



Shire of Northam
Heritage, Commerce and Lifestyle

SHIRE OF NORTHAM

MINUTES

BUSH FIRE ADVISORY COMMITTEE (BFAC) MEETING

HELD ON

TUESDAY

7 JULY 2015

SHIRE OF NORTHAM
MINUTES
BUSH FIRE ADVISORY COMMITTEE MEETING HELD ON 7 JULY 2015

TABLE OF CONTENTS

1.	OPENING AND WELCOME	24
2.	DECLARATION OF INTEREST	24
3.	ATTENDANCE	24
4.	APOLOGIES	24
5.	CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS	25
6.	AGENDA ITEMS	26
6.1	ELECTIONS	26
6.2	APPOINTMENT OF FIRE CONTROL OFFICERS	28
6.3	OUT OF POCKET EXPENSES	33
6.4	PROPOSED 2015 / 2016 FIRE BREAK ORDER.....	38
6.5	PROPOSED REVIEW OF BFAC TERMS OF REFERENCE	46
7.	REPORTS OF DELEGATES/EXECUTIVE OFICERS.....	55
8.	GENERAL BUSINESS	59
9.	DATE OF NEXT COMMITTEE MEETING	59
10.	DECLARATION OF CLOSURE.....	59

SHIRE OF NORTHAM
MINUTES
BUSH FIRE ADVISORY COMMITTEE MEETING HELD ON 7 JULY 2015

**Minutes of the Shire of Northam Bush Fire Advisory Committee meeting held in
the Council Chambers on Tuesday, 7 July 2015 at 5:30pm.**

DISCLAIMER

No responsibility whatsoever is implied or accepted by the Shire of Northam for any act, omission or statement or intimation occurring during Council/Committee meetings or during formal/informal conversations with staff. The Shire of Northam disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission or statement or intimation occurring during Council/Committee meetings or discussions. Any person or legal entity who acts or fails to act in reliance upon any statement does so at that person's or legal entity's own risk.

In particular and without derogating in any way from the broad disclaimer above, in any discussion regarding any planning application or application for a licence, any statement or limitation of approval made by a member or officer of the Shire of Northam during the course of any meeting is not intended to be and is not taken as notice or approval from the Shire of Northam. The Shire of Northam warns that anyone who has an application lodged with the Shire of Northam must obtain and only should rely on **WRITTEN CONFIRMATION** of the outcome of the application, and any conditions attaching to the decision made by the Shire of Northam in respect of the application.

SHIRE OF NORTHAM
MINUTES
BUSH FIRE ADVISORY COMMITTEE MEETING HELD ON 7 JULY 2015

1. OPENING AND WELCOME

The Chairperson, Ulo Rumjantsev declared the meeting open at 5:40pm and advised that in order to proceed with the meeting, a new chairperson was required to be elected.

COMMITTEE DECISION

Moved: Gary Sheperdson

Seconded: Ulo Rumjanstev

That Chadd Hunt be elected as Chairperson of the Bush Fire advisory Committee

CARRIED 7/0

2. DECLARATION OF INTEREST

Nil.

3. ATTENDANCE

Bakers Hill Brigade	Ulo Rumjantsev
Clackline/Muresk Brigade	Blair Wilding
Grass Valley Brigade/ Chief Bush Fire Control Officer	Garry Shepherdson
Inkpen Brigade	Sim Kuiper
Irishtown Brigade	David Russell
Jennapullin Brigade	Aaron Smith
Southern Brook Brigade	Paul Antonio (from 5:50pm)
Wundowie Volunteer Fire and Rescue Service	Shane Murphy
Northam Volunteer Fire and Rescue Service	Greg Montgomery
Shire of Northam	Cr Ulo Rumjanstev
	Cr Terry Little (from 6:00pm)

EXECUTIVE OFFICERS (NON-VOTING RIGHTS)

Deputy Chief Bush Fire Control Officer (East)	Rob Herzer
Deputy Chief Bush Fire Control Officer (West)	Mat Macqueen
Shire Executive Manager Development Services	Chadd Hunt
Shire Community Emergency Services Manager	John Hansen

4. APOLOGIES

DPaW - Michael Pasotti
WFRS - Trevor Sangston
DFES - Sven Anderson

SHIRE OF NORTHAM
MINUTES
BUSH FIRE ADVISORY COMMITTEE MEETING HELD ON 7 JULY 2015

5. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

RECOMMENDATION / COMMITTEE DECISION

That the minutes of the meeting held Tuesday, 16 September 2014 be confirmed as a true and correct record of that meeting.

SHIRE OF NORTHAM
MINUTES
BUSH FIRE ADVISORY COMMITTEE MEETING HELD ON 7 JULY 2015

6. AGENDA ITEMS

6.1 ELECTIONS

Name of Applicant:	Internal Staff Report
File Ref:	5.1.3.1
Officer:	John Hansen
Officer Interest:	Nil
Policy:	BFAC Terms of Reference / Bush Fire Act 1954
Voting:	Simple Majority
Date:	July 2015

PURPOSE

To elect a Chair and DCBFCO (West) and Local Government Officers so required under the BFAC Terms of Reference and the Bush Fire Act 1954.

BACKGROUND

The BFAC Terms of Reference states the following with respect to the appointment of the Chairperson:

1.5.1 At the Annual General Meeting of the Committee in each year, the members of the committee shall elect one of their members to be chairperson.

The BFAC Terms of Reference states the following with respect to the appointment of the CBFCO and DCBFCO.

1.5.2 Election of the local government officers at the Annual General Meeting

Chief Bush Fire Control Officer and Deputy Chief Bush Fire Control Officer

STATUTORY REQUIREMENTS

S 1.5 Shire of Northam – BFAC Terms of Reference

CONFORMITY WITH THE STRATEGIC COMMUNITY PLAN

OBJECTIVE: Provide services and processes to enhance public safety

STRATEGY C2.1: Provide community services to uphold public safety standards

STRATEGY C2.2: Support provision of emergency services

STRATEGY C2.3: Provide, monitor and improve adequate Bush Fire Protection provisions.

SHIRE OF NORTHAM
MINUTES
BUSH FIRE ADVISORY COMMITTEE MEETING HELD ON 7 JULY 2015

BUDGET IMPLICATIONS

Minor any required advertising costs associated with advertising is prescribed within the budget.

OFFICER'S COMMENT

BFAC is required to appoint one of its own members as the chairperson. The BFAC Terms of Reference also stipulate the terms of office for both the CBFCO and the DCBFCO.

- 1.6 A person holding the position of Chief Bush Fire Control Officer and Deputy Chief Bush Fire Control Officer may seek re-election bi-annually for a period of two (2) terms making a total of 4 years in the position.
 If there are no suitable nominees, then the incumbents are welcome to nominate for another one year term.
 After a 2 year break from the position a person may seek re-election.

MOTION / COMMITTEE DECISION

Minute No: BFAC.102

Moved: David Russell

Seconded: Sim Kuiper

- 1. Appoint Mr Mat Macqueen be to the position for Deputy Bushfire Control Officer (West), unopposed.**

CARRIED 7/0

Mr Paul Antonio entered the Council Chambers at 5.50pm.

Cr Terry Little entered the Council Chambers at 6.00pm.

SHIRE OF NORTHAM
MINUTES
BUSH FIRE ADVISORY COMMITTEE MEETING HELD ON 7 JULY 2015

6.2 APPOINTMENT OF FIRE CONTROL OFFICERS

Name of Applicant:	Internal Staff Report
File Ref:	5.1.3.1
Officer:	John Hansen
Officer Interest:	Nil
Policy:	VBFB Administration Procedures Manual / Bush Fire Act 1954
Voting:	Simple Majority
Date:	July 2015

PURPOSE

For the committee to recommend to Council the appointment of Fire Control Officers (FCO) for the following 12 month period. In making this recommendation the committee is also requested to consider adopting a minimum criteria for persons to be appointed as a FCO.

