



Shire of Northam  
*Heritage, Commerce and Lifestyle*

## **Shire of Northam**

### **Minutes**

### **Bush Fire Advisory Committee**

**28 March 2017**



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## 1. DECLARATION OF OPENING

The Chairperson, Cr Terry Little declared the meeting open at 5:32pm.

## 2. ATTENDANCE

### Voting Committee:

Chairperson / Councillor / Shire of Northam	Terry Little
Councillor / Shire of Northam	Ulo Rumjantsev
Inkpen Brigade	Murray Bow
Clackline Muresk Brigade	Blair Wilding
Irishtown Brigade	David Russell
Jennapullin Brigade	Aaron Smith
Southern Brook Brigade	Paul Antonio
Northam Volunteer Fire and Rescue Service	Greg Montgomery

### Representatives and Staff:

Chief Bush Fire Control Officer	Mathew Macqueen
Deputy Bush Fire Control Officer	Simon Peters
Chief Executive Officer	Jason Whiteaker
Community Emergency Service Manager	Daniel Hendriksen
Executive Assistant – CEO	Alysha Maxwell

### Gallery:

Phillip Gentle

### 2.1 APOLOGIES

Executive Manager Development Services	Chadd Hunt
Grass Valley Brigade	Angus Cooke
Bakers Hill Brigade	Steve Gray

### 3. DISCLOSURE OF INTERESTS

Item Name	Item No.	Name	Type of Interest	Nature of Interest
Entire agenda	All items	Cr Ulo Rumjantsev	Impartiality	Captain Bakers Hill Bushfire Brigade. Appointed 21 October 2015.

### 4. CONFIRMATION OF MINUTES

#### 4.1 COMMITTEE MEETING HELD 25 OCTOBER 2016

##### RECOMMENDATION / COMMITTEE DECISION

**Minute No: BFAC.150**

**Moved: Paul Antonio**

**Seconded: Greg Montgomery**

**That the minutes of the Bush Fire Advisory meeting held 25 October 2016 be confirmed as a true and correct record of that meeting.**

**CARRIED 8/0**

## 5. COMMITTEE REPORTS

### 5.1 Harvest, Vehicle Movement and Hot Works Ban Exemption

<b>Address:</b>	N/A
<b>Owner:</b>	N/A
<b>File Reference:</b>	5.1.3.1
<b>Reporting Officer:</b>	Daniel Hendriksen Community Emergency Services Manager
<b>Responsible Officer:</b>	Chadd Hunt Executive Manager Development Services
<b>Voting Requirement</b>	Simple Majority

#### BRIEF

The Harvest, Vehicle Movement and Hot Works Ban Exemption will allow critical services to conduct emergency works during a Ban.

There has been examples in the past where utility providers have not been able to undertake emergency repairs due to the imposition of Harvest, Vehicle Movement and Hot Works ban being in place. This obviously poses a risk to some members of the community with the loss of essential services for a period of time. It is proposed that essential service providers be granted an exemption (subject to conditions) to allow them to undertake emergency repairs during a Harvest Ban.

With an exemption in place the repair could be made under the exemption conditions and the power restored.

#### ATTACHMENTS

- Attachment 1: Section 22c Total Fire Ban Exemption - Wester Power
- Attachment 2: Section 22c Total Fire Ban Exemption – Water Corporation
- Attachment 3: Section 22c Total Fire Ban Exemption – Brookfield Rail

#### BACKGROUND / DETAILS

N/A.

#### CONSIDERATIONS

##### Strategic Community / Corporate Business Plan

- Objective: Provide services and processes to enhance public safety.
- Strategy C2.3: Provide, monitor and improve adequate Bush Fire Protection provisions.

Action: Support local bushfire brigades in bushfire management.

### **Financial / Resource Implications**

Nil.

### **Legislative Compliance**

The Bush Fires Regulations, 1958 states the following –

38A. *Vehicles etc., power to prohibit etc. use of in restricted or prohibited burning times*

- (1) *Where a bush fire control officer is of the opinion that the use or operation of any engines, vehicles, plant or machinery during the prohibited burning times or restricted burning times, or both, is likely to cause a bush fire, or would be conducive to the spread of a bush fire, the bush fire control officer may by notice or direction prohibit or regulate the carrying out of any activity or operation in a specified area either absolutely or except in accordance with conditions specified in the notice or direction or without the consent of the local government or bush fire control officer.*

### **Policy Implications**

Council Policy A8.1 – Policy on Harvest, Vehicle Movement and/or hot works bans provides Council with the power to exempt certain activities from the requirements to comply with a ban provided they meet specific criteria.

These exemption requirements however apply to specific activities and sites whereas the recommendation proposes a more generic approval for those infrastructure providers.

### **Stake Holder Engagement / Consultation**

Nil.

### **Risk Implications**

Nil.

### **OFFICER'S COMMENT**

The exemption will allow critical service providers Western Power, Water Corporation and Brookfield Rail (and their contractors) to conduct emergency works during a Harvest Vehicle Movement and Hot works Ban under the same conditions as their exemption for a Total Fire Ban. It is proposed that this will make it easier to administer as both exemptions have the same conditions. The Total fire Ban conditions have been attached for reference.

## RECOMMENDATION / COMMITTEE DECISION

Minute No: BFAC.151

Moved: Cr Ulo Rumjantsev

Seconded: Blair Wilding

That Council endorse the below exemptions to the Harvest Vehicle Movement and Hot Works Ban:

1. The Shire of Northam Grants an Exemption to the Electricity Network Corporation (Trading as Western Power) and their Contractors during a Shire imposed Harvest, Hot Works and Vehicle Movement Bans for works which cannot reasonably be postponed to a time with safer fire weather conditions.

### Conditions of the exemption:

- Compliance with the requirements as specified in the Department of Fire & Emergency Services Total Fire Ban Exemption Notice for the Electricity Network Corporation as provided in Attachment 1;
- Staff or Contractors are to contact the Chief Bush Fire Control Officer (CBFCO) and/or Community Emergency Service Manager (CESM) prior to activating the exemption;
- The CBFCO or CESM may suspend the exemption for a specified period; and
- Council may at any time review or revoke the exemption.

2. The Shire of Northam Grants an Exemption to the Water Corporation and their Contractors during a Shire imposed Harvest, Hot Works and Vehicle Movement Bans for works which cannot reasonably be postponed to a time with safer fire weather conditions.

### Conditions of the exemption:

- Compliance with the requirements as specified in the Department of Fire & Emergency Services Total Fire Ban Exemption Notice for the Water Corporation as provided in Attachment 2;
- Staff or Contractors are to contact the Chief Bush Fire Control Officer (CBFCO) and or Community Emergency Service Manager (CESM) prior to activating the exemption;
- The CBFCO or CESM may suspend the exemption for a specified period; and
- Council may at any time review or revoke the exemption.

3. The Shire of Northam Grants an Exemption to the Brookfield Rail Pty Ltd, and their Contractors during a Shire imposed Harvest, Hot Works and Vehicle Movement Bans for works which cannot reasonably be

**postponed to a time with safer fire weather conditions.**

**Conditions of the exemption:**

- **Compliance with the requirements as specified in the Department of Fire & Emergency Services Total Fire Ban Exemption Notice for Brookfield Rail Pty Ltd as provided in Attachment 3;**
- **Staff or Contractors are to contact the Chief Bush Fire Control Officer (CBFCO) and or Community Emergency Service Manager (CESM) prior to activating the exemption;**
- **The CBFCO or CESM may suspend the exemption for a specified period; and**
- **Council may at any time review or revoke the exemption.**

**CARRIED 8/0**

Discussion:

- Clarification was sought in relation to why this was a requirement when the Chief has the power to issue exemptions. The Community Emergency Services Manager (CESM) advised that this is a requirement of Department of Fire and Emergency Services (DFES) where these exemptions must be formalised. The Total Fire Ban document as attached details a range of conditions associated with the exemption.
- It was queried whether this blanket exemption will mean that the Chief loses control. The CESM advised that point two and three under each of authorities within the recommendation state that the Chief or CESM must be notified when activating the exemption and the Chief or CESM may suspend the exemption for a specified period.
- It was queried whether the references to the authorities names are correct. The CESM confirmed that they are correct as listed within the Total Fire Ban document attached to this report which has been prepared by DFES.
- It was raised that the person being notified of the exemption being activated must know the conditions for the whole Shire as these may vary between east and west.

## Attachment 1



Government of Western Australia  
Department of Fire & Emergency Services



**BUSH FIRES ACT 1954  
NOTICE OF EXEMPTION  
TOTAL FIRE BAN  
Section 22C**

**Lighting or use of fire, or carrying out activity in the open air that causes or is likely to cause fire, during a total fire ban.**

Correspondence No. 12353

Department of Fire and Emergency Services

Pursuant to the powers delegated and sub delegated to the DFES Deputy Commissioner, I hereby exempt **Electricity Network Corporation (T/as Western Power)** under section 22C of the *Bush Fires Act 1954*, from the operation of the provisions of sections 22B and 46 of that Act, subject to compliance with the conditions specified hereunder.

This exemption applies to **Western Power** employees and its contractors for the conduct of emergency repairs, bush fire mitigation and maintenance essential to the safe operation of the electrical network including;

- the "off road" access by vehicles and equipment for the purpose of fault finding,
- the "off road" access by vehicles and equipment to its power network to conduct repairs and bush fire mitigation maintenance
- "hot works" (welding, cutting, grinding and heating) at substations, electricity generating stations and other infrastructure,
- operating the transmission system to ensure security of electricity supply,
- carrying out LV disconnection and re-connection of customer supplies,
- operating the distribution system's overhead and ground mounted HV and LV switchgear to energise (restore power), isolating (turning off) the electrical network,
- essential maintenance of poles, wires and substation equipment
- repairs to fallen poles, wires and substation equipment, and
- removing vegetation contacting overhead power lines

on their power supply network throughout Western Australia during a total fire ban declared for the local government area in which the work is to be undertaken.

### **SPECIFIED CONDITIONS**

#### **1. FIRE PREVENTION**

- 1.1 This exemption does not apply for Essential Maintenance when there is in force a fire danger forecast issued for that place by the Bureau of Meteorology in Perth of "very high" or above.
- 1.2 This exemption only applies for work which cannot reasonably be postponed to a time with safer fire weather conditions.
- 1.3 Western Power management is to assess weather conditions and heed warnings, risk assess and limit all activities to that which can be undertaken safely.
- 1.4 The site is to be maintained in accordance with any local government fire break notice.

#### **2. NOTIFICATION**

- 2.1 If the work is to be conducted within the Metropolitan area the DFES State Situation Awareness Officer is to be notified, preferably by email [sao@dfes.wa.gov.au](mailto:sao@dfes.wa.gov.au), on the day and prior to these activities occurring during a total fire ban.

- 2.2 If the work is to be conducted outside of the Metropolitan area;
    - 2.2.1 the nearest Department of Fire and Emergency Services (DFES) Regional Office, and
    - 2.2.2 the Local Government in which district the work is to be undertaken.are to be notified on the day of and prior to these activities occurring during a total fire ban.
  - 2.3 If the work is to be conducted within 3 kilometres of State Forest, the respective District Duty Officer of the Department of Parks and Wildlife is to be informed on the day and prior to works requiring this exemption commencing.
  - 2.4 Where possible the landowner on who's property the work is to be undertaken is to be advised prior to the activity occurring.
  - 2.5 Any fire occurring at the work site, whether extinguished or not, must be reported to the DFES Communications Centre on 9395 9210, or immediately via 000 if the fire cannot be controlled and / or suppressed.
3. **SITES WITHIN GAZETTED METROPOLITAN AREA, REGIONAL CITIES AND TOWNSHIPS.**
- 3.1 **Where hot works are to be conducted at sites free from any area/s of combustible bush or grassland for a radius of not less than 100 metres.**
    - 3.1.1 Welding screens and/or the wetting down of surrounding area are required to reduce possible spark ignition around the immediate work site.
    - 3.1.2 The provision of two operational fire extinguishers (16 litre knapsack spray or 9 litre pressurised air/water or a combination of both) to be placed on the ground near the immediate work area in a readily accessible position.
    - 3.1.3 The site is to be fully inspected for any potential fire activity and declared safe prior to their departure.
  - 3.2 **Where hot works are to be conducted at sites with area/s of combustible bush or grassland, (of less than 500 square metres and vegetation no higher than 20 centimetres) within a radius of 100 metres.**
    - 3.2.1 Welding screens and/or wetting down of surrounding area are required to reduce possible spark ignition around the immediate work site.
    - 3.2.2 The provision of two operational fire extinguishers (16 litre knapsack sprays or 9 litre pressurised air/water or a combination of both) to be placed on the ground near the immediate work area in a readily accessible position.
    - 3.2.3 A fire suppression unit is to be on site, comprising a minimum of 400 litres of water, with an operational pump and 20 metres of 19 millimetres diameter hose (minimum), capable of delivering water through an adjustable nozzle.
    - 3.2.4 At least one able bodied person (trained in extinguisher/unit operation) and wearing the appropriate 'Personal Protective Clothing (PPC)' is to be in attendance and dedicated solely to the detection and suppression of any fire.
    - 3.2.5 The site is to be fully inspected for any potential fire activity and declared safe prior to their departure. Supervision of site to remain for 30 minutes after fire risk activity has ceased.
  - 3.3 **Where hot works are to be conducted at sites with area/s of combustible bush or grassland, (of greater than 500 square metres and/or vegetation higher than 20 centimetres) within a radius of 100 metres.**
    - 3.3.1 Welding screens and/or wetting down of surrounding area are required to reduce possible spark ignition around the immediate work site.

- 3.3.2 The provision of two operational fire extinguishers (16 litre knapsack sprays or 9 litre pressurised air/water or a combination of both) to be placed on the ground near the immediate work area in a readily accessible position.
- 3.3.3 A single, or multiple, fire suppression units are to be on site, comprising a minimum of 800 litres of water, with operational pumps and 20 metres of 19 millimetres diameter hose (minimum), capable of delivering water through an adjustable nozzle).
- 3.3.4 Each fire unit is to be crewed by at least two able bodied persons (trained in extinguisher/unit operation) and wearing appropriate 'Personal Protective Clothing (PPC)' and dedicated solely to the detection and suppression of any fire.
- 3.3.5 The site is to be fully inspected for any potential fire activity and declared safe prior to their departure. Supervision of the site to remain for 30 minutes after fire risk activity has ceased.

**4. SITES OUTSIDE OF GAZETTED METROPOLITAN AREA, REGIONAL CITIES AND TOWNSHIP.**

**4.1 Where hot works are to be conducted at sites free from any area/s of combustible bush or grassland for a radius of not less than 100 metres.**

- 4.1.1 Welding screens and/or the wetting down of surrounding area are required to reduce possible spark ignition around the immediate work site.
- 4.1.2 The provision of two operational fire extinguishers (16 litre knapsack sprays or 9 litre pressurised air/water or a combination of both) to be placed on the ground near the immediate work area in a readily accessible position.
- 4.1.3 The site is to be fully inspected for any potential fire activity and declared safe prior to their departure.

**4.2 Where hot works are to be conducted at sites with area/s of combustible bush or grassland within a radius of 100 metres.**

- 4.2.1 Welding screens and/or wetting down of surrounding area are required to reduce possible spark ignition around the immediate work site.
- 4.2.2 The provision of two operational fire extinguishers (16 litre knapsack sprays or 9 litre pressurised air/water or a combination of both) to be placed on the ground near the immediate work area in a readily accessible position.
- 4.2.3 A single or multiple fire suppression units are to be on site, comprising a minimum of 800 litres of water, with operational pumps and 20 metres of 19 millimetres diameter hose (minimum), capable of delivering water through an adjustable nozzle.
- 4.2.4 Each Fire unit is to be crewed with at least two able bodied persons (trained in extinguisher/unit operation) and wearing the appropriate 'Personal Protective Clothing (PPC)' and dedicated solely to the detection and suppression of any fire.
- 4.2.5 At least two able bodied people are to remain at the work site for at least 30 minutes after the works have been completed to ensure the site remains safe and the site is to be fully inspected for any potential fire activity prior to their departure.

**5. "Off Road" Access for bush fire mitigation, essential maintenance and fault finding for emergency repairs.**

5.1 If proceeding off road for the purposes of undertaking a preliminary assessment of the safety or condition of the power transmission or distribution network there must be a minimum of the following present:

- A mobile fire suppression unit, to be crewed by two able bodied and trained persons, comprising a minimum of 400 litres of water, with an operational pump and 20 metres of 19 millimetres diameter hose (minimum), capable of delivering water through an adjustable nozzle.

**6. Power Re-instatement of overhead power lines —Non Identified Faults**

Where a fault cannot be identified visually on the affected network the following shall apply;

6.1 A risk assessment must be completed prior to any reinstatement of power being conducted; or

6.2 Reinstatement of power is only to be undertaken on a falling Fire Danger Index (FDI) and not before the FDI falls below 32 (High rating 12 to 31); or

6.3 In an emergency, DFES may request the reinstatement of power by the network operator.

**7. "Off Road" Use of Vehicles**

7.1 All vehicles and stationary motors are to be inspected prior to leaving any formed road to ensure that the exhaust systems are in a sound condition.

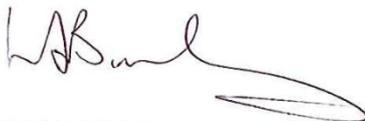
7.2 All vehicles and stationary motors are to be refuelled on clear ground and in an appropriate method to avoid the release of static electricity.

7.3 The access to the worksite is to be checked to ensure that no vegetation can come into contact with exhaust or catalytic converters fitted to any vehicle.

7.4 The vehicles and plant are to be sited/parked in an area free from vegetation and combustible material.

**Period of Exemption**

This exemption is valid from the date of approval through until 30 June 2018 unless suspended or revoked.



**LLOYD BAILEY AFSM**

**Deputy Commissioner of the Department of Fire and Emergency Services, as sub-delegate of the Minister under sections 15 and 16 of the *Fire and Emergency Services Act 1998*.**

23 December 2015

## Attachment 2



Government of Western Australia  
Department of Fire & Emergency Services



### BUSH FIRES ACT 1954 NOTICE OF EXEMPTION TOTAL FIRE BAN Section 22C

**Lighting or use of fire, or carrying out activity in the open air that causes or is likely to cause fire, during a total fire ban.**

Correspondence No. 12407

Department of Fire and Emergency Services

Pursuant to the powers delegated and sub delegated to the DFES Deputy Commissioner, I hereby exempt **Water Corporation**, under section 22C of the *Bush Fires Act 1954*, from the operation of the provisions of sections 22B and 46 of that Act, subject to compliance with the conditions specified hereunder.

This exemption applies to;

- Water Corporation employees and contractors **within Western Australia**,
- conduct urgent repairs and maintenance (welding, cutting and grinding) on existing infrastructure considered critical for the supply of essential services,
- to enable access to pipelines and other infrastructure that is "off road",
- during a Total Fire Ban called for the Local Government area in which the work is to be undertaken.

#### SPECIFIED CONDITIONS

##### 1. Fire Prevention

- 1.1. This exemption only applies for work which cannot reasonably be postponed to a time with safer weather conditions.
- 1.2. Water Corporation management is to assess weather conditions and heed warnings, limiting all activities to that which can be undertaken safely in accordance with Water Corporation documents WC OSH 134 (Hot Work), WC OSH 007 (Job Safety Analysis) and 01-2237 (Fire Prevention, Hot Work in the Field).

##### 2. Notification

- 2.1. Where such work is undertaken within the Perth Metropolitan area, the DFES State Situation Analysis Officer is to be notified, preferably by email [sao@dfes.wa.gov.au](mailto:sao@dfes.wa.gov.au), on the day of and prior to these activities occurring during a total fire ban.
- 2.2. Where such work is undertaken outside of the Perth metropolitan area the nearest Department of Fire and Emergency Services (DFES) Regional Office is to be notified on the day of and prior to the works commencing.
- 2.3. Additionally, if any of the above activities are to be conducted within 3 km of state forest, then notification to the respective District Duty Officer of the Department of Parks and Wildlife, is required on the day of and prior to the commencement of the operation.

### 3. Site Requirements

#### 3.1. Where such works are to be conducted more than 30 metres from any bush or grassland.

- 3.1.1. An area of 5 metres radius free from flammable materials immediately around the work site will be established and maintained around all hot work areas.
- 3.1.2. Welding screens and the wetting down of surrounding area is required to reduce possible spark ignition around the immediate work site.
- 3.1.3. The provision of two (2) operational 9 litre stored water fire extinguisher (or equivalent water supply) to be at the site of any work.
- 3.1.4. At least one (1) able-bodied person (trained in extinguisher operation) and wearing the appropriate "Personal Protective Clothing (PPC)" is to be in attendance and dedicated solely to the detection and suppression of any fire.
- 3.1.5. At least 2 able bodied people are to remain at the work site for at least 30 minutes after the works have been completed to ensure the site remains safe and the site is to be fully inspected for any potential fire activity prior to their departure.

#### 3.2. Where such works are to be conducted within 30 metres of any bush or grassland.

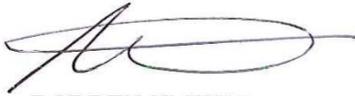
- 3.2.1. An area of 5 metres radius free from flammable materials immediately around the work site will be established and maintained around all hot work areas.
- 3.2.2. Welding screens and wetting down of surrounding area is required to reduce possible spark ignition around the immediate work site.
- 3.2.3. A fire suppression unit is to be on site, comprising a minimum of 400 litres of water, with an operational pump and 20 metres of 19 mm diameter hose (minimum), capable of delivering water through an adjustable nozzle.
- 3.2.4. At least one able bodied person (trained in the unit operation) and wearing the appropriate 'Personal Protective Clothing (PPC)' is to be in attendance and dedicated solely to the detection and suppression of any fire.
- 3.2.5. A bulk water supply tanker (min 5000 litres) is present when hot work is conducted where no reticulated water supply is available within 1 km of the work site.
- 3.2.6. At least 2 able bodied people are to remain at the work site for at least 30 minutes after the works have been completed to ensure the site remains safe and the site is to be fully inspected for any potential fire activity prior to their departure.

**4. To enable access to pipelines and other infrastructure that is “off road”.**

- 4.1. All vehicles and stationary motors are to be inspected prior to leaving any formed road to ensure that the exhaust systems are in a sound condition and fitted with a spark arrestor of suitable design.
- 4.2. The access to the worksite is to be checked to ensure that no vegetation can come into contact with catalytic converters fitted to any vehicle.
- 4.3. The vehicles and plant are to be sited/parked in an area free from flammable material.

