



Shire of Northam
Heritage, Commerce and Lifestyle

SHIRE OF NORTHAM

MINUTES

BUSH FIRE ADVISORY COMMITTEE (BFAC)

ANNUAL GENERAL MEETING

HELD

TUESDAY

31 MAY 2016

SHIRE OF NORTHAM
MINUTES
BUSH FIRE ADVISORY COMMITTEE AGM HELD ON 31 MAY 2016

TABLE OF CONTENTS

1.	OPENING AND WELCOME	111
2.	DECLARATION OF INTEREST	111
3.	ATTENDANCE	111
4.	APOLOGIES	111
5.	CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS	112
6.	AGENDA ITEMS	113
6.1	ELECTION OF BUSH FIRE ADVISORY COMMITTEE CHAIRPERSON.....	113
6.2	BFAC TERMS OF REFERENCE.....	115
6.3	BUSH FIRE BRIGADE ADMINISTRATION MANUAL	122
6.4	CREATION OF NEW BUSH FIRE BRIGADES	145
6.5	CREATION OF NORTHAM CENTRAL BRIGADE	148
6.6	FIREBREAK ORDER 2016/17.....	150
6.7	ITEMS FROM FIRE CONTROL OFFICER MEETINGS	165
6.8	NOMINATIONS FOR BUSH FIRE CONTROL OFFICERS 2016/17	168
6.9	NOMINATION FOR CHIEF BUSH FIRE CONTROL OFFICER AND DEPUTY CHIEF BUSH FIRE CONTROL OFFICERS.....	175
6.10	CESM REPORT	178
6.11	CBFCO REPORT.....	180
6.12	BRIGADE OFFICE BEARERS.....	182
7.	OTHER BUSINESS FROM THE COMMITTEE	185
8.	DATE OF NEXT COMMITTEE MEETING	185
9.	DECLARATION OF CLOSURE	185

SHIRE OF NORTHAM
MINUTES
BUSH FIRE ADVISORY COMMITTEE AGM HELD ON 31 MAY 2016

**Minutes of the Shire of Northam Bush Fire Advisory Committee meeting held in
the Council Chambers on TUESDAY, 31 MAY 2016 at 5:30pm**

DISCLAIMER

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

SHIRE OF NORTHAM
MINUTES
BUSH FIRE ADVISORY COMMITTEE AGM HELD ON 31 MAY 2016

1. OPENING AND WELCOME

The Presiding Member Mr G Shepherdson declared the meeting open at 5.35pm.

2. DECLARATION OF INTEREST

Nil.

3. ATTENDANCE

Bakers Hill Brigade	Steve Gray
Clackline/Muresk Brigade	Blair Wilding
Grass Valley Brigade	Angus Cooke
Inkpen Brigade	Murray Bow
Irishtown Brigade	Murray McGregor
Jennapullin Brigade	Aaron Smith
Southern Brook Brigade	Paul Antonio
Northam Volunteer Fire and Rescue Service	Greg Montgomery
Shire of Northam	Cr Terry Little
Shire of Northam	Cr Ulo Rumjantsev

EXECUTIVE OFFICERS (NON-VOTING RIGHTS)

Chief Bushfire Control Officer	Garry Shepherdson
Deputy Chief Bush fire Control Officer (East)	Rob Herzer
Shire Executive Manager Development Services	Chadd Hunt
Community Emergency Services Manager	Daniel Hendriksen

OBSERVER

Northam Volunteer Fire & Rescue Service	Paul DuBoulay
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4. APOLOGIES

Wundowie Fire & Rescue Service	Trevor Sangston
Deputy Chief Bush fire Control Officer (West)	Matt Macqueen
Irishtown Brigade	David Russell
Chief Executive Officer	Jason Whiteaker
Department of Fire and Emergency Services	Sven Anderson
Department of Parks & Wildlife	Michael Pasotti
Wundowie Volunteer Fire and Rescue Service	Shane Murphy

SHIRE OF NORTHAM
MINUTES
BUSH FIRE ADVISORY COMMITTEE AGM HELD ON 31 MAY 2016

5. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

RECOMMENDATION / COMMITTEE DECISION

Minute No: BFAC.127

Moved: Paul Antonio

Seconded: Cr Ulo Rumjantsev

That the minutes of the meeting held Tuesday, 16 February 2016 be confirmed as a true and correct record of that meeting

CARRIED 10/0

SHIRE OF NORTHAM
MINUTES
BUSH FIRE ADVISORY COMMITTEE AGM HELD ON 31 MAY 2016

6. AGENDA ITEMS

6.1 ELECTION OF BUSH FIRE ADVISORY COMMITTEE CHAIRPERSON

Name of Applicant:	Internal Staff Report
File Ref:	5.1.3.1
Officer:	Daniel Hendriksen
Officer Interest:	Nil
Policy:	BFAC Terms of Reference / Bush Fire Act 1954
Voting:	Simple Majority

PURPOSE

To elect a Chair of BFAC as required under the existing BFAC Terms of Reference.

BACKGROUND

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

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

STATUTORY REQUIREMENTS

Section 1.5 Shire of Northam – BFAC Terms of Reference.

CONFORMITY WITH THE STRATEGIC COMMUNITY PLAN / CORPORATE PLAN

Objective C2: Provide services and processes to enhance public safety

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

Strategy C2.2: Support provision of emergency services

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

BUDGET IMPLICATIONS

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

OFFICER'S COMMENT

Nil.