It is also proposed that the Volunteer Bush Fire Brigade Administration Procedure Manual to be updated to include minimum standards of training required to be appointed as a FCO.

BACKGROUND

The subject of preferred minimum training/experience and qualifications has been discussed over several years. Most agree some standard minimum is required and now that DFES has planned training pathways and standardised training courses accompanied with an accurate electronic record keeping system, we are confident this committee can now stipulate the training courses and practical experience that they wish to endorse as the preferred minimum requirements for our FCO's.

STATUTORY REQUIREMENTS

Council are Responsible for the appointment of Fire Control Officers in accordance Section 38 of the *Bush Fires Act 195* -

S38. *Local government may appoint bush fire control officer*

- (1) *A local government may from time to time appoint such persons as it thinks necessary to be its bush fire control officers under and for the purposes of this Act, and of those officers shall subject to section 38A (2) appoint 2 as the Chief Bush Fire Control Officer and the Deputy Chief Bush Fire Control Officer who shall be first and second in seniority of those officers, and subject thereto may*

SHIRE OF NORTHAM
MINUTES
BUSH FIRE ADVISORY COMMITTEE MEETING HELD ON 7 JULY 2015

determine the respective seniority of the other bush fire control officers appointed by it.

CONFORMITY WITH THE STRATEGIC COMMUNITY PLAN

OBJECTIVE: Provide services and processes to enhance public safety.

STRATEGY C2.1: Provide community services to uphold public safety standards.

STRATEGY C2.2: Support provision of emergency services.

STRATEGY C2.3: Provide, monitor and improve adequate Bush Fire Protection provisions.

BUDGET IMPLICATIONS

Minor advertising cost associated with the appointment of the positions.

OFFICER'S COMMENT

It is important that BFAC come to a majority agreement on what "preferred minimum standard" of training and actual firefighting experience it feels is required by all FCO's prior to BFAC recommending them for appointment by Council. Bearing in mind the powers under the Bush Fires Act 1954 that this appointment confers on a person and if that person is shown not to be competent to correctly and appropriately be capable of enforcing these laws, Council and BFAC could be seen to have failed in their duty of care. The "Fire Control Officers Handbook" March 2014 is available for reference. Additionally for members information I highlight the dates of upcoming training courses:-

Sat 25th & Sun 26th July Sector Commander in Northam (requires AIIMS Awareness)

Thursday 10th Sept FCO Refresher in York

Sat 12th Sept Intro Firefighting in Toodyay

Sat 12th & Sun 13th Sept FCO in Northam

Sat 19th & Sun 20th Sept Sector Commander in Northam (requires AIIMS Awareness)

If there is sufficient interest an additional Crew Leader/Advance Firefighter course (2 days) and a Structural Awareness course (2 hours) can be arranged between now and October 2015.

Finally once the above is agreed upon BFAC then needs to vet and nominate the submissions from each brigade for the position of Fire Control Officer for the 2015 / 2016 fire season.

SHIRE OF NORTHAM

MINUTES

BUSH FIRE ADVISORY COMMITTEE MEETING HELD ON 7 JULY 2015

MOTION / COMMITTEE DECISION

Minute No: BFAC.103

Moved: Garry Shepherdson

Seconded: David Russell

Endorse that the Bushfire Advisory Committee (BFAC);

- 1. Establish a working group to review the Volunteer Bushfire Brigade procedures manual including the following members Garry Shepherdson, David Russell, Ulo Rumjanstev; and that the working group be requested to report back to the next BFAC meeting.**

CARRIED 9/0

MOTION / COMMITTEE DECISION

Minute No: BFAC.104

Moved: Garry Shepherdson

Seconded: Sim Kuiper

- 1. Request the working party review and recommend updates to the VBFB Administration Procedures Manual prior to the next BFAC meeting.**

CARRIED 9/0

MOTION / COMMITTEE DECISION

Minute No: BFAC.105

Moved: David Russell

Seconded: Aaron Smith

- 1. Endorse that the minimum standard to be appointed a FCO include the recommendation to complete the following DFES training modules prior to 1st November 2015 and become a requirement in order to qualify to the position of Bushfire Control Officer for the 2016 and future fire seasons.**

Introduction to Fire Fighting

Bush Fire Firefighting

Structural Awareness

Crew Leader/Advanced Firefighter and/or Sector Commander

FCO course or a refresher within the last 5 years

CARRIED 9/0

SHIRE OF NORTHAM

MINUTES

BUSH FIRE ADVISORY COMMITTEE MEETING HELD ON 7 JULY 2015

MOTION / COMMITTEE DECISION

Minute No: BFAC.106

Moved: Blair Wilding

Second: Garry Shepherdson

1. Endorse the following appointments for the positions of Fire Control Officers subject to compliance with previous recommendations.

BRIGADE	FCO
BAKERS HILL	GORDON ASHMAN Weather Officer ONLY
BAKERS HILL	ULO RUMJANTSEV
BAKERS HILL	STEVE GRAY
BAKERS HILL	SIMON PETERS
CLACKLINE MURESK	MATHEW MACQUEEN / DCBFCO
CLACKLINE MURESK	SUE BROOKER
CLACKLINE MURESK	BLAIR WILDING
CLACKLINE MURESK	MATTHEW LETCH
CLACKLINE MURESK	NICK TIGHE
CLACKLINE MURESK	RAY RUSSELL
GRASS VALLEY	PHIL GENTLE WEATHER OFFICER +FCO
GRASS VALLEY	ALF BROWN
GRASS VALLEY	RICHARD MARRIS
GRASS VALLEY	PAUL REYNOLDS
GRASS VALLEY	GARRY SHEPHERDSON / CBFCO
IRISHTOWN	DON FRENCH
IRISHTOWN	ROSS MACKENZIE
IRISHTOWN	DAVID RUSSELL
IRISHTOWN	ROBERT HERZER / DCBFCO
INKPEN	SIM KUIPER WEATHER OFFICER +FCO
INKPEN	SOREN NEILSON

SHIRE OF NORTHAM

MINUTES

BUSH FIRE ADVISORY COMMITTEE MEETING HELD ON 7 JULY 2015

INKPEN	CLIVE OWEN
JENNAPULLIN	AARON SMITH
JENNAPULLIN	TREVOR SMITH
JENNAPULLIN	BRETT SMITH
JENNAPULLIN	LYNTON SMITH WEATHER OFFICER ONLY
SOUTHERN BROOK	PAUL ANTONIO
CESM	JOHN HANSEN

CARRIED 9/0

SHIRE OF NORTHAM
MINUTES
BUSH FIRE ADVISORY COMMITTEE MEETING HELD ON 7 JULY 2015

6.3 OUT OF POCKET EXPENSES

Name of Applicant:	Internal Staff Report
File Ref:	5.1.3.1
Officer:	John Hansen
Officer Interest:	Nil
Policy:	Nil
Voting:	Simple Majority
Date:	July 2015

PURPOSE

To consider recommending to Council that all legitimate and accountable out of pocket expenses incurred by the CBFCO and the DCBFCO's be reimbursed once per annum.

BACKGROUND

Over the past several years temporary ad hoc approaches to this issue have been tried. This proposal aims to lock down an ongoing system that is realistic, accountable and fair to all concerned. Examples of how other Shires compensate their senior volunteers / Fire Control Officers include:-

- Toodyay provide mobile phones for both CBFCO and DCBFCO, they also have use of the "Fire Support Vehicle". Toodyay is also considering a range of other items of assistance.
- Chittering (their CBFCO is their CESM) the DCBFCO have a phone, laptop and any vehicle costs are reimbursed).
- Mundaring (their CBFCO is their CESM) In the winter season they employ two part time DBFCO and in summer this is increased to three.

STATUTORY REQUIREMENTS

CONFORMITY WITH THE STRATEGIC COMMUNITY PLAN

OBJECTIVE: Provide services and processes to enhance public safety.

STRATEGY C2.1: Provide community services to uphold public safety standards.

STRATEGY C2.2: Support provision of emergency services.

STRATEGY C2.3: Provide, monitor and improve adequate Bush Fire Protection provisions.