**Period of Exemption.**

This approval is **valid from the date of approval through until 30 June 2018 unless suspended or revoked.**



**DARREN KLEMM**

**A/Deputy Commissioner, Operations of the Department of Fire and Emergency Services, as sub-delegate of the Minister under section 16 of the *Fire and Emergency Services Act 1998*.**

5 October 2015

### Attachment 3



Government of Western Australia  
Department of Fire & Emergency Services



#### BUSH FIRES ACT 1954 NOTICE OF EXEMPTION TOTAL FIRE BAN Section 22C

**Lighting or use of fire, or carrying out activity in the open air that causes or is likely to cause fire, during a total fire ban.**

Correspondence No. 12372

Department of Fire and Emergency Services

Pursuant to the powers delegated and sub delegated to the DFES Deputy Commissioner, I hereby exempt **Brookfield Rail Pty Ltd**, under section 22C of the *Bush Fires Act 1954*, from the operation of the provisions of sections 22B and 46 of that Act, subject to compliance with the conditions specified hereunder.

This exemption applies;

- to Brookfield Rail Pty Ltd employees and contractors,
- for the purpose of hot works (welding, cutting, grinding and heating),
- to conduct urgent maintenance and or repairs to the Brookfield Rail Statewide infrastructure,
- during a total fire ban for the Local Government in which the work is to be undertaken.

#### SPECIFIED CONDITIONS

##### 1. Fire Prevention

- 1.1. This exemption only applies for work which cannot reasonably be postponed to a time with safer weather conditions.
- 1.2. Brookfield Rail Pty Ltd management is to assess weather conditions and heed warnings, limiting all activities to that which can be undertaken safely.
- 1.3. The site is to be maintained in accordance with the local government fire break notice.

##### 2. Notification

- 2.1. The Department of Fire and Emergency Services (DFES) Cockburn Central is to be notified by email to [sao@dfes.wa.gov.au](mailto:sao@dfes.wa.gov.au) on the day of and prior to these activities occurring during a total fire ban.
- 2.2. If the work is to be undertaken outside of the Metropolitan area the nearest Department of Fire and Emergency Services (DFES) Regional Office is to be notified on the day of and prior to these activities occurring during a total fire ban.
- 2.3. The Local Government or their authorised representative (e.g. Chief Fire Control Officer) is to be informed on the day of and prior to works requiring this exemption commencing.

- 2.4. If the work is to be conducted with 3 kms of State Forest, the respective District Duty Officer of the Department of Environment and Conservation (DEC) is to be informed on the day and prior to works requiring this exemption commencing.

### 3. Site Requirements

#### 3.1. Where such works are to be conducted more than 30 metres from any bush or grassland.

- 3.1.1. An area of 5 metres radius free from flammable materials immediately around the work site will be established and maintained around all hot work areas.
- 3.1.2. Welding screens and the wetting down of surrounding area is required to reduce possible spark ignition around the immediate work site.
- 3.1.3. The provision of two (2) operational 9 litre stored water fire extinguisher (or equivalent water supply) to be at the site of any work.
- 3.1.4. At least one (1) able-bodied person (trained in extinguisher operation) and wearing the appropriate "Personal Protective Clothing (PPC)" is to be in attendance and dedicated solely to the detection and suppression of any fire.
- 3.1.5. At least 2 able bodied people are to remain at the work site for at least 30 minutes after the works have been completed to ensure the site remains safe and the site is to be fully inspected for any potential fire activity prior to their departure.

#### 3.2. Where such works are to be conducted within 30 metres of any bush or grassland.

- 3.2.1. An area of 5 metres radius free from flammable materials immediately around the work site will be established and maintained around all hot work areas.
- 3.2.2. Welding screens and wetting down of surrounding area is required to reduce possible spark ignition around the immediate work site.
- 3.2.3. A fire suppression unit is to be on site, comprising a minimum of 400 litres of water, with an operational pump and 20 metres of 19 mm diameter hose (minimum), capable of delivering water through an adjustable nozzle.
- 3.2.4. A bulk water supply tanker (min (5,000 litres) is present when hot works is conducted where no reticulated water supply is available within 1 km.
- 3.2.5. At least one able bodied person (trained in the unit operation) and wearing the appropriate 'Personal Protective Clothing (PPC)' is to be in attendance and dedicated solely to the detection and suppression of any fire.
- 3.2.6. At least 2 able bodied people are to remain at the work site for at least 30 minutes after the works have been completed to ensure the site remains safe and the site is to be fully inspected for any potential fire activity prior to their departure.

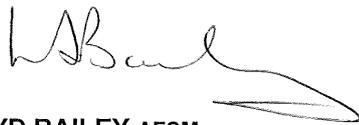
### 4. To enable "off road" vehicle operations.

- 4.1. All vehicles and stationary motors are to be inspected prior to leaving any formed road to ensure that the exhaust systems are in a sound condition.

- 4.2. The access to the worksite is to be checked to ensure that no vegetation can come into contact with catalytic converters fitted to any vehicle.
- 4.3. The vehicles and plant are to be sited/parked in an area free from flammable material.

**Period of Exemption.**

This exemption is **valid from the date of approval through until 30 June 2018, unless suspended or revoked.**



**LLOYD BAILEY AFSM**

**Deputy Commissioner, Operations of the Department of Fire and Emergency Services, as sub-delegate of the Minister under section 16 of the *Fire and Emergency Services Act 1998*.**

16 September 2015

## 5.2 Fire Management Plans for the Shire of Northam Landfill sites at Inkpen Road and Old Quarry Road

<b>Address:</b>	N/A
<b>Owner:</b>	N/A
<b>File Reference:</b>	5.1.3.1
<b>Reporting Officer:</b>	Daniel Hendriksen Community Emergency Services Manager
<b>Responsible Officer:</b>	Chadd Hunt Executive Manager Development Services
<b>Voting Requirement</b>	Simple Majority

### BRIEF

The Shire of Northam Landfill sites (Inkpen Road and Old Quarry Road) require a formal fire management plan under the conditions of their licence from Department of Environment Regulation (DER).

### ATTACHMENTS

- Attachment 1: Inkpen Road Landfill Site Fire Management Plan  
Attachment 2: Old Quarry Road Landfill Site Fire Management Plan

### BACKGROUND / DETAILS

N/A

### CONSIDERATIONS

#### Strategic Community / Corporate Business Plan

- Objective: Provide services and processes to enhance public safety.  
Strategy C2.3: Provide, monitor and improve adequate Bush Fire Protection provisions.  
Action: Support local bushfire brigades in bushfire management.

#### Financial / Resource Implications

The Fire Management Plans recommend that Council install fire water tanks, pumps and hose reels at each site. This will result in a financial implication to the Council should the Plan be adopted.

#### Legislative Compliance

The Inkpen Road Waste Management Facility is a registered category 89 class 2 putrescible landfill site under the Environmental Protection (Rural Landfill) Regulations 2002. Regulation 14 of this legislation requires the Shire of Northam to have appropriate procedures in place at the site so that any

unauthorised fires are extinguisher promptly, appropriate alarm and evacuation procedures are in place and the DER is notified within 14 days. The Inkpen Road Waste Management Facility was produced by IW Projects to fulfil this requirement.

The Old Quarry Road Waste Management Facility is a licenced (L6977/1997/10) site under the Environmental Protection Regulations 1987. Conditions 19-20 of the licence require the Shire of Northam to have procedures in place at the site so that any unauthorised fires are extinguisher promptly and the DER is notified within 8 days of the fire along with the information required in condition 21. The Old Quarry Road Waste Management Facility Fire Management Plan was produced by IW Projects to fulfil this requirement.

### **Policy Implications**

Nil.

### **Stake Holder Engagement / Consultation**

Nil.

### **Risk Implications**

If the Plan is not adopted, Council will not comply with the Environmental Protection (Rural Landfill) Regulations 2002 and Environmental Protection Regulations 1987 (detailed above) for not having appropriate procedures in place at the site. In addition, if a fire occurred at the facilities there would insufficient guidance to manage the incident.

### **OFFICER'S COMMENT**

The Plans have been developed in accordance with the DER requirements and have been submitted to BFAC for their information should they be required to respond to an incident at a landfill site.

**RECOMMENDATION / COMMITTEE DECISION**

**Minute No: BFAC.152**

**Moved: Cr Ulo Rumjantsev**

**Seconded: Paul Antonio**

**That Council endorse:**

- 1. The Inkpen Road Landfill Fire Management Plan prepared by IW Projects Pty Ltd on 20 January 2017; and**
- 2. The Old Quarry Road Landfill Fire Management Plan prepared by IW Projects Pty Ltd on 28 February 2017.**

**CARRIED 8/0**

Discussion:

- Clarification was sought around the budget implications. The CEO advised that the Plan is a requirement and costs are unavoidable, the procurement of the consultant to prepare the Plans will be in accordance with Councils Purchasing Policy/parameters (e.g. Over \$3,500 will require two quotes). The exact cost was unknown however the CESM advised that the National Bushfires Grant contributes to these costs.
- Clarification was sought around the equipment used. The CESM advised that there is a skid with a hose reel and blue line poly running back to the tank, and the skid can be moved as required. This is essentially the first method of attack until a brigade arrives.
- Clarification was sought in relation to what boundary the Old Quarry Road Waste Disposal Facility is situated in, and if this is located within the town should this matter be dealt with by the brigades. The CEO advised that it is understood to be situated outside the town boundary however an email will be circulated to the Committee confirming the boundary/brigade.

Attachment 1



# INKPEN ROAD LANDFILL

## RESERVE 25796 INKPEN ROAD, WUNDOWIE

### FIRE MANAGEMENT PLAN



**Prepared for**

**SHIRE OF NORTHAM**

**IW Projects Pty Ltd**  
6 Anembo Close, DUNCRAIG, WA 6023  
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Revision: Final  
Date of Issue: 20 Jan '17

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## 1. Introduction

The Shire of Northam (Shire) owns the Inkpen Road landfill facility at Reserve 25796, Inkpen Road, Wundowie. The landfill is a small rural landfill receiving less than 3,000 tonnes of waste per year and is operated by a Contractor. Related activities on site have the potential to result in a fire and hence, fire management is an ever-present concern.

This Fire Management Plan (FMP) has been developed to manage fires originating from on-site activities as well as fires from adjacent properties.

The objective of this FMP is to increased awareness of the potential dangers of fires as well as minimise the impact of fires.

The Shire takes the responsibility associated with fire management extremely seriously.

## 2. Purpose

The purpose of this Plan is to:

- Identified potential on-site sources of fires;
- Provide guidance to the Site Operators on how best to prevent fires;
- Provide guidance to the Site Operators on how best to manage fires;
- Ensure appropriate fire management procedures are carried out;
- Protect life and property; and,
- Maintain the rural character of the Shire.

## 3. Reference

- *Shire of Northam Fire Break & Fuel Load Notice 2016/2017.*
- *Bush Fires Act 1954 (as amended).*
- *Environmental Protection (Rural Landfill) Regulations 2002.*
- *Code of Practise Rural Landfill Management November 2000.*

## 4. Distribution

This Plan is distributed to:

- All employees/Contractor/Contractor's personnel involved in the management and operation of the landfill site.
- Department of Environment Regulation.
- Any other relevant parties/stakeholders.

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## 5. Definitions

**Contractor** – means a company or individual to which the Shire has contracted out the operation of the waste management facilities on the site.

**Customer** - means a person driving a vehicle, which either delivers or removes material (waste or recyclable materials) from the site.

**Minor Fire** - means a fire that originates on-site and is able to be immediately extinguished by Site Operators.

**Person in Control** - means a person who has control of the site. The person with control is the site supervisor or, when not on site, the nominated representative. Depending on the number of personnel on site, this could also be the Site Operator.

**Significant Fire** – means a fire that originates on-site and is NOT able to be immediately extinguished by Site Operators. This is a fire that requires off-site assistance in order to bring it under control.

**Site** – Reserve 25796, Avon Location 28734, Inkpen Road, Wundowie – Inkpen Road Landfill Facility.

**Site Operator** - means a person undertaking the operational activities of the site, depending on the number of personnel on site, this could also be the Person in Control.

## 6. Site Background

The Inkpen Road landfill Facility is within the Shire of Northam, approximately 3.5 km south east of the town site of Wundowie (6 km by road) and 25 km south, south west of the town site of Northam. The Reserve is 15 ha in size, with the waste management operations utilising the vast majority of the site. Approximately 65% of the site has previously been cleared for landfill activities, with the remaining native vegetation being within the 35 m landfill perimeter buffer zone and the eastern portion of the site. The Wolyinine Nature Reserve surrounds the site.

## 7. Site Infrastructure and Equipment

There is minimal site infrastructure and equipment that could be damaged by a fire. This includes:

- Site perimeter fencing and gates;
- Gate house and associated water tank;
- Storage shed;
- Recycling shed;
- Site signage;
- Front end loader; and,
- Minor mobile/handheld equipment.

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## 8. Implementation Rationale

The rationale for the implementation of fire management strategies is to:

- Reduce the risk of fires occurring on site;
- Reduce the damage caused by fires;
- Reduce the risk of fires impacting on the neighbouring nature reserve; and,
- Reduce the impact from off-site fires that may cross the site boundary.

Should a fire be present on-site or within the immediate area, this FMP will assist in the management of fires as well as the protection of life and property.

## 9. Fire Mitigation Strategies

There are a number of fire mitigation strategies that will be employed in order to reduce the risk of fires occurring on-site, as well as minimise the impact of fires. The mitigation strategy is a function of the type and size of the fire.

### 9.1. Prevention Strategies

#### 9.1.1. Training

Fire awareness training is an essential activity to reduce the occurrence and improve the management of fires.

The Person in Control and all Site Operators are to undergo appropriate fire awareness training. This fire awareness training is to cover all aspects relating to the potential occurrence of fires on site as well as the appropriate management of the various types of fires (ordinary combustibles, electric fires, hydrocarbon fires).

Contractor, Customers and visitors are to be provided with sufficient information to enable awareness of potential fire sources as well as appropriate evacuation procedures.

#### 9.1.2. Signage

Appropriate signage is to be installed on site in order to ensure sufficient fire awareness information is available to users of the site. Typical signage would include:

- Evacuation assembly points;
- No smoking signs;
- On-site fires prohibited;
- Fire extinguisher/equipment positions;
- Emergency contact details (during working hours and after hours); and,
- Additional signs as required.

#### 9.1.3. Site Security

The maintenance of adequate site perimeter fencing to restrict unauthorised site access and potential vandalism.

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#### 9.1.4. Fire Breaks and Protection Zones

The construction and maintenance of adequate firebreaks is an essential activity as well as a requirement of the *Shire of Northam, Fire Break & Fuel Load Notice*.

Firebreaks, of a minimum 3 m wide, 4 m vertical clearance and vehicle accessible, are to be constructed and maintained immediately adjacent to, and within the site boundary.

Protection zones around all buildings (non-habitable) consisting of a 3 m firebreak immediately around the building and no flammable material within 10 m of the building. There are no habitable buildings on site.

The firebreaks and protection zones are to be maintained during the period 1 November through to 30 April of each year.

Should firebreaks not be able to be installed immediately adjacent to the site boundary, then alternative arrangements need to be agreed with the relevant Shire bushfire officer. These alternative arrangements should be agreed to before 1 October each year.

**Appendix 1 – Firebreak & Assembly Point Site Plan** provides details of the firebreaks around the site.

#### 9.1.5. Fire Hazard Reduction

In addition to the construction and maintenance of appropriate firebreaks and protection zones, it is essential to reduce the potential fire hazard by removing excess dead vegetation matter (fuel load) from site as well as to ensure the appropriate containment (landfilling) of flammable waste materials. The fuel load within native bush areas on site is to be maintained at a level of less than 8 tonnes per hectare.

The fuel load reduction measures are to continue during the period 1 November through to 30 April of each year.

#### 9.1.6. Waste Management Operations

A range of landfill operational activities will also improve the fire resistance of the landfilled waste. These include:

- Maintaining the smallest landfill tipping area as possible;
- Appropriate waste compaction;
- Application of adequate waste cover;
- Not placing significant quantities of flammable material in a single area within the landfill (piles of tyres);
- Regular collection of litter around the site;
- Segregation of flammable materials such as greenwaste and tyres by a minimum of 6 m of clear space from each other and stored in small stockpiles not exceeding 10 m long by 10 m wide or 100 m<sup>2</sup> and 3 m in height, and a minimum of 10 m between individual stockpiles;
- Separation of flammable materials from the active landfill tipping area by a minimum of 10 m and a minimum of 35 m from the site boundary;

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- Removing recyclable material from site as soon as possible and not having large stockpiles of flammable recyclable materials on site;
- Regular burning of greenwaste to ensure only minimal greenwaste is stockpiled on site; and,
- Burning greenwaste in accordance with the requirements of the *Rural Landfill Regulations*.

#### 9.1.7. Communication

The appropriate communication channels with the Shire, Fire and Emergency Services and local community is essential in the proactive management of fires within the immediate area.

#### TO REPORT A FIRE DIAL 000

Notifications of Total Fire Bans can be obtained by the following:

- Shire website [www.northam.wa.gov.au](http://www.northam.wa.gov.au);
- Harvest Ban phone line on 9621 1120;
- ABC Radio, 531 AM or Radio West 864; and,
- For SMS notifications on Total Fire Bans register at 9622 6100.

#### Shire Office – General Enquiries

9622 6100

#### Shire of Northam Works Depot

0419 910 319 (after hours emergency number)

#### Wundowie Fire & Emergency Services

9573 6454

#### Northam Fire and Rescue

9622 1071

#### Northam Police Station

9622 4260

#### Chief Bush Fire Control Officer

Mathew Macqueen – 0439 741 572

#### Active Fire Control Officers

Clackline Muresk: Mathew Macqueen – 0439 741 572

Clackline Muresk: Sue Brooker – 0487 184 881

Bakers Hill: Ulo Rumjantsev – 0432 720 144

Bakers Hill: Simon Peters – 0417 921 361

#### Community Emergency Services Coordinator

9622 6137

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**Department of Fire and Emergency Services:**

- 9690 2300
- Website – [www.dfes.wa.gov.au](http://www.dfes.wa.gov.au).

## 9.2. On-Site Fires

### 9.2.1. Fires Management Philosophy

The primary philosophy around fire management is to extinguish the landfill fire as fast as possible after being identified. Once a fire has established within the landfill waste mass, it is significantly more difficult to extinguish and even more so if the fire becomes a subterranean fire. Consequently, rapid reaction to the presence of a landfill fire is critical.

### 9.2.2. Landfill Fires

There is a risk associated with spontaneous combustion of some materials placed within the landfill. Due to the mixed nature of the waste there is potentially material in the waste that if they come into contact, will spontaneously combust, resulting in a landfill fire. These landfill fires are a more common occurrence on the surface of the landfill in freshly deposited and compacted waste, but occasionally, occur as subterranean fires.

The impact of a landfill fire is mitigated by:

- Active inspection of incoming waste to try and identify potential ignition sources and remove them from the waste before being disposed to landfill;
- Compaction of waste in the landfill to reduce void spaces and hence reduce oxygen availability;
- Regular and comprehensive covering of the waste surface; and,
- Always having a stockpile of soil available to immediately smother a fire within the waste mass.

### 9.2.3. Greenwaste Fires

There is a risk that during the regular burning of greenwaste, the fire inadvertently ignites some landfill waste or other flammable material on site. This could possibly occur if:

- The greenwaste stockpile is too large;
- The burning activity occurs too close to the active landfill area or other flammable materials;
- There is a sudden change of weather (strong wind); or,
- The greenwaste fire is not properly extinguished on completion of the burning exercise.

Burning greenwaste in accordance with the requirements of the *Rural Landfill Regulations* and monitoring the local weather conditions will go a long way to preventing any uncontrolled fires as a result of the burning of greenwaste.

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#### 9.2.4. Equipment Fires

There is a risk associated with fires originating from mobile and static equipment on site, which includes materials delivery and collection vehicles. Typically this will result from equipment failure such as electrical systems or hydraulic hoses.

Regular maintenance of equipment and having portable fire extinguishers readily available will eliminate or reduce the impact of this type of fire.

#### 9.2.5. Minor Fires

There is a risk of minor fires occurring on site. These would typically be from the uncontrolled disposal of cigarette butts and other careless activities on site.

The size and type of fire will determine how best to extinguish the fire. This could be achieved by:

- Using portable fire extinguishers;
- Smothering the fire with soil; or
- Calling out the Wundowie Fire & Emergency Service.

### 9.3. Off-Site Fires

The Site Operators have little influence over the source of off-site fires; however, they do have an ability to influence the on-site damage caused as a result of this type of fire.

Perimeter firebreaks are traditionally the primary mechanism to reduce the potential for off-site fires from entering the site. The effectiveness of firebreaks is a function of the size of the neighbouring fire and prevailing weather conditions. In the case of this site, which is immediately surrounded by dense native vegetation, it is unlikely that it will be possible to prevent the fire from entering the site. Consequently, the main focus should be on limiting the impact of the fire.

Reducing the quantity of combustible material (dead vegetation) on site and the adequate covering of waste material will significantly reduce the impact of an off-site fire should it cross the site boundary.

Due to the potential severe nature of an off-site fire (due to the dense surrounding native vegetation), the primary objective is the evacuation of the site and removal of all mobile equipment.

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#### 9.4. Water Supply

There is no fire-fighting water supply available on site. All water is required to be brought onto site.

In the event of a fire, the Person in Control is to contact the Shire of Northam Works Depot on the afterhours emergency mobile number 0419 910 319 and request that the Shire's two water carts be immediately dispatched to the landfill site to provide a constant supply of water to the emergency services. In the event that one or both of the Shire's water carts are unavailable, then the Shire is to provide private contracted water carts.

The Shire should consider the future provision of a static water supply, including water storage tank, pump and associated fittings.

#### 9.5. Fire Fighting Equipment

The only dedicated fire-fighting equipment on site is portable fire extinguishers, which are available to extinguish equipment fires and other small isolated fires. All staff using an extinguisher must be trained to do so and should be aware of the limitations of using fire extinguishers on larger fires.

The Wundowie Fire & Emergency Services is located at Lot 102, Wandoo Parade, Wundowie, which is 5.5 km (7 minutes) from the landfill site and the Inkpen Road Bushfire Brigade is 6.4 km to the south of the site along Inkpen Road. Fire-fighting services will be provided by the Fire and Emergency Services and/or the Bushfire Brigade.

### 10. Fire Identification Procedures

In the event of a fire, the person first identifying the fire is to report the fire to the Person in Control. The Person in Control is to determine whether the fire is deemed a Minor Fire or a Significant Fire.

In the event of a Minor Fire, the site personnel are to fight the fire utilising on-site fire fighting equipment.

In the event of a Significant Fire, the Person in Control is to immediately phone 000 and report the fire. Thereafter, the Person in Control is to also phone the Northam Chief Bushfire Control Officer, the Community Emergency Services Manager and the Shire Health Department in order to obtain the necessary assistance to manage the fire.

