rob Koch – Shire of Toodyay has them, $10,000, hidden costs if questions aren't directly asked to Barco, had trouble buying boards through NDRP

Troy – suggest resolution to push for board funding through WALGA?

MOTION – Local Governments to push up to WALGA to source funding for Electronic Boards
Moved - Bruce Kilpatrick
Second – Wayne Collins

Shire of Quairading – Alec McRae
- Busy
- Restricted burning was extended
- Many deployments attended with appliances
- York fire – appliances sent, access to fire ground was inappropriate – one way in, one way out, small land holders need to be accountable as do the LG in setting rules
- Whats App – not a fan, mis information being delivered, can't manage social media, creates issues, Shire level not manageable, brigade level is ok

Shire of Toodyay – Craig Stewart
- Quiet with deployments
- Permit season for broad acre only with heavy restrictions
- Electronic permit system still working well
- Recent Shady Hills (Avon Valley) triggered our response plan
- Blocked out upcoming long weekends with HVM bans

Shire of Goomalling – Lindsay White
- New CEO very active
- New Whats App works well for us
- Had a couple of lightning strikes

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Shire of Cunderdin – Ash Burges
- Moderate season
- Most fire on our boundaries
- York fire – Cunderdin didn't get call out
- Fuel loading is fairly high
- 000 hwy callers cause huge issues with calls, exasperated with the higher fuel loads adding to plumes.
- Welcome to Simon Bell, our acting CESM, doing a good job.

Shire of Koorda – George Storer
- Quiet

Shire of York – Wayne Collins
- Always looking for volunteers
- Congratulations to Troy for Australia Day event
- In restricted burning
- York has received grant for $250, 000 mitigation through MAF funding

Shire of Wongan-Ballidu – Ross Lane
- 39 incidents since 1st September, 5 through arsonists
- Increase in header fires – seed destructor
- Chaser bins with FF units saved us in approx. 10 fires
- Increased fuel loads
- Restricted 15th February, with increased restrictions on permits
- Will likely extend into April
- Local farmer with converted 6 wheel drive, 10,000L tank is spectacular
- Permits – stubble mulching machine stipulated on some permits
- New Appliance – if this is not sorted soon it will need to go back on the Action list – DFES need to lift their game. NOTE – Antony Sadler stated he had information, out of session
- Social Media – receiving face book requests for help

Meeting closed at 1030hrs

Date for the next Northam DOAC is September 10th, 2019

Northam DOAC Minutes 12th March 2019

5.3   BUSH FIRE BRIGADE SAFETY COMMITTEE REPORT

Address:	N/A
Owner:	N/A
Applicant:	N/A
File Reference:	5.1.3.1
Reporting Officer:	Brendon Rutter Community Emergency Services Manager
Responsible Officer:	Chadd Hunt Executive Manager Development Services
Officer Declaration of Interest:	Nil.
Voting Requirement:	Simple Majority
Press release to be issued:	No

BRIEF

For the Committee to receive and note the report provided by the Bush Fire Brigade Safety Committee Report.

ATTACHMENTS

Nil.

BACKGROUND / DETAILS

N/A

CONSIDERATIONS

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.

Financial / Resource Implications
Nil.

Legislative Compliance
Nil.

Policy Implications
Nil.

Stake Holder Engagement / Consultation
Nil.

Risk Implications
Nil.

OFFICER'S COMMENT

Report Outcomes:

<u>Kris Brown, Safety Officer</u>
- Safety concerns, Brigade is disappointed in members of other Brigades not wearing appropriate PPC and or high visibility clothing while operating on an active fire Ground and open roads. This is a major safety and liability issue for all people involved.
- IC being uncontactable due to the person being on the end of a hose or away from the radio.

RECOMMENDATION

That Council note Bush Fire Brigade Safety Committee report as provided

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5.4   BUSH FIRE RISK MANAGEMENT PLAN (BRMP)

Address:	N/A
Owner:	N/A
Applicant:	N/A
File Reference:	5.1.1.11
Reporting Officer:	Brendon Rutter A/Community Emergency Services Manager
Responsible Officer:	Chadd Hunt Executive Manager Development Services
Officer Declaration of Interest:	Nil
Voting Requirement:	Nil
Press release to be issued:	No

BRIEF

The Bush fire Risk Management Plan for the Shire of Northam has been completed and has been endorsed by the Office of Bushfire Risk Management. The next step is to be endorsed by council to allow the Mitigation Activity Fund (MAF) funding mitigation works to proceed

ATTACHMENTS

Attachment 1:   Bush Fire Risk Management Plan.

BACKGROUND / DETAILS

Under the State Hazard Plan for Fire (Westplan Fire) an integrated Bushfire Risk Management Plan (BRM Plan) is to be developed for local government areas with significant bushfire risk. This BRM Plan has been prepared for The Shire of Northam in accordance with the requirements of Westplan Fire and the Guidelines for Preparing a Bushfire Risk Management Plan (Guidelines). The risk management processes used to develop this BRM Plan are aligned to the key principles of AS/NZS ISO 31000:2009 Risk management – Principles and guidelines (AS/NZS ISO 31000:2009), as described in the Second Edition of the National Emergency Risk Assessment Guidelines (NERAG 2015). This approach is consistent with the policies of the State Emergency Management Committee, specifically the State Emergency Management Policy 3.2 and State Emergency Management Prevention and Mitigation Procedure 1.

This BRM Plan is a strategic document that identifies assets at risk from bushfire and their priority for treatment. The Treatment Schedule sets out a broad program of coordinated multi-agency treatments to address risks identified in

the BRM Plan. Government agencies and other land managers responsible for implementing treatments participate in developing the BRM Plan to ensure treatment strategies are collaborative and efficient, regardless of land tenure.

CONSIDERATIONS

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.

Financial / Resource Implications
The recommendations/actions from the BRMP are funded through the Mitigation Activity Fund (MAF) through DFES. Costs associated with mitigation works are expected to be in the order of $53,000 to be expended by 30 June 2019. This will currently have a nil financial impact to Council. Once compliance has been achieved Council will be required to maintain the land/reserves through the works program/annual budgeting process.

Legislative Compliance
The recommendations/actions from the BRMP ensures that Council meets the requirements of the *Bush Fires Act 1954* in terms of its mitigation obligations for Council's owned or managed land/reserves.

Policy Implications
Nil.

Stakeholder Engagement / Consultation
The Shire of Northam Bushfire Risk Management Officer has been working in conjunction with the Bushfire Risk Management Officer from the Goldfields Midland region to develop the plan.

Direct consultation has taken place with Council officers including the Chief Bush Fire Control Officer.

Risk Implications
- Reputational –Low
  o Should Council not adopt the BRMP, the Council's reputation may be at risk due to being seen as not adhering to legislation and/or ensuring that risks to the community are mitigated/minimised. If Council endorses the Officers recommendation of this report, the risk has been assessed as low.
- Financial - Low

o Refer to Financial / Resource section of this report. The recommendations/actions are funded through the MAF which currently poses a nil financial impact to Council.
- Compliance - Low
  o Should Council not adopt the BRMP, Council may not be compliant with legislation in terms of bush fire mitigation. If Council endorses the Officers recommendation of this report this risk has been assessed as low as it identifies a plan to ensure compliance.
- Legal – Low
  o Should Council not adopt the BRMP, Council may be at risk of litigation if it is seen to be negligent in respect of not undertaking appropriate mitigation works on Council's owned or managed land/reserves. This risk has been assessed as low if Council endorses the Officers recommendation of this report as it identifies the risks and treatment strategies to minimise exposure to the community from the threat of a bush fire.

OFFICER'S COMMENT

The BRM Plan once endorsed will be a standalone document and will be referred to within the Strategic Community Plan, the Corporate Business Plan and the Bush fire Manual (Section 3) and will identify the areas of highest risk in the four categories of assets, being Human Settlement, Economic, Environmental and Cultural.

Once all assets have been identified and prioritised, treatment strategies will be planned, these will highlight the methods available for the land owners to use to reduce the level of risk to one that is more acceptable and in keeping with both the Corporate Business Plan and the Strategic Community Plan.

The Local Emergency Management Committee (LEMC) along with the Bushfire Advisory Committee (BFAC) and the District Emergency Management Advisor from the Office of Emergency Management (OEM) as stakeholders to this project have and will continue to be kept appraised of this document and their input and advice incorporated there in to. Additionally, cross reference should be made the Northam Bushfire Manual 2017 (currently in Draft) document which refers to the creation of a Bushfire Risk Management Plan.

The BRM Plan will assist in making the community aware of what assets are at risk should a bushfire impact the area. The BRM Plan will also address suitable treatment strategies to assist in reducing this risk. This will then allow the Shire to forward plan and budget for treatments within the BRM Plan area.