SHIRE OF NORTHAM
MINUTES
BUSH FIRE ADVISORY COMMITTEE MEETING HELD ON 7 JULY 2015

BUDGET IMPLICATIONS

Should the recommendation be adopted, Council will need to allocate a budget of up to \$6300. Although in reality as an example in the 2014/2015 period only 2 phone allowances were claimed (total \$1000.00) and one claim for \$1547.00 submitted and is pending this motion.

OFFICER'S COMMENT

The duties and volunteer hours required to perform the duties of the Chief Bushfire Control Officer and the two deputies is such that some form of reimbursement is justified. In the past there has been attempts to provide some contribution for use of personal mobile phones however this has never been formalised in any policy or procedure. The reimbursable costs are proposed to include the use of personal mobile phones and personal vehicles used for attended incidents.

Attached is a detailed claim received from the DCBFCO West, Mat Macqueen which demonstrates clearly recorded vehicle use and the appropriate refund calculated using the Australian Tax Office (ATO) recommended figures.

MOTION / COMMITTEE DECISION

Minute No: BFAC.107

Moved: Paul Antonio

Seconded: Blair Wilding

That the Bushfire Advisory Committee;

- 1. Supports the concept of reimbursing 'out of pocket' expenses incurred by Chief and Deputy Bushfire Control Officers.**
- 2. Requests that the Community Emergency Services Manager (CESM) develop a draft policy for presentation at the next Bushfire Advisory Committee Meeting utilising the following parameters;**
 - a. The requirement to keep detailed records and provide these in submitting a claim**
 - b. Expenses will be payable only on the provision of receipts and only for costs incurred in execution of their respective roles as Chief and Deputy Chief Bushfire Control Officers**
 - c. A mobile phone allowance be provided for \$500**
- 3. Request council approves the payment of \$1547.70 to DCBFCO**

CARRIED: 9/0

SHIRE OF NORTHAM
MINUTES
BUSH FIRE ADVISORY COMMITTEE MEETING HELD ON 7 JULY 2015



To Shire of Northam
Mr J B Whiteaker
Chief Executive Officer
PO Box 613
NORTHAM WA 6401
Fax: (08) 9622 1910

Dear Jason,

Over the 2014/15 fire season, the Shire of Northam volunteer fire brigades have attended 86 callouts, 18 of which have been out of the Shire area. Out of the 86 callouts, I have attended 43 of these and a majority of these I have ended up running/controlling the incident in my capacity as the Deputy Chief Bush Fire Control Officer (DCFCO). The large number of incidents has made me keep a record of the kilometers I have travelled in my personal vehicle.

It was greatly appreciated back in February 2015 when I received \$500 from the Shire to cover my mobile phone and data usage and when you have a look at the attached table it shows every incident, every phone call and every kilometer I have done over the 2014/15 fire season.

To attend the 43 incidents, I have travelled 2,510 kilometers in my own personal vehicle. While I acknowledge I took on the role as DCFCO as a volunteer, I am requesting reimbursement from the Shire for 2,010 kilometers which would equate to \$1,5747.70 at 77 cents per km (rate taken from the ATO) to help contribute to the maintenance and fuel cost for my vehicle. The kilometers travelled only includes attending fires and not any other DCFCO duties – attending other brigade meeting, training, official events or running my own brigade (Clackline/Muresk).

If you wish to discuss this request any further, please contact me on 0439 741 572

Regards,

Mathew Macquēen
Deputy Chief Bush Fire Control Officer for the Shire of Northam.

SHIRE OF NORTHAM

MINUTES

BUSH FIRE ADVISORY COMMITTEE MEETING HELD ON 7 JULY 2015

DCFCO RUNNING SHEET 2014/ 15
MATHEW MACQUEEN

DATE	INC	MOBILE PHONE CALLS	KM'S		
15/10/14	284064	5	46		Spencers Brook Rd Clackline
31/10/14	285343				Jennapulin Rd Grass Valley
31/10/14	285378	16	42		Old Spencers Rd Clackline
2/11/14	285580				Northam/ York Rd Grass Valley
13/11/14	286565	2	27		Dawson Rd Wundowie
17/11/14	286924	88	215		Northam Army Camp
18/11/14	286984	4			Quellington Rd York
19/11/14	287050	3	43		Northam/ Toodyay Rd Irishtown
21/11/14	287220				Carter Rd Grass Valley
26/11/14	287827	6	18		Clackline/ Toodyay Rd Clackline
26/11/14	287831	13			Dumbarton Rd Toodyay
27/11/14	287951	6	8		Clarke St Northam
30/11/14	288784	19	35		Vernice's Sand Pit Toodyay
4/12/14	288570	2			Great Sothern Hwy Inkpen
5/12/14	288619	4			Rockvale Rd Jennacbine
6/12/14	288769	3	14		Clarkson St Northam
13/12/14	289353	3	18		Accedens Rise Bakers Hill
13/12/14	289441	2	11		Northam Toodyay Rd Burlong
14/12/14	289504				Fernie St Northam
14/12/14	289513	25	68		Chitty Rd Bakers Hill
19/12/14	290021				Great Eastern Hwy Meckering
19/12/14	290030	21	82		Golf Links Rd Wundowie
22/12/14	290326	8	56		Newcastle St Northam
28/12/14	290797	18	82		Wariin Rd Inkpen
28/12/14	290766	8	38		Mitchell Ave Northam
30/12/14	290933	53	122		Salt Valley Rd Toodyay
31/12/14	291086	33	128		Great Eastern Hwy Clackline
31/12/14	291088				Shingle Hill Rd Bakers Hill
1/1/15	292257	3			Wariin Rd Inkpen
2/1/15	291227	4	32		Vineyard Rd Wundowie
5/1/15	291537				Throssell St Northam
5/1/15	291542	8	43		Mokine Rd York
5/1/15	291546	3			Fernie Rd Wundowie
5/1/15	291541				Burma Rd Bailup (Swan Shire)
5/1/15	291583	4	18		Moondine Rd Clackline
5/1/15	291598	4			Hadrill Rd Jennacubbine
6/1/15	291616				Clydesdale Rd Grass Valley
6/1/15	291620	5	12		Eadine Rd Clackline
6/1/15	291692	2	19		Great Eastern Hwy Burlong
9/1/15	291954	6			Northam Pathara Rd Jennacubbine
10/1/15	292050	21			Bullsbrook
13/1/15	292050				Bullsbrook
13/1/15	292373	19	83		Julimar Rd Toodyay
14/1/15	292405	27	47		Eadine Springs Clackline
17/1/15	292702	6			Yarra Rd Mundaring/ York
18/1/15	292813	16	82		GSHwy x Horton Rd. Inkpen
19/1/15	292890				Eadine Rd Clackline
19/1/15	292897	23	76		GSHwy The Lakes