In the event of a significant off-site fire, the Person in Control is to liaise with the Wundowie Fire & Emergency Services and the Northam Chief Bushfire Control Officer to determine the extent of the fire and the possible need to evacuate the site.

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## 11. Evacuation Procedure

In the event of a Significant Fire on site or within the immediate area threatening the site, all non-essential site personnel and Customers are to evacuate to the site emergency assembly point and await further instructions from the Person in Control.

All non-essential mobile equipment and other vehicles are to be driven from site.

**Appendix 1 – Firebreak & Assembly Point Site Plan** provides the location of the Site Assembly Point.

## 12. Fire Fighting Procedures

Site personnel are only to attempt to extinguish Minor Fires, which can be adequately managed with existing on-site fire-fighting equipment and only if they have been provided the appropriate training. All other fires are to be managed by the Fire and Emergency Services by phoning 000.

Once a Significant Fire has been identified the following actions are to be carried out as appropriate:

- Rescue any person(s) involved that cannot help themselves;
- Phone 000 to report the fire and also phone Northam Chief Bushfire Control Officer, the Community Emergency Services Manager and the Shire Health Department to request assistance;
- Protect anything that is in danger of being involved in the fire;
- If possible confine the fire to as small an area as possible;
- Assist the Fire & Emergency Services as required and as appropriate;
- Clean up the site after the Fire & Emergency Services have departed.

Before entering the vicinity of the fire, site personnel are to conduct an incident appreciation of the surroundings. Personal safety comes before anything else. The wind direction is to be checked to identify where the smoke or fumes will be heading. The preference is to work with the wind coming from behind (up wind of the fire). Awareness of any hazards such as gas cylinders, fuel, sharp objects, etc. is to be maintained. The preference is for site personnel to work in pairs where possible.

Special attention is to be paid to subterranean landfill fires, as there is the possibility of voids being created under the landfill surface as the waste mass is burnt. These voids could collapse when vehicles drive over them or when people are walking in the area. The ideal is to smother the fire with soil cover material; however, if the subterranean fire is to be excavated and exposed to enable water to be sprayed directly onto the fire, there is the potential for the fire to substantially increase as more oxygen becomes available. Depending on the particular circumstance, the initial exposure of the fire can be dramatically combusive.

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## 13. Records and Reporting

### 13.1. Administrative Reporting and Records

To maintain an effective record of all site fires and to assist in the reporting of fires, it is essential for a Fire Incident Report (refer Appendix No. 2) to be completed for all occurrences of unauthorised fires. Fire Incident Reports are to be collated in a Fire Register, which is to be maintained on site or at the Shire offices. The Fire Register may be a paper register or electronic register and all Fire Incident Reports are to be recorded in the register within 48 hours of a fire being declared safe.

### 13.2. Authority Reporting

As soon as is reasonable following an unauthorised fire being declared safe, the Person in Control is to report the fire to the appropriate authority. The reporting requirements are set out in the *Rural Landfill Regulations*, which require the unauthorised fire to be reported to the DER within 14 days and the report to include the following details:

- Date, time and location of the fire;
- Time the location of the fire was declared safe; and,
- The cause, or suspected cause, of the fire.

Significant Fires would have been identified to the Fire & Emergency Services, the Northam Chief Bushfire Control Officer, the Community Emergency Services Manager and the Shire Health Department as part of the call out procedure and hence, there is no requirement to report the fire to these organisations following the fire being declared safe, unless requested to do so.

A Minor Fire is not deemed as being reportable to the Fire & Emergency Services, Northam Chief Bushfire Control Officer, the Community Emergency Services Manager or the Shire Health Department; however, is still to be reported to the DER.

Any incidences of fires suspected as having been caused by vandalism are to be reported to the local police.

## 14. Responsibility

The Person in Control of the site has a duty of care to:

- Implement, maintain and update this FMP;
- In the event of a Significant Fire phone 000 to report the fire and also phone the Northam Chief Bushfire Control Officer, the Community Emergency Services Manager and the Shire Health department in order to obtain the necessary assistance to manage the fire;
- Ensure that the fire prevention strategies are appropriately maintained;
- Ensure adequate appropriate training of Site Operators;
- Assess the effectiveness of the various fire management strategies implemented on site;

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- If necessary, develop measures to improve the fire management strategies utilised on site (may include obtaining specialist technical assistance);
- Ensure the appropriate maintenance of fire fighting equipment and PPE;
- Maintain adequate supplies of appropriate fire fighting spares on-site;
- Ensure the safety of all visitors to site in the event of a Significant Fire;
- Report fires to the DER and other authorities as required by this Plan; and,
- Ensure that this FMP is regularly reviewed.

Site Operator(s) has a duty of care to:

- Be aware of the site fire management strategies;
- Ensure that fire management strategies are utilized as appropriate in the event of a fire;
- Report faulty or inefficient fire fighting equipment to the Person in Control;
- Inspect incoming waste for possible ignition sources;
- Notify the Person in Control of any fires that are detected on site or in the immediate area surrounding the site (neighbouring properties);
- In conjunction with the Person in Control, assess the condition of any fires and implement the appropriate fire management procedures;
- Utilise appropriate PPE and fire fighting equipment; and,
- Complete the appropriate Fire Incident Report as necessary and pass on to the Person in Control.

## 15. Awareness Training

Information and training is to be provided on an as needed basis to Contractor, Person in Control, Site Operators, Customers and others who may be involved in on-site activities that have the potential to cause a fire.

If adequate in-house expertise is not available to undertake the training, suitable external training will be made available.

### 15.1. Person in Control and Site Operators

The fire management awareness training is to include:

- The purpose of the training;
- The potential fire sources;
- Available fire mitigation strategies;
- Basic fire fighting techniques;
- The trainees' roles and responsibilities under the FMP;
- Site evacuation procedures;
- Site operating conditions surrounding the management and reporting of fires on site;
- Where the facility's Fire Register is located and how Fire Incident Report forms can be accessed;
- The processes and procedures to be followed when completing the Fire Register and Fire Incident Report; and,

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- Provision of a copy of the FMP.

As a minimum, the Person in Control and the Site Operators are to undergo fire awareness training:

- On commencement of operations on site;
- When a new potential fire hazard has been identified; and,
- Every three years.

### 15.2. Contractor, Customers and Visitors

The fire management awareness training is to include:

- Appropriate signage in areas of potential fire risk;
- Site evacuation procedures; and,
- Specific training as deemed appropriate by the Person in Control.

## 16. Review

This Plan is to be reviewed by the Person in Control at least every three years or more regularly if circumstances warrant.

Shire Fire Control Officers' names and contact numbers need to be checked annually.

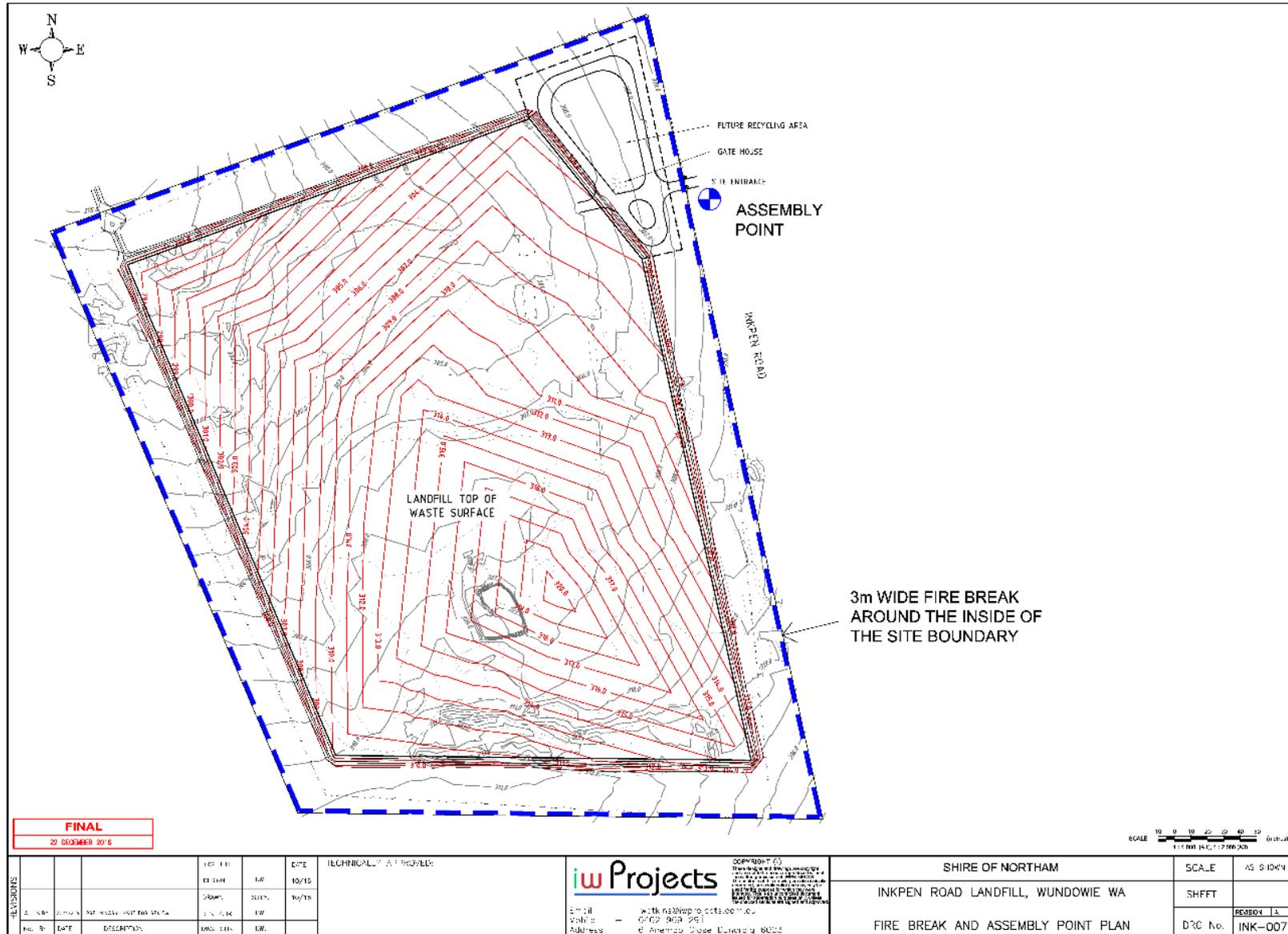
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Inkpen Road Landfill  
Reserve 25796, Wundowie

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## Appendices

### Appendix No 1 – Firebreak and Assembly Point Site Plan

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## Appendix No 2 – Fire Incident Report

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 Reserve 25796, Wundowie

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<p><b>Shire of Northam</b>                  Reserve 25796 Inkpen Road, Wundowie  <b>Inkpen Road Landfill Facility</b>                  Registration Number 1455                  Fire Incident Report No. ....</p>	
<p><b>Date &amp; Time Incident Occurred:</b>                  _____</p>	
<p><b>Type of Fire:</b></p>	<p>Minor <input type="checkbox"/>                  Significant <input type="checkbox"/>                  Off-Site <input type="checkbox"/>                  Other <input type="checkbox"/> Specify _____</p>
<p><b>Reported to:</b></p>	<p>CBFCO <input type="checkbox"/>                  DFES <input type="checkbox"/>                  DER <input type="checkbox"/>                  Other <input type="checkbox"/> Specify _____</p>
<p><b>Description of Incident:</b>                  _____                  _____                  _____</p>	
<p><b>Person Responsible for Coordinating Activities</b>                  Name: _____                  Designation: _____</p>	
<p><b>Activities Undertaken:</b>                  _____                  _____                  _____</p>	
<p><b>Future Preventative Measures Adopted:</b>                  _____                  _____                  _____</p>	
<p><b>Site Supervisor (Person in Control)</b>                  Name: _____                  Signature: _____                  Date Report Filed: _____</p>	



Attachment 2



# OLD QUARRY ROAD LANDFILL

RESERVE 26840 OLD QUARRY ROAD,  
NORTHAM

## FIRE MANAGEMENT PLAN



Prepared for

SHIRE OF NORTHAM

IW Projects Pty Ltd  
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Revision: Final  
Date of Issue: 28 Feb '17



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## 1. Introduction

The Shire of Northam (Shire) owns the Old Quarry Road waste management facility at Reserve 26840, Old Quarry Road, Northam. The site includes a medium sized rural landfill receiving approximately 17,000 tonnes of waste per year and is operated by a Contractor. Related activities on site have the potential to result in a fire and hence, fire management is an ever-present concern.

This Fire Management Plan (FMP) has been developed to manage fires originating from on-site activities as well as fires from adjacent properties.

The objective of this FMP is to increased awareness of the potential dangers of fires as well as minimise the impact of fires.

The Shire takes the responsibility associated with fire management extremely seriously.

## 2. Purpose

The purpose of this Plan is to:

- Identified potential on-site sources of fires;
- Provide guidance to the Site Operators on how best to prevent fires;
- Provide guidance to the Site Operators on how best to manage fires;
- Ensure appropriate fire management procedures are carried out;
- Protect life and property; and,
- Maintain the rural character of the Shire.

## 3. Reference

- *Shire of Northam Fire Break & Fuel Load Notice 2016/2017.*
- *Bush Fires Act 1954 (as amended).*
- *Facility Operating Licence L6977/1997/10.*

## 4. Distribution

This Plan is distributed to:

- All employees/Contractor/Contractor's personnel involved in the management and operation of the landfill site.
- Department of Environment Regulation.
- Any other relevant parties/stakeholders.

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## 5. Definitions

**Contractor** – means a company or individual to which the Shire has contracted out the operation of the waste management facilities on the site.

**Customer** - means a person driving a vehicle, which either delivers or removes material (waste or recyclable materials) from the site.

**Minor Fire** - means a fire that originates on-site and is able to be immediately extinguished by Site Operators.

**Person in Control** - means a person who has control of the site. The person with control is the site supervisor or, when not on site, the nominated representative. Depending on the number of personnel on site, this could also be the Site Operator.

**Significant Fire** – means a fire that originates on-site and is NOT able to be immediately extinguished by Site Operators. This is a fire that requires off-site assistance in order to bring it under control.

**Site** – Reserve 26840, Old Quarry Road, Northam – Old Quarry Road Landfill Facility.

**Site Operator** - means a person undertaking the operational activities of the site, depending on the number of personnel on site, this could also be the Person in Control.

## 6. Site Background

The Old Quarry Road landfill Facility is within the Shire of Northam, approximately 3.5 km west of the town site of Northam (5 km by road) and 80 km North east of Perth. The Reserve is 52.811 ha in size, with the waste management operations utilising only a small portion of the site. Approximately 35% of the site has previously been cleared for landfill activities, with the remainder of the site being native vegetation consisting of low-density shrubs, trees and grasses. The topography of the site consists of a valley line running the length of the site from the south west towards the north east with relatively steep side slopes, which restricts the landfill development to a narrow strip within the valley line. The majority of the site is surrounded by cleared agricultural land, with only a small portion of the eastern and south eastern boundary having a link to adjacent native vegetation.

## 7. Site Infrastructure and Equipment

The site infrastructure and equipment that could be damaged by a fire includes:

- Site perimeter fencing and gates;
- Gate house and weighbridge;
- Recycling lean-to;
- Site signage;
- Contractor's site office;

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- Landfill mobile equipment:
  - Waste compactor - two off;
  - Front-end loader;
- Handheld equipment; and;
- Recycling stores:
  - Sea container;
  - DrumMuster compound; and,
- Lined liquid waste ponds – five off.

## 8. Implementation Rationale

The rationale for the implementation of fire management strategies is to:

- Reduce the risk of fires occurring on site;
- Reduce the damage caused by fires;
- Reduce the risk of fires impacting on the neighbouring properties; and,
- Reduce the impact from off-site fires that may cross the site boundary.

Should a fire be present on-site or within the immediate area, this FMP will assist in the management of fires as well as the protection of life and property.

## 9. Fire Mitigation Strategies

There are a number of fire mitigation strategies that will be employed in order to reduce the risk of fires occurring on-site, as well as minimise the impact of fires. The mitigation strategy is a function of the type and size of the fire.

### 9.1. Prevention Strategies

#### 9.1.1. Training

Fire awareness training is an essential activity to reduce the occurrence and improve the management of fires.

The Person in Control and all Site Operators are to undergo appropriate fire awareness training. This fire awareness training is to cover all aspects relating to the potential occurrence of fires on site as well as the appropriate management of the various types of fires (ordinary combustibles, electric fires, hydrocarbon fires).

Contractor, Customers and visitors are to be provided with sufficient information to enable awareness of potential fire sources as well as appropriate evacuation procedures.

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### 9.1.2. Signage

Appropriate signage is to be installed on site in order to ensure sufficient fire awareness information is available to users of the site. Typical signage would include:

- Evacuation assembly points;
- No smoking signs;
- On-site fires prohibited;
- Fire extinguisher/equipment positions;
- Emergency contact details (during working hours and after hours); and,
- Additional signs as required.

### 9.1.3. Site Security

The maintenance of adequate site perimeter fencing to restrict unauthorised site access and potential vandalism.

### 9.1.4. Fire Breaks and Protection Zones

The construction and maintenance of adequate firebreaks is an essential activity as well as a requirement of the *Shire of Northam, Fire Break & Fuel Load Notice*.

Firebreaks, of a minimum 3 m wide, 4 m vertical clearance and vehicle accessible, are to be constructed and maintained immediately adjacent to, and within the site boundary.

Protection zones around all buildings (non-habitable) consisting of a 3 m firebreak immediately around the building and no flammable material within 10 m of the building. There are no habitable buildings on site.

The firebreaks and protection zones are to be maintained during the period 1 November through to 30 April of each year.

Should firebreaks not be able to be installed immediately adjacent to the site boundary, then alternative arrangements need to be agreed with the relevant Shire bushfire officer. These alternative arrangements should be agreed to before 1 October each year.

**Appendix 1 – Firebreak & Assembly Point Site Plan** provides details of the firebreaks around the site.

### 9.1.5. Fire Hazard Reduction

In addition to the construction and maintenance of appropriate firebreaks and protection zones, it is essential to reduce the potential fire hazard by removing excess dead vegetation matter (fuel load) from site as well as to ensure the appropriate containment (landfilling) of flammable waste materials. The fuel load within native bush areas on site is to be maintained at a level of less than 8 tonnes per hectare.

The fuel load reduction measures are to continue during the period 1 November through to 30 April of each year.

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### 9.1.6. Waste Management Operations

A range of landfill operational activities will also improve the fire resistance of the landfilled waste. These include:

- Maintaining the smallest landfill tipping area as possible;
- Appropriate waste compaction;
- Application of adequate waste cover;
- Not placing significant quantities of flammable material in a single area within the landfill (piles of tyres);
- Regular collection of litter around the site;
- Segregation of flammable materials such as greenwaste and tyres by a minimum of 6 m of clear space from each other and stored in small stockpiles not exceeding 18 m long by 10 m wide or a maximum of 100 m<sup>2</sup> and 3 m in height, and a minimum of 6 m between individual stockpiles;
- Separation of flammable materials from the active landfill tipping area by a minimum of 10 m and a minimum of 35 m from the site boundary;
- Removing recyclable material from site as soon as possible and not having large stockpiles of flammable recyclable materials on site;
- Removing of mulched greenwaste as soon as possible; and,
- No burning of greenwaste (not permitted in operating licence).

### 9.1.7. Greenwaste

No greenwaste shall be burned on site. The facility operating licence does not allow greenwaste to be burnt.

### 9.1.8. Communication

The appropriate communication channels with the Shire, Fire and Emergency Services and local community is essential in the proactive management of fires within the immediate area.

**TO REPORT A FIRE DIAL (Emergency Services) 000**

**Notifications of Total Fire Bans can be obtained by the following:**

- Shire website [www.northam.wa.gov.au](http://www.northam.wa.gov.au);
- Harvest Ban phone line on 9621 1120;
- ABC Radio, 531 AM or Radio West 864; and,
- For SMS notifications on Total Fire Bans register at 9622 6100.

#### **Shire Office – General Enquiries**

9622 6100

#### **Shire of Northam Works Depot**

0419 910 319 (after hours emergency number)

#### **Northam Fire and Rescue**

9622 1071

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**Northam Police Station**

9622 4260

**Chief Bush Fire Control Officer**

Mathew Macqueen – 0439 741 572

**Community Emergency Services Coordinator**

9622 6137

**Department of Fire and Emergency Services:**

- 9690 2300
- Website – [www.dfes.wa.gov.au](http://www.dfes.wa.gov.au).

## 9.2. On-Site Fires

### 9.2.1. Fires Management Philosophy

The primary philosophy around fire management is to extinguish the landfill fire as fast as possible after being identified. Once a fire has established within the landfill waste mass, it is significantly more difficult to extinguish and even more so if the fire becomes a subterranean fire. Consequently, rapid reaction to the presence of a landfill fire is critical.

### 9.2.2. Landfill Fires

There is a risk associated with spontaneous combustion of some materials placed within the landfill. Due to the mixed nature of the waste there is potentially material in the waste that if they come into contact, will spontaneously combust, resulting in a landfill fire. These landfill fires are a more common occurrence on the surface of the landfill in freshly deposited and compacted waste, but occasionally, occur as subterranean fires.

The impact of a landfill fire is mitigated by:

- Active inspection of incoming waste to try and identify potential ignition sources and remove them from the waste before being disposed to landfill;
- Compaction of waste in the landfill to reduce void spaces and hence reduce oxygen availability;
- Regular and comprehensive covering of the waste surface; and,
- Always having a stockpile of soil available to immediately smother a fire within the waste mass.

### 9.2.3. Equipment Fires

There is a risk associated with fires originating from mobile and static equipment on site, which includes materials delivery and collection vehicles. Typically this will result from equipment failure such as electrical systems or hydraulic hoses.

Regular maintenance of equipment and having portable fire extinguishers readily available will eliminate or reduce the impact of this type of fire.

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#### 9.2.4. Minor Fires

There is a risk of minor fires occurring on site. These would typically be from the uncontrolled disposal of cigarette butts and other careless activities on site.

The size and type of fire will determine how best to extinguish the fire. This could be achieved by:

- Using portable fire extinguishers;
- Smothering the fire with soil; or
- Calling out the Emergency Services on 000.

#### 9.3. Off-Site Fires

The Site Operators have little influence over the source of off-site fires; however, they do have an ability to influence the on-site damage caused as a result of this type of fire.

Perimeter firebreaks are traditionally the primary mechanism to reduce the potential for off-site fires from entering the site. The effectiveness of firebreaks is a function of the size of the neighbouring fire and prevailing weather conditions. In the case of this site, which is predominantly surrounded by cleared agricultural land, it should be achievable to prevent the fire from entering the site. The exception being to the east and south east of the site, which has a direct link to a small portion of surrounding native vegetation; however, this vegetation consists of low-density trees, shrubs and grasses (similar to the site native vegetation); hence, is not a high risk environment.