RECOMMENDATION

That Council:

1. **Endorse the Bushfire Risk Management Plan as provided in Attachment 1;**

2. **Requests the Chief Executive Officer to apply for the MAF (Mitigation Activity Fund) for implementation of the Bushfire Risk Management Plan.**

3. **Request the Chief Executive Officer to incorporate the appropriate actions from the Bushfire Risk Management Plan within the Corporate Business Plan; and**

4. **Request the Chief Executive Officer to incorporate the Bushfire Risk Management Plan within as Section 4 of the Bush Fire Manual.**

Shire of Northam

Bushfire Risk Management Plan

2018 – 2023

Office of Bushfire Risk Management (OBRM) Bushfire Risk Management (BRM) Plan reviewed 12th November 2018

Local Government Council BRM Plan endorsement XX Month 20XX

Contents

Document Control

Document Name	Bushfire Risk Management Plan	Current Version	V6
Document Owner	*Shire of Northam* CEO	Issue Date	DD/MM/YYYY
Document Location	*Shire Offices*	Next Review Date	DD/MM/YYYY

Document Endorsements

Shire of Northam Council endorses that the Bushfire Risk Management Plan (BRM Plan) has been reviewed and assessed by the Office of Bushfire Risk Management as compliant with the standard for bushfire risk management planning in Western Australia, the *Guidelines for Preparing a Bushfire Risk Management Plan*. The *Shire of Northam* is the owner of this document and has responsibility, as far as is reasonable, to manage the implementation of the BRM Plan and facilitate the implementation of bushfire risk management treatments by risk owners. The endorsement of the BRM Plan by The *Shire of Northam* Council satisfies their endorsement obligations under section 2.2.7 of the *State Hazard Plan for Fire (Interim, Nov 2017) (Westplan Fire)*.

Local Government	Representative	Signature	Date
Shire of Northam	Jason Whitaker CEO		

Amendment List

Version	Date	Author	Section
V1	31/10/2017	John Hansen	Entire Document
V2	06/09/2018	John Hansen	Post Q&A
V3	12/09/2018	John Hansen	Final Formatting
V4	07/11/2018	John Hansen	Post OBRM Feedback
V5	11/11/2018	John Hansen	Table 12 and Communications Plan Updated
V6	10/01/2019	John Hansen	Update Asset Summary

Publication Information

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1. Introduction

1.1 Background

Under the *State Hazard Plan for Fire (Westplan Fire)* an integrated Bushfire Risk Management Plan (BRM Plan) is to be developed for local government areas with significant bushfire risk. This BRM Plan has been prepared for The *Shire of Northam* in accordance with the requirements of *Westplan Fire* and the *Guidelines for Preparing a Bushfire Risk Management Plan* (Guidelines). The risk management processes used to develop this BRM Plan are aligned to the key principles of *AS/NZS ISO 31000:2009 Risk management – Principles and guidelines* (AS/NZS ISO 31000:2009), as described in the Second Edition of the *National Emergency Risk Assessment Guidelines* (NERAG 2015). This approach is consistent with the policies of the State Emergency Management Committee, specifically the *State Emergency Management Policy 3.2 and State Emergency Management Prevention and Mitigation Procedure 1*.

This BRM Plan is a strategic document that identifies assets at risk from bushfire and their priority for treatment. The Treatment Schedule sets out a broad program of coordinated multi-agency treatments to address risks identified in the BRM Plan. Government agencies and other land managers responsible for implementing treatments participate in developing the BRM Plan to ensure treatment strategies are collaborative and efficient, regardless of land tenure.

1.2 Aim and Objectives

The aim of the BRM Plan is to document a coordinated and efficient approach toward the identification, assessment and treatment of assets exposed to bushfire risk within The *Shire of Northam*.

The objective of the BRM Plan is to effectively manage bushfire risk within The *Shire of Northam* in order to protect people, assets and other things of local value. Specifically, the objectives of this BRM Plan are to:

- Guide and coordinate a tenure blind, multi-agency bushfire risk management program over a five-year period;
- Document the process used to identify, analyse and evaluate risk, determine priorities and develop a plan to systematically treat risk;
- Facilitate the effective use of the financial and physical resources available for bushfire risk management activities;
- Integrate bushfire risk management into the business processes of local government, land owners and other agencies;
- Ensure there is integration between land owners and bushfire risk management programs and activities;
- Monitor and review the implementation of treatments to ensure treatment plans are adaptable and risk is managed at an acceptable level.

1.3 Legislation, Policy and Standards

The following legislation, policy and standards were considered to be applicable in the development and implementation of the BRM Plan.

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1.3.1 Legislation

- *Bush Fires Act 1954*
- *Emergency Management Act 2005*
- *Fire Brigades Act 1942*
- *Fire and Emergency Service Act 1998*
- *Conservation and Land Management Act 1984*
- *Environmental Protection Act 1986*
- *Environmental Protection and Biodiversity Conservation Act 1999*
- *Wildlife Conservation Act 1950*
- *Aboriginal Heritage Act 1972*
- *Metropolitan Water Supply, Sewerage and Drainage Act 1909*
- *Country Areas Water Supply Act 1947*
- *Building Act 2011*
- *Bush Fires Regulations 1954*
- *Emergency Management Regulations 2006*
- *Planning and Development (Local Planning Scheme) Regulations 2015*

1.3.2 Policies, Guidelines and Standards

- National Emergency Risk Assessment Guidelines (NERAG) (Second Edition 2015)
- State Emergency Management Policy
- State Hazard Plan for Fire (Interim) (Westplan Fire)
- State Planning Policy 3.7: Planning in Bushfire Prone Areas
- State Planning Policy 3.4: Natural Hazards and Disasters
- Guidelines for Planning in Bushfire Prone Areas (2015)
- Western Australian Emergency Risk Management Guidelines (Emergency Management WA 2005)
- A Guide for the safe Use of Pesticides in non-agricultural workplaces (Dept. of Health 2007)
- Guidelines for Plantation Fire Protection (DFES 2011)
- Firebreak Location, Construction and Maintenance Guidelines (DFES)
- Bushfire Risk Management Planning – Guidelines for preparing a Bushfire Risk Management Plan (2015)
- AS/NZS ISO 31000:2009 - Risk management – Principles and guidelines
- AS 3959-2009 Construction of buildings in bushfire-prone areas
- Building Protection Zone Standards (DFES)

1.3.3 Other Related Documents

- National Strategy for Disaster Resilience
- National Statement of Capability for Fire and Emergency Services (AFAC 2015)
- Public Service Circular No. 88 Use of Herbicides in Water Catchment Areas (Dept. of Health 2007)
- Code of Practice for Timber Plantations in Western Australia (Forest Products Commission 2006)

- Bushfire Risk Management Planning Handbook (DFES)
- Bushfire Risk Management System (BRMS) User Guide
- Local Emergency Management Arrangements
- Local Bushfire Management Arrangements
- Annual Fire Break Order
- Shire of Northam Corporate Business Plan 2017 – 2018
- Shire of Northam Strategic Community Plan 2017 – 2027
- State planning framework and local planning schemes, implementation of appropriate land subdivision and building standards in line with DFES, Department of Planning and Building Commission policies and standards
- Bushfire Prone Mapping for the Shire of Northam
- Assessment of the Conservation Value of Roadside Vegetation in part of the Shire of Northam
- MOU with DFES for the financial support of a CESM (Community Emergency Services Manager)
- "Permit to burn" issued by specified Fire Control Officers during restricted periods.
- Northam Bush Fire Manual 2017
- Strategic Bushfire Risk Assessment Report, Brookfield Rail. May 2017
- Fire Management Plans for all Sub Divisions

2.   The Risk Management Process

The risk management processes used to identify and address risk in this BRM Plan are aligned with the international standard for risk management, AS/NZS ISO 31000:2009, as described in NERAG (2015). This process is outlined in Figure 1 below.
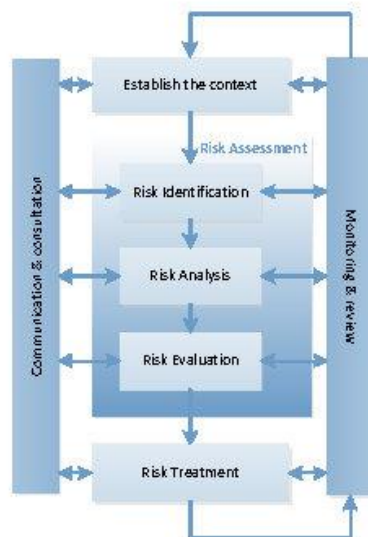
Figure 1- An overview of the risk management process [1]

2.1   Roles and Responsibilities

Table 1 – Roles and Responsibilities

Stakeholder Name*	Roles and Responsibilities
Local Government	▪ As custodian of the BRM Plan, coordination of the development and ongoing review of the integrated BRM Plan. ▪ Negotiation of commitment from land owners to treat risks identified in the BRM Plan. ▪ As treatment manager, implementation of treatment strategies. ▪ As part of the approval process, submission of the draft BRM Plan to the Office of Bushfire Risk Management (OBRM) to review it for consistency with the Guidelines. ▪ As part of the approval process, submission of the final BRM Plan to council for their endorsement and adoption.
Department of Fire and Emergency Services (DFES)	▪ Participation in and contribution to the development and implementation of BRM Plans, as per their agency responsibilities as the Westplan Fire Hazard Management Agency. ▪ Support to local government through expert knowledge and advice in relation to the identification, prevention and treatment of bushfire risk. ▪ Facilitation of local government engagement with state and federal government agencies in the local planning process.