SHIRE OF NORTHAM
MINUTES
BUSH FIRE ADVISORY COMMITTEE AGM HELD ON 31 MAY 2016

RECOMMENDATION / COMMITTEE DECISION

Minute No: BFAC.128

Moved: Murray McGregor

Seconded: Greg Montgomery

That Council endorse, as elected by the members of the Bushfire Advisory Committee that Garry Shepherdson be the Presiding Member for the Bushfire Advisory Committee for the following 12 months, or until the next BFAC AGM.

CARRIED 10/0

In accordance with section 5.12 of the Local Government Act 1995. The members of a committee are to elect a presiding member from amongst themselves in accordance with Schedule 2.3, Division 1.

The members of a committee may elect a deputy presiding member from amongst themselves but any such election is to be in accordance with Schedule 2.3, Division 2.

Should the presiding member not be available or is unable or unwilling to perform the functions of presiding member, then the deputy presiding member, if any, may perform the functions of presiding member.

OUTCOME

Garry Shepherdson was nominated by Murray McGregor and Greg Montgomery. Mr Shepherdson accepted the nomination.

There were no further nominations.

Garry Shepherdson was declared as being elected as the Presiding Member for the Shire of Northam Bushfire Advisory Committee, and Mr Shepherdson took the Chair.

SHIRE OF NORTHAM
MINUTES
BUSH FIRE ADVISORY COMMITTEE AGM HELD ON 31 MAY 2016

6.2 BFAC TERMS OF REFERENCE

Name of Applicant:	Terms of Reference Working Group
Name of Owner:	N/A
File Ref:	5.1.3.1
Officer:	Daniel Hendriksen
Officer Interest:	Nil.
Policy:	Nil.
Voting:	Simple Majority

PURPOSE

For the Committee to receive an update and report in relation to the working group undertaking a review and recommendations of improvements of the Committee's Terms of Reference.

BACKGROUND

As per Council resolution by Council on 15th July 2015 (Minute No. BFAC 109), it was resolved that the Bush Fire Advisory Committee (BFAC) establish a working group consisting of the following members, David Russell, Garry Shepherdson, Mat Macqueen and Blair Wilding to review the terms of reference and make recommendations for the consideration at the next scheduled BFAC meeting.

Since that time members of the working party have met to discuss the Terms of Reference and have proposed a revised guideline which is attached to the Agenda. A member of the working group will be provided a report at the meeting on the draft Terms of Reference.

A copy of the current and proposed Terms of Reference is attached to the Agenda.

STATUTORY REQUIREMENTS

As the BFAC is a committee of Council the provisions of Local Government Act 1995 is required to be adhered to.

CONFORMITY WITH THE STRATEGIC COMMUNITY PLAN / CORPORATE PLAN

Objective C2: Provide services and processes to enhance public safety

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

Strategy C2.2: Support provision of emergency services

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

BUDGET IMPLICATIONS

Nil.

SHIRE OF NORTHAM
MINUTES
BUSH FIRE ADVISORY COMMITTEE AGM HELD ON 31 MAY 2016

OFFICERS COMMENT

The proposed Terms of Reference are generally supported. As Committee members will be aware the main changes include the removal of the Wundowie and Northam VFRS and one Councillor as voting members, removal of the Terms of Office and voting sections.

Staff also suggest that consideration be given to the CBFCO and DCBFCO's having voting rights on the Committee, irrespective if they are their individual brigade delegate.

SUBCOMMITTEE / OFFICER RECOMMENDATION

That it be recommended to Council that it endorses the BFAC Terms of Reference as attached to this agenda.

COMMITTEE DECISION

Minute No: BFAC.129

Moved: Paul Antonio

Seconded: Steve Gray

That it be recommended to Council that it endorses the BFAC Terms of Reference as attached to this agenda subject to the Northam and Wundowie Volunteer Fire Rescue Service (VFRS) being included as voting delegates.

CARRIED 9/1

SHIRE OF NORTHAM
MINUTES
BUSH FIRE ADVISORY COMMITTEE AGM HELD ON 31 MAY 2016

ATTACHMENT 1 – BFAC TERMS OF REFERENCE

1

TERMS OF REFERENCE

SHIRE OF NORTHAM BUSH FIRE ADVISORY COMMITTEE

Bushfires Act 1954, 22 January 2016
Section 67, Advisory committees

A local government may at any time appoint such persons as it thinks fit as a bush fire advisory committee for the purpose of advising the local government regarding all matters relating to the preventing, controlling and extinguishing of bush fires, the planning of the layout of fire-breaks in the district, prosecutions for breaches of this Act, the formation of bush fire brigades and the grouping thereof under group brigade officers, the ensuring of co-operation and co-ordination of bush fire brigades in their efforts and activities, and any other matter relating to bush fire control whether of the same kind as, or a different kind from, those specified in this subsection.

1. NAME

The name of the Committee shall be the Northam Bush Fire Advisory Committee hereinafter referred to in its abbreviated form as NBFAC.

2. DISTRICT

The NBFAC shall operate within the local government boundaries of the Shire of Northam.

3. VISION

Our vision is for the Shire of Northam to have an efficient and responsive fire service and as a Committee to advise the Council of Northam on matters relating to Bush Fire.

4. ESTABLISHMENT

The NBFAC is established pursuant to Section 5.8 of the *Local Government Act 1995* and Section 67 of the *Bush Fires Act 1954*.