Reducing the quantity of combustible material (dead vegetation) on site and the adequate covering of waste material will significantly reduce the impact of an off-site fire should it cross the site boundary.

In the event of a large fire in the immediate vicinity of the site, the primary objective is the evacuation of the site and the removal of all mobile equipment from site or being parked within an area on site that is unlikely to be impacted by a fire.

#### 9.4. Water Supply

There is no regular supply of fire fighting water available on site. However, during winter there are two surface water storage dams that are available for use as fire fighting. Once this available source has been exhausted, all subsequent water is required to be brought onto site.

In the event of a fire, the Person in Control is to contact the Shire of Northam Works Depot on the afterhours emergency mobile number 0419 910 319 and request that the Shire's two water carts be immediately dispatched to the landfill site to provide a constant supply of water to the emergency services. In the event that one or both of the Shire's water carts are unavailable, then the Shire is to provide private contracted water carts.

The Shire should consider the future provision of a static water supply, including water storage tank, pump and associated fittings.

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### 9.5. Fire Fighting Equipment

The only dedicated fire fighting equipment on site is portable fire extinguishers, which are available to extinguish equipment fires and other small isolated fires. All staff using an extinguisher must be trained to do so and should be aware of the limitations of using fire extinguishers on larger fires.

The Northam Fire and Rescue is located at 43 Wellington Street, Northam, which is 5 km (8 minutes) from the landfill site. Fire fighting services will be provided by contacting the Emergency Services on 000.

## 10. Fire Identification Procedures

In the event of a fire, the person first identifying the fire is to report the fire to the Person in Control. The Person in Control is to determine whether the fire is deemed a Minor Fire or a Significant Fire.

In the event of a Minor Fire, the site personnel are to fight the fire utilising on-site fire fighting equipment.

In the event of a Significant Fire, the Person in Control is to immediately phone 000 and report the fire. Thereafter, the Person in Control is to also phone the Northam Chief Bushfire Control Officer, the Community Emergency Services Manager and the Shire Health Department in order to obtain the necessary assistance to manage the fire.

In the event of a significant off-site fire, the Person in Control is to liaise with the Northam Fire and Rescue and the Northam Chief Bushfire Control Officer to determine the extent of the fire and the possible need to evacuate the site.

## 11. Evacuation Procedure

In the event of a Significant Fire on site or within the immediate area threatening the site, all non-essential site personnel and Customers are to evacuate to the site emergency assembly point and await further instructions from the Person in Control.

All non-essential mobile equipment and other vehicles are to be driven from site or parked within an area on site that is unlikely to be impacted by a fire.

**Appendix 1 – Firebreak & Assembly Point Site Plan** provides the location of the Site Assembly Point.

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## 12. Fire Fighting Procedures

Site personnel are only to attempt to extinguish Minor Fires, which can be adequately managed with existing on-site fire fighting equipment and only if they have been provided the appropriate training. All other fires are to be managed by the Northam Fire and Rescue.

Once a Significant Fire has been identified the following actions are to be carried out as appropriate:

- Rescue any person(s) involved that cannot help themselves;
- Phone 000 to report the fire and also phone Northam Chief Bushfire Control Officer, the Community Emergency Services Manager and the Shire Health Department to request assistance;
- Protect anything that is in danger of being involved in the fire;
- If possible confine the fire to as small an area as possible;
- Assist the Northam Fire and Rescue as required and as appropriate;
- Clean up the site after the Northam Fire and Rescue have departed.

Before entering the vicinity of the fire, site personnel are to conduct an incident appreciation of the surroundings. Personal safety comes before anything else. The wind direction is to be checked to identify where the smoke or fumes will be heading. The preference is to work with the wind coming from behind (up wind of the fire). Awareness of any hazards such as gas cylinders, fuel, sharp objects, etc. is to be maintained. The preference is for site personnel to work in pairs where possible.

Special attention is to be paid to subterranean landfill fires, as there is the possibility of voids being created under the landfill surface as the waste mass is burnt. These voids could collapse when vehicles drive over them or when people are walking in the area. The ideal is to smother the fire with soil cover material; however, if the subterranean fire is to be excavated and exposed to enable water to be sprayed directly onto the fire, there is the potential for the fire to substantially increase as more oxygen becomes available. Depending on the particular circumstance, the initial exposure of the fire can be dramatically combusive.

## 13. Records and Reporting

### 13.1. Administrative Reporting and Records

To maintain an effective record of all site fires and to assist in the reporting of fires, it is essential for a Fire Incident Report (refer Appendix No. 2) to be completed for all occurrences of unauthorised fires. Fire Incident Reports are to be collated in a Fire Register, which is to be maintained on site or at the Shire offices. The Fire Register may be a paper register or electronic register and all Fire Incident Reports are to be recorded in the register within 48 hours of a fire being declared safe.

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### 13.2. Authority Reporting

As soon as is reasonable following an unauthorised fire being declared safe, the Person in Control is to report the fire to the appropriate authority. The reporting requirements are set out in the facility operating licence, which require the unauthorised fire to be reported to the DER within 14 days from the time of becoming aware of an unauthorised fire and the report to include the following details:

- Date and time that the fire was first discovered;
- Date and time that the fire was extinguished;
- The location of the fire;
- The known or suspected cause of the fire;
- Confirmation of attendance of any emergency services personnel;
- Any known or suspected damage to the landfill or landfill infrastructure as a result of the fire;
- Actions undertaken to replace or repair any damage to the landfill or landfill infrastructure; and;
- Actions undertaken to prevent another fire occurring at the premises from the same known or suspected cause.

Significant Fires would have been identified to the Northam Fire and Rescue the Northam Chief Bushfire Control Officer, the Community Emergency Services Manager and the Shire Health Department as part of the call out procedure and hence, there is no requirement to report the fire to these organisations, unless requested to do so.

A Minor Fire is not deemed as being reportable to the Northam Fire and Rescue the Northam Chief Bushfire Control Officer, the Community Emergency Services Manager or the Shire Health Department; however, is still to be reported to the DER.

Any incidences of fires suspected as having been caused by vandalism are to be reported to the local police.

## 14. Responsibility

The Person in Control of the site has a duty of care to:

- Implement, maintain and update this FMP;
- In the event of a Significant Fire phone 000 to report the fire and also phone the Northam Chief Bushfire Control Officer, the Community Emergency Services Manager and the Shire Health Department in order to obtain the necessary assistance to manage the fire;
- Ensure that the fire prevention strategies are appropriately maintained;
- Ensure adequate appropriate training of Site Operators;
- Assess the effectiveness of the various fire management strategies implemented on site;
- If necessary, develop measures to improve the fire management strategies utilised on site (may include obtaining specialist technical assistance);
- Ensure the appropriate maintenance of fire fighting equipment and PPE;

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- Maintain adequate supplies of appropriate fire fighting spares on-site;
- Ensure the safety of all visitors to site in the event of a Significant Fire;
- Report fires to the DER and other authorities as required by this Plan; and,
- Ensure that this FMP is regularly reviewed.

Site Operators have a duty of care to:

- Be aware of the site fire management strategies;
- Ensure that fire management strategies are utilized as appropriate in the event of a fire;
- Report faulty or inefficient fire fighting equipment to the Person in Control;
- Inspect incoming waste for possible ignition sources;
- Notify the Person in Control of any fires that are detected on site or in the immediate area surrounding the site (neighbouring properties);
- In conjunction with the Person in Control, assess the condition of any fires and implement the appropriate fire management procedures;
- Utilise appropriate PPE and fire fighting equipment; and,
- Complete the appropriate Fire Incident Report as necessary and pass on to the Person in Control.

## 15. Awareness Training

Information and training is to be provided on an as needed basis to the Contractor, Person in Control, Site Operators, Customers and others who may be involved in on-site activities that have the potential to cause a fire.

If adequate in-house expertise is not available to undertake the training, suitable external training will be made available.

### 15.1. Person in Control and Site Operators

The fire management awareness training is to include:

- The purpose of the training;
- The potential fire sources;
- Available fire mitigation strategies;
- Basic fire fighting techniques;
- The trainees' roles and responsibilities under the FMP;
- Site evacuation procedures;
- Site operating conditions surrounding the management and reporting of fires on site;
- Where the facility's Fire Register is located and how Fire Incident Report forms can be accessed;
- The processes and procedures to be followed when completing the Fire Register and Fire Incident Report; and,
- Provision of a copy of the FMP.

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As a minimum, the Person in Control and the Site Operators are to undergo fire awareness training:

- On commencement of operations on site;
- When a new potential fire hazard has been identified; and,
- Every three years.

### 15.2. Contractor, Customers and Visitors

The fire management awareness training is to include:

- Appropriate signage in areas of potential fire risk;
- Site evacuation procedures; and,
- Specific training as deemed appropriate by the Person in Control.

## 16. Review

This Plan is to be reviewed by the Person in Control at least every three years or more regularly if circumstances warrant.

Shire Fire Control Officers' names and contact numbers need to be checked annually.

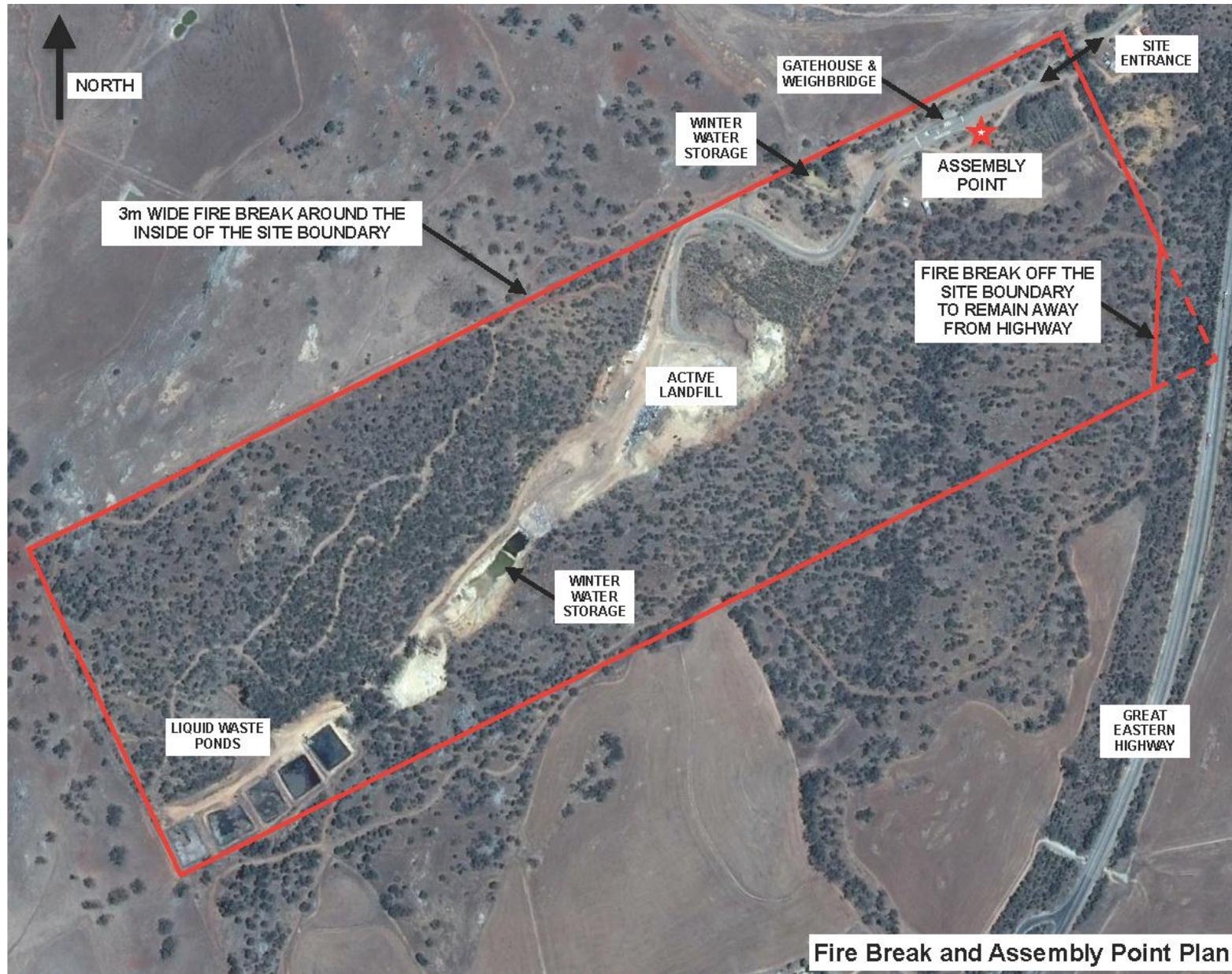
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## Appendices

### Appendix No 1 – Firebreak and Assembly Point Site Plan

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## Appendix No 2 – Fire Incident Report

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<b>Shire of Northam</b> Reserve 26840 Old Quarry Road, Northam <b>Old Quarry Road Landfill Facility</b> Licence Number L6977/1997 Fire Incident Report No. ....	
<b>Date &amp; Time Incident Occurred:</b> .....	
<b>Type of Fire:</b>	Minor <input type="checkbox"/> Significant <input type="checkbox"/> Off-Site <input type="checkbox"/> Other <input type="checkbox"/> Specify .....
<b>Reported to:</b>	CBFCO <input type="checkbox"/> DFES <input type="checkbox"/> DER <input type="checkbox"/> Other <input type="checkbox"/> Specify .....
<b>Description of Incident:</b> ..... ..... .....	
<b>Person Responsible for Coordinating Activities</b> Name: ..... Designation: .....	
<b>Activities Undertaken:</b> ..... ..... .....	
<b>Future Preventative Measures Adopted:</b> ..... ..... .....	
<b>Site Supervisor (Person in Control)</b> Name: ..... Signature: ..... Date Report Filed: .....	



### 5.3 Community Emergency Services Manager Report

<b>Address:</b>	N/A
<b>Owner:</b>	N/A
<b>File Reference:</b>	5.1.3.1
<b>Reporting Officer:</b>	Daniel Hendriksen Community Emergency Services Manager
<b>Responsible Officer:</b>	Chadd Hunt Executive Manager Development Services
<b>Voting Requirement</b>	Simple Majority

#### BRIEF

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

#### ATTACHMENTS

- Attachment 1: Actions on Previous Decisions Listing.
- Attachment 2: DPAW Burn Plan 2017 – Inkpen Road.
- Attachment 3: DPAW Burn Plan 2017 – East Talbot Road.
- Attachment 4: Concept of Operations “Enhanced Zone 3 Mobilising” Metropolitan Supporting Country.

---

#### BACKGROUND / DETAILS

N/A

#### CONSIDERATIONS

##### Strategic Community / Corporate Business Plan

Objective: Provide services and processes to enhance public safety.

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

Action: Support local bushfire brigades in bushfire management.

##### Financial / Resource Implications

Nil.

##### Legislative Compliance

Nil.

##### Policy Implications

Nil.

## Stake Holder Engagement / Consultation

Nil.

## Risk Implications

Nil.

## OFFICER'S COMMENT

### Actions on Previous Decisions

Please refer to Attachment 1.

### Personal Protective Equipment.

A Uniform Audit was conducted by brigades. I would like to thank the Equipment Officers of the brigades that contributed to the audit and distributed the equipment. My focus this year was on helmets and torches as many brigade members still had very old plastic hard hat style helmets that were out of date. All members that supplied there PPE information were provided either a helmet torch or a new Kevlar Helmet and torch.

### Fuel Cards

As Dunning's have now changed to Shell I have organised all fire units a PUMA card which will allow you to purchase fuel anywhere that motorcharge or WEX cards are accepted

### ESL LGGGS Budget 17/18

The application for the 2017-2018 LGGGS Grant was due on the 17<sup>th</sup> March 2017. Brigades were asked to submit their wish lists with quotes by the beginning of March.

The Shire of Northam on behalf of the brigades submitted an application for two capital grants for extensions to the Grass Valley and Bakers Hill facilities along with numerous items in the \$1200 to \$5000 operating grant.

### Training

DFES Training calendar for 2017 is out. I have emailed a copy on to all brigades. Members are encouraged to login to eAcademy to book a training occurrence

### Emergency Service Directories

At the DOAC meeting on the 14<sup>th</sup> March DPaW officers advised that they will require numbers of copies for each local government in the next couple of months to go to print in 7 month's time.

### Volunteer of the Month

Congratulations, to Garry Shepherdson from Grass Valley volunteer of the month award for November and Gail James from Inkpen for December. Just

a reminder to all captains to nominate a member each month to promotional your volunteers.

#### Department Parks and Wildlife

The Shire of Northam had a meeting with DPaW to discuss their 2017 burn plans. Time and weather permitting they hope to conduct two burns one on Inkpen road and the second in East Talbot. Attachment 1 and 2 are maps of the areas.

#### DFES Zone 3

Spoke with DFES Zone 3 enhanced mobilisation is in place this year.

Brigades are reminded to make sure when attending an incident you notify COMCEN that you have arrived and you can handle the fire with the resources from the region otherwise you may end up with 3 FRS trucks and LTs, 3 BFS trucks a 12.2 and an ICV from Perth Metro to a bin fire!

Attachment 3 is the DFES Zone 3 mobilisation areas

#### Prescription Burns 2017

The Shire of Northam will be asking local Bushfire Brigades for their assistance in fire mitigation burns at 10 shire managed reserves in the coming months as part of the shires fuel reduction and bushfire mitigation works.

50km of fire breaks were installed across the shire on thirty nine reserves with further spraying and slashing works to be completed throughout winter

#### **RECOMMENDATION / COMMITTEE DECISION**

**Minute No: BFAC.153**

**Moved: Ulo Rumjantsev**

**Seconded: Aaron Smith**

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

**CARRIED 8/0**

**Attachment 1**

Date	Motion No	Item No	Subject	Motion	Action By	Comment	Date Completed	Status
2/11/2016	C.2850	9.1	Bushfire Advisory Committee (BFAC) – 25 October 2016	That the minutes of the Bush Fire Advisory meeting held 31st May 2016 be confirmed as a true and correct record of that meeting subject to confirmation that the attachment within Item 6.2- BFAC Terms of Reference should state that the Chief Bushfire Control Officer and Deputy Chief Bushfire Control are Non-Voting members (as contained within the printed Agenda for the meeting).	CESM	17/11/16 Completed - Changes made to BFAC Terms of Reference. Emailed out to BFAC Committee.	17/11/2016	Closed
2/11/2016	C.2852	9.1	Bushfire Advisory Committee (BFAC) – 25 October 2016	That Council revokes decision C2722, Part 9, made on June 15, 2016 which reads as follows: Modify the requirements to be a fully operational Active FCO to have undertaken the following DFES training modules in addition to having a minimum 3 years Fire Fighting Experience within the last 5 years – v. Introduction to Fire Fighting vi. Bush Fire Firefighting vii. Structural Awareness viii. Crew Leader/Advanced Firefighter and/or Sector Commander FCO course or a refresher within the last 10 years.	CESM	All references to this decision removed	17/11/2016	Closed

Bush Fire Advisory Committee Meeting Minutes  
**28 March 2017**



Date	Motion No	Item No	Subject	Motion	Action By	Comment	Date Completed	Status
2/11/2016	C.2853	9.1	Bushfire Advisory Committee (BFAC) – 25 October 2016	BFAC recommends to Council that: - BFAC members are given at least 5 working days after the minutes of a BFAC meeting are circulated to comment or raise issues associated with the wording of the minutes, before the BFAC minutes are included in a Council agenda; and - Each draft document considered by BFAC is amended in accordance with BFAC resolutions and the amended version is circulated to BFAC members for at least 5 working days for comment before it is included in the Council agenda.	CESM	17/11/16 Completed - Changes made to BFAC Terms of Reference. Emailed out to BFAC Committee.	17/11/2016	Closed
2/11/2016	C.2854	9.1	Bushfire Advisory Committee (BFAC) – 25 October 2016	BFAC recommends to Council that: - The Shire undertakes an immediate risk assessment by a competent person(s) into the readiness of BFB's to respond to structure and car fires in the Shire.	CESM	15/11/16 EMDS discussing with LGIS if they could undertake the risk assessment -23/11/12 LGIS referred the matter to Graham Swift at DFES to assist. 07-02-17 - Emailed DFES regarding undertaking the Risk Assessment on behalf of the Shire.		Open
2/11/2016	C.2855	9.1	Committee (BFAC) – 25 October 2016	BFAC recommends to Council that: - Prior to the risk assessment has been undertaken and risk control measures have been implemented, that a Standard Operating Procedure is developed in consultation with DFES to reduce the risk of injury to BFB personnel operating at structure and car fires.	CESM	7/12/2016 - SOP 13 & 14 regarding Vehicle and Structural fires is in draft awaiting management approval.12-1-2017 - will be sent out to brigades in the week - 21-1-17 SOP sent out via email to all brigades and FCO's	21/01/2017	Closed