[1] Source: AS/NZS ISO 31000:2009, Figure 3, reproduced under SAI Global copyright Licence 1411-c083.

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Stakeholder Name*	Roles and Responsibilities
	▪ Undertake treatment strategies, including prescribed burning on behalf of Department of Lands for Unmanaged Reserves and Unallocated Crown Land within gazetted town site boundaries. ▪ In accordance with Memorandums of Understanding and other agreements, implementation of treatment strategies for other landholders.
Office of Bushfire Risk Management (OBRM)	▪ Under the OBRM Charter, to ensure bushfire risk is managed in accordance with AS/NZS ISO 31000 and reporting on the state of bushfire risk across Western Australia. ▪ Review BRM Plans for consistency with the Guidelines prior to final endorsement by council.
Department of Biodiversity, Conservation and Attractions - Parks and Wildlife Service (P&WS)	▪ Participation in and contribution to the development and implementation of BRM Plans. ▪ Providing advice for the identification of environmental assets that are vulnerable to fire and planning appropriate treatment strategies for their protection. ▪ As treatment manager, implementation of treatment strategies on department managed land and for Unmanaged Reserves and Unallocated Crown Land outside gazetted town site boundaries. ▪ In accordance with Memorandums of Understanding and other agreements, implementation of treatment strategies for other landholders.
Other State and Federal Government Agencies	▪ Assist the local government by providing information about their assets and current risk treatment programs. ▪ Participation in and contribution to the development and implementation of BRM Plans. ▪ As treatment manager, implementation of treatment strategies.
Public Utilities	▪ Assist the local government by providing information about their assets and current risk treatment programs. ▪ Participation in and contribution to the development and implementation of BRM Plans. ▪ As treatment manager, implementation of treatment strategies.
Corporations and Private Land Owners	▪ As treatment manager, implementation of treatment strategies.

2.2   Communication & Consultation

As indicated in Figure 1 (*page 8*), communication and consultation throughout the risk management process is fundamental to the preparation of an effective BRM Plan. To ensure appropriate and effective communication occurred with relevant stakeholders in the development of the BRM Plan, a *Communication Strategy* was prepared. The strategy is provided at **Appendix One**

3. Establishing the Context

3.1 Description of the Local Government and Community Context

3.1.1 Strategic and Corporate Framework

The Shire's mission statement framed within the Strategic Community Plan 2017 - 2027 is "To deliver responsive, sustainable services in a manner that preserves and enhances our environment and lifestyle whilst respecting our heritage and facilitating economic growth". The BRM Plan is a standalone document and will be referred to within both the Strategic Community Plan and the Corporate Business Plan and will identify the areas of highest risk in the four categories of assets, being Human Settlement, Economic, Environmental and Cultural. Once these assets have been identified and prioritised, treatment strategies will be planned, these will highlight the methods available for the land owners to use to reduce the level of risk to one that is more acceptable to and in keeping with both the Corporate Business Plan and the Strategic Community Plan. Future reviews and changes both within the BRM Plan, the Corporate Business Plan and the Strategic Community Plan will be reflected within each document. The findings of the BRM Plan will provide council with crucial data allowing them to consider future directional changes within its core documents to reflect the adoption of the BRM Plan.

The Local Emergency Management Committee (LEMC) along with the Bushfire Advisory Committee (BFAC) and the District Emergency Management Advisor from the Office of Emergency Management (OEM) as stakeholders to this project have and will continue to be kept appraised of this document and their input and advice incorporated there into. Additionally, cross reference should be made the Northam Bushfire Manual 2017 (currently in Draft) document which refers to the creation of a Bushfire Risk Management Plan.

The Shire of Northam currently employs a Community Emergency Services Manager (CESM) to assist in the awareness and preparedness of fire activity and emergency response within the Shire. The BRM Plan will assist in making the community aware of what assets are at risk should a bushfire impact the area. The BRM Plan will also address suitable treatment strategies to assist in reducing this risk. This will then allow the Shire to forward plan and budget for treatments within the BRM Plan area.

3.1.2 Location, Boundaries and Tenure

The Shire of Northam is located within the Avon sub-region of the WA Wheatbelt. The western boundary of the Shire of Northam is situated approximately 50 kilometres from the Perth metropolitan area, and covers an area of close to 1,443 square kilometres. Northam is the largest town site, 96 kilometres from Perth, and set in the picturesque Avon Valley. Other localities within the Shire of Northam include Bakers Hill, Clackline, Grass Valley, Spencers Brook, Seabrook and Wundowie.

The Northam town site was first gazetted in 1836 and is the focal point for important rail and road links to Eastern Australia. It was a centre for Post-War migration and many of the residents have strong links to Eastern Europe. The Mundaring to Kalgoorlie pipeline also passes through Northam. Outside of Fremantle, the Northam Town site has the highest number of heritage buildings in the State.

Council is committed to developing the Shire and encouraging growth through new investment and tourism, whilst maintaining a warm country feel and friendly community.

Table 2 refers to the percentage of land under various management. As this indicates, private ownership is the largest sector and this will greatly influence the way in which treatment strategies are formulated and engagement with all stakeholders is planned and actioned.

Figure 2 - The Shire of Northam[2]

Table 2 – Overview of Land Tenure and Management within the BRM Plan Area

Land Manager/Agency*	% of Plan Area
Local Government	6%
Private	78%
Department of Bio-Diversity, Conservation and Attractions	8.3%
Department of Planning, Lands and Heritage	2%
Main Roads	2.7%
Other	3%
Total	100%

Source: FES Maps (DFES)

3.1.3 Population and Demographics

As identified in table 3, 17.2% of the total population are aged 65 years and over (the West Australian equivalent being 13.1%) this portion of the community should be the subject of focused bushfire awareness and planning campaign to ensure their ability to cope in the event of a severe bushfire. The 35 to 64-year-old portions of the population (38.8%) due to the country lifestyle already have an awareness of the risks and the need to be prepared for a bushfire but complacency needs to be addressed. The remaining population group aged between 0 and 34 years (44.8%) are predominately made up of people under 18 years which would suggest they are most likely at school or at home after school hours. This indicates that a school based awareness programme would be of great benefit in increasing general awareness.

The Shire is home to 11,112 people (ABS 2016) with approximately 59% located in the Northam town site.

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[2] Sourced from Whereis Mapping

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Table 3 –Resident Population Statistics

Estimated Resident Population – Population (%) - As at 30 June 2015 (ABS)	
Age Range	Percentage
Estimated Resident Population - Persons - 0-14 years	20.3%
Estimated Resident Population - Persons - 15-24 years	12.2%
Estimated Resident Population - Persons - 25-34 years	12.3%
Estimated Resident Population - Persons - 35-44 years	12.2%
Estimated Resident Population - Persons - 45-54 years	12.7%
Estimated Resident Population - Persons - 55-64 years	13.9%
Estimated Resident Population - Persons - 65-74 years	10.9%
Estimated Resident Population - Persons - 75-84 years	4.5%
Estimated Resident Population - Persons - 85 years and over	1.8%

Source: ABS

Currently the largest subdivision underway is located near the Wundowie Town site called Mauravillo Estate. There are several stages of sub divisions occurring that will increase the population within this location and require specific attention to Bushfire Risk. Currently there are 197 new lots with future additional lots planned. This area is located close to heavily forested area which poses a high risk. At this stage it is not possible to assess the type of families that will live in this subdivision and therefore what their needs regarding Bushfire knowledge will be or their commuting habits. This will need to be re-evaluated in the coming review years.

Northam has a predominance of broad acre farms in the east which results in a peak of fire risk at and around harvest times, typically November through to February. The Western part of the Shire has many "Weekenders" with people who live in the city coming up for weekends and holidays who have little to no fire awareness, this poses a large risk of accidental fires in this area especially as this area has the largest area identified as Bushfire prone (see figure 3, Bushfire Prone Map).

Located near the intersection of Great Eastern Highway and Mitchell Avenue is the Yongah Hill Detention centre. This is a high security centre opened in 2012 has its own internal evacuation protocols and evacuation plans.

3.1.4   Economic Activities and Industry

As can be seen in table 4, the top six employment industries account for 55% of the total and of these none are specifically susceptible to the possible impact of any mitigation works. This table does not reflect the possible impact a large Bushfire could have upon the farming community as the numbers employed in this industry are low, however this has been identified as an area that will require specific addressing in how preparedness and therefore prevention of bushfire information can be successfully relayed to this industry.