SHIRE OF NORTHAM
MINUTES
BUSH FIRE ADVISORY COMMITTEE MEETING HELD ON 7 JULY 2015

DCFCO RUNNING SHEET 2014/ 15
MATHEW MACQUEEN

20/1/15	292897	35	120		GSHwy The Lakes
22/1/15	292897	8	84		GSHwy The Lakes
24/1/15	293354				Charles St Northam
29/1/15	293887	6	42		Fernie Rd Bakers Hill
30/1/15	294099				Gardner St Northam
31/1/15	293784	12			Waroona
2/2/15	294258	9			Brookton Hwy
2/2/15	294397	7			G S Hwy, The Lakes
3/2/15	294540	13	46		Hepburn Rd Inkpen
3/2/15	294552	8			West Talbot Rd Inkpen
3/2/15	294555	4			Chitty Rd Bakers Hill
4/2/15		57	189		Boddington
6/2/15	294854				G E Hwy X Martin St Bakers Hill
7/2/15	294964				Joiri x G E Hwy Bakers Hill
7/2/15	294991		51		Ag Dep Northam
9/2/15	295115	1	62		Battery Rd Grass Valley
10/2/15	295252	78	43		G E Hwy Calckline
11/2/15	295360				Toodyay Rd x G E Hwy Northam
20/2/15	296122	4	39		Bodeguero Way x Jocosu Wundowie
24/2/15	296427	46	128		Trimmer x Spencers Brook Clackline
2/2/15	297053	12	86		Coates Rd x G E Hwy Bakers Hill
3/3/15	297101	25	77		Trimmer x Spencers Brook Clackline
3/3/15	297128	7	18		G E Hwy x Tame Rd Bakers Hill
5/3/15	297291	8			Chedaring rd x G E Hwy Bakers Hill
7/3/15	297468	8			Trimmer x G E Hwy Clackline
7/3/15	297475				Fox rd x G E Hwy Clackline
12/3/15	297864				Knight St Northam
16/3/15	298197				Golf Club Bakers Hill
21/3/15	298569				Northam-York Rd x Muluckine Grass Valley
21/3/15	?	2			Bulgin Rd Meckering
23/3/15	298743		12		Spencers Brook Rd Clackline
26/3/15	298928				Toodyay Rd Toodyay
29/3/15	299169	6			Spencers Rd x York. Clackline
30/3/15	299294				GEHwy x Hansen Grass Valley
31/3/15	299349				Spencers Rd x Rose. Clackline
2/4/15	299482				GEHwy x Watson Grass Valley
3/4/15	299532	2			Benrua x GEHwy Clackline
5/4/15	299719	2	48		Water fall rd York
6/4/15	299771				Northam/ Toodyay Rd Irishtown
	Inc 86	Calls 852	2510 Kms		

18 inc out of the Northam Shire

SHIRE OF NORTHAM
MINUTES
BUSH FIRE ADVISORY COMMITTEE MEETING HELD ON 7 JULY 2015

6.4 PROPOSED 2015 / 2016 FIRE BREAK ORDER

Name of Applicant:	Internal Staff Report
File Ref:	5.1.3.1
Officer:	John Hansen
Officer Interest:	Nil
Policy:	Nil
Voting:	Simple Majority
Date:	July 2015

PURPOSE

To consider recommending to Council the attached Fire Break Order with amendments, for the 2015-16 fire season.

BACKGROUND

As with previous years, all Brigades have been provided the opportunity for input into the development of the Shire of Northam Fire Break Order.

In an effort to align the Shire of Northam firebreak order with best industry practice the proposed firebreak order has been amended to align with the guidelines as set out in "Planning for Bushfire Protection". Additionally the following information regarding other Shires within close proximity, illustrates firebreak sizes and supports this proposed amendment.

Toodyay	3m wide x 3m Vertical
Mundaring	3m wide x 4m Vertical
Chittering	3m wide x 4m Vertical
City of Swan	3m wide x 4m Vertical
Shire of Kalamunda	3m wide x 4m Vertical

STATUTORY REQUIREMENTS

Council are Responsible for the development and enforcement of Firebreak requirements in accordance with Section 33 of the *Bush Fires Act 1954* -

33. *Local government may require occupier of land to plough or clear fire-break*

- (1) Subject to subsection (2) a local government at any time, and from time to time, may, and if so required by the Minister shall, as a measure for preventing the outbreak of a bush fire, or for preventing the spread or extension of a bush fire which may occur, give notice in writing to an owner or occupier of land situate within the district of the local government or shall give notice to all owners or occupiers of land in its district by publishing a notice in the *Government Gazette*

SHIRE OF NORTHAM
MINUTES
BUSH FIRE ADVISORY COMMITTEE MEETING HELD ON 7 JULY 2015

and in a newspaper circulating in the area requiring him or them as the case may be within a time specified in the notice to do or to commence to do at a time so specified all or any of the following things -

- (a) to plough, cultivate, scarify, burn or otherwise clear upon the land fire-breaks in such manner, at such places, of such dimensions, and to such number, and whether in parallel or otherwise, as the local government may and is hereby empowered to determine and as are specified in the notice, and thereafter to maintain the fire-breaks clear of inflammable matter;
- (b) to act as and when specified in the notice with respect to anything which is upon the land, and which in the opinion of the local government or its duly authorised officer, is or is likely to be conducive to the outbreak of a bush fire or the spread or extension of a bush fire, and the notice may require the owner or occupier to do so
- (c) as a separate operation, or in co-ordination with any other person, carrying out a similar operation on adjoining or neighbouring land; and
- (d) in any event, to the satisfaction of either the local government or its duly authorised officer, according to which of them is specified in the notice

CONFORMITY WITH THE STRATEGIC COMMUNITY PLAN

OBJECTIVE: Provide services and processes to enhance public safety.

STRATEGY C2.1: Provide community services to uphold public safety standards.

STRATEGY C2.2: Support provision of emergency services.

STRATEGY C2.3: Provide, monitor and improve adequate Bush Fire Protection provisions.

BUDGET IMPLICATIONS

Cost associated with the advertising of the Shire of Northam firebreak order are included in Council's annual operating budget.

OFFICER'S COMMENT

As with previous years the BFAC is provided with an opportunity to provide feedback on the proposed firebreak order.

Attached is a copy of the 2014 / 2015 firebreak order, which requires to be amended to align with the "Planning for Bushfire Protection" document and to synchronise with the majority of local shires. Specifically the amendments to the firebreak are included as below;

- Firebreak widths are amended to 3 metres in width;
- Firebreak overhead clearance of 4 metres,
- Building protection zone increased to 20 metres (previously 15 metres)

SHIRE OF NORTHAM
MINUTES
BUSH FIRE ADVISORY COMMITTEE MEETING HELD ON 7 JULY 2015

Whilst the vertical clearance is not included in the firebreak section of Planning for Bushfire Protection, it is included with “fire service access routes”.

It is recognised that brigades utilise firebreaks in many areas as access for appliances and an overhead clearance of the current firebreaks is needed to ensure that appliance damage is minimised and fire-fighter safety is enhanced.

As with previous recent recommendations regarding the adoption of the firebreak order, staff recommend that it be approved with the modifications highlighted above.

MOTION

Moved: Aaron Smith
Seconded: David Russell

That Council retain the current firebreak requirements.

LOST 4/5

MOTION

Moved: Sim Kuiper
Seconded: Aaron Smith

That the Council adopt the 2015/16 firebreak order to reflect the previous year’s firebreak order with the following minor amendments;

- **Firebreak widths are to remain at 2 metres in width;**
- **Firebreak overhead clearance of 3 metres,**
- **Building protection zone increased to 20 metres (previously 15 metres)**

LOST 4/5

SHIRE OF NORTHAM

MINUTES

BUSH FIRE ADVISORY COMMITTEE MEETING HELD ON 7 JULY 2015

MOTION / COMMITTEE DECISION

Minute No: BFAC.108

Moved: Paul Antonio

Seconded: Aaron Smith

That Council, adopt the 2015/16 firebreak order to reflect the previous year's firebreak order with the following minor amendments which will only apply to properties under 5 hectares;

- **Firebreak widths are amended to 3 metres in width;**
- **Firebreak overhead clearance of 4 metres,**
- **Building protection zone increased to 20 metres (previously 15 metres)**

CARRIED 9/0

SHIRE OF NORTHAM
MINUTES
BUSH FIRE ADVISORY COMMITTEE MEETING HELD ON 7 JULY 2015



SHIRE OF NORTHAM
IMPORTANT NOTICE TO ALL OWNERS
AND OCCUPIERS OF LAND WITHIN
THE SHIRE OF NORTHAM

FIREBREAK ORDER
2014/2015

BUSH FIRES ACT, 1954
(As Amended) Section 33

FIREBREAKS MUST BE COMPLETED
BY 1st NOVEMBER EVERY YEAR
AND MAINTAINED CLEAR OF
ALL FLAMMABLE MATERIAL
UP TO AND INCLUDING 30th APRIL

FIRST AND FINAL
FIRE NOTICE

SHIRE OF NORTHAM
395 FITZGERALD STREET
NORTHAM WA 6401
RANGERS PHONE: 9622 7267
OFFICE PHONE: (08) 9622 6100
OFFICE FAX: (08) 9622 1910
EMAIL: records@northam.wa.gov.au
WEBSITE: <http://www.northam.wa.gov.au>



HARVEST BAN STATUS
PHONE LINE
(08) 9621 1120



TO REPORT A FIRE
DIAL "000"

SHIRE OF NORTHAM

MINUTES

BUSH FIRE ADVISORY COMMITTEE MEETING HELD ON 7 JULY 2015

FIREBREAK/FUEL REDUCTION REQUIREMENTS

The following requirements must be installed by 1st November 2014 and maintained up to and including 30th April 2015. Failure to comply with these requirements can result in penalties prescribed by the Bush Fires Act.