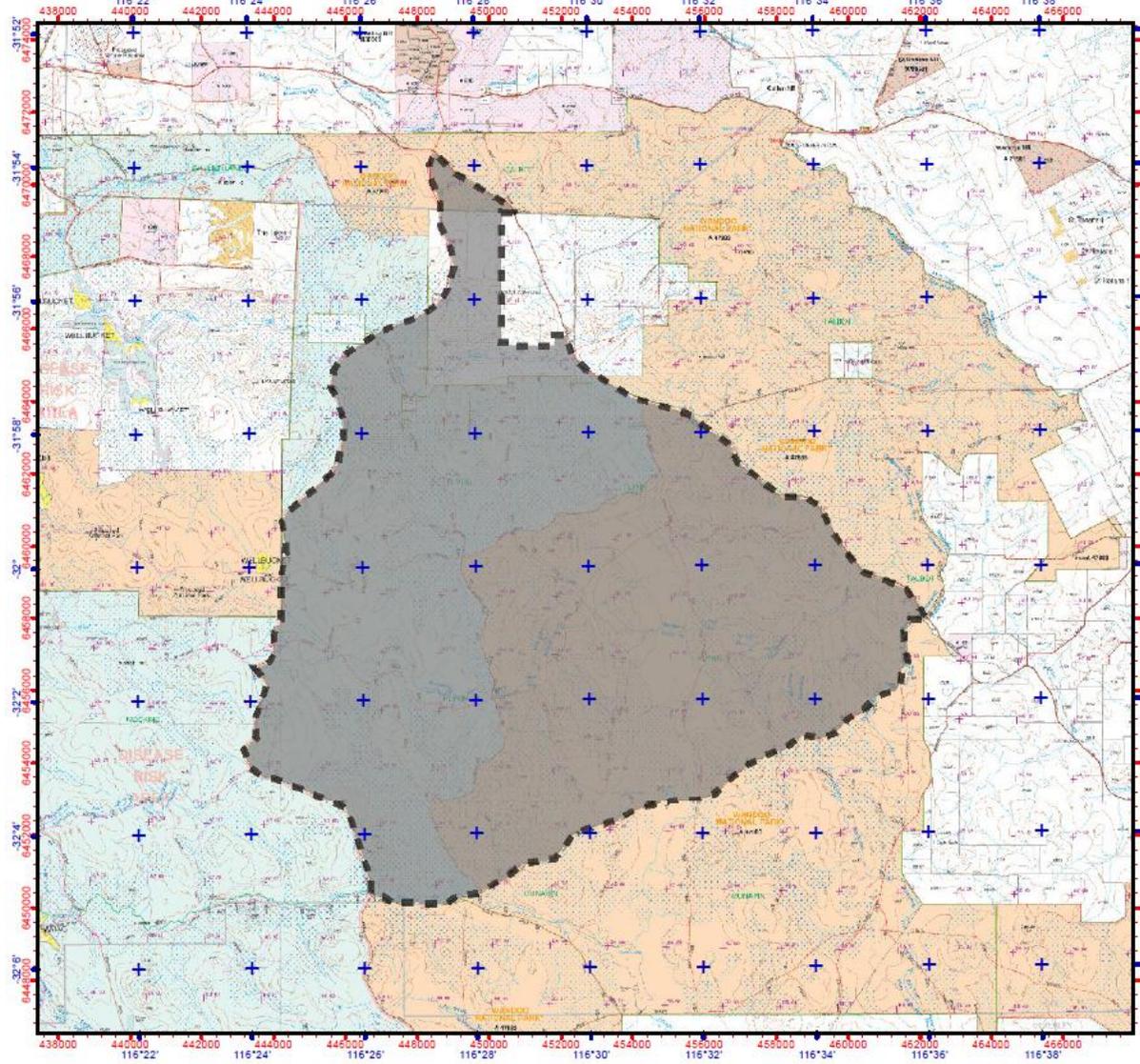
Bush Fire Advisory Committee Meeting Minutes  
**28 March 2017**



Date	Motion No	Item No	Subject	Motion	Action By	Comment	Date Completed	Status
2/11/2016	C.2856	9.1	Committee (BFAC) – 25 October 2016	That it be recommended to Council that it; -Appoints Tyron McMahon as a Fire Control Officer for the 2016/17 Season subject to the individual complying with the adopted minimum training and experience standards	CESM	17/11/16 Complete Letter sent and added to FCO List	17/11/2016	Closed
2/11/2016	C.2857	9.1	Bushfire Advisory Committee (BFAC) – 25 October 2016	That it be recommended to Council that it; Requests the FES Commissioner and/or the Minister for Emergency Services to modify the restricted and prohibited burning periods for the Shire of Northam to: - Restricted 1st October to 30th November - Prohibited 1st December to the 28th February the following calendar year - Restricted 1st March to the 30th April	CESM	25/11/2016 - Spoke with DFES Northam to see how the process works and if the motion would be supported by the region. 7/12/16 Drafted letter to FES Commissioner.2-2-2017 letter sent	7/12/2016	Closed
16/11/2016	C.2870	11.4	Adoption of the Recommendations of Local Emergency Management Committee	That Council; 1. Endorse the attached Shire of Northam Local Emergency Management Arrangements 2016 subject to the amendments identified at the meeting including minor typographical adjustments; and 2. Authorise the Chief Executive Officer to update any contact information within the Plan as required.	CESM	Signed copy sent to SEMC for endorsement. Created public version and posted to website. Signed copy sent to all LEMC members. Printed copies to be sent out to agencies and libraries.	18/11/2016	Closed
16/11/2016	C.2878	12.3.4	Appointment of Chief Bush Fire Control Officer and Deputy Chief Bush Fire Control Officers	That Council; 1. Appoint Mathew Macqueen as the Chief Bush Fire Control Officer for the 2016/17 Season until the next BFAC AGM subject to the individual complying with the adopted minimum training and experience standards. 2. Appoint Simon Peters as the Deputy Chief Bush Fire Control Officer for the 2016/17 Season until the next BFAC AGM subject to the individual complying with the adopted minimum training and experience standards.	CESM	Letters and certificates sent out to Chief and Deputy BFCO's. FCO list updated and sent out to all FCO's and placed on the website. All SMS and DFES records updated to reflect change	18/11/2016	Closed



### Attachment 3



**FLYNN**  
 Biodiversity Management & Bushfire Risk Management Burn  
 PHS 126

**Description**  
 The proposed burn is located 25 km SE of Mundaring. The burn is bounded by West Talbot Rd, Yarra Rd, Darkin Rd, Warragil Rd, Catchment Rd and firebreaks adjoining private property. The area was last burnt in 2009.

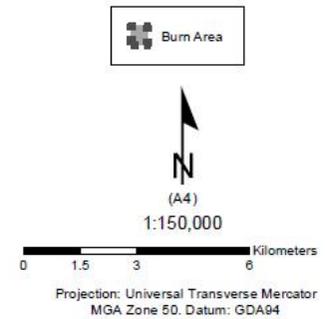
**Purpose**

**Biodiversity Management**  
 To protect, maintain and enhance biodiversity and ecological processes within Flynn and Churchlands forest blocks by applying fire under prescribed conditions to achieve a mosaic of fire intensities and burnt and unburnt areas at both a landscape and local level.

**Bushfire Risk Management**  
 To minimize the potential size and intensity of bush fires and/or the risk of damage from bush fire by the application of fire under prescribed conditions to reduce the quantity of combustible material and to maintain a network of landscape scale low fuel buffers.

**Operations**  
 It is intended to commence the burn in 2017 by a combination of ground ignitions on the burn perimeter followed by aerial spot ignitions in the internal area.

**Summary**  
 District: Perth Hills  
 Proposed year: 2017  
 Burn area: 19837 hectares  
 Burn perimeter: 67 kilometres



Produced by the  
 Department of  
 Parks and Wildlife



Produced at 3:14pm, on Jan 05, 2017

Graticule shown at 2 minutes intervals  
 Grid shown at 2000 metre intervals

The Dept. of Parks and Wildlife does not guarantee that this map is without flaw of any kind and disclaims all liability for any errors, loss or other consequence which may arise from relying on any information depicted.

Roads and tracks on land managed by DPaW may contain unmarked hazards and their surface condition is variable. Exercise caution and drive to conditions on all roads.

If applicable this map is based on information provided by and with the permission of the Western Australian Land Information Authority (Landgate) (2013)

## Attachment 4



Government of Western Australia  
Department of Fire & Emergency Services



# Concept of Operations “Enhanced Zone 3 Mobilising” Metropolitan Supporting Country

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## Background

The response to fires that may impact communities in the 'peri-urban' environment, located outside of the Metropolitan response areas, have in some cases been problematic due to a lack of human and physical resources available to respond to manage large incidents. For example, the Toodyay fire of 29 December 2009 provided challenges in regards to the deployment of the initial urban interface suppression force.

Over recent years these challenges have been improved through ad hoc enhanced mobilisation and the pre-deployment of appliances and Incident Management Teams on days identified as significant risk. An enhanced and/or pre-emptive response protocol has enabled fire crews to commence earlier suppression activities. This approach has assisted DFES and local resources provide an improved level of fire suppression and prevented widespread property loss (Toodyay fire 2015). Notwithstanding, due to distance, local landscape, fuel loading and weather conditions there will still be instances that pose challenges to effective early suppression activities. For these incidents, the timely response of additional metropolitan based resources will provide improved community safety outcomes and reduce the infrastructure impact within the Rural Urban Interface (RUI).

## Proposal

The purpose of this Concept of Operations (ConOps) is to determine which population centres (Rural centres, settlements of up to 500 residents and other town sites determined appropriate by the relevant region) will benefit from an enhanced response or pre-deployment of additional resources from the metropolitan area.

The first consideration was determining whether the road travel time to these identified "at risk" locations will positively impact on reducing the likely fire development and spread. As a guide, road travel time of one (1) hour from the outer metropolitan career fire station districts has been selected to determine the enhanced response areas to provide more effective intervention measures (refer to Appendix 1). The regions will be responsible to undertake an annual review to determine the need to implement this type of strategy for their respective communities in the future.

This criterion was selected to compliment the *Resource to Risk (R2R) Assessment Summary*. It is recognised there will be a primary local brigade response within this area that is aligned to the *Local Government Response Criteria (Table 1)*. However, the ConOps model traverses a number of different geographical areas with different response criteria. As a result, a pragmatic approach to determining holistic metropolitan response criterion, without undermining the R2R principles was applied (refer to Table 1 on next page). Population centres located within these identified response areas (defined as Zone 3) will benefit from this enhanced mobilising model, while still receiving a local response within the defined R2R parameters.

LOCAL GOVERNMENT RESPONSE CRITERIA	
KEY= *Property under threat from bushfire # Turnout time to incident. + Aircraft and/or appropriate machinery where required	
PASTORAL	<ul style="list-style-type: none"> <li>• Firefighting response for bushfire within 3 hours (200 + kms between services) +</li> <li>• Firefighting response on site for property threat within 3 hours*</li> <li>• Specialist Units (ICV) on site within 2 days</li> </ul>
RURAL / BROADACRE	<ul style="list-style-type: none"> <li>• Up to two fire fighting appliances on site for bushfire in 1 hour (30 + kms between services)#</li> <li>• 1 fire firefighting appliance on site for property threat in 1 hour</li> <li>• Specialist Units (ICV) on site within 6 hours</li> </ul>
SOUTH WEST AGRICULTURAL or CENTRAL WEST COASTAL	<ul style="list-style-type: none"> <li>• Up to 6 fire fighting appliances on site for bushfire in 30 minutes (20kms between services) #</li> <li>• 1 fire fighting appliance on site for property threat in 30 minutes</li> <li>• Specialist Units (ICV) on site within 3 hours</li> </ul>
LOWER WEST COASTAL	<ul style="list-style-type: none"> <li>• Initial dispatch of 2 fire fighting appliances on site for bushfire in 20 minutes (10 kms between services).</li> <li>• 1 fire fighting appliance on site for property threat in 20 minutes</li> <li>• Specialist Units (ICV) on site within 1 hour, Perth Outer Metropolitan within 45 minutes</li> </ul>

Table 1. Local Government Response Criteria table.

## Intelligence

Another factor in determining the best response model is the RUI identification process. This process should incorporate the local fuel ages, the most likely fire approach direction; taking into account terrain and seasonal weather patterns, risks and assets requiring protection. The RUI assessment process will be undertaken by the regions using a standard template currently being refined. The template should also include a 'structural triage' which will provide clear direction as to which structures are deemed defensible and which are deemed high risk.

The DFES Communication Centre (ComCen) will be responsible for the intelligence gathering process in determining whether an enhanced response is appropriate. The intelligence gathering process includes the first caller interrogation, which encompasses the number and nature of calls received. The following information will be gathered by the Communications Systems Officers (CSO's) to assist the Supervisor Communications Centre (SCC) with making an informed response decision:

- What is the wind speed and direction? Is it pushing the fire towards town?
- Can you see flames how high are they?
- Is the fire giving off a lot of smoke and what colour is it?
- Where is the fire burning i.e. a paddock or in trees?
- How big is the fire? If possible, metres wide or hectares.
- Is the fire moving fast? Can you give an estimated speed, metres per hour?

The table below can assist with helping the caller describe the local wind speed.

Beaufort scale number	Descriptive term	Units in km/h	Units in knots	Description on Land
0	Calm	0	0	Smoke rises vertically
1-3	Light winds	19 km/h or less	10 knots or less	Wind felt on face; leaves rustle; ordinary vanes moved by wind.
4	Moderate winds	20 - 29 km/h	11-16 knots	Raises dust and loose paper; small branches are moved.
5	Fresh winds	30 - 39 km/h	17-21 knots	Small trees in leaf begin to sway; crested wavelets form on inland waters
6	Strong winds	40 - 50 km/h	22-27 knots	Large branches in motion; whistling heard in telephone wires; umbrellas used with difficulty.
7	Near gale	51 - 62 km/h	28-33 knots	Whole trees in motion; inconvenience felt when walking against wind.
8	Gale	63 - 75 km/h	34-40 knots	Twigs break off trees; progress generally impeded.
9	Strong gale	76 - 87 km/h	41-47 knots	Slight structural damage occurs -roofing dislodged; larger branches break off.

Table 2. Local Wind Speed guide.

Information regarding the level of fire threat posed by a population centre will be imbedded in FESmaps. This information will include critical infrastructure, land use, fuel loading, terrain and the local prevailing weather patterns (MetEye). The FESmaps layer will include a simple overlay that visualises the threat assessment risk level for a particular location. Appropriate resource response coding has been completed for FCAD which will be activated when the ConOps is approved.

In the example on the following page (Figure 1), and after considering caller interrogation information, the eastern side of Northam is classified 'high risk' and the western side 'medium risk'. A fire commencing in the eastern vector associated with an easterly wind, would result in the activation of a Zone 3 response (red shading). A fire commencing in the western vector will attract a partial response (orange shading). Areas falling outside the Zone 3 response areas will receive localised services with enhanced mobilising during designated high threat periods.

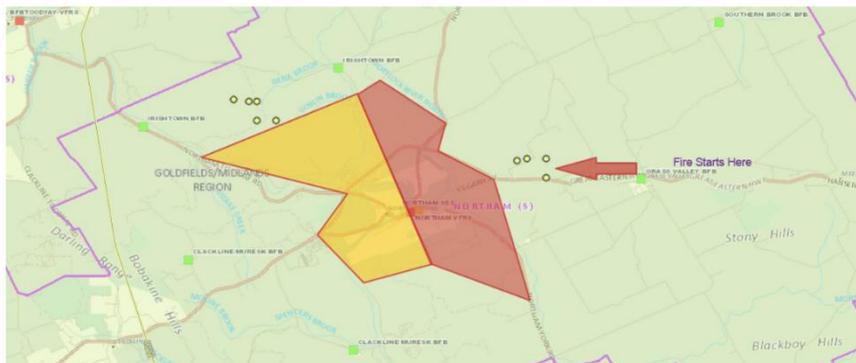


Figure 1. Northam Example 

## Protocol

The CSO checks the 'pop up' text box for the geographic area and informs the SCC of the first caller intelligence details. The SCC will analyse the initial contact information together with the Fire Danger Rating (FDR), Rate of Spread (ROS) and the RUI threat assessment for that particular 'at risk' population centre. The SCC can also interrogate FESmaps where preloaded RUI risk information is imbedded. Based on this appreciation, the SCC can determine the appropriate suppression force required to defend threatened properties.

There are three (3) levels of mobilisation:

- Full Response;
- Partial Response; and
- Local Response (No enhanced mobilising unless requested)

In addition to the normal mobilising of local resources, "Full Response" consists of the mobilisation of the following resources:

- Five (5) CFRS pumps;
- Five (5) BFS tankers;
- One (1) Incident Control Vehicle (ICV);
- One (1) Bulk Water Tanker (BWT); and
- Two (2) Managers – One (1) FRS and one (1) BFS.

In addition to the normal mobilising of local resources, "Partial Response" consists of the mobilisation of the following resources:

- Three (3) CFRS pumps;
- Three (3) BFS tankers;
- One (1) ICV;
- One (1) BWT; and
- Two (2) Managers – One (1) FRS and one (1) BFS.

Mobilising considerations are largely affected by the FDR, ROS, fuel loads and the RUI threat assessments. Table 3 & 4 should be used as a guide to determine the mobilising model required for each particular fire weather threat period. It should be noted that this model operates in the high threat period only, however the number, nature of the calls received and the critical infrastructure and/or population centre threatened may increase the mobilisation level on lower FDR days.

**Table 3. Mobilising Model RED CATEGORY**

Fire Danger Rating for towns identified as requiring full response due to heightened risk levels	Mobilisation
Catastrophic or Extreme	"Full Response" Enhanced mobilisation
Severe or Very High	"Partial Response" Enhanced mobilisation
High or Low to Moderate	"Normal Response" unless intel indicates further resources should be mobilised

**Table 4. Mobilising Model YELLOW CATEGORY**

Fire Danger Rating for towns identified as requiring partial response due to heightened risk levels	Mobilisation
Catastrophic or Extreme	"Partial Response" Enhanced mobilisation
Severe, Very High, High or Low to Moderate	"Normal Response" unless intel indicates further resources should be mobilised

**IMPORTANT:** Please note that some of the towns may have a combination of full and partial response areas to consider.

*If Comcentre receives further information requiring a change in mobilising, the SCC will adjust accordingly and brief the DCS and other appropriate personnel.*

As part of Heightened Risk Actions (HRA) or during periods of Total Fire Bans (TFB), the Chief Superintendent State Operations or the On Call Duty Chief Superintendent (DCS) may in consultation with the relevant RDC, Regional Superintendent, Assistant Commissioner, Deputy Commissioner request the pre-deployment of resources to "at risk" locations identified within this ConOps.

### Metropolitan Latent Resources

Whilst this ConOps provides an enhanced level of support to population centres within Zone 3 areas, there may be periods where metropolitan resources could be tested. When incident activity results in either the State or Metropolitan Operations Centre (SOC/MOC) activation, the SCC will consult with the SOC DCS, MOC Superintendent/ Operations Area Manager (OAM) and Regional RDC if designated who will determine mobilisation based on current and potential incident escalation.

## Implementing the Concept

Population centres have been identified and the information compiled by the regions, Zone 3 information layers have been added to FESmaps awaiting activation. This would enable the SCC to refer to this information, together with the first caller interrogation, the information in the pop up, the number of calls, the weather and FDR for the day to quickly determine the response level required.

The standard response when the criteria is met on the full enhanced mobilisation fire danger days is five CFRS pumps, five BFS tankers, an ICV, a Bulk Water Tanker and two managers. The risk criteria (Table 3) will assist the SCC to adjust the response either up or down. Additionally, the number of available appliances may need to be considered on occasions when several fires are putting a strain on resources. The SCC will need to triage the available appliances to meet the greatest level of operational risk. This may be undertaken in consultation with the SOC DCS or MOC Superintendent/OAM and the Regional RDC.

Pre-deployment of fire crews and incident managers may need to be considered on days when the FDR is Extreme or Catastrophic. The planning for the pre-deployment will need to be considered by the SOC DCS or MOC Superintendent/AOM in consultation with the State Operations Centre Meteorologist (SOCMET) and the Regional RDC.

## Risk Assessment

### Strengths:

- Assist to reduce the impact and consequences of bushfires within the zone 3 enhanced response areas.
- The establishment of an IMT structure within an appropriate timeframe.
- The provision of new FESmaps layers, FCAD pop-ups information and a set of instructions for ComCen staff will assist to ensure the appropriate response is dispatched.

### Weaknesses:

- Metropolitan risks and incident activity may limit an enhanced response.
- Insufficient call takers in the ComCen to thoroughly interrogate callers.
- Reduced intelligence from triple zero callers during night time incidents
- The triple zero caller information may not always be accurate (situation found and incident location) and can lead to inappropriate mobilising.
- LG's may not be able to coordinate and manage the resources if a DFES manager is unavailable
- Ongoing mobilisation of resources may result in additional fatigue management issues.
- Mobilising of resources to land tenures managed by other agencies (ie; LG / PaW)
- Existing and/or new locations required to be reviewed annually by the regions

**Opportunities:**

- The State Wide Operational Response Division (SWORD) may be used to support this model or as a pre-deployment option.
- Potential for additional staffing for ComCen during the high threat period.
- Improved liaison and interoperability between the SOC, MOC and ComCen
- Improved interoperability with other agencies

**Threats:**

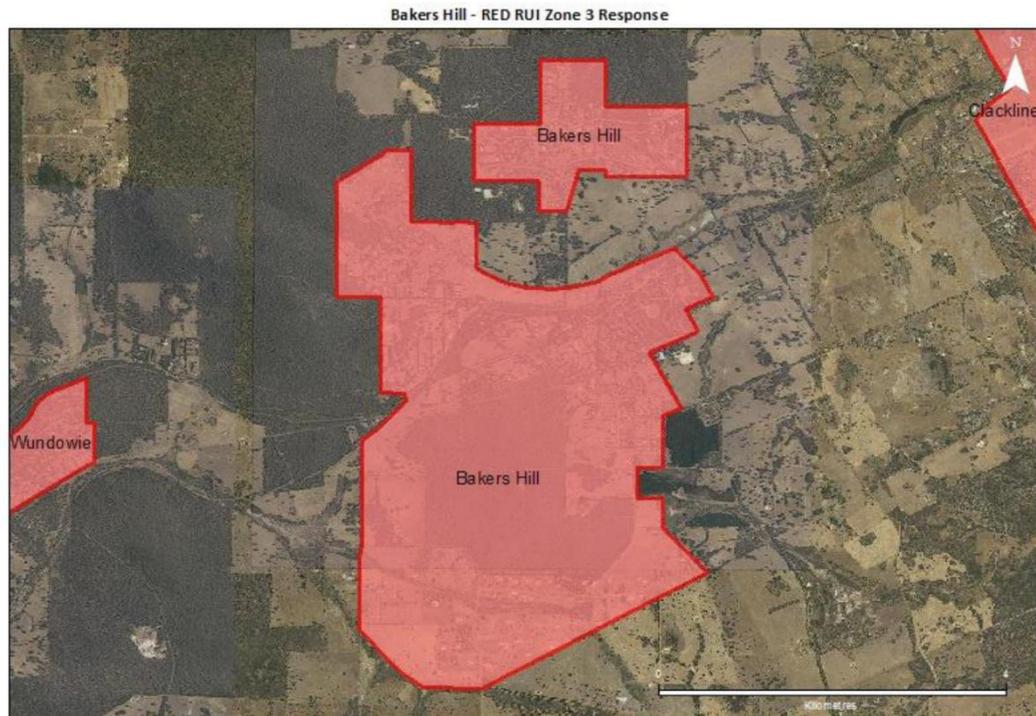
- Metropolitan resources may be depleted and unavailable.
- Greater incident activity for volunteers may lead to fatigue management issues.
- Communities living in Zone 3 response areas may always expect this level of service.
- ESL 1 residents may consider ESL 3 residents are receiving a subsidised level of service.
- Radio coverage may not be suitable in some of the identified areas.
- Insufficient call takers in the ComCen.
- LG's unable to coordinate and manage resources if a manager is unavailable