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Table 4 – Population Employment Statistics

Percentage of Population Employed by Industry - 2011 Census (ABS)	
Health care and social assistance	10.5%
Retail trade	10.1%
Education and training	9.4%
Manufacturing	9.1%
Construction	8.2%
Public administration and safety	7.9%
Accommodation and food services	5%
Other services	4.3%
Wholesale trade	3.8%
Mining	3.6%
Administrative and support services	3.4%
Financial and insurance services	1.6%
Arts and recreation services	1%
Information media and telecommunications	0.5%
Total employed (no.) 4 465	

Source: ABS

Northam is the regional service centre of the Avon Valley and Central Wheatbelt. Farming communities (which primarily produce wheat, barley, oats, sheep, wool and cattle) use Northam for their everyday banking, retail, shopping and government servicing requirements. The town has been established by the State Government as a regional centre, resulting in many government departments maintaining a strong presence.

In 2011, Northam was identified as one of nine 'Super Towns' by the Department of Regional Development and Lands under the Royalties for Regions, Region Centre's Development Plan. The 'Super Towns' were identified as offering opportunities to diversify and decentralise Western Australia's projected growth.

The town of Northam is home to a number of public facilities that include a library, hospital, senior citizens' centre, recreation centre, three major sporting grounds and an Olympic swimming pool. There are other recreation facilities throughout the Shire including a library and swimming pool at Wundowie, and a sports pavilion at Bakers Hill.

Northam has a Senior High School, the CY O`Connor College of TAFE, Muresk Institute of Agriculture (division of Curtin University), three Primary Schools and St Joseph`s School, which provides education from Years K-12. Bakers Hill and Wundowie also have primary schools.

The risk of Bushfire (more specifically Crop fire) is heightened during the harvesting period where the harvesting practices may result in ignition. This is typically between November and January. Stubble burning, pre cropping, also increases the possibility of accidental escapes however history indicates this is not a regular occurrence.

3.2   Description of the Environment and Bushfire Context

3.2.1   Topography and Landscape Features
Topography contributes to bushfire risk by influencing fire rate of spread (ROS), and therefore intensity, impeding access for suppression resources and limiting options for fuel reduction, as

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inappropriate removal of vegetation can lead to erosion and other issues. The influence topography has on bushfire is considered in relation to its effect on treatment and response access and as a variable in predicting the potential fire behaviour assets may be exposed to, including the likelihood of significant ember attack.

The Shire of Northam covers an area of 141,410 hectares and is located in the Avon River catchment. The Avon River and one of its major tributaries, the Mortlock River, run through the Shire. To the West of the Shire, are the forested areas of the Darling Plateau including the State forest. This is a dissected, rolling landscape, studded by domed granite outcrops.

As a result of these features there are areas of the shire with restricted vehicle access due to steep slopes, river valleys and lack of defined tracks making access for suppression resources difficult. These factors also increase the risk of potential bushfire activity. Preferred treatment options in these areas would be mechanical works, Chemical treatment and prescribed burning. These mitigation activities would have some level of success in reducing the fuel loads and the subsequent risk that these areas present.

Bushfire Prone Mapping

The intent of the WA Governments *Bushfire Prone Planning Policy* is to implement effective risk based land use planning and development to preserve life and reduce the impact of bushfire on property and infrastructure.[3] The *State Planning Policy 3.7 – Planning for Bushfire Prone Areas* ensures bushfire risk is given due consideration in all future planning and development decisions. As the policy does not apply retrospectively, the BRM Plan focuses on identifying existing bushfire risk and establishing an effective treatment plan to manage unacceptable community risks.

The Bushfire Prone areas are shown in 'pink' on the map below. The map identifies areas that are designated as subject to, or likely to be subject to, bushfire attack. Where a bush fire prone area cuts across a portion of a parcel of land, the entire parcel is considered to be Bush Fire Prone. Bush Fire Prone areas are subject to new planning and construction requirements. These are addressed through the Shire of Northam Local Planning Scheme No 6, including deemed provision for Local Planning Scheme as provided for under the Planning and Development (Local Planning Scheme) Regulations 2015.

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[3] *Source: State Planning Policy 3.7 – Planning in Bushfire Prone Areas*

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As at November 2017, the Bushfire Prone Mapping for Northam was reflected as:
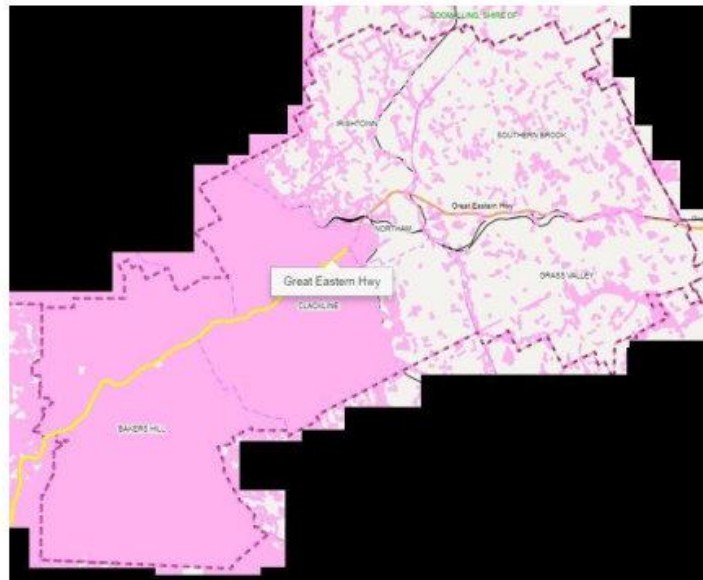

Figure 3 – Map of Bush Fire Prone Areas within Northam Shire [4]

3.2.2   Climate and Bushfire Season

The Shire's climate is considered as Mediterranean, with cool, moist winters and hot dry summers. Northam receives on average, 440mm rainfall per annum. Average maximum temperatures range from 34°C in January to 16.7°C in July, while average minimum temperatures range from 17.4°C in February to 5.6°C in August. . Most of the rain falls during the cool winter months of May to August, and is associated with the passage of winter cold fronts. Thunderstorms may locally provide rain during the summer, however can also be a source of fire ignition when not accompanied by rain. In the Avon Valley dense air falls to the valley floor resulting in temperature inversions during winter months, which are responsible for winter fogs. Frosts occur from May to September, and are most frequent in July and August.

Windy conditions are experienced in the Shire from late winter through spring and summer. The prevailing winds in summer are predominantly from the South, South East to South Easterly direction. Bushfire threat is typically associated with very hot (above average temperatures), dry (less than 20% humidity) windy (above 12 – 15 Kilometres per hour) conditions and high fuel loads. It is these climatic conditions coupled with fuel loads that are the primary influences on fire activity.

These readings are used during the fire season to assess the risk rating each day.

The fire season is typically from October through to March, this statement is supported by the fact that the Shire of Northam has their Gazetted "Restricted Burning" Times starting on 1st October through to 30th November and then again starting on 1st March and finishing on 30th April. The "Prohibited Burning" Time Starts on 1st December and ends on the 28th February. (Ref Government Gazette, 3rd February 2012 No.16)

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[4] Source: Map of Bush Fire Prone Areas 2017 – Dept of Fire and Emergency Services

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The Shire of Northam falls within the Avon weather forecast district. The Fire Danger Rating for the Shire is based upon the Grass Fire Danger Index (GFDI). Information from the Bureau of Meteorology (BoM) shows from the 1st July 2014 through until the 1st July 2017 the Shire has observed 30 days with a FDI rating of Severe, 5 days with a rating of Extreme and 3 days of Catastrophic.

The following graphs were taken over a five-year period, 2012 – 2017, from the weather station at Northam.

Figure 3 - Shire of Northam weather data[5]
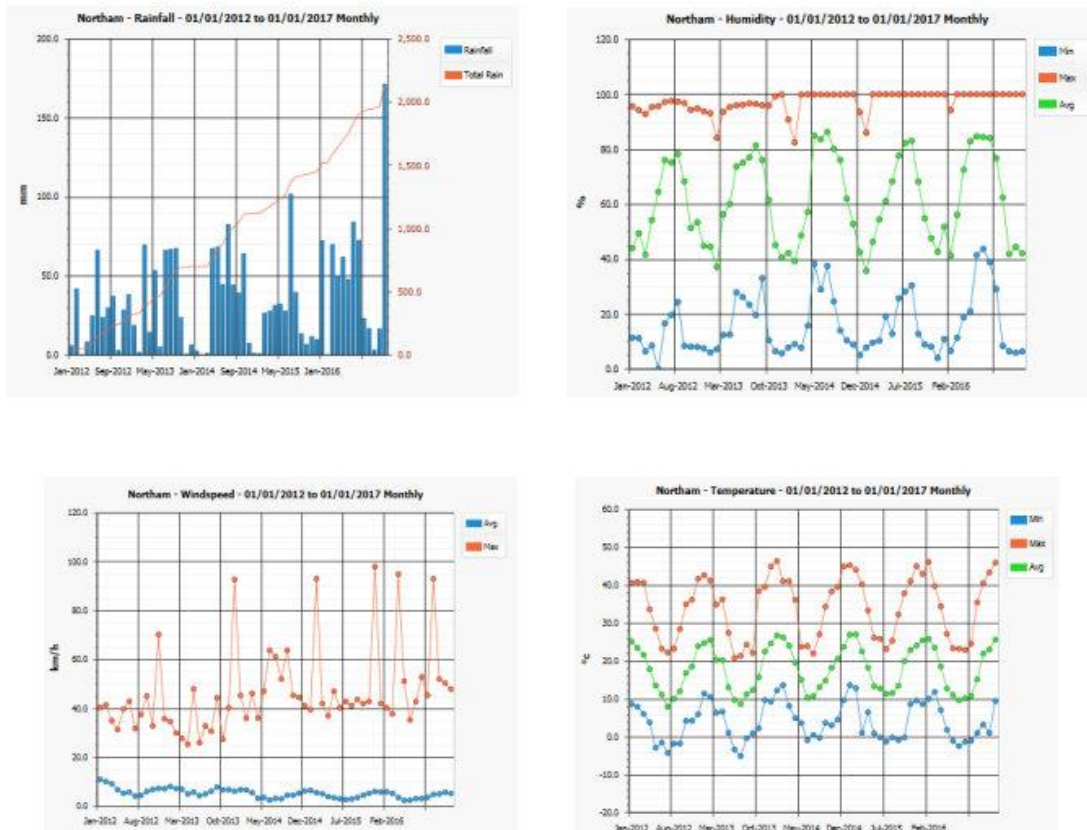
[5] https://www.agric.wa.gov.au/weather-stations