5. OBJECTIVES

To make recommendations and advise Council on all matters relating to Bush Fire planning, control, management and rehabilitation.

To liaise with other emergency organisations and relevant bodies with regard to Fire and Emergency Management within the Shire of Northam.

Specifically the Committee will advise the local government all matters relating to:

- Preventing, controlling and extinguishing of bush fires
- The planning of the layout of fire-breaks in the district
- Prosecutions for breaches of the *Bush Fire Act 1954*
- The formation of bush fire brigades
- The ensuring of co-operation and co-ordination of bush fire brigades in their efforts and activities

SHIRE OF NORTHAM
MINUTES
BUSH FIRE ADVISORY COMMITTEE AGM HELD ON 31 MAY 2016

2

- Any other matter relating to bush fire control whether of the same kind, as, or a different kind from, those specified.

6. MEMBERSHIP (voting)

- One (1) Shire of Northam Shire Councillor as member.
- Chief Bush Fire Control Officer as voting member unless this person is also a brigade delegate.
- Deputy Chief Bush Fire Control Officer Western Region as voting member unless this person is also a brigade delegate.
- Deputy Chief Bush Fire Control Officer Eastern Region as voting member unless this person is also a brigade delegate.
- One (1) delegate or Proxy representative from each of the registered Shire of Northam Volunteer Bush Fire Brigades as a member (see annexure A).
- One (1) Northam VFRS as member.
- One (1) Wundowie VFRS as member.

Non-voting

- Community Emergency Services Manager as a member

Tenure of Membership

Membership of the committee shall be in accordance with the Local Government Act 1995, section 5.11. and provisions of the Shire of Northam's Administration and Procedures Manual.

7. ATTENDANCE BY GOVERNMENT AGENCIES

The following are invited (non-voting) to attend meetings of the NBFAC:

- DFES District Officer
- DPAW Conservation and Land Management Officer

8. COMMITTEE

Chairperson

The committee shall elect one of their number to be chairman thereof in accordance with the Local Government Act 1995, section 5.12

Secretary

A Shire staff officer will fulfil the role of Secretary (non-voting).

9. MEETINGS

Annual General Meeting

To be held before the end of May of each year

Committee meetings

SHIRE OF NORTHAM

MINUTES

BUSH FIRE ADVISORY COMMITTEE AGM HELD ON 31 MAY 2016

3

Quorum

At least 50% of the members of the Committee.

Agenda

As determined by NBFAC members from time to time

17.10 Committee Procedure 4208 GOVERNMENT GAZETTE, WA 16 September 2008- Each Committee may, subject to the Act and Regulations, Standing Orders and any resolution made by the Council, regulate its own procedure.

Members interests to be disclosed

Members of the Committee are bound by the provisions of the *Local Government Act 1995, Section 5.65* with respect to disclosure of financial, impartiality or proximity interests.

A member who has an interest in any matter to be discussed at a council or committee meeting that will be attended by the member must disclose the nature of the interest — in a written notice given to the CEO before the meeting; or at the meeting immediately before the matter is discussed.

Voting

Shall be in accordance with the *Local Government Act 1995, Section 5.21*.

Each council member and each member of a committee who is present at a meeting of the council or committee is entitled to one vote.

Subject to section 5.67, each council member and each member of a committee to which a local government power or duty has been delegated who is present at a meeting of the council or committee is to vote.

If the votes of members present at a council or a committee meeting are equally divided, the person presiding is to cast a second vote.

If a member of a council or a committee specifically requests that there be recorded — his or her vote; or the vote of all members present, on a matter voted on at a meeting of the council or the committee, the person presiding is to cause the vote or votes, as the case may be, to be recorded in the minutes.

A person who fails to comply with subsection (2) or (3) commits an offence.

Minutes

Shall be in accordance with the *Local Government Act 1995, Section 5.22(1)*.

A copy of the unconfirmed minutes shall be forwarded to all NBFAC members within fourteen (14) days of the meeting for endorsement at the next meeting.

SHIRE OF NORTHAM

MINUTES

BUSH FIRE ADVISORY COMMITTEE AGM HELD ON 31 MAY 2016

4

NBFAC recommendations arising from the minutes shall be presented to Council in the next available Council agenda for endorsement and/or action.

The person presiding at the meeting at which the minutes are confirmed is to sign the minutes and certify confirmation.

Who acts if no presiding member?

In accordance with the provisions of the *Local Government Act 1995, Section 5.14*.

If, in relation to the presiding member of a committee — the office of presiding member and the office of deputy presiding member are vacant; or the presiding member and the deputy presiding member, if any, are not available or are unable or unwilling to perform the functions of presiding member, then the committee members present at the meeting are to choose one of themselves to preside at the meeting.

The person presiding at a meeting is to ensure that minutes are kept of the meeting's proceedings.

Meetings shall be open to the public

Meetings shall be open to the public pursuant to the *Local Government Act 1995, Section 5.23*

Brigade reports

Each member brigade shall provide a brigade report to the meeting.

10. WORKING GROUPS

The NBFAC may appoint any of its members to a working group to carry out specific tasks. A working group will undertake only those duties specified by the committee.

11. DEPUTATIONS

The NBFAC may invite any person or organization to attend any meetings but such persons shall not be entitled to vote on any decision arising from such meetings.

12. POWER OF COUNCIL

Nothing herein contained shall restrict the powers of Council.