Do not burn the road verge without the permission of the Shire and a permit.

TOWN SITE LAND

(includes the town sites/localities of Northam, Grass Valley, Seabrook, Spencers Brook, Clackline, Bakers Hill and Wundowie)

LAND AREA LESS THAN 1 HECTARE

- All hazardous material must be removed from the whole of the land except living trees, shrubs and plants. In this area remaining vegetation except living trees, shrubs and plants is to be maintained to a height of no greater than 7.5cm;
- It is recommended that a 2 metre wide firebreak should also be installed, clear of all flammable material, immediately within the external boundaries of the lot;
- As a guideline property owners or occupiers of land are requested, in addition to the applicable firebreak, to clear any flammable material or obstructions (overhanging branches of trees) which may impede the travel of fire fighting personnel and fire appliances.

LAND AREA **EQUAL TO, OR** GREATER THAN 1 HECTARE

- Install a 2 metre wide firebreak, clear of all flammable material, immediately within the external boundaries of the lot and;
- Maintain a 15 metre wide low fuel area with a maximum vegetation height (excepting living trees, shrubs and plants) of 7.5 cm around all buildings;
- As a guideline property owners or occupiers of land are requested, in addition to the applicable firebreak, to clear any flammable material or obstructions (overhanging branches of trees) which may impede the travel of fire fighting personnel and fire appliances.

ALL OTHER LAND

(includes the Rural Smallholdings zones of Koojeddah Hills, Red Courte Estate, Glenmore Park, Mokine, Clackline)

LAND AREA LESS THAN 5 HECTARES

- Install a 2 metre wide firebreak, clear of all flammable material, immediately within the external boundaries of the lot and;
- Install a 2 metre firebreak, clear of all flammable material around and within 7 metres of all buildings and fuel storage areas and maintain a 15 metre wide low fuel area with a maximum vegetation (excepting living trees, shrubs and plants) height of 7.5 cm;
- As a guideline property owners or occupiers of land are requested, in addition to the applicable firebreak, to clear any flammable material or obstructions (overhanging branches of trees) which may impede the travel of fire fighting personnel and fire appliances.

LAND **AREA EQUAL TO OR** GREATER THAN 5 HECTARES

- Install a 2 metre wide firebreak clear of all flammable material;
- Install a 2 metre firebreak, clear of all flammable material around and within 7 metres of all buildings and maintain a 15 metre wide low fuel area with a maximum vegetation height (excepting living trees, shrubs and plants) of 7.5 cm and;
- Firebreaks 2 metres wide shall be cleared and maintained within 7 metres around hay-stacks, fuel storage areas and buildings including a 15 metre wide low fuel zone with a maximum vegetation (excepting living trees, shrubs and plants) height of 7.5cm.

SHIRE OF NORTHAM

MINUTES

BUSH FIRE ADVISORY COMMITTEE MEETING HELD ON 7 JULY 2015

- A lot greater than 200 hectares requires a 2 metre firebreak to be installed around all parcels of 200 hectares or less;
- A 2 metre firebreak is required around all stationary motors
- A 2 metre firebreak is required around all internal fences that are constructed of rubber tyres and;
- Any fences constructed of rubber tyres shall be kept clear of all flammable materials.
- As a guideline property owners or occupiers of land are requested, in addition to the applicable firebreak, to clear any flammable material or obstructions (overhanging branches of trees) which may impede the travel of fire fighting personnel and fire appliances.

ACCESS TO PROPERTY

All buildings and constructions within the Shire of Northam shall have a minimum 3 metre wide access-way with a 3 metre high vertical clearance from the property's legal access point to the buildings. The purpose of this access-way is to enable access to property improvements by emergency service vehicles and personnel in an emergency situation.

FAILURE TO COMPLY

Failure to comply with a Firebreak and/or a Fire Hazard Notice carries a maximum fine of \$1000 or a prescribed penalty of \$250 on service of an infringement.

A person in default is also liable whether prosecuted or not to pay the costs of performing the work directed by this notice if it is not carried out by the owner/occupier by the date required by the notice.

DEFINITIONS

For the purposes of this order the following definitions apply:

Firebreak—means ground from which inflammable material has been removed and in which no inflammable material (which includes vegetation) is permitted.

Hazardous Material—relates to any matter or material that can catch alight. It includes garden waste, rubbish and unslashed / long grass.

Low Fuel Area—means an area of land which has no hazardous material within it and is maintained on an ongoing basis during the firebreak period.

ALTERNATIVE ARRANGEMENTS

If it is considered impractical or undesirable to provide firebreaks as required within this order, the approval of Council must be obtained for any variation.

Approval will only be granted up to or before the 7th of November of any year, and will not be obtained unless the prior consent of the appropriate fire control officer has been obtained.

If approval is granted it will be issued in writing and remain until revoked by Council.

HARVEST , MOVEMENT OF VEHICLES AND HOT WORKS BANS

A ban on harvesting, the movement of vehicles in paddocks (except for essential watering of stock) and certain activities in open areas can be imposed during the Restricted or Prohibited burning period when the weather conditions are or are forecast to be very high or above fire danger.

All landowners, occupiers and contractors within the Shire are required to comply with these bans under the provisions of the Bush Fires Act.

SHIRE OF NORTHAM

MINUTES

BUSH FIRE ADVISORY COMMITTEE MEETING HELD ON 7 JULY 2015

A harvest ban requires the cessation of all harvesting operations within the Shire of Northam. A vehicle movement ban does not permit the movement of vehicles on properties within the Shire of Northam except for the essential watering of stock. A hot works ban is defined as a ban on the outdoor use of all welding, grinding and abrasive tools on properties within the Shire of Northam. Exemptions in accordance with Council Policy may be available. Further information is available by contacting Ranger Services on (08) 9622 7267.

The need for a ban will be advertised where possible on ABC Radio 531AM, Radio West 864 AM and the Shire of Northam Website. Ban updates can be obtained 24 / 7 from the Harvest Ban Phone Line on (08) 9621 1120 or via a free SMS service which is available upon request from the Shire of Northam (08) 9622 6100

GENERAL ADVICE

This notice gives the minimum requirements for fire control within the Shire of Northam and all residents and ratepayers are encouraged to undertake additional fire protection measures to ensure the safety of property and life. Further additional information to that contained in this notice can be obtained from the [Department for Fire and Emergency Services website www.dfes.wa.gov.au](http://www.dfes.wa.gov.au) or from the Shire of Northam website www.northam.wa.gov.au.

A permit to burn must be obtained during the Restricted Burning Period. Permits are generally subject to a number of conditions, but will not be issued for burning on Sundays or Public Holidays, unless approved by the Chief Bush Fire Control Officer.

Gas and electric barbeques are permitted at any time during the Restricted Period, but care should be exercised when using them. Solid fuel barbeques and incinerators are prohibited during the Restricted Period on days of very high or extreme fire danger. A properly constructed incinerator must be used.

Do not light any fires or use Solid fuel barbeques during the prohibited burning period. This includes open cooking or campfires.
Check the weather forecast before undertaking any burning.