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Northam Wind Rose for 2012/13 – 2016/7 during Fire Season – November to March

Figure 5 – Wind Rose

3.2.3   Vegetation

Approximately 16.4% of the Shire remains covered by relatively intact native vegetation 8.8% (12,479 hectares) of which is found on private land. The remaining 7.6% exists as public reserves, water reserves, crown land, gravel pits etc.

To the West of the Shire, are the forested areas of the Darling Plateau. The forest is of gnarled jarrah with Banksia and grass trees. Rough, grey, red-stained marri are found mainly on the loamy soils of lower valley slopes often with Wandoo. The valley floors, with deeper clay soils, support Wandoo and blackbut. The dense understory of this woodland includes bull banksia, scratchy parrot bush couch honeypot and the bushy snail hakea. Typically, a wild fire in this vegetation type is intense and produces a lot of wind borne embers which pose a specific risk to buildings and homes. This is where community consultation and awareness training will be of paramount importance.

Clearing for agriculture has taken place mainly on the red alluvial soils of the slopes and valleys. Further west, the area is dominated by agricultural land use with the natural vegetation having been extensively cleared. The landscape is gently undulating with broad fields and scattered remnants on the periphery, which become dominant landscape features. These remnants are common along fence lines and watercourses. Straggly, York gum is the common tree in combination with low bushy jam. Fire behaviour in this environment is very different with the fire potentially moving much faster as it is unimpeded by trees.

Roadside vegetation may be the only remaining example of the original vegetation within an otherwise cleared area and has high conservation value. Frequently, these areas contain rare and endangered plants and can provide nesting sites or refuges for wildlife. These strips of roadside vegetation may also act as biological corridors connecting other bush remnants. Native vegetation is generally easier to maintain and is less fire prone than non-native species and weeds.

Environmental Considerations – Flora and Fauna

Flora and Fauna represent particular significance for the Shire as they are not only recognised environmental assets in their own right, but also impact the treatment options available for identified risks in relation to other assets. For example, the breeding cycle of some mammals, such as the Phascogale, will restrict the period in which prescribed burns can be undertaken due to the need to ensure nests are not disturbed during the breeding season. Within the Shire there is also some correlation between high and extreme fire risk areas and areas containing environmental assets heightening the need to ensure due diligence is applied before determining or applying treatments. All treatments need to be assessed in line with the requirements of the identified flora and fauna detailed below with care given to ensure appropriate authorities are consulted prior to any mitigation work commencing. Where possible, consultation should also occur prior to implementing any response strategies. The rivers and reserves within the Shire of Northam, as well as the bush land reserves, could all be regarded as local environmental assets.

3.2.4   Bushfire Frequency and Causes of Ignition

Potential fire paths include the Avon River Valley, which runs through the town site of Northam and the forested area in the western sector of the Shire which also borders the town sites of Bakers Hill and Wundowie. These paths have the potential to impact adjacent residential properties.

Northam has seven Volunteer Bushfire brigades and two Fire & Rescue units strategically positioned throughout the Shire which house one 4.4 appliance, four 2.4 appliances, three 1.4 appliances and four light tankers. The Jennapullin brigade is a farmer response only brigade. Private appliances range

from 500L slip on water units up to 5,000L water carters. The two VFRS's (Volunteer Fire and Rescue Service's) are located in Northam and Wundowie they have one HSR appliance (Hazmat Structure and Rescue) capacity 1400L one Country Pump appliance, capacity 1000L and two Light Tanker appliance's capacity 550L.

Figures 6 and 7 show the ignition types and locations of fires over the last 5 years up to 30th June 2017. This data allows the Shire to identify the major causes (suspicious / deliberate) and take or plan appropriate action in order to reduce these occurrences. These statistics have also been compared to the neighbouring Shires of Toodyay and York and conjunctively plans are in progress to take a whole of area approach to the major contributors across all three Shires which is "Burn Off" fires.

Government of **Western Australia**
Department of **Fire & Emergency Services**

DFES
Department of Fire &
Emergency Services

All Landscape Fires
LGA of NORTHAM (S)
from 01/07/2012 to 30/06/2017

Bushfires Summary of Ignition

	2012/ 2013	2013/ 2014	2014/ 2015	2015/ 2016	2016/ 2017	Total
Total Number of Bushfires:	69	54	90	57	76	346
Burn off fires	5	7	14	7	22	55
Campfires/bonfires/outdoor cooking	2	2	0	1	0	5
Children misadventure	0	1	1	0	0	2
Cigarette	2	0	4	1	2	9
Electrical Equipment - Cause unknown	0	0	2	0	0	2
Equipment - Mechanical or electrical fault	0	1	1	0	1	3
Heat from other hot objects or friction	0	1	0	0	0	1
Hot works (grinding, cutting, drilling etc..)	1	0	2	1	0	4
Human Error (Left on, knock over, unattended etc.)	0	0	0	1	0	1
Improper Fuelling/Cleaning/Storage/Use of material ignited	0	0	0	0	1	1
Other open flames or fire	3	3	4	0	2	12
Power lines	1	3	3	2	6	15
Reignition of previous fire	4	2	4	2	6	18
Suspicious/Deliberate	27	22	32	23	20	124
Undetermined	15	6	6	7	3	37
Unreported	8	3	4	2	10	27
Vehicles (incl. Farming Equipment/Activities)	0	1	2	2	0	5
Weather Conditions - Lightning	1	1	11	8	2	23
Weather Conditions (High winds, natural combustion etc. Excludes Lightnir	0	1	0	0	0	1
Yard maintenance, hand held equipment	0	0	0	0	1	1

EXTERNAL USE APPROVED
The information contained within this report has been provided by the the
Operational Information Systems Branch of the Department of Fire and Emergency Services.
Contact: reports@dfes.wa.gov.au

P:\OIS (512)\Incidents\Reports\Landscape Fires w ignition w size w detail Northam.rpt   21/12/201   Page 1 of 1

Figure 6 - Bushfire Ignition Report June 2012 – June 2017[6]