## Appendix 1 – Zone 3 Response Maps

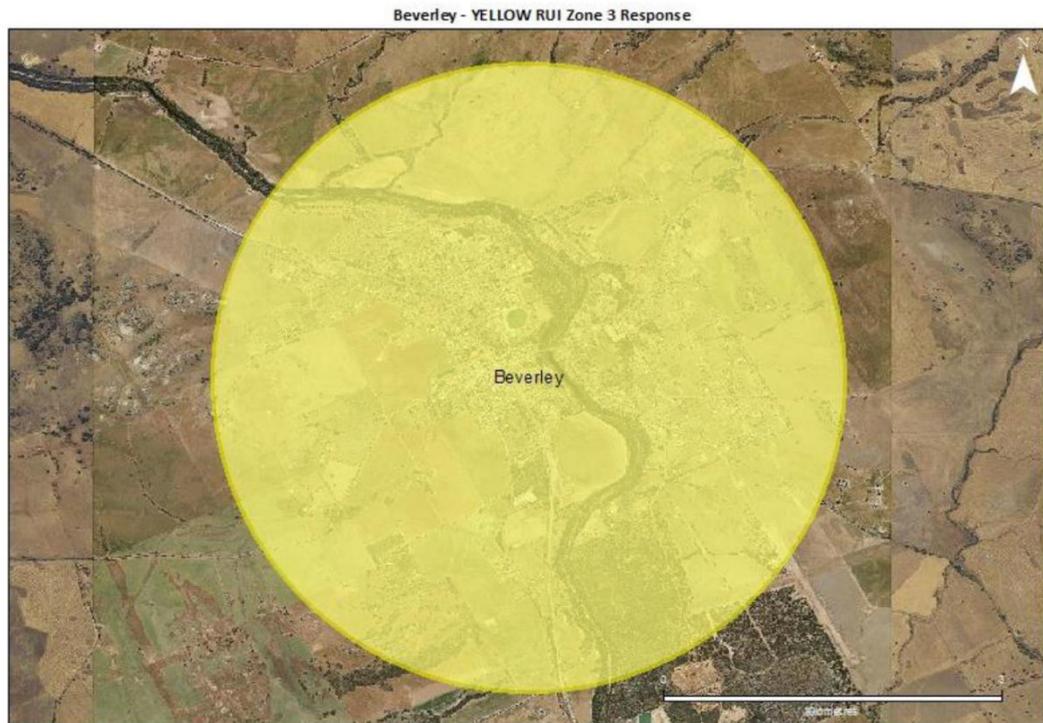
### Goldfields Midlands Region

GOLDFIELDS	SOUTH WEST	GREAT SOUTHERN
Bakers Hill	Australind	Boddington
Beverley	Binningup	
Clackline	Dwellingup	
Coondle	Harvey	
Julimar	Lake Clifton	
Morangup	Myalup	
Northam	Pinjarra	
Toodyay	Preston Beach	
Wundowie	Waroona	
York	Yamba	
	Yarloop	
	Yunderup	

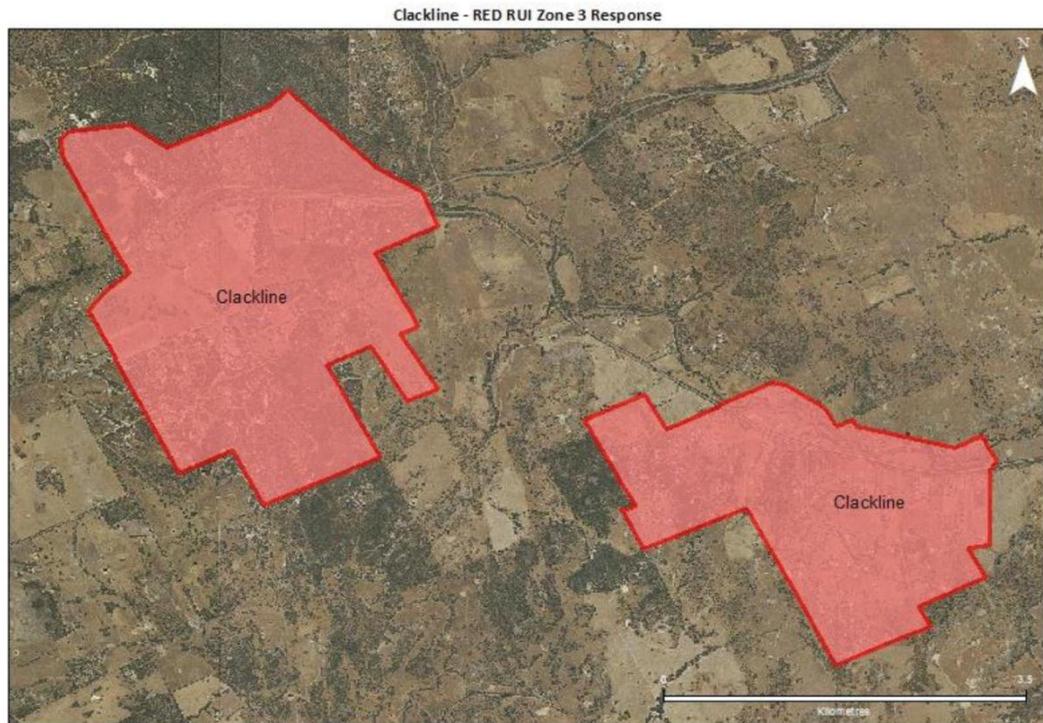
## Bakers Hill – Red



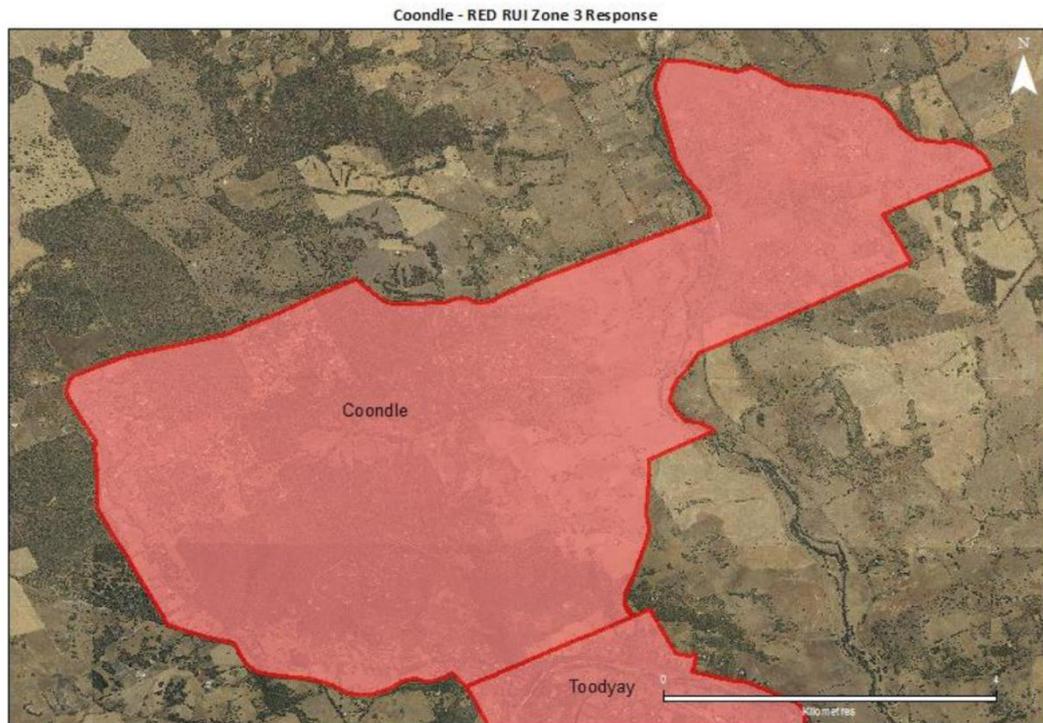
## Beverley – Yellow



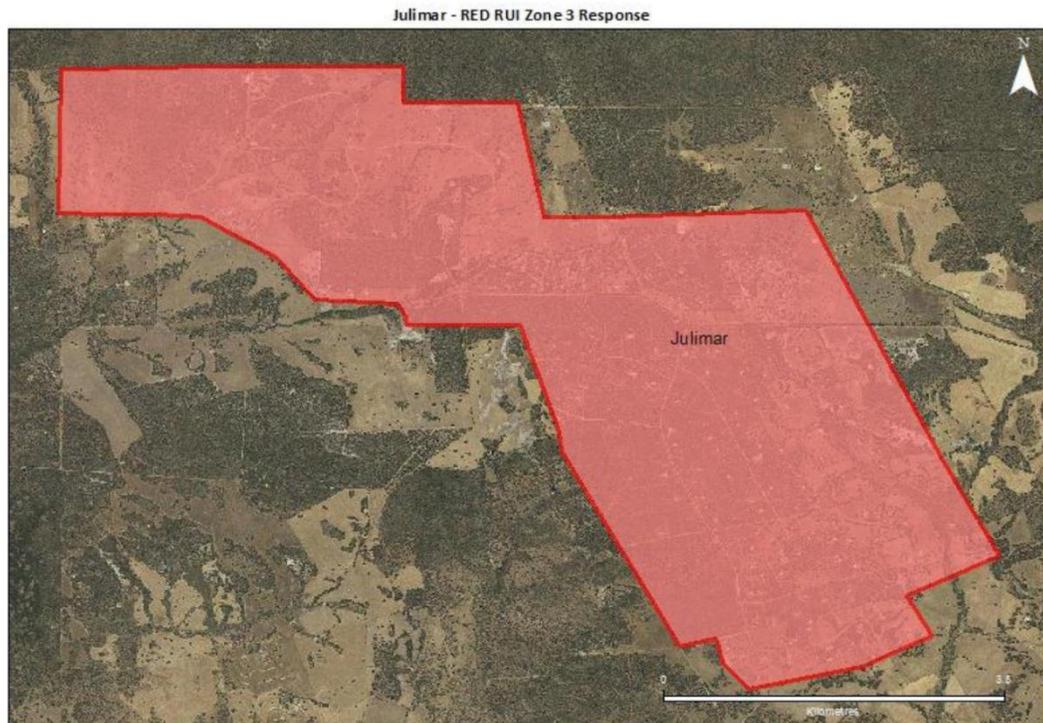
## Clackline – Red



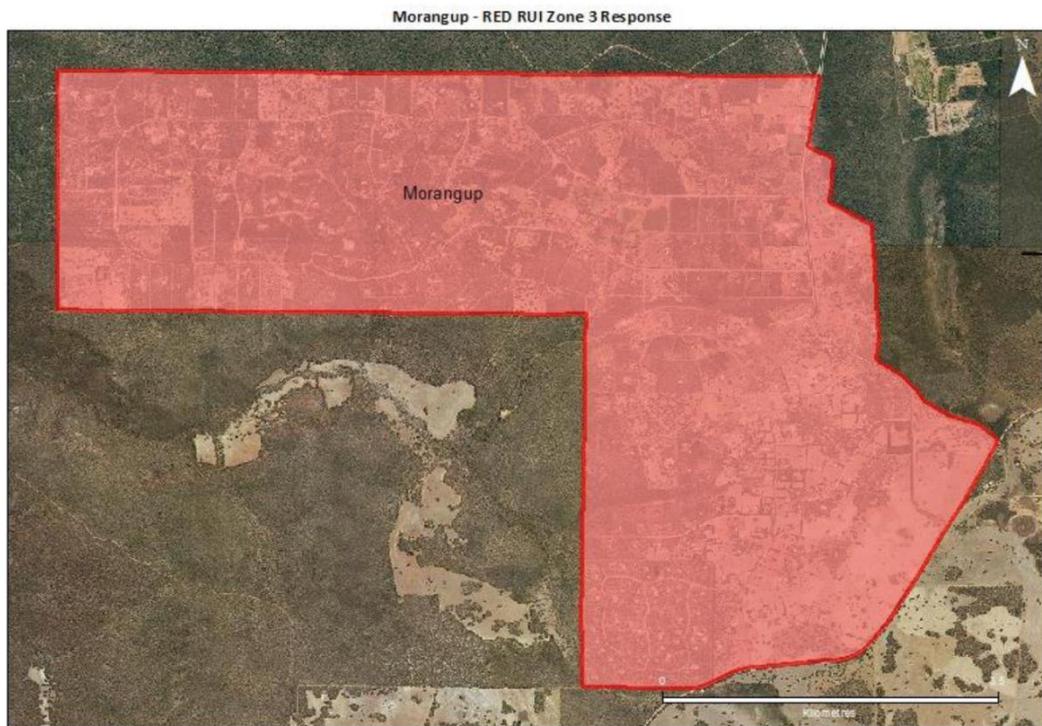
## Coondle – Red



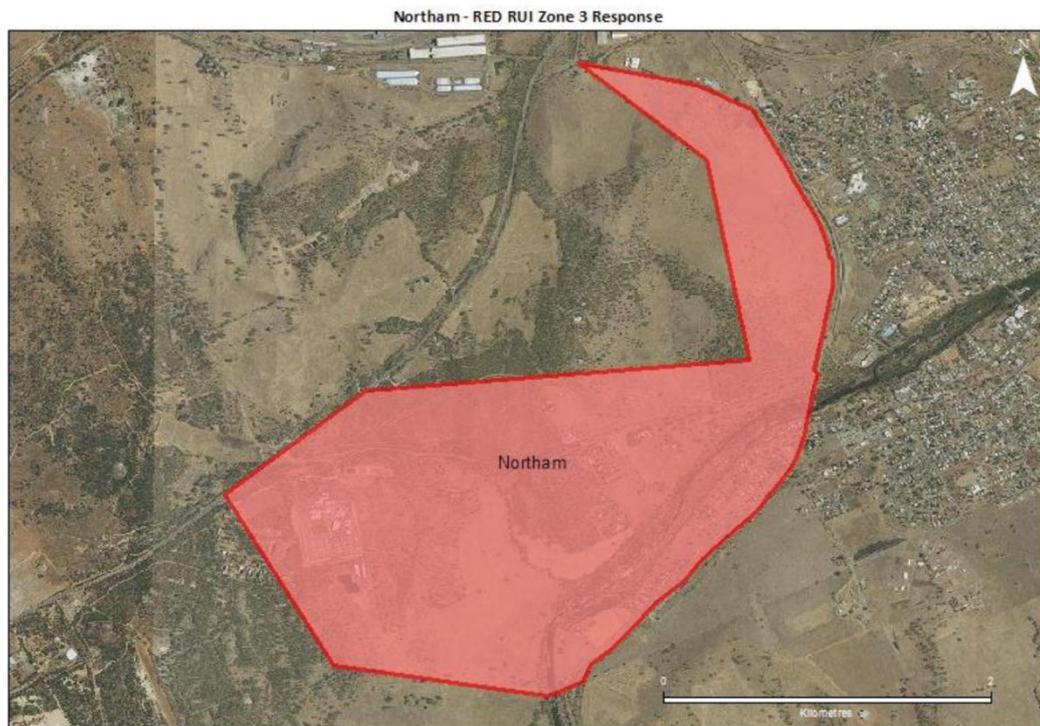
## Julimar – Red



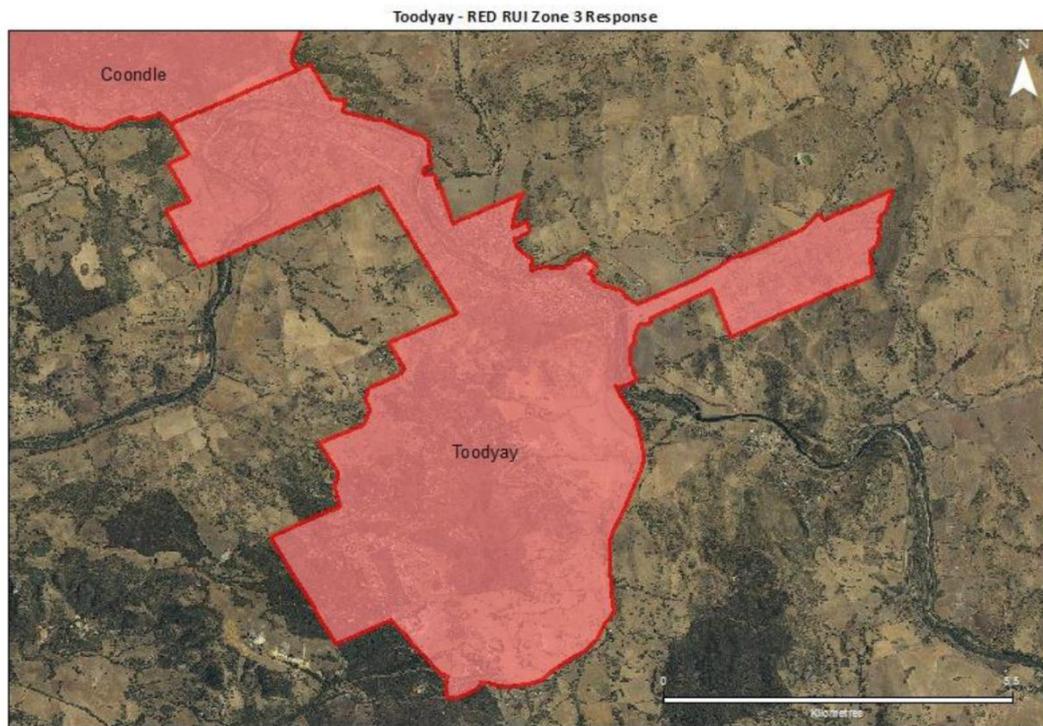
## Morangup – Red



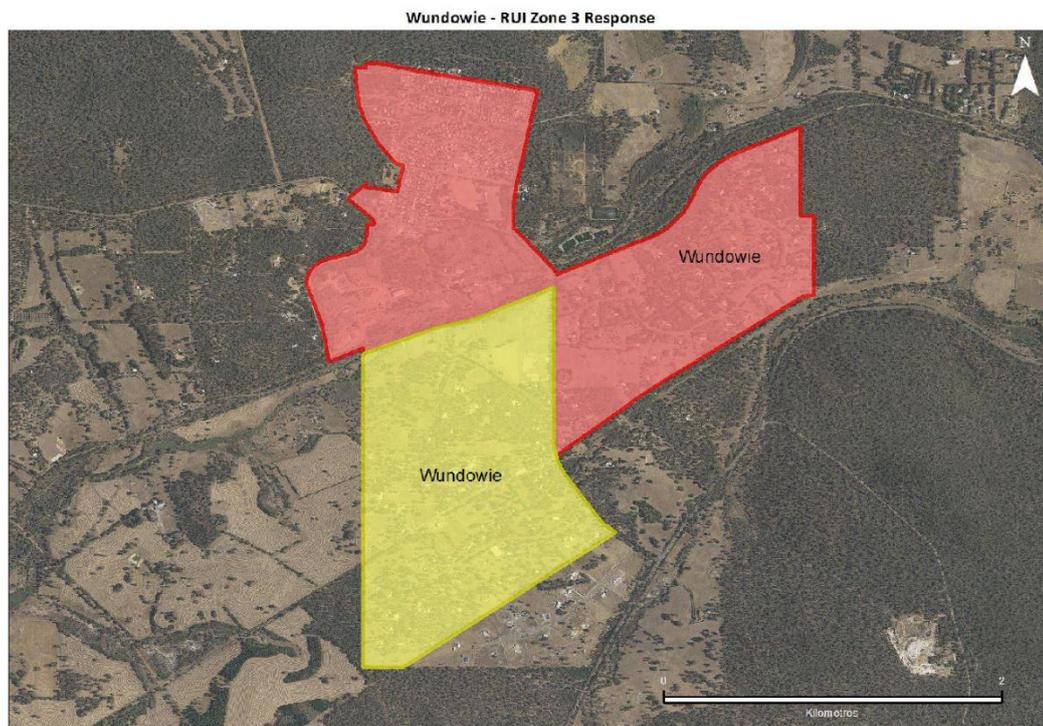
## Northam – Red



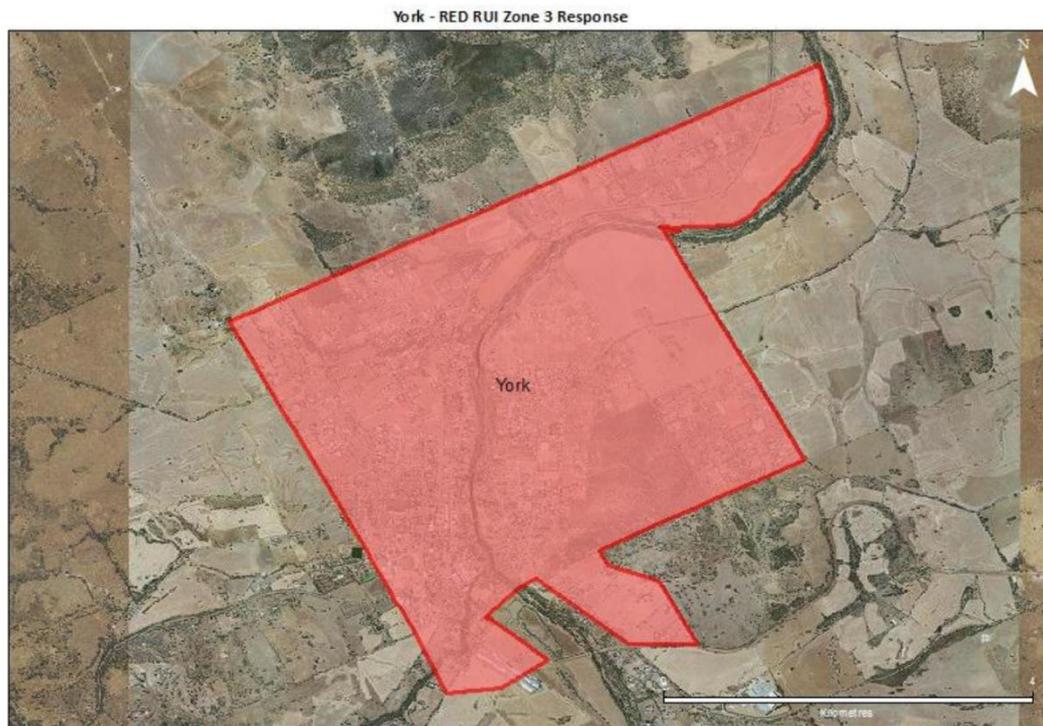
## Toodyay – Red



## Wundowie – RUI



## York – Red



## Appendix 1 – Zone 3 Response Maps

### South West Region

<b>GOLDFIELDS</b>	<b>SOUTH WEST</b>	<b>GREAT SOUTHERN</b>
Bakers Hill	<b>Australind</b>	Boddington
Beverley	<b>Binningup</b>	
Clackline	<b>Dwellingup</b>	
Coondle	<b>Harvey</b>	
Julimar	<b>Lake Clifton</b>	
Morangup	<b>Myalup</b>	
Northam	<b>Pinjarra</b>	
Toodyay	<b>Preston Beach</b>	
Wundowie	<b>Waroona</b>	
York	<b>Yamba</b>	
	<b>Yarloop</b>	
	<b>Yunderup</b>	