RESTRICTED BURNING PERIOD 19 SEPTEMBER 2014 TO 14 NOVEMBER 2014 PERMIT TO BURN REQUIRED	PROHIBITED BURNING PERIOD 15 NOVEMBER 2014 TO 21 FEBRUARY 2015	RESTRICTED BURNING PERIOD 22 FEBRUARY 2015 TO 13 APRIL 2015 PERMIT TO BURN REQUIRED
---	--	---

Fire danger ratings and weather forecasts are available from www.bom.gov.au

The above dates may change due to seasonal fire conditions in which case the details of the changes will be published in the local press.

Permits must be issued by a designated Fire Control Officer. A list of all Fire Control Officers is available on the Shire of Northam website or by contacting your local Bush Fire Brigade or Council Offices. Burning permits are issued free of charge.

SHIRE OF NORTHAM
MINUTES
BUSH FIRE ADVISORY COMMITTEE MEETING HELD ON 7 JULY 2015

6.5 PROPOSED REVIEW OF BFAC TERMS OF REFERENCE

Name of Applicant:	Internal Staff Report
File Ref:	5.1.3.1
Officer:	John Hansen
Officer Interest:	Nil
Policy:	BFAC Terms of Reference
Voting:	Simple Majority
Date:	July 2015

PURPOSE

To present council with an updated version of the BFAC “Terms of Reference” which were last updated and accepted by council on 21st September 2011.

BACKGROUND

The current document has some typos and clarity is required when a person is placed in the position of filling multiple roles on the committee, especially if that person is also a councillor appointed as council representative. A general review of this document and the associated voting rights to bring it onto line with current expectations.

STATUTORY REQUIREMENTS

N/A.

CONFORMITY WITH THE STRATEGIC COMMUNITY PLAN

OBJECTIVE: Provide services and processes to enhance public safety.

STRATEGY C2.1: Provide community services to uphold public safety standards.

STRATEGY C2.2: Support provision of emergency services.

STRATEGY C2.3: Provide, monitor and improve adequate Bush Fire Protection provisions.

BUDGET IMPLICATIONS

N/A.

OFFICER’S COMMENT

A copy of the current document is attached as Appendix 3. As indicated above it is staff’s opinion that the terms need to be reviewed and it is recommended that the working party to be established from the BFAC representatives to further refine the guidelines.

SHIRE OF NORTHAM
MINUTES
BUSH FIRE ADVISORY COMMITTEE MEETING HELD ON 7 JULY 2015

RECOMMENDATION/COMMITTEE DECISION

Minute No: BFAC.109

Moved: Garry Shepherdson

Seconded: Aaron Smith

Endorse that the Bushfire Advisory Committee (BFAC) establish a working party consisting of the following members, David Russell, Gary Shepherdson, Mat Macqueen and Blair Wilding to review the terms of reference and make recommendations for the consideration at the next scheduled BFAC meeting.

CARRIED 8/0

Cr Ulo Rumjantsev departed the Council Chambers at 7:11pm and re-entered at 7:14pm.

SHIRE OF NORTHAM

MINUTES

BUSH FIRE ADVISORY COMMITTEE MEETING HELD ON 7 JULY 2015

Shire of Northam – Bush Fire Advisory Committee (Terms of Reference)

<p style="text-align: center;">TERMS OF REFERENCE SHIRE OF NORTHAM BUSH FIRE ADVISORY COMMITTEE</p>

Advisory Committee - Bush Fires Act 1954 as Amended

1. **Section 67** A Local Government may at any time appoint such persons as it thinks fit as a Bush Fire Advisory Committee for the purpose of advising the Local Authority regarding all matters relating to the preventing, controlling and extinguishing of bush fires, the planning of the layout of firebreaks in the district, prosecutions for breaches of this Act, the formation of bush fire brigades and the grouping thereof under group brigade officers, the ensuring of cooperation and coordination of bush fire brigades in their efforts and activities, and any other matter relating to bush fire control whether of the same kind, as, or a different kind from, those specified in this subsection.

2. A Committee appointed under this section shall include a member of the Council of the Local Government nominated by it for that purpose as a member of the committee, and the Committee shall elect one of their number to be chairman thereof.

3. In respect to a committee so appointed, the Local Government shall fix the quorum for the transaction of business at meetings of the committee and may -
 - (a) make rules for the guidance of the committee;
 - (b) accept the resignation in writing of, or remove any member of the committee; and
 - (c) where for any reason a vacancy occurs in the office of a member of the committee, appoint a person to fill that vacancy.

4. A Committee appointed under this sections -
 - (a) may from time to time meet and adjourn as the committee thinks fit
 - (b) shall not transact business at a meeting, unless the quorum fixed by the Local Government is present;
 - (c) is answerable to the Local Government and shall, as and when required by the Local government, report fully on its activities.

SHIRE OF NORTHAM

MINUTES

BUSH FIRE ADVISORY COMMITTEE MEETING HELD ON 7 JULY 2015

Shire of Northam – Bush Fire Advisory Committee (Rules & Guidelines)

RULES AND GUIDELINES

1. Shire of Northam Bush Fire Advisory Committee

The Council of the Shire of Northam hereby forms a Bush Fire Advisory Committee, to formulate for Council's consideration, recommendations and policy on matters relating to bush fire prevention, control and extinguishment in accordance with the Terms of Reference.

1.1 The Shire of Northam Bush Fire Advisory Committee may consist of:-

- Chief Bush Fire Control Officer (1) [also to act as Chairperson]
- Deputy Chief Bush Fire Control Officer (2)
- A Councillor representing the Shire of Northam –Voting Delegate

A nominated representative (and one deputy) from each Brigade including the Wundowie and Northam Fire & Rescue Service Brigades (9).

- Ex-Officio members may include:
 - Shire Communications Officer
 - Shire Ranger
 - Shire of Northam shall provide ex officio Administration Officer
 - Fire and Emergency Services Authority
 - Department of Environment and Conservation
 - A nominated representative (and one deputy) from each Brigade including the Wundowie and Northam Fire & Rescue Service Brigades

Each brigade representative shall have one vote. The Councillor representing the Shire of Northam shall have a vote. The Chief Bush Fire Control Officer and the (2) Deputy Chief Bush Fire Control Officers shall not have a vote unless they are representing their Brigade. CBFCO is to be the Brigade Delegate.

In the event that the nominated Brigade/FRS representative cannot attend then the Deputy Brigade/FRS representative can exercise the Brigade vote at that meeting.

The Chairperson will have a casting vote where there is a tied vote.

1.2 A quorum shall consist of one more than one half of the Voting Committee.

SHIRE OF NORTHAM

MINUTES

BUSH FIRE ADVISORY COMMITTEE MEETING HELD ON 7 JULY 2015

Shire of Northam – Bush Fire Advisory Committee (Rules & Guidelines)

- 1.3 Observers may attend meetings of the Committee, but shall not be permitted to speak on any matter unless invited to do so by the Chairperson.
- 1.4 Recommendations of the Shire of Northam Bush Fire Advisory Committee shall be referred to Council, through the Planning and Development Committee, or direct to Council by the Chief Executive Officer.

1.5 Elections

1.5.1 Chairperson

At the Annual General Meeting of the Committee in each year, the members of the Committee shall elect one of their members to be Chairperson.

In the absence of the Chairperson, the Committee may elect one of their members to chair the meeting.

1.5.2 Election of the Local Government Officers at the Annual General Meeting

Chief Bush Fire Control Officer and Deputy Chief Bush

Fire Control Officer's Appointment:-

Section 38(1) A Local Government may from time to time appoint persons as it thinks necessary to be its Bush Fire Control Officers under and for the purposes of this Act (Bush Fires Act 1954) and of those officers shall appoint a Chief Bush Fire Control Officer and Two (2) Deputy Chief Bush Fire Control Officer who shall be the first and second in seniority.