[6] *Source: DFES*

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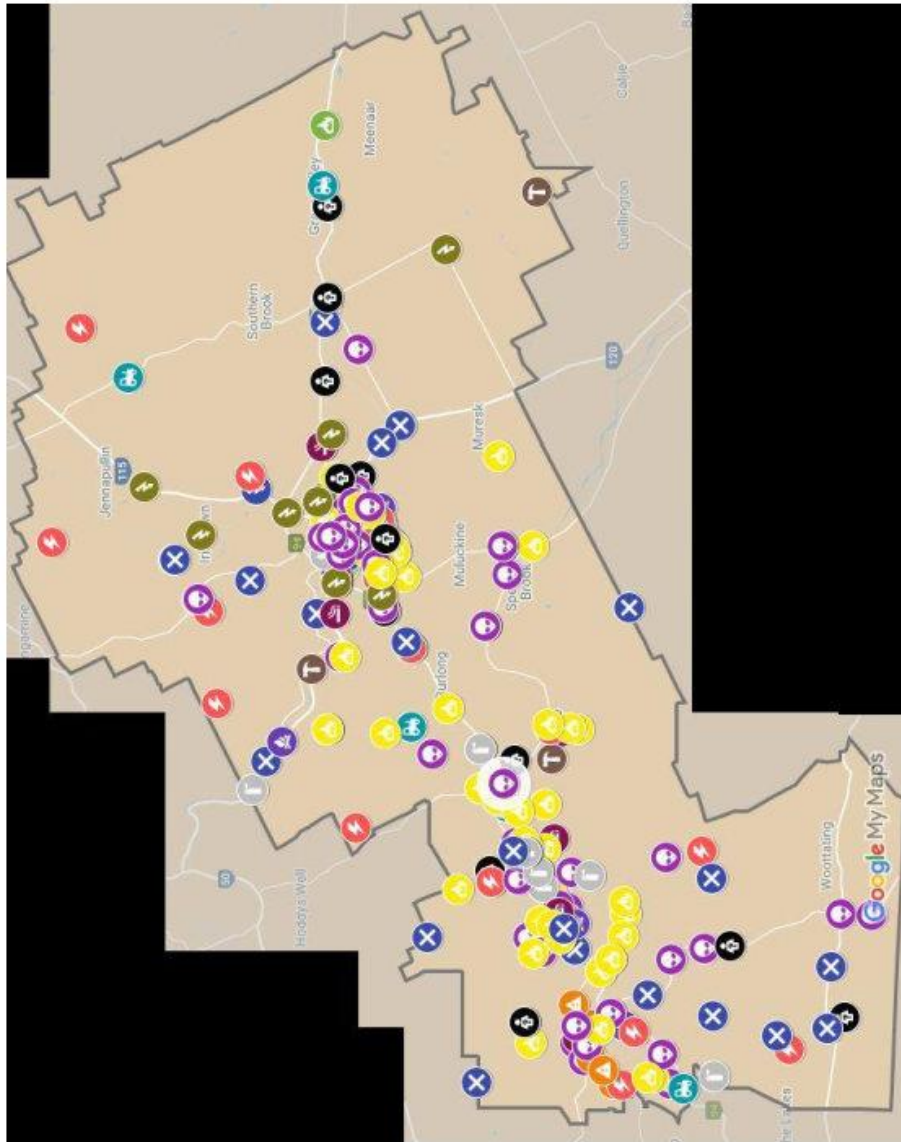
Figure 7 – Google map display of DFES Ignition Data[7]

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[7] Ignition type and location

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4. Asset Identification and Risk Assessment

4.1 Planning Areas

The Shire of Northam has been divided into six planning areas they are:-

- Clackline
- Bakers Hill
- Irishtown
- Southern Brook
- Grass Valley
- Northam Central

Attached at **Appendix two** is a map showing the boundaries of the planning areas identified within the Shire of Northam.

4.1.1 Priorities for Asset Identification and Assessment

Assets were identified and assessed across the local government, based on the following order of priority.

Table 5 – Priorities for Asset Identification and Assessment

Priority	Asset Category	Asset Subcategory	Planning Area
First Priority	Human Settlement	Special Risk and Critical Facilities	All
Second Priority	Human Settlement	All other subcategories	All
Third Priority	Economic	Critical Infrastructure	All
Fourth Priority	Economic	All other subcategories	All
Fifth Priority	Environmental	All subcategories	All
Sixth Priority	Cultural	All subcategories	All

4.2 Asset Identification

Asset identification and risk assessment has been conducted at the local level using the methodology described in the Guidelines. Identified assets have been mapped, recorded and assessed in the Bushfire Risk Management System (BRMS). Identified assets are categorised into the following subcategories:

Table 6 – Asset Categories and Subcategories

Asset Category	Asset Subcategories
Human Settlement	• **Residential areas** Rural urban interface areas and rural properties. • **Places of temporary occupation** Commercial, mining and industrial areas located away from towns and population centres (that is, not adjoining residential areas). • **Special risk and critical facilities** Hospitals, nursing homes, schools and childcare facilities, tourist accommodation and facilities, prison and detention centres, government administration centres and depots, incident control centres, designated evacuation centres, police, fire and emergency services.
Economic	• **Agricultural**

Asset Category	Asset Subcategories
	Pasture, grazing, livestock, crops, viticulture, horticulture and other farming infrastructure. • **Commercial and industrial** Major industry, waste treatment plants, mines, mills and processing and manufacturing facilities and cottage industry. • **Critical infrastructure** Power lines and substations, water and gas pipelines, telecommunications infrastructure, railways, bridges, port facilities and waste water treatments plants. • **Tourist and recreational** Tourist attractions and recreational sites that generate significant tourism and/or employment within the local area. • **Commercial forests and plantations** • **Drinking water catchments**
Environmental	• **Protected** Rare and threatened flora and fauna, ecological communities and wetlands. • **Priority** Fire sensitive species and ecological communities. • **Locally important** Nature conservation and research sites, habitats, species and communities, areas of visual amenity.
Cultural	• **Aboriginal heritage** Places of indigenous significance. • **Recognised heritage** Assets afforded legislative protection through identification by the National Trust, State Heritage List or Local Planning Scheme Heritage List. • **Local heritage** Assets identified in a Municipal Heritage Inventory or by the community. • **Other** Other assets of cultural value, for example community centres and recreation facilities.

4.3   Assessment of Bushfire Risk

Risk assessments have been undertaken for each asset or group of assets identified using the methodology described in the Guidelines.

The percentage of assets within the local government in each asset category at the time of BRM Plan endorsement is shown in the following table.

Table 7 – Asset Category Proportions

Asset category	Proportion of identified assets
Human Settlement	87.2%
Economic	12.8%
Environmental	
Cultural	

4.3.1 Likelihood Assessment

Likelihood is described as the chance of a bushfire igniting, spreading and reaching an asset. The approach used to determine the likelihood rating is **the same for each asset category**: Human Settlement, Economic, Environmental and Cultural.

There are four possible likelihood ratings: almost certain, likely, possible, and unlikely.

Table 8 – Likelihood Ratings

Likelihood Rating	Description
Almost Certain (Sure to Happen)	• Is expected to occur in most circumstances; • High level of recorded incidents and/or strong anecdotal evidence; and/or • Strong likelihood the event will recur; and/or • Great opportunity, reason or means to occur; • May occur more than once in 5 years.
Likely (Probable)	• Regular recorded incidents and strong anecdotal evidence; and /or • Considerable opportunity, reason or means to occur; • May occur at least once in 5 years.
Possible (feasible but < probable)	• Should occur at some stage; and/or • Few, infrequent, random recorded incidents or little anecdotal evidence; and/or • Some opportunity, reason or means to occur.
Unlikely (Improbable, not likely)	• Would only occur under exceptional circumstances.

4.3.2 Consequence Assessment

Consequence is described as the outcome or impact of a bushfire event. The approach used to determine the consequence rating is **different for each asset category**: Human Settlement, Economic, Environmental and Cultural.

There are four possible consequence ratings: minor, moderate, major and catastrophic.

Table 9 – Consequence Ratings

Consequence Rating	Descriptions
Minor	• No fatalities. • Near misses or minor injuries with first aid treatment possibly required. • No persons are displaced. • Little or no personal support (physical, mental, emotional) required. • Inconsequential or no damage to an asset, with little or no specific recovery efforts required beyond the immediate clean-up. • Inconsequential or no disruption to community. • Inconsequential short-term failure of infrastructure or service delivery. (Repairs occur within 1 week, service outages last less than 24 hours.) • Inconsequential or no financial loss. Government sector losses managed within standard financial provisions. Inconsequential business disruptions.

Consequence Rating	Descriptions
Moderate	• Isolated cases of serious injuries, but no fatalities. Some hospitalisation required, managed within normal operating capacity of health services. • Isolated cases of displaced persons who return within 24 hours. • Personal support satisfied through local arrangements. • Localised damage to assets that is rectified by routine arrangements. • Community functioning as normal with some inconvenience. • Isolated cases of short to mid-term failure of infrastructure and disruption to service delivery. (Repairs occur within 1 week to 2 months, service outages last less than 1 week.) • Local economy impacted with additional financial support required to recover. Government sector losses require activation of reserves to cover loss. Disruptions to businesses lead to isolated cases of loss of employment or business failure. • Isolated cases of damage to environmental or cultural assets, one-off recovery efforts required, but with no long term effects to asset.
Major	• Isolated cases of fatalities. • Multiple cases of serious injuries. Significant hospitalisation required, leading to health services being overstretched. • Large number of persons displaced (more than 24 hours' duration). • Significant resources required for personal support. • Significant damage to assets, with ongoing recovery efforts and external resources required. • Community only partially functioning. Widespread inconvenience, with some services unavailable. • Mid to long-term failure of significant infrastructure and service delivery affecting large parts of the community. Initial external support required. (Repairs occur within 2 to 6 months, service outages last less than a month.) • Local or regional economy impacted for a significant period of time with significant financial assistance required. Significant disruptions across industry sectors leading to multiple business failures or loss of employment. • Significant damage to environmental or cultural assets that require major rehabilitation or recovery efforts. • Localised extinction of native species. This may range from loss of a single population to loss of all of the species within the BRM Plan area (for a species which occupies a greater range than just the BRM Plan area).
Catastrophic	• Multiple cases of fatalities. • Extensive number of severe injuries. • Extended and large number requiring hospitalisation, leading to health services being unable to cope. • Extensive displacement of persons for extended duration. • Extensive resources required for personal support.