SHIRE OF NORTHAM
MINUTES
BUSH FIRE ADVISORY COMMITTEE AGM HELD ON 31 MAY 2016

5

Annexure A

Register of Northam Bush Fire Brigades

- . Bakers Hill Brigade
- . Clackline/Muresk Brigade
- . Grass Valley Brigade
- . Inkpen Brigade
- . Irishtown Brigade
- . Jennapullin Brigade
- . Southern Brook Brigade

Draft

SHIRE OF NORTHAM
MINUTES
BUSH FIRE ADVISORY COMMITTEE AGM HELD ON 31 MAY 2016

Greg Montgomery departed the Council Chambers at 6.15pm.

6.3 BUSH FIRE BRIGADE ADMINISTRATION MANUAL

Name of Applicant:	Procedures Manual Working Group
Name of Owner:	N/A
File Ref:	5.1.3.1
Officer:	Daniel Hendriksen
Officer Interest:	Nil.
Policy:	Nil.
Voting:	Simple Majority

PURPOSE

For the Committee to receive an update and report from working group on the review of the Bush Fires Administration Procedures Manual.

BACKGROUND

The BFAC and Council (Minute No: BFAC 103 AND 104 July 2015) resolved that a working group be established to review the Bush Fire Brigade Procedures Manual and was to include Committee members Garry Shepherdson, David Russell and Ulo Rumjantsev. It was requested that the working group report back to the next BFAC meeting. In addition the working party were to review and recommend updates to the VBFB Administration Procedures Manual prior to the next meeting.

A member of the working group will be providing a report at the meeting on the draft Bush Fire Brigades Administration Manual.

A copy of the current manual is attached to the Agenda.

STATUTORY REQUIREMENTS

Bush Fires Act 1954.
Local Government Act 1995.

CONFORMITY WITH THE STRATEGIC COMMUNITY PLAN / CORPORATE PLAN

Objective C2: Provide services and processes to enhance public safety

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

Strategy C2.2: Support provision of emergency services

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

BUDGET IMPLICATIONS

Nil.

SHIRE OF NORTHAM
MINUTES
BUSH FIRE ADVISORY COMMITTEE AGM HELD ON 31 MAY 2016

OFFICER'S COMMENT

Council officers have reviewed the Bush Fire Brigade Administration Procedures Manual and make the following comments-

Part 3

- 3.12 Suggestion is that the minimum training standard to be an FCO be included only.
6.3 Change Date to 20 February as ESL Grant closes on 11 March.

1st Schedule - Part 2

- 2.5 Suggestion that all references to CBFCO be replaced with CESM
2.8 Suggestion that reference to CBFCO be replaced with:- Brigade captain who will pass it on to the CBFCO and CESM.

1st Schedule -Part 3

- 3.3(e) Suggestion to include CESM in notification
3.3 (g) Change date to by the BFAC annual general meeting.
3.7 Suggestion to change date to 20 February as ESL Grant closes on 11 March.

1st Schedule - Part 5

Suggestion is that after any mention of CBFCO add DCBFCO and CESM.

SUBCOMMITTEE RECOMMENDATION

That it be recommended to Council that it accepts the Shire of Northam's Bush fire Brigades Administration Manual as attached to this agenda.

OFFICER RECOMMENDATION

That it be recommended to Council that it accepts the Shire of Northam Bush Fire Brigades Administration Manual as attached to this agenda with the following modifications:

Part 3

- 3.12 That the minimum training standard to be an FCO be included only.**
6.3 Change Date to 20 February as ESL Grant closes on 11 March.

1st Schedule - Part 2

- 2.5 All references to CBFCO be replaced with CESM**
2.8 All reference to CBFCO be replaced with: - Brigade captain who will pass on to the CBFCO and CESM.

1st Schedule -Part 3

- 3.3(e) Include CESM in notification**
3.3 (g) Change date to 'by the BFAC annual general meeting'.
3.7 Change date to 20 February as ESL Grant closes on 11 March.

SHIRE OF NORTHAM
MINUTES
BUSH FIRE ADVISORY COMMITTEE AGM HELD ON 31 MAY 2016

1st Schedule - Part 5

That after any reference to the CBFCO, this be followed by an additional reference to the DCBFCO and CESM

COMMITTEE DECISION

Minute No: BFAC.130

**Moved: Murray Bow
Seconded: Blair Wilding**

That it be recommended to Council that it accepts the Shire of Northam Bush Fire Brigades Administration Manual as attached to this agenda with the following modifications:

Part 3

- 3.12 That the minimum training standard to be an FCO be included only.**
- 6.3 Change Date to 20 February as ESL Grant closes on 11 March.**

1st Schedule - Part 2

- 2.7 Remove point 1.**
- 2.8 All reference to CBFCO be replaced with: - Brigade captain who will pass on to the CBFCO and CESM.**

1st Schedule -Part 3

- 3.3(e) Include CESM in notification**
- 3.3 (g)Change date to 'by the BFAC annual general meeting'.**
- 3.7 Change date to 20 February as ESL Grant closes on 11 March.**

1st Schedule - Part 5

That after any reference to the CBFCO, this be followed by an additional reference to the DCBFCO and CESM