One Deputy Chief Bush Fire Control Officer shall be appointed for the western portion of the Shire (Inkpen, Bakers Hill and Clackline Brigade areas) and one for the eastern area (Irishtown, Grass Valley Jennapullen and Southern Brook Brigade areas)

1.5.3 Election of Local Government Officers at the Annual General Meeting to be held in April each year:

The Bush Fire Advisory Committee may forward to the Shire of Northam recommendations for the following positions which will be appointed for a period of 12 months and then may be appointed for a maximum period of 4 consecutive years and then have a break of 2 years before they can be appointed to the same position:

- (a) Chief Bush Fire Control Officer

SHIRE OF NORTHAM

MINUTES

BUSH FIRE ADVISORY COMMITTEE MEETING HELD ON 7 JULY 2015

Shire of Northam – Bush Fire Advisory Committee (Rules & Guidelines)

- (b) Deputy Chief Bush Fire Control Officer (2)
- (c) Fire Weather Officers
- (d) Harvest Ban Officer

Persons wishing to nominate for the above positions must meet the training requirements and be prepared to carry out the duties of the position.

1.6 Terms of Office

A person holding the position of Chief Bush Fire Control Officer and Deputy Chief Bush Fire Control Officer may seek re-election annually for a period of one (1) years making a total of 4 years in the position. After a two (2) year break from the position a person may seek re-election.

This is proposed to broaden the experience of the Fire Control Officers and will help with the succession Chief Bush Fire Control Officer and Deputy Chief Fire Control Officers.

Preferably the election of Chief Bush Fire Control Officer and Deputy Chief Bush Fire Control Officer should be staggered so that one position appointed each year e.g.:-

Year 1 - Chief Bush Fire Control Officer should be declared vacant;
Year 2 – 1st Deputy Chief Bush Fire Control Officer should be declared vacant;
Year 3 – 2nd Deputy Chief Bush Fire Control Officer should be declared vacant.

1.7 Voting for Positions of Local Government Officers

A person who nominates/is nominated for one of the positions outlined in Section 1.5.3 cannot vote for himself/herself at the Bush Fire Advisory Committee Meeting, only the brigade vote will count.

A secret ballot is to be conducted by each Brigade for the Election of their nominate for the position of Chief Bush Fire Control Officer, Deputy Chief Bush Fire Control Officer, Fire Weather Officer and Harvest Ban Officer.

The Brigades nominee or the Brigade position for an Officer is to be put as a Motion with Bush Fire Advisory members voting by a show of hands as per meeting procedure of an Advisory Committee under the Local Government Act as it is not an election but an endorsement of the majority of the Brigades selection.

SHIRE OF NORTHAM

MINUTES

BUSH FIRE ADVISORY COMMITTEE MEETING HELD ON 7 JULY 2015

Shire of Northam – Bush Fire Advisory Committee (Rules & Guidelines)

1.8 Meetings

Ordinary meetings of the committee shall be held as determined, special meetings of the Committee may be convened:

- (a) By the Chairperson;
- (b) By written notice to all Committee members, such notice being signed by at least four members of the Committee, giving not less than fourteen (14) days notice and stating purpose of the meeting;
- (c) By the Shire of Northam.

The time and venue of the meetings shall be determined by the Chairperson or the Shire of Northam, having due regard to the general convenience of the Committee members.

1.9 Procedure

Seating arrangements will cater for voting rights, with observers at the back of the meeting room.

The Committee may, from time to time, make rules for the proper conduct of its meeting or of the conduct of meetings of any sub-committee, provided that such rules are consistent with these rules.

1.10 Minutes

A copy of the minutes of the Shire of Northam Bush Fire Advisory Committee meetings shall be submitted to the Shire of Northam, through its appropriate Committee and circulated to its Advisory Committee members and brigade administration officers.

2. Reports to the Shire Of Northam Bush Fire Advisory Committee

- (a) The Chief Bush Fire Control Officer and or Deputy Chief Bush Fire Control Officers shall submit a report on their area of responsibility, to each meeting of the Shire of Northam Bush Fire Advisory Committee.
- (b) Each Brigade Captain/FCO shall submit a report of the Brigade's training activities, vehicle and equipment status and general business, to the Annual General Meeting of the Shire of Northam Bush Fire Advisory Committee.
- (c) The Shire of Northam delegate shall report on matters relevant to the Committee.

SHIRE OF NORTHAM

MINUTES

BUSH FIRE ADVISORY COMMITTEE MEETING HELD ON 7 JULY 2015

Shire of Northam – Bush Fire Advisory Committee (Rules & Guidelines)

- (d) Ex officio members may provide a report on matters relevant to the Committee.

3. Reports to the Shire Of Northam

3.1 The Shire of Northam Bush Fire Advisory Committee will be responsible for reporting to and making recommendations to the Shire of Northam on but not limited to the following:-

- (a) The general management of the affairs of the brigades
- (b) The planning, setting of standards and works programs for fire prevention within the Shire of Northam area of responsibility
- (c) Activities of the Bush Fire Brigades
- (d) Subject to any direction of the Shire of Northam Bush Fire Advisory Committee, as a whole:
 - (i) Ensuring the equipment in the possession or control of the Brigades within the Shire of Northam, is inspected annually by the Shire of Northam or Council nominated representative.

The Shire of Northam Building Inspector to undertake an annual inspection of Brigade and Council owned buildings to ensure safety features are in place and that buildings are maintained to Council & FESA standards.
 - (ii) Making representation and recommendations to the Shire of Northam and FESA, in relation to fire fighting equipment, that should be provided in accordance with the ESL Fire Fighting Equipment Program
 - (iii) Taking steps to ensure the appropriate distribution of fire equipment amongst brigades in the Shire of Northam area of responsibility
- (e) Coordinating training within the brigades of the Shire of Northam to ensure they work together efficiently
- (f) Overseeing the preparation and maintenance of an Incident Response Plan for the Shire of Northam and ensuring a Communication Plan is developed and functions across the Shire of Northam.

SHIRE OF NORTHAM

MINUTES

BUSH FIRE ADVISORY COMMITTEE MEETING HELD ON 7 JULY 2015

Shire of Northam – Bush Fire Advisory Committee (Rules & Guidelines)

- (g) Ensuring that an effective Communication system is established, maintained and brigades are trained in communication procedures.
 - (h) Selecting members of the Committee to represent the Shire of Northam on a regional basis.
 - (i) Ensuring that brigades are implementing the AIMS management system when fire fighting operations are taking place.
 - (j) Carrying out other functions assigned to the Committee by the Shire of Northam or Brigades.
 - (k) Carry out a review of wildfires and make recommendations where necessary for the amendment of fire prevention planning, wildfire suppression procedures, standing orders or the incident response plan and training programs for continuous improvement of the organisation.
4. The Shire of Northam Bush Fire Advisory Committee may form sub-committees, provide advice and recommendation on specific areas of the Committee's responsibilities. The Advisory Committee shall determine membership and terms of reference of such sub-committees.
5. **Shire of Northam Fire Fighting Equipment Replacement and Maintenance Strategy**
- 5.1 The Shire of Northam Bush Fire Advisory Committee may form a sub-committee to provide advice to the Advisory Committee and the Shire of Northam in the formulation of Local Government Fire Fighting Equipment Replacement and Maintenance Strategy for its area of responsibility.
 - 5.2 The Shire of Northam Bush Fire Advisory Committee shall make recommendations to the Shire of Northam on the ongoing maintenance of its ESL Fire Fighting Equipment and Maintenance Strategy.

SHIRE OF NORTHAM
MINUTES
BUSH FIRE ADVISORY COMMITTEE MEETING HELD ON 7 JULY 2015

7. REPORTS OF DELEGATES/EXECUTIVE OFFICERS

Community Emergency Services Manager – John Hansen

- The Inkpen Fire Shed, received DFES approval today. Council has been asked to consider funding (\$30,000) to complete the associated earthworks.
- Approval was also received from DFES to add an additional bay & amenities to the existing Clackline shed.
- Depot Staff have now completed a basic introduction to fire fighting course.
- Enquiries have been made re the possible use of the criminal code to enforce verge/out of control burns outside of the restricted season, and we are now awaiting feedback from the DFES legal department.
- Stand pipe update, Dempsters paddock, all others have a BIC fitting.
- Budget permitting we will have an independent fire hazard assessment of all shire controlled land prior to the start of the fire season with an associated mitigation plan following the identification of the risks.
- Council has been asked to consider funding to complete the driveway crossover to the Bakers Hill fire shed.
- David Grossage from the Association of VBFB was unable to attend but will be making some recommendations to assist us with recruitment and retention of our volunteers.