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Consequence Rating	Descriptions
	• Extensive damage to assets that will require significant ongoing recovery efforts and extensive external resources. • Community unable to function without significant support. • Long-term failure of significant infrastructure and service delivery affecting all parts of the community. Ongoing external support required. (Repairs will take longer than 6 months, service outages last more than 1 month.) • Regional or State economy impacted for an extended period of time with significant financial assistance required. Significant disruptions across industry sectors leading to widespread business failures or loss of employment. • Permanent damage to environmental or cultural assets. • Extinction of a native species in nature. This category is most relevant to species that are restricted to the BRM Plan area, or also occur in adjoining areas and are likely to be impacted upon by the same fire event. 'In nature' means wild specimens and does not include flora or fauna bred or kept in captivity.

The methodology used to determine the consequence rating for each asset category is based on the following:

• **Consequence Rating - Human Settlement Assets**
The outcome or impact of a bushfire event on the asset, or a group of assets, measured by the hazard posed by the classified vegetation and the vulnerability of the asset.

• **Consequence Rating - Economic Assets**
The outcome or impact of a bushfire event on the asset, or a group of assets, measured by the hazard posed by the classified vegetation and the vulnerability of the asset.

• **Consequence Rating - Environmental Assets**
The outcome or impact of a bushfire event on the asset, or a group of assets, measured by the vulnerability of the asset and the potential impact of a bushfire or fire regime.

• **Consequence Rating - Cultural Assets**
The outcome or impact of a bushfire event on the asset, or a group of assets, measured by the hazard posed by the classified vegetation and the vulnerability of the asset.

4.3.3 Assessment of Environmental Assets
Using available biological information and fire history data, environmental assets with a known minimum fire threshold were assessed to determine if they were at risk from bushfire, within the five-year life of the BRM Plan. Environmental assets that would not be adversely impacted by bushfire within the five-year period have not been included and assessed in the BRM Plan. The negative impact of a fire on these assets (within the period of this BRM Plan) was determined to be minimal, and may even be of benefit to the asset and surrounding habitat.

4.3.4 Local Government Asset Risk Summary

A risk profile for the local government is provided in the summary table below. This table shows the proportion of assets at risk from bushfire in each risk category at the time the BRM Plan was locked.

Table 10 – Local Government Asset Risk Summary

Risk Rating / Asset Category	Low	Medium	High	Very High	Extreme
Human Settlement	7.9%	12.5%	24.6%	17.3%	24.9%
Economic	0.32%	0.32%	2.72%	4.8%	4.65%
Environmental					
Cultural					

5. Risk Evaluation

5.1 Evaluating Bushfire risk

The risk rating for each asset has been assessed against the likelihood and consequence descriptions to ensure:

- The rating for each asset reflects the relative seriousness of the bushfire risk to the asset;
- Likelihood and consequence ratings assigned to each asset are appropriate; and
- Local issues have been considered.

5.2 Treatment Priorities

The treatment priority for each asset has been automatically assigned by BRMS, based on the asset's risk rating. Table 9 shows how likelihood and consequence combine to give the risk rating and subsequent treatment priority for an asset.

Table 11 – Treatment Priorities

Consequence / Likelihood	Minor	Moderate	Major	Catastrophic
Almost certain	3D (High)	2C (Very High)	1C (Extreme)	1A (Extreme)
Likely	4C (Medium)	3A (High)	2A (Very High)	1B (Extreme)
Possible	5A (Low)	4A (Medium)	3B (High)	2B (Very High)
Unlikely	5C (Low)	5B (Low)	4B (Medium)	3C (High)

5.3 Risk Acceptability

Risks below a certain level were not considered to require specific treatment during the life of this BRM Plan. They will be managed by routine local government wide controls and monitored for any significant change in risk.

In most circumstances risk acceptability and treatment will be determined by the land owner, in collaboration with local government and fire agencies. However, as a general rule, the following courses of action have been adopted for each risk rating.

Table 12 – Criteria for Acceptance of Risk and Course of Action

Risk Rating	Criteria for Acceptance of Risk	Course of Action
Extreme (Priorities 1A, 1B, 1C)	Only acceptable with excellent controls. Urgent treatment action is required.	Existing Multi Agency and Local Government Wide Controls are insufficient to manage this risk. Strategies and recommendations detailed in the BRM Plan and the resulting treatment schedule must be implemented as an immediate and major priority. Any non-compliance of these recommendations must be reported to the CEO immediately and monitored annually
Very High (Priorities 2A, 2B, 2C)	Only acceptable with excellent controls. Treatment action is required.	Routine Multi Agency and Local Government Wide Controls are not enough to adequately manage the risk. Strategies and recommendations detailed in the BRM Plan and the resulting treatment schedule must be implemented as an immediate and major priority. Failure to meet these requirements must be reported to the CEO and monitored annually
High (Priorities 3A, 3B, 3C, 3D)	Only acceptable with adequate controls. Treatment action may be required.	Specific action may be required. Risk may be managed with Multi Agency and Local Government Wide Controls and monitored annually.
Medium (Priorities 4A, 4B, 4C)	Acceptable with adequate controls. Treatment action is not required but risk must be monitored regularly.	Specific action may not be required. Risk may be managed with Multi Agency and Local Government Wide Controls and monitored periodically throughout the life of the BRM Plan.
Low (Priorities 5A, 5B, 5C)	Acceptable with adequate controls. Treatment action is not required but risk must be monitored.	Need for specific action is unlikely. Risk will be managed with Multi Agency and Local Government Wide Controls and monitored as required.

6. Risk Treatment

The purpose of risk treatment is to reduce the likelihood of a bushfire occurring and/or the potential impact of a bushfire on the community, economy and environment. This is achieved by implementing treatments that modify the characteristics of the hazard, the community or the environment.

There are many strategies available to treat bushfire risk. The treatment strategy (or combination of treatment strategies) selected will depend on the level of risk and the type of asset being treated. Not all treatment strategies will be suitable in every circumstance.

6.1 Local Government-Wide Controls

Local government-wide controls are activities that reduce the overall bushfire risk within the Shire of Northam. These types of treatments are not linked to specific assets, and are applied across all or part of the local government as part of normal business or due to legislative requirements. The following controls are currently in place across the Shire of Northam:

- *Bush Fires Act 1954* Section 33 notices, including applicable fuel management requirements, firebreak standards and annual enforcement programs;
- Declaration and management of Prohibited Burn Times, Restricted Burn Times and Total Fire Bans for the local government;
- Public education campaigns and the use of P&W and DFES state-wide programs, tailored to suit local needs;
- State-wide arson prevention programs developed in conjunction with WA Police and DFES;
- State planning framework and local planning schemes, implementation of appropriate land subdivision and building standards in line with DFES, Department of Planning and Building Commission policies and standards; and
- Monitoring performance against the BRM Plan and reporting annually to the local government council and OBRM.
- Shire of Northam Annual Verge Maintenance Programme located G:\6. Shared Corporate Documents\Annual Delivery Plans\2017-18

A multi-agency work plan has been developed and is attached at **Appendix three**. The plan details work to be undertaken as a part of normal business, to improve current controls or to implement new controls to better manage bushfire risk across the local government.

6.2 Asset-Specific Treatment Strategies

Asset-specific treatments are implemented to protect an individual asset or group of assets, identified and assessed in the BRM Plan as being at risk from bushfire. There are six asset specific treatment strategies:

- **Fuel management** - Treatment reduces or modifies the bushfire fuel through manual, chemical and prescribed burning methods;
- **Ignition management** - Treatment aims to reduce potential human and infrastructure sources of ignition in the landscape;
- **Preparedness** - Treatments aim to improve access and water supply arrangements to assist firefighting operations;
- **Planning** - Treatments focus on developing plans to improve the ability of firefighters and the community to respond to bushfire; and

- **Community Engagement** - Treatments seek to build relationships, raise awareness and change the behaviour of people exposed to bushfire risk.
- **Other** - Local government-wide controls, such as community education campaigns and planning policies, will be used to manage the risk. Asset-specific treatment is not required or not possible in these circumstances.

6.3 Determining the Treatment Schedule

Efforts will be made to finalise the Treatment Schedule within six months of this BRM Plan being endorsed by council. The Treatment Schedule will be developed in broad consultation with land owners and other stakeholders.

Land owners are ultimately responsible for treatments implemented on their own land. This includes any costs associated with the treatment and obtaining the relevant approvals, permits or licences to undertake an activity. Where agreed, another agency may manage a treatment on behalf of a land owner. However, the onus is still on the land owner to ensure treatments detailed in this BRM Plan are completed.

7. Monitoring and Review

Monitoring and review processes are in place to ensure that the BRM Plan remains current and valid. These processes are detailed below to ensure outcomes are achieved in accordance with the *Communication Strategy* and *Treatment Schedule*.

7.1 Review

A comprehensive review of this BRM Plan will be undertaken at least once every five years, from the date of council endorsement. Significant circumstances that may warrant an earlier review of the BRM Plan include:

- Changes to the BRM Plan area, organisational responsibilities or legislation;
- Changes to the bushfire risk profile of the area; or
- Following a major fire event.

7.2 Monitoring

BRMS will be used to monitor the risk ratings for each asset identified in the BRM Plan and record the treatments implemented. Risk ratings are reviewed on a regular basis. New assets will be added to the *Asset Risk Register* when they are identified.