## Appendix 1 – Zone 3 Response Maps

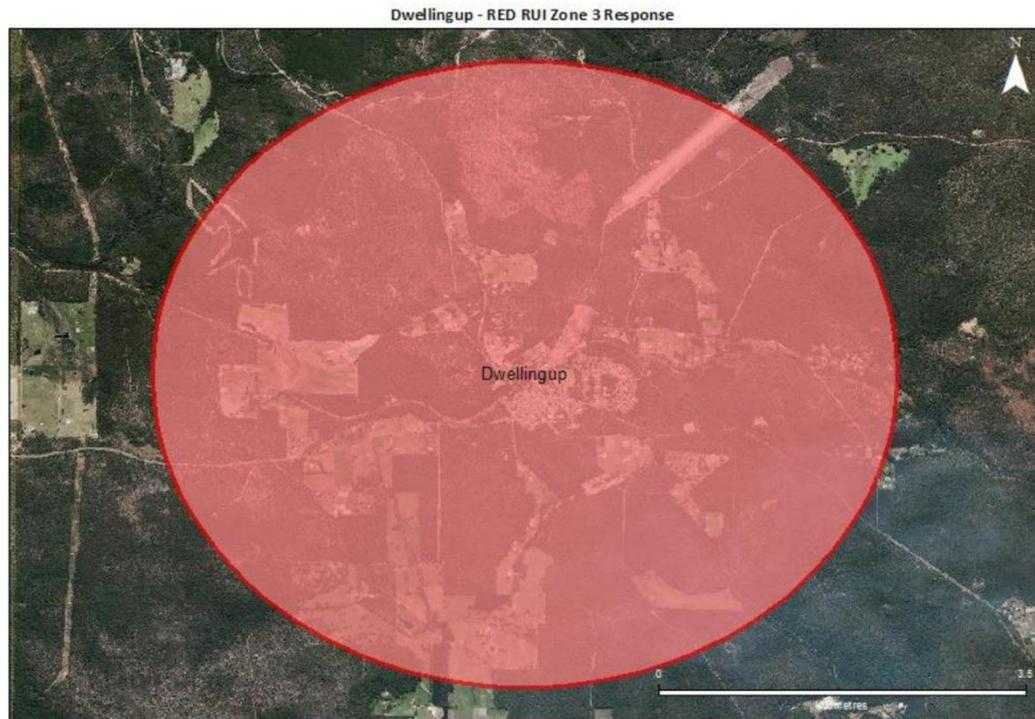
### Great Southern Region

GOLDFIELDS	SOUTH WEST	GREAT SOUTHERN
Bakers Hill	Australind	<b>Boddington</b>
Beverley	Binningup	
Clackline	Dwellingup	
Coondle	Harvey	
Julimar	Lake Clifton	
Morangup	Myalup	
Northam	Pinjarra	
Toodyay	Preston Beach	
Wundowie	Waroona	
York	Yamba	
	Yarloop	
	Yunderup	