CARRIED 9/0

SHIRE OF NORTHAM
MINUTES
BUSH FIRE ADVISORY COMMITTEE AGM HELD ON 31 MAY 2016

ATTACHMENT 1 – BUSHFIRE BRIGADES ADMINISTRATION MANUAL

Ver 0.4 Draft

SHIRE OF NORTHAM
BUSH FIRE BRIGADES ADMINISTRATION
MANUAL

BUSH FIRE BRIGADES

SHIRE OF NORTHAM

MINUTES

BUSH FIRE ADVISORY COMMITTEE AGM HELD ON 31 MAY 2016

Ver 0.4 Draft

TABLE OF CONTENTS

PART 1 - PRELIMINARY

- 1.1 CITATION
- 1.2 INTERPRETATION
- 1.3 APPLICATION
- 1.4 acknowledgement

PART 2 – ESTABLISHMENT OF BUSH FIRE BRIGADES

- Division 1 – Establishment of a bush fire brigade*
- 2.1 ESTABLISHMENT OF A BUSH FIRE BRIGADE
- 2.2 NAME AND OFFICERS OF BUSH FIRE BRIGADE
- Division 2 – Command at a fire*
- 2.3 RANKS WITHIN THE BUSH FIRE BRIGADE
- Division 3 – Application of Rules to a bush fire brigade*
- 2.4 RULES
- Division 4 – Dissolution of bush fire brigade*
- 2.5 DISSOLUTION OF BUSH FIRE BRIGADE
- 2.6 NEW ARRANGEMENT AFTER DISSOLUTION

PART 3 - ORGANISATION AND MAINTENANCE OF BUSH FIRE BRIGADES

- Division 1 – Local government responsibility*
- 3.1 LOCAL GOVERNMENT RESPONSIBLE FOR STRUCTURE
- 3.2 OFFICERS TO BE SUPPLIED WITH ACT
- Division 2 – Chief Bush Fire Control Officer*
- 3.3 MANAGERIAL ROLE OF CHIEF BUSH FIRE CONTROL OFFICER
- 3.4 CHIEF BUSH FIRE CONTROL OFFICER MAY ATTEND MEETINGS
- 3.5 DUTIES OF CHIEF BUSH FIRE CONTROL OFFICER
- Division 3 – Annual general meetings of bush fire brigades*
- 3.6 HOLDING OF ANNUAL GENERAL MEETING
- 3.7 NOMINATION OF BRIGADE REPRESENTATIVES TO BUSH FIRE ADVISORY COMMITTEE
- 3.8 NOMINATION OF BUSH FIRE CONTROL OFFICERS TO THE BUSH FIRE ADVISORY COMMITTEE
- 3.9 MINUTES TO BE TABLED BEFORE THE BUSH FIRE ADVISORY COMMITTEE
- Division 4 – Bush Fire Advisory Committee*
- 3.10 FUNCTIONS OF BUSH FIRE ADVISORY COMMITTEE
- 3.11 BUSH FIRE ADVISORY COMMITTEE TO NOMINATE BUSH FIRE CONTROL OFFICERS
- 3.12 LOCAL GOVERNMENT TO HAVE REGARD TO NOMINEES
- 3.13 BUSH FIRE ADVISORY COMMITTEE TO CONSIDER BUSH FIRE BRIGADE MOTIONS

PART 4 – TYPES OF BUSH FIRE BRIGADE MEMBERSHIP

- 4.1 TYPES OF MEMBERSHIP OF BUSH FIRE BRIGADES
- 4.2 FIRE FIGHTING MEMBERS
- 4.3 AUXILIARY MEMBERS
- 4.4 CADET MEMBERS
- 4.5 HONORARY LIFE MEMBERS

PART 5 – APPOINTMENT DISMISSAL AND MANAGEMENT OF MEMBERS

- 5.1 RULES FOR BUSH FIRE BRIGADES

PART 6 – EQUIPMENT OF BUSH FIRE BRIGADES

- 6.1 POLICIES OF LOCAL GOVERNMENT
- 6.2 EQUIPMENT IN BRIGADE AREA
- 6.3 FUNDING FROM LOCAL GOVERNMENT BUDGET
- 6.4 CONSIDERATION IN THE LOCAL GOVERNMENT BUDGET

SHIRE OF NORTHAM
MINUTES
BUSH FIRE ADVISORY COMMITTEE AGM HELD ON 31 MAY 2016

Ver 0.4 Draft

FIRST SCHEDULE

RULES FOR THE OPERATION OF BUSH FIRE BRIGADES

PART 1. - PRELIMINARY

1.1 INTERPRETATION

PART 2. - OBJECTS AND MEMBERSHIP OF BUSH FIRE BRIGADE

- 2.1 OBJECTS OF BUSH FIRE BRIGADE
- 2.2 COMMITTEE TO DETERMINE APPLICATIONS
- 2.3 CONDITIONS OF MEMBERSHIP
- 2.4 APPLICATIONS FOR MEMBERSHIP
- 2.5 DECISION ON APPLICATION FOR MEMBERSHIP
- 2.6 DFES TO BE NOTIFIED OF REGISTRATIONS
- 2.7 DUAL MEMBERSHIP
- 2.7 CONDITIONS OF MEMBERSHIP
- 2.8 TERMINATION OF MEMBERSHIP
- 2.9 SUSPENSION OF MEMBERSHIP
- 2.10 EXISTING LIABILITIES TO CONTINUE
- 2.11 MEMBER HAS RIGHT OF DEFENCE
- 2.12 OBJECTION RIGHTS

PART 3. - FUNCTIONS OF BRIGADE OFFICERS

- 3.1 CHAIN OF COMMAND DURING FIRE FIGHTING ACTIVITIES
- 3.2 CAPTAIN
- 3.3 SECRETARY
- 3.4 TREASURER
- 3.5 EQUIPMENT OFFICER
- 3.6 STORAGE OF EQUIPMENT
- 3.7 EQUIPMENT OFFICER TO REPORT