7.3 Reporting

The Shire of Northam will submit an annual report to OBRM each year summarising progress made towards implementation of the BRM Plan.

7.3.1 Privacy Issues and Release of Information

Information captured through the Bushfire Risk Management System (BRMS) includes some sensitive data and information such as the location of culturally and environmentally significant sites, land ownership details and risk information. Additionally, the Asset Risk Register is, by its nature, a living evolving document. Appending a copy of the Asset Risk Register report to the BRM Plan only provides a snapshot of the asset and risk information for a particular point in time and does not show changes in the risk profile over time.

The Shire of Northam, as a matter of course, will provide reports to stakeholders that detail the assets and treatments that the stakeholders (landowners) have responsibility for in order to actively encourage and support the implementation, monitoring and review of agreed actions.

8. Glossary

Asset
A term used to describe anything of value that may be adversely impacted by bushfire. This may include residential houses, infrastructure, commercial, agriculture, industry, environmental, cultural and heritage sites.

Asset Category
There are four categories that classify the type of asset – Human Settlement, Economic, Environmental and Cultural.

Asset Owner
The owner, occupier or custodian of the asset itself. Note: this may differ from the owner of the land the asset is located on, for example a communication tower located on leased land or private property.

Asset Register
A component within the Bushfire Risk Management System used to record the details of assets identified in the Bushfire Risk Management Plan.

Asset Risk Register
A report produced within the Bushfire Risk Management System that details the consequence, likelihood, risk rating and treatment priority for each asset identified in the Bushfire Risk Management Plan.

Bushfire
Unplanned vegetation fire. A generic term which includes grass fires, forest fires and scrub fires both with and without a suppression objective.[8]

Bushfire Hazard
The hazard posed by the classified vegetation, based on the vegetation category, slope and separation distance

Bushfire Management Plan
A document that sets out short, medium and long term bushfire risk management strategies for the life of a development.[9]

Bushfire risk management
A systematic process to coordinate, direct and control activities relating to bushfire risk with the aim of limiting the adverse effects of bushfire on the community.

Consequence
The outcome or impact of a bushfire event.

Draft Bushfire Risk Management Plan
The finalised draft Bushfire Risk Management Plan (BRM Plan) is submitted to the OBRM for review. Once the OBRM review is complete, the BRM Plan is called the 'Final BRM Plan' and can be progressed to local government council for endorsement.

Emergency Risk Management Plan
A document (developed under *State Emergency Management Policy 2.9*) that describes how an organisation(s) intends to undertake the activities of emergency risk management based on minimising risk. These plans help

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[8] Australasian Fire and Emergency Service Authorities Council 2012, *AFAC Bushfire Glossary*, AFAC Limited, East Melbourne.
[9] Western Australian Planning Commission 2015, *State Planning Policy 3.7: Planning in Bushfire Prone Areas*, WAPC, Perth.

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	inform the ongoing development of Local Emergency Management Arrangements (LEMA) and Westplans.
Geographic Information System (GIS)	A data base technology, linking any aspect of land-related information to its precise geographic location.[10]
Geographic Information System (GIS) Map	The mapping component of the Bushfire Risk Management System. Assets, treatments and other associated information is spatially identified, displayed and recorded within the GIS Map.
Land Owner	The owner of the land, as listed on the Certificate of Title; or leaser under a registered lease agreement; or other entity that has a vested responsibility to manage the land.
Likelihood	The chance of something occurring. In this instance, the chance of a bushfire igniting, spreading and reaching the asset.
Locality	The officially recognised boundaries of suburbs (in cities and larger towns) and localities (outside cities and larger towns).
Planning Area	A geographic area determine by the local government which is used to provide a suitable scale for risk assessment and stakeholder engagement.
Priority	See Treatment Priority.
Recovery Cost	The capacity of an asset to recover from the impacts of a bushfire.
Responsible Person	The person responsible for planning, coordinating, implementing, evaluating and reporting on a risk treatment.
Risk acceptance	The informed decision to accept a risk, based on the knowledge gained during the risk assessment process.
Risk analysis	The application of consequence and likelihood to an event in order to determine the level of risk.
Risk assessment	The systematic process of identifying, analysing and evaluating risk.
Risk evaluation	The process of comparing the outcomes of risk analysis to the risk criteria in order to determine whether a risk is acceptable or tolerable.
Risk identification	The process of recognising, identifying and describing risks.

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[10] Landgate 2015, *Glossary of terms*, Landgate, Perth

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Risk Manager	The organisation or individual responsible for managing a risk identified in the Bushfire Risk Management Plan; including review, monitoring and reporting.
Risk Register	A component within the Bushfire Risk Management System used to record, review and monitor risk assessments and treatments associated with assets recorded in the Bushfire Risk Management Plan.
Risk treatment	A process to select and implement appropriate measures undertaken to modify risk.
Rural	Any area where in residences and other developments are scattered and intermingled with forest, range, or farm land and native vegetation or cultivated crops.[11]
Rural Urban Interface (RUI)	The line or area where structures and other human development adjoin or overlap with undeveloped bushland.[12]
Slope	The angle of the ground's surface measured from the horizontal.
Tenure Blind	An approach where multiple land parcels are consider as a whole, regardless of individual ownership or management arrangements.
Treatment	An activity undertaken to modify risk, for example a prescribed burn.
Treatment Objective	The specific aim to be achieved or action to be undertaken, in order to complete the treatment. Treatment objectives should be specific and measurable.
Treatment Manager	The organisation, or individual, responsible for all aspects of a treatment listed in the Treatment Schedule of the Bushfire Risk Management Plan, including coordinating or undertaking work, monitoring, reviewing and reporting.
Treatment Priority	The order, importance or urgency for allocation of funding, resources and opportunity to treatments associated with a particular asset. The treatment priority is based on an asset's risk rating.
Treatment Schedule	A report produced within the Bushfire Risk Management System that details the treatment priority of each asset identified in the Bushfire Risk Management Plan and the treatments scheduled.

[11] Australasian Fire and Emergency Service Authorities Council 2012, *AFAC Bushfire Glossary*, AFAC Limited, East Melbourne
[12] Australasian Fire and Emergency Service Authorities Council 2012, *AFAC Bushfire Glossary*, AFAC Limited, East Melbourne

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Treatment Strategy	The broad approach that will be used to modify risk, for example fuel management.
Treatment Type	The specific treatment activity that will be implemented to modify risk, for example a prescribed burn.
Vulnerability	The susceptibility of an asset to the impacts of bushfire.

9.   Common Abbreviations

APZ	Asset Protection Zone
BRMP	Bushfire Risk Management Planning
BRMS	Bushfire Risk Management System
CALD	Culturally and Linguistically Diverse
DBCA	Department of Biodiversity, Conservation and Attractions – Parks and Wildlife Service
DEMC	District Emergency Management Committee
DFES	Department of Fire and Emergency Services
ERMP	Emergency Risk Management Plan
FFDI	Forest Fire Danger Index
FMP	Fire Management Plan
GFDI	Grassland Fire Danger Index
GIS	Geographic Information System
HSZ	Hazard Separation Zone
JAFFA	Juvenile and Family Fire Awareness
LEMA	Local Emergency Management Arrangements
LEMC	Local Emergency Management Committee
LG	Local Government
LMZ	Land Management Zone
OBRM	Office of Bushfire Risk Management
P&WS	Department of Biodiversity, Conservation and Attractions – Parks and Wildlife Service
SEMC	State Emergency Management Committee
SLIP	Shared Land Information Platform
WAPC	Western Australian Planning Commission

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Appendices

1   **Communication Strategy**

2   **Planning Area Map**

3   **Local Government-Wide Controls, Multi-Agency Treatment Work Plan**

6.   MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

6.1   HONORARIUM FOR THE CBFCO & DCBFCO (INKPEN BUSH FIRE BRIGADE)

> **MOTION**
>
> **That Council:**
> 1. **Include an annual allowance of a minimum of $15,000 to the CBFCO, and $7500 to the DBFCO**
> 2. **Make provision for a second DBFCO to help provide a workable succession plan.**

Background

As a result of our discussion around nominations for the positions of CBFCO and DBFCO, and the question of compensation, the Inkpen Brigade would like to propose an increase in the previously requested honorariums proposed in the October 2018 BFAC meeting.

In light of the work that the CBFCO and DCBFCO undertake during each fire season and the impact that has on their families and their own daily jobs, a reasonable compensation package is required to sustain and encourage future recipients of the Chief and Deputy roles within the Northam Shire. Regardless of the numbers of fires within the shire, even in quiet seasons the workload can be as much as 2.5 weeks in each month, and this has been demonstrated in the 2018/2019 fire season with the number of deployments outside of the shire.

7.   URGENT BUSINESS APPROVED BY PERSON PRESIDING OR BY DECISION

Nil.

8.   DATE OF NEXT MEETING

Date to be confirmed at the meeting.

9.   DECLARATION OF CLOSURE