CBFCO – Garry Shepherdson

- To start I will give a report on Grass Valley.
- The Grass Valley 3.4 is in readiness for the new season barring its' annual service.
- There has been no in house training carried out this year, which is something that has to change.
- As far as I am aware all personnel have up to date PPE.
- If you are not aware Grass Valley is supposedly on the books for a new 4.4 but time will tell.
- We had 121 fires this year which included out of district fires e.g. Bullsbrook and Boddington.
- We had very good turnouts at all fires with a special thanks to those people that tuned out to Boddington.
- On another topic, I feel that is time for the Shire of Northam to take a more active role in the bush fire fighting season. What I recommend, is that Northam Shire should supply a vehicle for the CBFCO to attend fires like that provided at Toodyay, Mundaring and Wanneroo, to name a few.
- What I suggest is that the current CESM's vehicle be retained, complete with lights, siren and radios and made available to the CBFCO to attend fires. My attendance last season was just under 8000 km.
- Thank you all from the Chief.

SHIRE OF NORTHAM
MINUTES
BUSH FIRE ADVISORY COMMITTEE MEETING HELD ON 7 JULY 2015

Bakers Hill VBFB – Ulo Rumjantsev



**BAKERS HILL
 VOLUNTEER
 BUSHFIRE BRIGADE**
 Tames Road,
 PO Box 247)
 Bakers Hill WA 6562



17TH June 2015.

Report May 2014 / April 2015.
 April 2015 –

The past 15 months can only be described as somewhat complex* with the Brigade attending to 35 / 55 Fires and Mop ups as well as attending to fire turn outs outside our jurisdiction Waroona / Harvey, Boddington, Bullsbrook Toodyay Gingin, the Brigade has a membership of 30 and can be said to be a strong contingent, it must be remembered that a majority of crew work during the day leaving a small number of 5-7 to turn out to local daily events.

Major events within Shire attended the Lakes fires strong turn out from Bakers our FCO carried Sector Command operations with Corry Munns, Clackline Highway fire could only be described as very nasty, strong turn out by Bakers also responsible for air wing control and overnight sector control all good role training, sadly crew injury sustained.

It was realised by the NEW executive that matters had to develop some New strategies.

Winter period fortnightly roster vehicle service & <u>equipment check</u>	(Commenced)
Hi Season <u>weekly</u> roster vehicle service & <u>equipment check</u>	(October start)
Vehicle locker inventory listed & identified placards in lockers.	(90% complete)
Brigade internal training calendar.	(Commenced)
MUC Team. Mop Up Crew	(Operational)
Community Perception* El Cabalo, Glenmore, Koojeddah-Carlin BBQ's	(Prepared)
MEMBERSHIP DRIVE.*	(Constant)
Controlled Training Bums.	(Commenced)
Regular & Christmas rosters	(under review)
Hi Season Response team.	(in review)
Know your district.	(Approved)
4 TH Lieutenant cadetship 2 year period = succession plan	(before executive)
Regular executive meetings 6 per year minuted	(Commenced = 2)
Community use 600 litre auxiliary tanker trailer.	(Commenced)

It's also recognised that the Brigade Secretary was successful in gaining a Western Power grant which assisted in the purchase of two 40 litre Engel refrigerators, procured large quantity of Dexion racking which was donated from a business house, and BGC contributed 5500 bottles of water for Brigade distribution.

Complexity of membership*, this year the Bakers Brigade has had 5 members with some 35 years' experience between them retire for reasons of health and moving on we acknowledge their valuable contribution, it is felt that other than Brigade & CSEM initiative's to gain volunteers, State and Government bodies are somewhat ignorant in assisting in capturing additional team members for all Brigades, then we struggle with training. Having said that the a proportion of the team are DIDO, FIFI, or FIDO workers (problem somewhat)

SHIRE OF NORTHAM

MINUTES

BUSH FIRE ADVISORY COMMITTEE MEETING HELD ON 7 JULY 2015

In closing membership pride in the Bakers Hill Station is HIGH but the following is constant.

We need help to attract new members

Fire shed upgrade*

All weather drive way cross over

When will DFES do a survey asking about vehicle thoughts from volunteers.

In consideration of Risk to Resource management,

: Additional 1.4 unit

: Replacement of the aging 2.4 urban unit (rural)

The high light this year receiving the long awaited the not so new fuel guzzling oil consuming light tanker.

Ulo Rumjantsev,

Captain, F.C.O. Bakers Hill Volunteer Bushfire Brigade.



First 335 being delivered in Victoria part of 3000 units

SHIRE OF NORTHAM
MINUTES
BUSH FIRE ADVISORY COMMITTEE MEETING HELD ON 7 JULY 2015

Ulo Rumjantsev, VISION if appointed as Captain, 2015 / 2016, AGM APRIL 2015.

TEAM BUILDING. CAPTAINS / OVERVIEW.

MENTORING New MEMBERS.

ADVANTAGE LEARNING IN HOUSE. PAST / VALUES.

KNOW YOUR DISTRICT.

EQUIPMENT FAMILIARISATION , PRIORITY.

IN HOUSE BRIGADE TRAINING. (S.O.P.)

CLACKLINE TRAINING ADVANTAGE CO – SHARE. VALUE.

D.F.E.S. TRAINING. (FOLLOW THROUGH) ?

ONE / TWO WEEK ROSTERS. FIRE SEASON.

FIRST TURN OUT 2.4 HEAVY TANKER TURN OUT PRIORITY 4 CREW.

HIGH SEASON RESPONSE TEAM. 4 / 5 CREW.

KNOW YOUR DISTRICT.

VEHICLE MAINTENANCE ROSTER SERVICE PRIORITY. HIGH SEASON.

SAFETY TAGGING EQUIPMENT. POST EVENT PRIORITY

MUC CREW. MOP UP CREW

VEHICLE MAINTENANCE ROSTER SERVICE PRIORITY. LOW SEASON.

CONTROL BURNS BRIGADE CONTROLLED. ?

STATION TIDINESS.

UNDERSTANDING FOUR WHEEL DRIVE OPERATION.

NEW AUXILIARY 600LITRE WATER PUMP TANKER TRAILER.

FIRST AID COURSE (TRAINING).

DFES COCKBURN CENTRAL VISIT - SHIRE BUS.

COMMUNITY ACTIVITIES.....PUBLIC PERCEPTION.

SUGGESTION BOX.

SHIRE OF NORTHAM

MINUTES

BUSH FIRE ADVISORY COMMITTEE MEETING HELD ON 7 JULY 2015

8. GENERAL BUSINESS

MOTION / COMMITTEE DECISION

Minute No: BFAC.110

Moved: David Russell

Seconded: Aaron Smith

1. That it be recommended that Council provide a vehicle to the CBFCO for the future fire season.
2. That Council consider that the vehicle provided be the current CESM vehicle.

CARRIED 8/1

MOTION / COMMITTEE DECISION

Minute No: BFAC.111

Moved: David Russell

Seconded: Blair Wilding

That Council review its policy on removing overhead standpipes including consultation with affected landowners

CARRIED 8/1

BFAC that standpipes be retained with overhead tank access is an issue for farmers to fill up safely and efficiently and consequently restricting the number of vehicles available to fight fires. Most fire units have top-fill, many don't have bottom fill capability. Need to check on previous BFAC resolution decision on standpipes.

9. DATE OF NEXT COMMITTEE MEETING

TBA.

10. DECLARATION OF CLOSURE

There being no further business, the Chairperson, Chadd Hunt declared the meeting closed at 7:46pm.

"I certify that the Minutes of the Bushfire Advisory Committee meeting held on Tuesday 7 July 2015 have been confirmed as a true and correct record."

_____ Chairperson

_____ Date