PART 4. - COMMITTEE

- 4.1 MANAGEMENT OF BUSH FIRE BRIGADE
- 4.2 CONSTITUTION OF COMMITTEE

PART 5. - MEETINGS OF BUSH FIRE BRIGADE

- 5.1 ORDINARY MEETINGS
- 5.2 SPECIAL MEETINGS
- 5.3 ANNUAL GENERAL MEETING
- 5.4 QUORUM
- 5.5 VOTING
- 5.6 NOMINATION OF CANDIDATES FOR BRIGADE ELECTIONS
- 5.7 CONDUCT OF ELECTIONS
- 5.6 AUDITOR

PART 6. - MEETINGS OF COMMITTEE

- 6.1 MEETINGS OF COMMITTEE
- 6.2 QUORUM
- 6.3 VOTING

PART 7. - GENERAL ADMINISTRATION MATTERS

- 7.1 FUNDS
- 7.2 FINANCIAL YEAR
- 7.3 BANKING
- 7.4 DISCLOSURE OF INTERESTS
- 7.5 DISAGREEMENTS

PART 8. - NOTICES AND PROXIES

- 8.1 NOTICES
- 8.2 PROXIES

SHIRE OF NORTHAM
MINUTES
BUSH FIRE ADVISORY COMMITTEE AGM HELD ON 31 MAY 2016

Shire of Northam
Bush Fire Brigades Administration Manual

PART 1 - PRELIMINARY

1.1 Citation

This Manual may be cited as the Shire of Northam Bush Fire Brigades Administration Manual.

1.2 Interpretation

In this Manual unless the context otherwise requires –

“Act” means the *Bush Fires Act 1954*;

“Manual” means the Shire of Northam Bush Fire Brigades Administration Manual

“brigade area” is defined in clause 2.2(1)(b);

“brigade member” means a fire fighting member, auxiliary member, a cadet member, or an honorary life member of a bush fire brigade;

“brigade officer” means a person holding a position referred to in clause 2.2 (1)(c), whether or not he or she was appointed by the Shire of Northam or elected at an annual general meeting of a bush fire brigade or otherwise appointed to the position;

“Bush Fire Advisory Committee” is the Bush Fire Advisory Committee of the Shire of Northam Council;

“bush fire brigade” is defined in section 7 of the Act;

“CEO” means the chief executive officer of the *Shire of Northam*;

“Council” means the *Council of the Shire of Northam*;

“Department” means the Department of Fire and Emergency Services established by section 5 of the Fire and Emergency Services Act 1998;

“fire fighting member” is defined in clause 4.2;

“local government” means the Shire of Northam;

“normal brigade activities” are as set out in Section 35A of the Act;

“Regulations” means Regulations made under the Act; and

“Rules” means the Rules for the Operation of bush fire brigades set out in the First Schedule as varied from time-to-time.

“volunteer fire fighter” is as set out in Section 35A of the Act.

SHIRE OF NORTHAM

MINUTES

BUSH FIRE ADVISORY COMMITTEE AGM HELD ON 31 MAY 2016

In this Manual, unless the context otherwise requires, a reference to –

- a) a Captain;
- b) a First Lieutenant;
- c) a Second Lieutenant;
- d) any additional Lieutenants;
- e) a Training Officer;
- f) a Equipment Officer;
- g) a Secretary; and
- h) a Treasurer; or
- i) a Secretary / Treasurer combined,

means a person holding that position in a bush fire brigade.

1.3 Application

This Manual applies throughout the Shire of Northam from the date it is approved by Council and supersedes all previous bush fire brigade administration / procedure manuals.

1.4 Acknowledgement

The Shire of Northam acknowledges that this Manual is based on the Western Australian Local Government Association's Model Bush Fire Brigade Local Laws as at March 2016.

PART 2 – ESTABLISHMENT OF BUSH FIRE BRIGADES

Division 1 – Establishment of a bush fire brigade

2.1 Establishment of a bush fire brigade

1. The Shire of Northam may establish a bush fire brigade for the purpose of carrying out normal brigade activities in accordance with section 41 of the Bush Fires Act 1954.
2. A bush fire brigade is established on the date of the Shire of Northam's decision under subclause (1).

2.2 Name and officers of bush fire brigade

1. On establishing a bush fire brigade under clause 2.1(1) the Shire of Northam is to –
 - a) give a name to the bush fire brigade;
 - b) specify the area in which the bush fire brigade is primarily responsible for carrying out normal brigade activities (the “brigade area”); and
 - c) appoint some or all of the following –
 - (i) a Captain;
 - (ii) a First Lieutenant;
 - (iii) a Second Lieutenant;
 - (iv) additional Lieutenants if the Shire of Northam considers it necessary;
 - (v) a Training Officer;
 - (vi) an Equipment Officer;
 - (vii) a Secretary; and
 - (viii) a Treasurer; or
 - (ix) a Secretary/Treasurer combined.