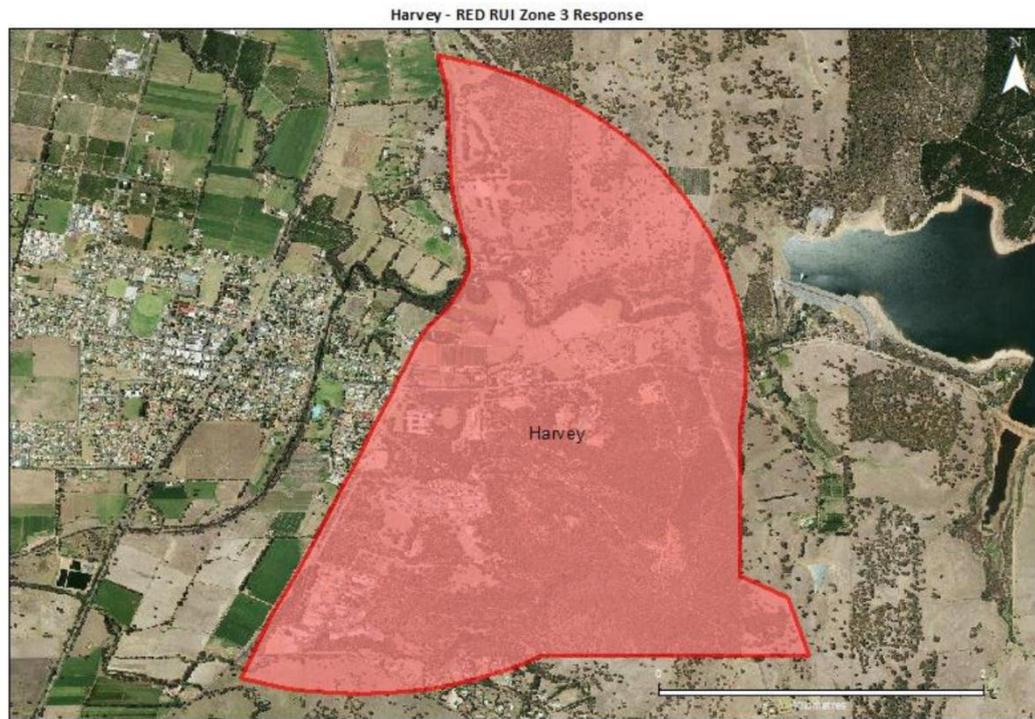
## Binningup - Yellow



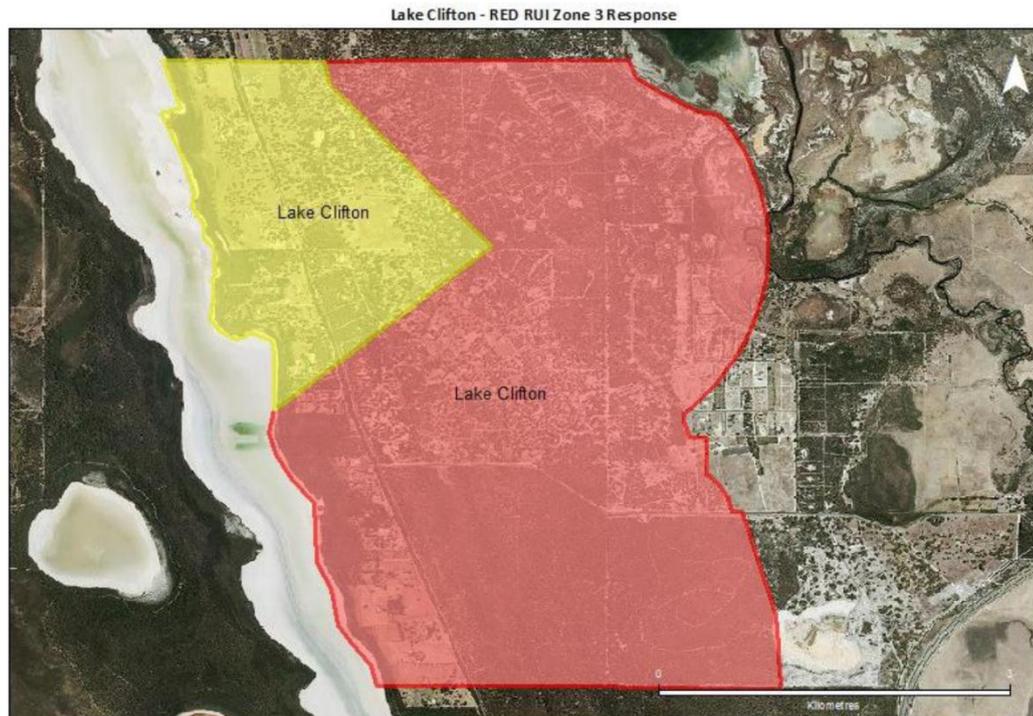
## Dwellingup - Red



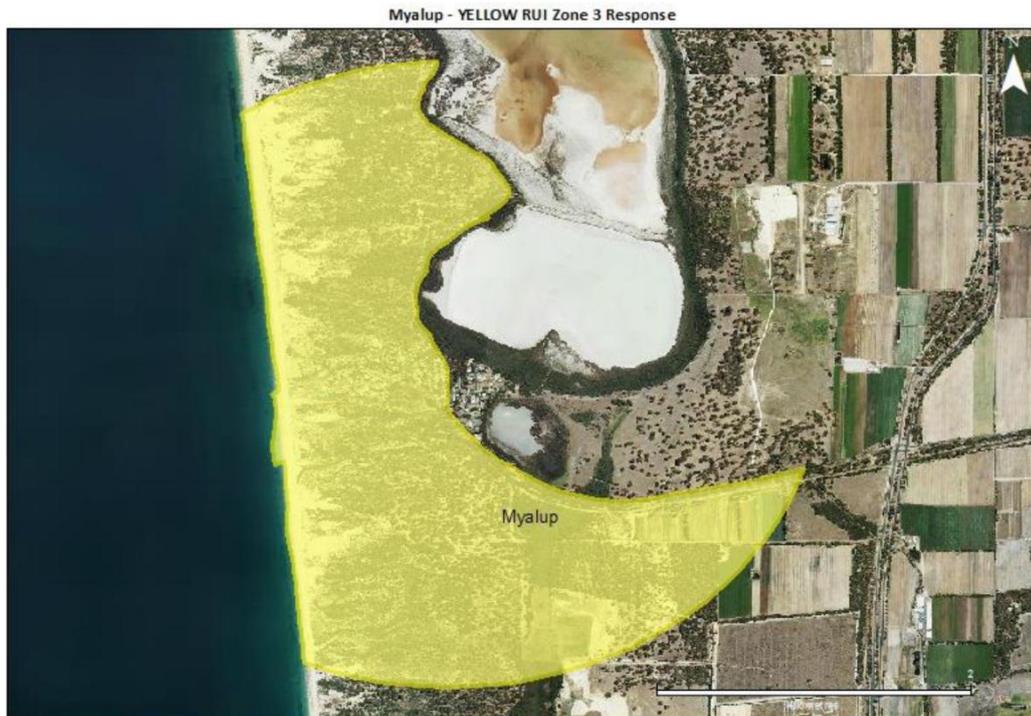
## Harvey - Red



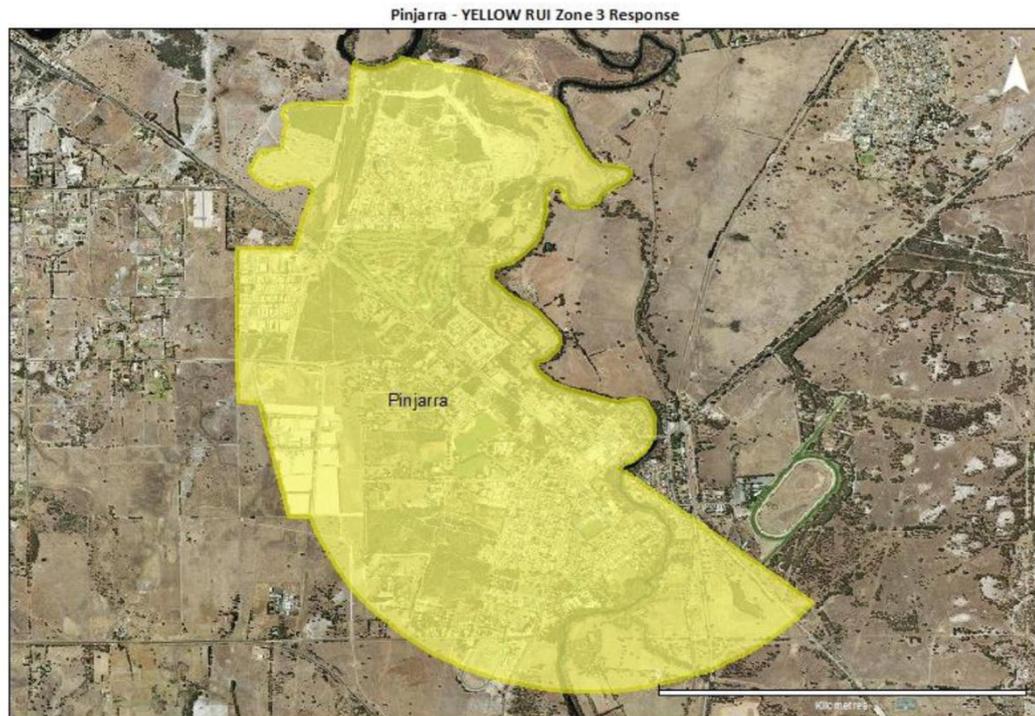
## Lake Clifton - RUI



## Myalup - Yellow



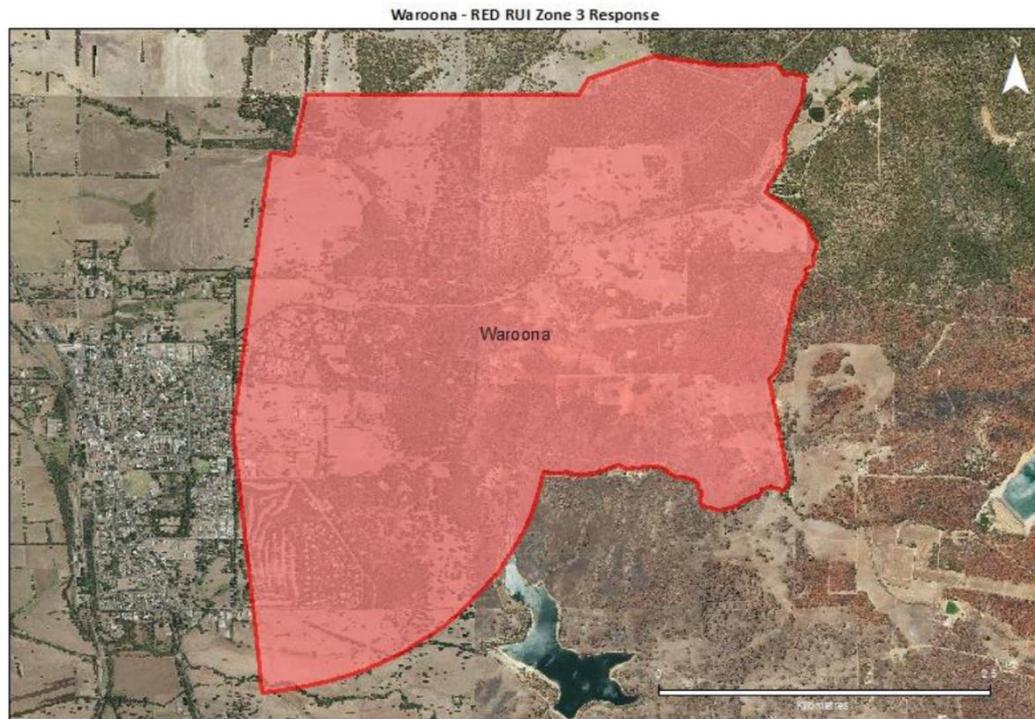
## Pinjarra - Yellow



## Preston Beach - Yellow

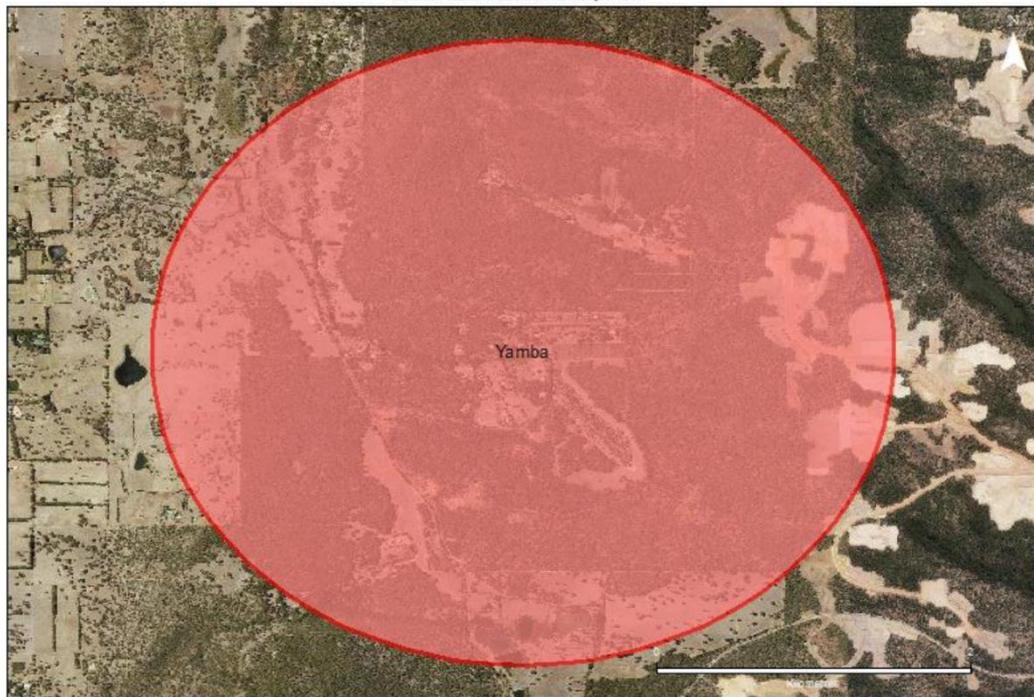


## Waroonoa - Red

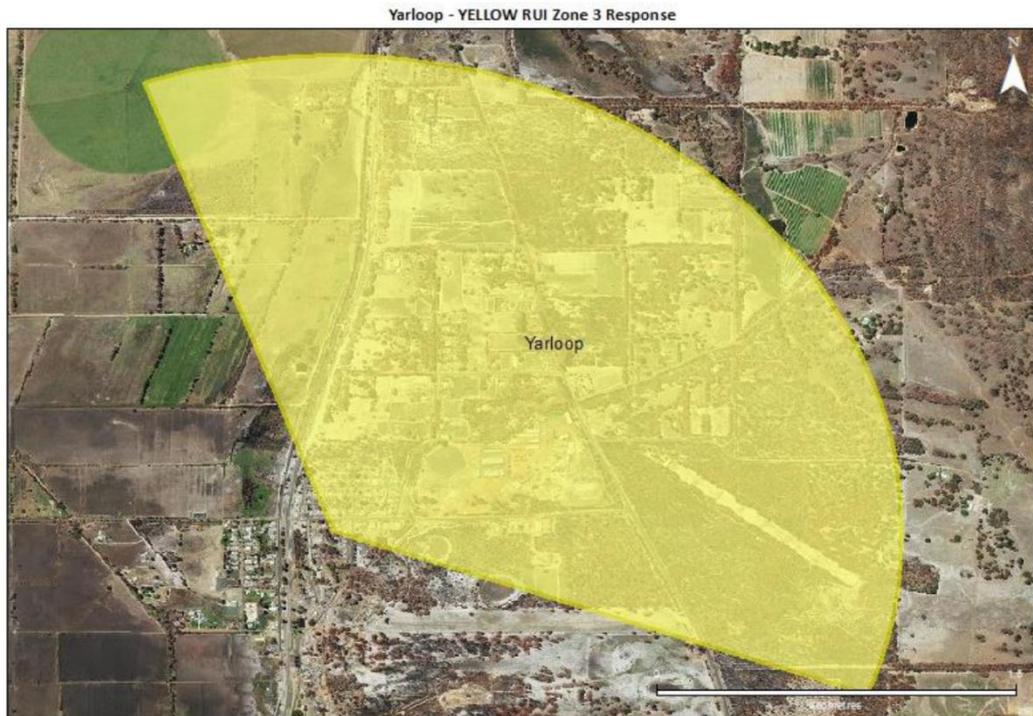


## Yamba - Red

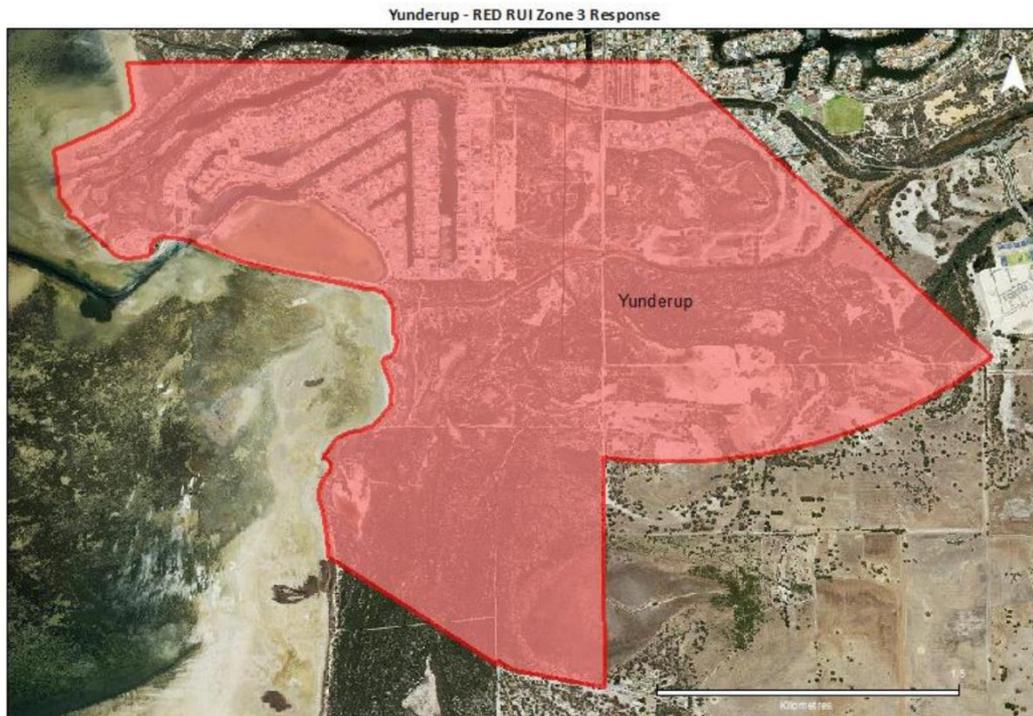
Yamba - RED RUI Zone 3 Response



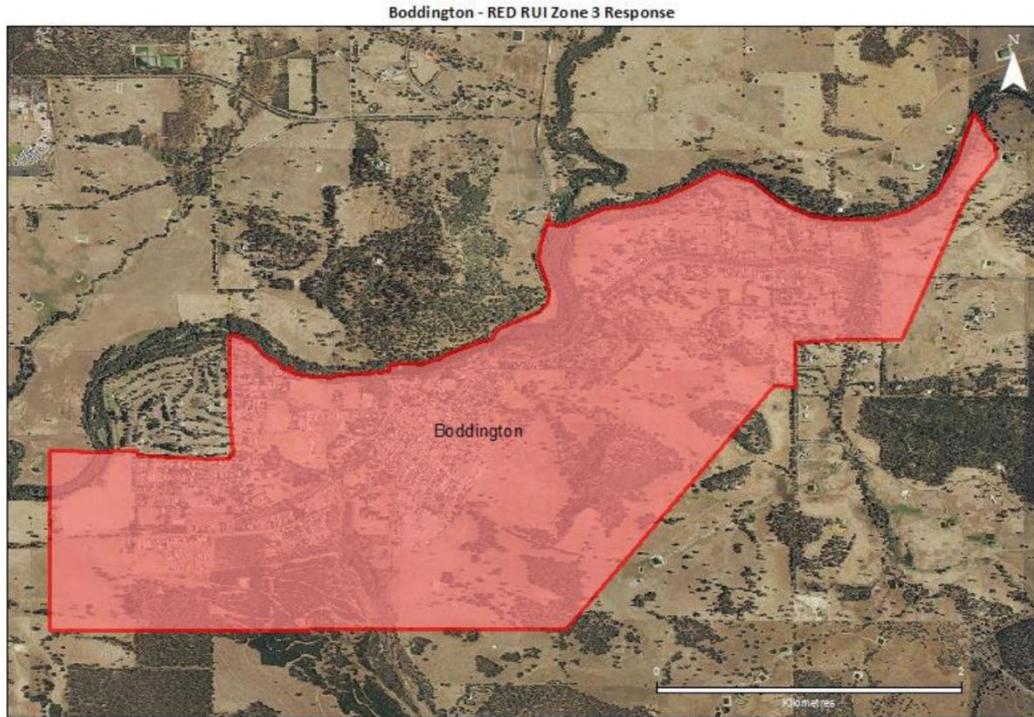
## Yarloop - Yellow



## Yunderup - Red

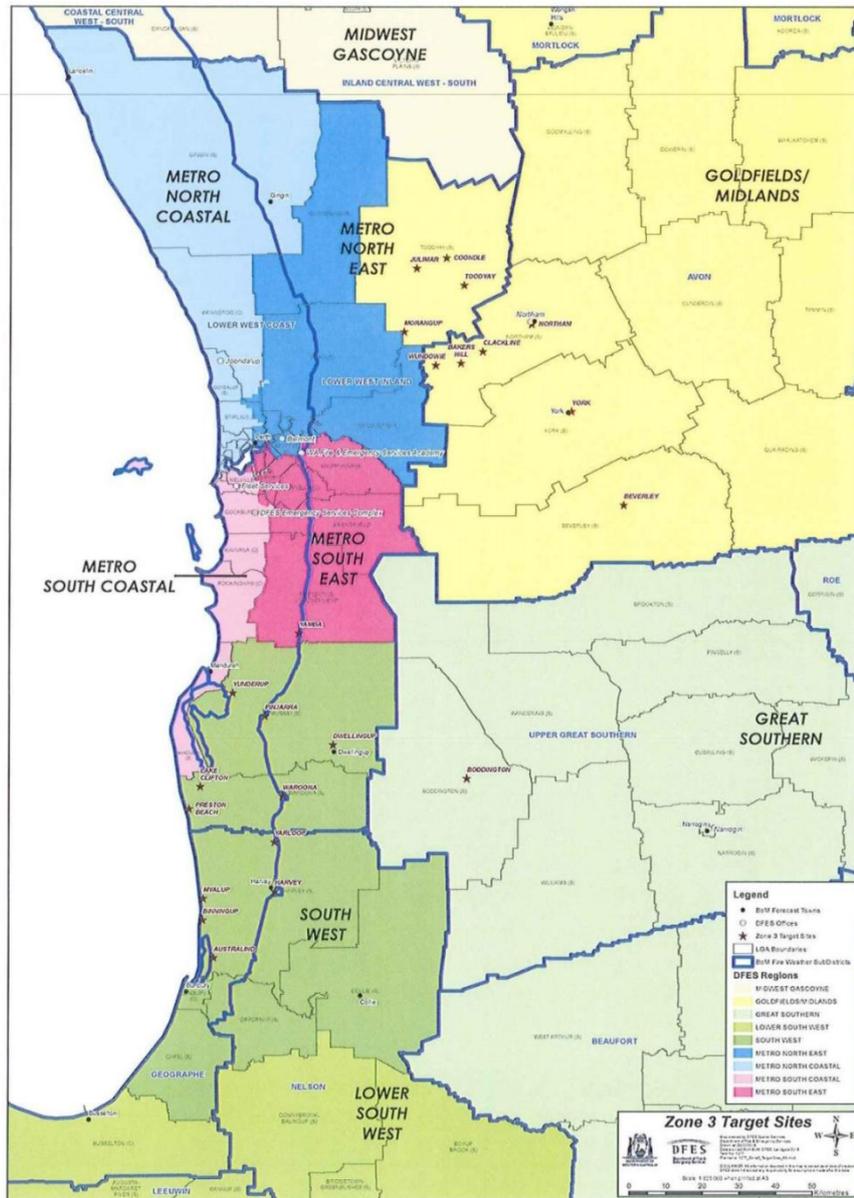


## Boddington - Red



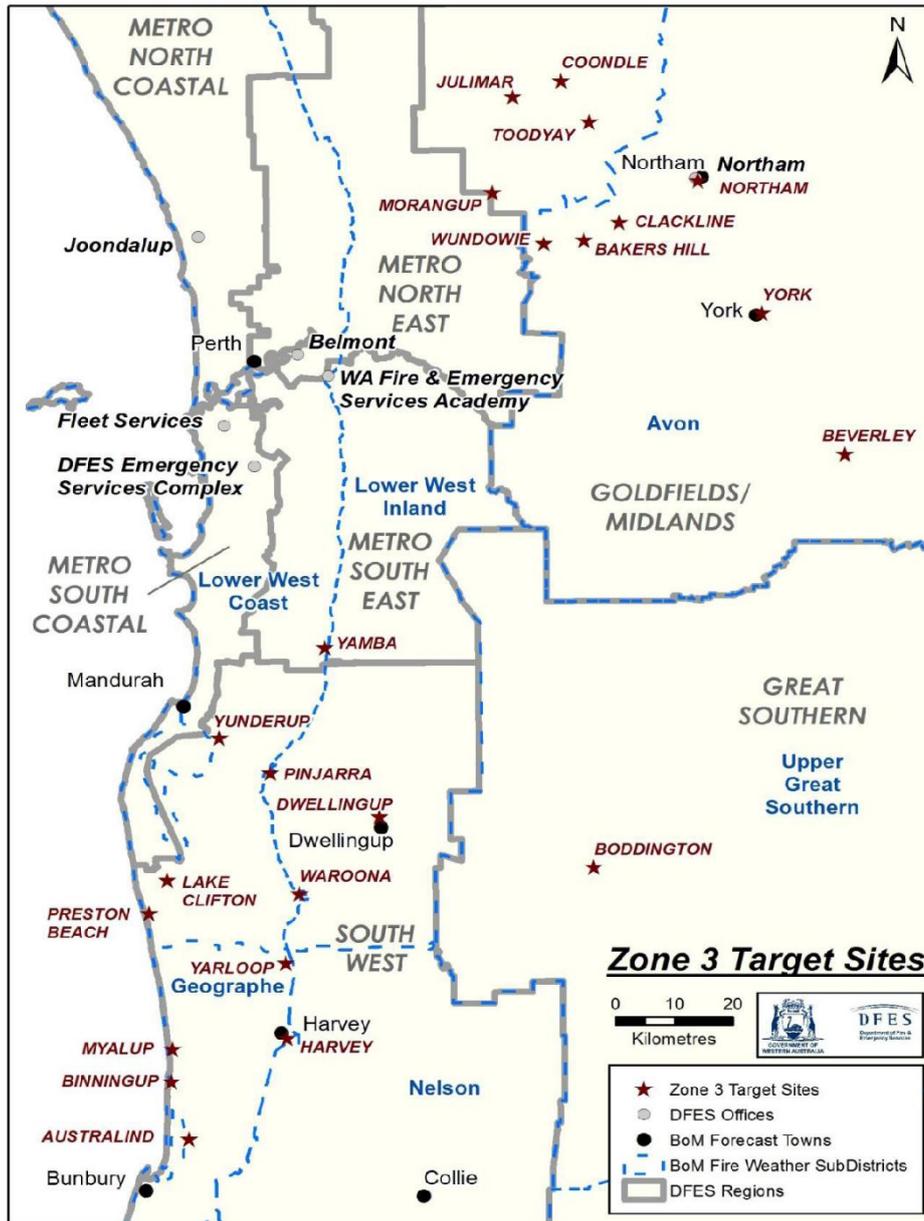
## Other Maps

### Target Sight Map – Zone 3 Mobilising



## Other Maps

### Bureau of Meteorology Map – Zone 3 Mobilising



#### 5.4 Chief Bushfire Control Officer (CBFCO) Report

<b>Address:</b>	N/A
<b>Owner:</b>	N/A
<b>File Reference:</b>	5.1.3.1
<b>Reporting Officer:</b>	Mathew Macqueen CBFCO
<b>Responsible Officer:</b>	Chadd Hunt Executive Manager Development Services
<b>Voting Requirement</b>	Simple Majority

#### BRIEF

The Chief Bushfire Control Officer Report will be provided at the meeting.

#### ATTACHMENTS

Nil.

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#### BACKGROUND / DETAILS

Items likely to be discussed include;

- Fires since previous meeting;
- Summary/debrief of fire season;
- Operational items; and
- Safety Circulars.

#### CONSIDERATIONS

##### Strategic Community / Corporate Business Plan

Objective: Provide services and processes to enhance public safety.

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

Action: Support local bushfire brigades in bushfire management.

##### Financial / Resource Implications

Nil.

##### Legislative Compliance

Nil.

##### Policy Implications

Nil.

## Stake Holder Engagement / Consultation

Nil.

## Risk Implications

Nil.

## OFFICER'S COMMENT

1. Since the previous BFAC meeting there has been a total of 35 fires. We have seen a very wet fire season and as a result there have been reduced number of fires. The biggest incident was in the Avon River alongside of Great Eastern Hwy with the second incident being Mt Ommanney. With all of the incidents occurring this season I am impressed to see that brigade issues can be put behind them so the job can be completed.
2. It has come to the CBFCO and Shire's attention that on receiving an SMS call out, not all brigades and units are calling into COMCEN (6IP). There is a Radio Procedure that has been circulated for some time which is quite easy to follow. If the brigade or unit does not contact COMCEN either myself, the DCBFCO or the CESM get a phone call from COMCEN seeking information on the units whereabouts. Brigades are reminded to contact COMCEN when they leave the station on route to the incident, when they arrive, when they depart the scene and when they arrive back at the station.
3. Positive feedback has been received from Toodyay Shire and Air Intelligence regarding some of the incidents they have attended this season with crews from the Shire of Northam. Points to note were how well incidents were ran, teamwork between crews, leadership and how well mop-up were conducted. Volunteers should be proud that their professionalism is being noted by other agencies and to keep up the good work.
4. Fire Control Officer's being nominated for the 2017/18 season will only be accepted if they have the full training qualifications as endorsed by the Shire of Northam Council on 15 July 2015.

**RECOMMENDATION / COMMITTEE DECISION**

**Minute No: BFAC.154**

**Moved: Greg Montgomery**

**Seconded: David Russell**

**That it be recommended, that Council note the Chief Bushfire Control Officer Report as provided.**

**CARRIED 8/0**

## 6. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

### 6.1 Grass Valley - Fire Control Officer Training Requirements

#### BACKGROUND

The following motion has been put forward by the Grass Valley Bushfire Brigade, refer to Attachment 1.

#### PROPOSED MOTION

**That Council modify the Fire Control Officer (FCO) training requirements as follows:**

- i. FCO courses to be determined by DFES; and**
- ii. The prerequisite training courses that are required by DFES for fire control officers.**

#### COMMITTEE DECISION

**Minute No: BFAC.155**

**Moved: David Russell**

**Seconded: Aaron Smith**

**That Council:**

- 1. Seek clarification from DFES in regards to how prerequisite's work/apply to their minimum FCO training requirements;**
- 2. Endorse that the notice of motion put forward by the grass valley BFB pertaining to FCO training requirements is reconsidered once the above clarification is received; and**
- 3. Seek clarification from DFES in regards to how they view brigade members who have previously completed the FCO course.**

**CARRIED 8/0**

#### OFFICER COMMENT

The current motion as provided by the Brigade is not clear in its intention. Staff are seeking clarification from the Brigade on the matter however it assumed that the intention is that the minimum requirement to be an FCO is the FCO course only.

This matter was considered at the BFAC meeting held on 25 October 2016 with the recommendations from the meeting being considered by Council at its Special Council meeting held on 2 November 2016.

The resolution of BFAC as passed at the meeting in October is as follows –  
Minute No: BFAC.144

Moved: David Russell  
Seconded: Blair Wilding

BFAC recommends to Council that:

- Bush fire fighters who have completed the DFES FCO training course or a refresher FCO training course in the last 10 years are eligible for appointment as an FCO in the Shire of Northam provided they can also demonstrate 3 years of frontline firefighting experience in the last 5 years;
- This requirement is to apply to the FCO list as recommended to Council on 15 June 2016;
- The Chief Bush Fire Control Officer, Garry Sheperdson, is to be reinstated for the 2016/17 bush fire season;
- The Shire makes provision for the Recognition of Prior Learning (RPL) in the assessment of firefighting competencies for all fire fighters;
- This resolution supersedes all past resolutions relating to minimum training standards for FCO's; and
- BFAC is to review the minimum training standards for all fire fighters annually.

CARRIED 7/3

The recommendation of BFAC was **not endorsed** at the Council meeting on November 2<sup>nd</sup> 2016.

This motion was lost with the following reason provided for not supporting the Recommendation of the Committee:

*The Council formed a view that;*

- a. the role of Fire Control Officer is of high importance and that training was necessary.*
- b. the training requirements established by Council for Fire Control Officers were based on the recommendations to Council by the Bushfire Advisory Committee in both July 2015 and June 2016.*
- c. it had not been provided with sufficient justifiable reasons to adjust the training requirements so close to the bushfire season.*

In addition Council rescinded its previous resolution from June 15<sup>th</sup>, 2016 and subsequently the position adopted by Council with respect to training requirements for FCO's (as resolved on July 15<sup>th</sup> 2015) is as follows –

**Council's adopted position is in order to qualify to the position of Bushfire Control Officer for the 2016 and future fire seasons, the following training requirements are required.**

- **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**

The below table is the recommended training by DFES as well as information gathered from other local authorities on the minimum training requirements;

	Number FCO	Fire Control Officer	AIMS Awareness	Intro FF	Bushfire FF	Crew Leader	Advanced Bushfire Fighting	Machine Supervision	Structural FF	Ground Controller	Sector Commander	AIMS 4	Incident Controller Level 1	Comments
<b>DFES Path 6</b>								opt						Path 6 is the DFES recommended training to become an FCO
<b>Northam</b>	9					or					or			
<b>Toodyay</b>	11													Are looking to add AIMS 4
<b>York</b>	17													Level for CBFCO & DCBFCO are higher
<b>Mundaring</b>	Nil set by council. Brigade Captains are the FCO's. Training requirements are under individual brigade constitutions as brigade captain												Will be looking at setting a Shire standard of Pathway 6	
<b>Cunderdin</b>	9													
<b>Harvey</b>	8													
<b>Armadale</b>	15													Rangers require less training
<b>Augusta Margaret River</b>	20													Council Recommendation that FCOs follow DFES Pathways 6 for FCO (not enforced yet)
<b>Esperance</b>	20													Looking at upgrading to Pathway 6 as a result of their recent files

Prior to making any recommendation to Council to alter the training requirements, the BFAC needs to be very careful and clear in its deliberations. The following points need to be considered:

- In order to 'convince' Council to a change its position a strong and detailed factual argument needs to be put forward. It is considered unlikely that Council will alter its position so significantly unless there is new and compelling information provided.
- Consideration needs to be given to the risks associated with the FCO position and the subsequent exposure this provides to both individuals and the Council in the event FCO's are not considered to be adequately qualified to undertake the role. Keeping in mind the above training requirements are put forward by the Department Fire & Emergency Services as a recommended standard of training.

#### Discussion

- The CEO advised the Committee that they needed to consider the implications of resolving in accordance with the proposed motion being put forward, in that the DFES requirements are slightly different to the current Council requirements (and potentially more onerous) and this may cause those members that have endeavoured to complete the current training requirements to be disenfranchised with any change.
- The CESM confirmed that changing the training requirements will not make completing the training any 'easier' as five courses are still required and in some cases the courses recommended by DFES may require prerequisite courses to be undertaken. Discussion was held around Recognised Prior Learning (RPL), the CEO advised that this is out of the Committee and Council's control and is up to the training authority to assess this.
- It was raised that the courses are not held at suitable times and many Fire Control Officers are unavailable at the scheduled times. The CESM advised that if there is enough interest for a particular course DFES will endeavour to hold this, even if it is after hours (e.g. if members from Brigade's arrange a suitable time and approach DFES).
- The CEO reminded the Committee that Council's position on training requirements has simply been the endorsed position of this Committee, recommended to Council for the last two years in a row.
- Mr Russell further commented that while this is the case (per above point), the Committee had subsequently 'changed their mind' and recommended to Council to change these requirements at the beginning of the recent bushfire season however Council did not support this.

- The CEO advised that whilst this was the case, it was made very clear to the Committee that such a significant 'last minute' change required strong justification, which the Council obviously did not feel was forthcoming.
- It was suggested that the Committee seek clarification from DFES and reconsider Grass Valley Brigade's motion once this has been received.

## 6.2 DFES Capital Appliances Replacement Program

### BACKGROUND

The following motion has been put forward by the Grass Valley Bushfire Brigade, refer to Attachment 1.

#### RECOMMENDATION / MOTION

**Minute No: BFAC.156**

**Moved: Cr Ulo Rumjantsev**

**Seconded: Dave Russell**

**That Council request the Chief Executive Officer to write to DFES expressing the Grass Valley Brigade's concern and disappointment of the pre-delivery conditions of the Grass Valley 4.4 unit which resulted in the crews being at risk in four separate instances in the 2016/17 fire season.**

**CARRIED 8/0**

### OFFICER'S COMMENT

Staff support the motion put forward by the Grass Valley Bushfire Brigade however believe that further training on the new vehicle is required.

Brigades are reminded that they are required to report damage or faults immediately to the Community Emergency Services Manager for appropriate action. Should this have occurred, this would have been identified and could have been resolved at the time of occurrence.

## Attachment 1

### MOTIONS FOR BFAC meeting on March 24<sup>th</sup>, 2017

#### BACKGROUND

The Special Meeting held at the Grass Valley Fire Brigade Shed on March 9, 2017 with the Grass Valley Bushfire Brigade and Shire, clarified the procedures required by the Shire and BFAC. Many of the concerns raised by the volunteers were not addressed due to the current approaches and procedures which tend to be onerous and restrictive; simplifying and streamlining policies and procedures would benefit all. It is hoped the current problems between the brigade and shire can be resolved as soon as possible, so the volunteers can do their part towards improved community safety easily and efficiently.

It is hoped the Shire can review current procedures, communication and engagement with volunteer organisations. Should the unsettled situation continue Grass Valley Fire Brigade members will become increasingly disenfranchised and less involved, impacting on the safety of the community as a whole. This is not the intent of any of the parties. If we can fix the problem now it will be a lot better than starting again.

The following motions are to be put to the BFAC meeting on March 24, 2017.

#### MOTION 1

The Grass Valley Fire Brigade recommend to BFAC that the qualifying the guidelines for FCO's as follows:

- i. FCO courses to be determined by DFES; and
- ii. The prerequisite training courses that are required by DFES for fire control officers.

#### MOTION 2

The Grass Valley Bush Fire Brigade request the Shire of Northam write to DFES expressing our concern and disappointment at the predelivery condition of the Grass Valley 44 unit. This resulted in putting our crews at risk in four separate instances in the 2016/17 fire season.

Two of the many incidences are:

- While fighting the fire at Goomalling, the hoses blew off and had to be repaired on the fire ground under stressful positions; and
- The 4.4 unit pump worked intermittently and then stopped at the Muresk fire (note this was after only four hours of use of a new unit). The problem was identified as no oil in the pump motor.

#### MOTION 3

The Grass Valley Bushfire Brigade request clarification of who is responsible for who is responsible for the checking and maintenance of the 16 fire hydrants in the Grass Valley and Seabrook areas.

## 7. GENERAL BUSINESS

### 7.1 Maintenance of Fire Hydrants

The Grass Valley Bushfire Brigade request clarification of who is responsible for the checking and maintenance of the 16 fire hydrants in the Grass Valley and Seabrook areas.

#### OFFICER COMMENT

All hydrants outside of the Gazetted town sites are the responsibility of the local government in accordance with the *Water Services Act 2012*. Historically the maintenance has been conducted by the relevant bushfire brigade.

DFES maintain and are responsible for the hydrants within the Gazetted town sites (Northam and Wundowie).

#### Discussion:

- The competency of the brigades was queried in relation to 'maintaining' the hydrants. The Deputy Chief Bushfire Control Officer advised that brigades are mostly required to check they are working and report any faults to the Shire. Maintenance and repairs are generally undertaken by the Water Corporation.

### 7.2 Blanket Harvest & Movement Bans – Blair Wilding

At the BFAC meeting held on 10 June 2014 and subsequent Council meeting held on 18 June 2014, the Committee and Council endorsed that harvest bans after the Australia day long weekend be imposed based upon weather readings.

Recently there was a ban imposed on the Labour Day public holiday several days prior to the public holiday and believed that this ban which was imposed did not meet the conditions set by Council.

The Chief advised that he was not aware of this decision however reviewed the forecast which was 40 degrees and believed that there was a risk of incident in West should a ban not be imposed. From the forecast the proposed ban was radioed and with two responses being received the matter was assessed and the decision made to impose that ban as it was believed to be warranted with the high heat forecast for this day.

It was noted that in future bans can be imposed 'upon weather readings'.

### 7.3 Restricted Burning Period – Blair Wilding

#### SMS

It was queried whether an SMS can be sent to residents advising that the restricted burning period is being imposed.

The CESM advised that there are a number of methods for communicating this to residents, this includes notice placed in the newspaper in accordance with the Act, social media and also the Shire's website. It was believed that the additional cost was unnecessary given the other methods of communication. The CEO advised that staff will investigate the exact costs for sending the SMS notifications.

#### Letter to FES Commissioner

The Committee requested the CESM to follow up a response a letter sent to the FES commissioner regarding the restricted burning period, this was endorsed by Council on 2 November 2016.

#### Non-compliance with Permits

Clarification was sought around prosecuting permit holders when non-compliance occurs and who initiates the prosecution.

The CEO advised that this is initiated by Shire staff, non-compliance would be investigated and through this a determination would be made in relation to how the matter will be dealt with (e.g. an outcome from this may be prosecution, further conditions imposed on permits or permits refused in the future).

### 8. DATE OF NEXT MEETING

5.30pm, 27 June 2017.

### 9. DECLARATION OF CLOSURE

There being no further business the Chairperson, Cr Terry Little declared the meeting closed at 6:56pm.

"I certify that the Minutes of the Bushfire Advisory Committee meeting held on Tuesday, 28 March 2017 have been confirmed as a true and correct record."

\_\_\_\_\_ Chairperson

\_\_\_\_\_ Date