SHIRE OF NORTHAM

MINUTES

BUSH FIRE ADVISORY COMMITTEE AGM HELD ON 31 MAY 2016

2. When considering the appointment of persons to the positions in subclause (1)(c), the Council is to have regard to the qualifications and experience that may be required to fill each position.
3. A person appointed to a position in subclause (1)(c) is to be taken to be a brigade member.
4. The appointments referred to in subclause (1)(c) expire at the completion of the first annual general meeting of the bush fire brigade.
5. If a position referred to in subclause (1)(c) becomes vacant prior to the completion of the first annual general meeting, then the Shire of Northam is to appoint a person to fill the vacancy in accordance with subclause (2).

Division 2 – Command at a fire

2.3 Ranks within the bush fire brigade

The chain of command at a fire which is burning within the Shire of Northam will be as set out in Section 44 of the Act and in clause 3.2 of the First Schedule of this Manual.

Division 3 – Application of Rules to a bush fire brigade

2.4 Rules

1. The Rules apply to the operation of all bush fire brigades established by the Shire of Northam.
2. A bush fire brigade and each brigade member is to comply with the Rules.

Division 4 – Dissolution of bush fire brigade

2.5 Dissolution of bush fire brigade

In accordance with section 41(3) of the Act, the Shire of Northam may cancel the registration of a bush fire brigade if it is of the opinion that the bush fire brigade is not complying with the Act, the Regulations, or the Rules in this Manual, or is not achieving the objectives for which it was established.

2.6 New arrangement after dissolution

If the Shire of Northam cancels the registration of a bush fire brigade, alternative fire control arrangements are to be made in respect of the brigade area.

PART 3 - ORGANISATION AND MAINTENANCE OF BUSH FIRE BRIGADES

Division 1 – Local government responsibility

3.1 Local government responsible for structure

The Shire of Northam is to ensure that there is an appropriate structure through which the organisation of bush fire brigades is maintained.

3.2 Officers to be supplied with Act

The Shire of Northam is to provide each brigade member with access to a copy of the Act, the Regulations, the Manual and any other written laws that may be relevant to the performance of a brigade member's functions, and any amendments that are made thereto from time-to-time.

SHIRE OF NORTHAM

MINUTES

BUSH FIRE ADVISORY COMMITTEE AGM HELD ON 31 MAY 2016

Division 2 – Chief Bush Fire Control Officer

3.3 Role of Chief Bush Fire Control Officer

Subject to any directions by the Shire of Northam, the CBFCO has responsibility for the general co-ordination of normal brigade activities carried out by members of bush fire brigades established by the Shire of Northam.

3.4 Chief Bush Fire Control Officer may attend meetings

The CBFCO or his or her nominee (who is to be a bush fire control officer) may attend as a non-voting representative of the Shire of Northam at any meeting of a bush fire brigade.

3.5 Duties of Chief Bush Fire Control Officer

The duties of the CBFCO include –

- a) provide leadership to volunteer bush fire brigades;
- b) monitor bush fire brigades' resourcing, equipment (including protective clothing) and training levels and report thereon with recommendations at least once a year to the Council;
- c) liaise with the Shire of Northam concerning fire prevention / suppression matters generally and directions to be issued by the Shire of Northam to bush fire control officers (including those who issue permits to burn), bush fire brigades or brigade officers; and
- d) ensure that lists of brigade members are maintained.

Division 3 – Annual general meetings of bush fire brigades

3.6 Holding of annual general meeting

A bush fire brigade is to hold its annual general meeting before the month of May each year.

3.7 Nomination of brigade representatives to the Bush Fire Advisory Committee

At the annual general meeting of a bush fire brigade, one senior brigade member is to be nominated to the Bush Fire Advisory Committee to serve as the brigade representative for the brigade area; and another brigade member is to be nominated to serve as a proxy representative in the event that the brigade representative is not able to attend a Bush Fire Advisory Committee meeting.

3.8 Nomination of bush fire control officers to the Bush Fire Advisory Committee

At the annual general meeting of a bush fire brigade, brigade members are to be nominated to the Bush Fire Advisory Committee to serve as bush fire control officers for the brigade area.

3.9 Minutes to be tabled before the Bush Fire Advisory Committee

1. The Secretary is to forward a copy of the minutes of the annual general meeting of a bush fire brigade to the CBFCO within one month after the meeting.
2. The CBFCO is to table the minutes of a bush fire brigade's annual general meeting at the next meeting of the Bush Fire Advisory Committee.

SHIRE OF NORTHAM

MINUTES

BUSH FIRE ADVISORY COMMITTEE AGM HELD ON 31 MAY 2016

Division 4 – Bush Fire Advisory Committee

3.10 Functions of the Bush Fire Advisory Committee

The Bush Fire Advisory Committee is to have the functions set out in section 67 of the Act and is to include such number of nominees of the bush fire brigades as is determined by the Shire of Northam.

3.11 Bush Fire Advisory Committee to nominate bush fire control officers

As soon as practicable after the annual general meeting of each bush fire brigade in the Shire of Northam, the Bush Fire Advisory Committee is to nominate to the Council from the persons nominated by each bush fire brigade, persons for the position of a bush fire control officer(s) for each brigade area.

3.12 Local government to have regard to nominees

When considering persons for the position of a bush fire control officer, the Council is to have regard to those persons nominated by the Bush Fire Advisory Committee, but is not bound to appoint the persons nominated.

3.13 Bush Fire Advisory Committee to consider bush fire brigade motions

The Bush Fire Advisory Committee is to make recommendations to the Council on all motions received by the Bush Fire Advisory Committee from bush fire brigades.

PART 4 – TYPES OF BUSH FIRE BRIGADE MEMBERSHIP

4.1. Types of membership of bush fire brigades

The membership of a bush fire brigade may consist of all or some of the following –

- a) fire fighting members;
- b) auxiliary members;
- c) cadet members; and
- d) honorary life members.

4.2 Fire fighting members

Fire fighting members are those persons being at least 16 years of age who undertake all normal brigade activities.

4.3 Auxiliary members

Auxiliary members are those persons being at least 16 years of age who provide varied support to the brigades.

4.4 Cadet members

Cadet members are –

- a) to be aged 11 to 15 years;
- b) to be admitted to membership only with the consent of their parent or guardian;
- c) to be supervised by a fire fighting member when undertaking normal brigade activities;
- d) ineligible to vote at bush fire brigade meetings; and
- e) ineligible to stand for election to an office of the brigade.

SHIRE OF NORTHAM

MINUTES

BUSH FIRE ADVISORY COMMITTEE AGM HELD ON 31 MAY 2016

4.5 Honorary life members

The bush fire brigade may by a simple majority resolution appoint a person as an honorary life member in recognition of services by that person to the bush fire brigade.

PART 5 – APPOINTMENT DISMISSAL AND MANAGEMENT OF MEMBERS

5.1 Rules for bush fire brigades

The appointment, dismissal and management of brigade members by the bush fire brigade are determined in accordance with the Rules.

PART 6 – EQUIPMENT OF BUSH FIRES BRIGADES

6.1 Policies of local government

The Shire of Northam may make policies under which it –

- a) provides funding to bush fire brigades for the purchase of protective clothing, equipment and appliances; and
- b) keeps bush fire brigades informed of opportunities for funding from other bodies.

6.2 Equipment in brigade area

Not later than 31 March in each year, the bush fire brigade is to report to the Shire of Northam on the nature, quantity and quality of all protective clothing, equipment and appliances of the bush fire brigade which are generally available within the brigade area (or at a station of the bush fire brigade).

6.3 Funding from local government budget

A request to the Shire of Northam from the bush fire brigade for funding of protective clothing, equipment or appliances needs is to be received by the Shire of Northam by 31 March in order to be considered in the next following Shire of Northam budget, and is to be accompanied by the last years financial statement and a current statement of assets and liabilities of the bush fire brigade.

6.4 Consideration in the local government budget

The Shire of Northam may approve or refuse an application for funding depending upon the assessment of budget priorities for the year in question.

SHIRE OF NORTHAM
MINUTES
BUSH FIRE ADVISORY COMMITTEE AGM HELD ON 31 MAY 2016

Ver 0.4 Draft

FIRST SCHEDULE

RULES FOR THE OPERATION OF BUSH FIRE BRIGADES

PART 1 - PRELIMINARY

1.1 Interpretation

1. In these Rules, unless the context otherwise requires, where a term is used in these Rules and any defined in the Act or the Regulations, then the term is to be taken to have the meaning assigned to it in that Act or the Regulations, as the case may be.
2. In these Rules, unless the context otherwise requires –
“Committee” means the Committee of the bush fire brigade.
3. Subject to these Rules, where a decision is to be made by the bush fire brigade, then the decision may be made by a resolution passed by a simple majority of the brigade members who are present in person or by proxy at the meeting.
4. Subject to these Rules, where a decision is to be made by the Committee, then the decision may be made by a resolution passed by a simple majority of the brigade officers who are present in person or by proxy at the meeting.

PART 2 – OBJECTS AND MEMBERSHIP OF BUSH FIRE BRIGADE

2.1 Objects of bush fire brigade

The objects of the bush fire brigade are to carry out –

- a) the normal brigade activities; and
- b) the functions of the bush fire brigade that are specified in the Act, the Regulations and this Manual.

2.2 Committee to determine applications

Applications for membership are to be determined by the Committee.

2.3 Conditions of membership

In relation to any type of membership, as described in Part 4 of the Manual, the bush fire brigade may establish policies pertaining to –

- a) the qualifications required;
- b) a requirement to serve a probationary period; and
- c) procedures to be employed by the Committee prior to approval of an application for membership.

The Committee is to act within the parameters of any such policy in determining applications for membership.

SHIRE OF NORTHAM

MINUTES

BUSH FIRE ADVISORY COMMITTEE AGM HELD ON 31 MAY 2016

Ver 0.4 Draft

2.4 Applications for membership

1. A new member is to complete a DFES volunteer nomination form and accept the conditions for membership.
2. Volunteer nomination forms are to be forwarded to the Captain.

2.5 Decision on application for membership

1. A minimum of two brigade officers, including the Captain, should decide whether to recommend the application to the CBFCO.
2. The brigade officers considering the application may –
 - (a) recommend an application for membership unconditionally or subject to any conditions; or
 - (b) refuse to recommend an application for membership.
3. If an application for membership is refused, as soon as practicable after the decision is made, the Captain is to give written reasons for the refusal to the applicant and the advice that the applicant has the right to object to the Shire of Northam.
4. The CBFCO considering the application may –
 - (a) approve an application for membership in accordance with the brigade recommendation;
 - (b) return an application for membership to the Captain for further consideration of any conditions that were /were not recommended by the brigade;or
 - (c) refuse to approve an application for membership.
5. If an application for membership is refused by the CBFCO, as soon as practicable after the decision is made, he / she is to give written reasons for the refusal to the applicant and the advice that the applicant has the right to object to the Shire of Northam.

2.6 DFES to be notified of registrations

If any application for membership is approved, the Secretary of the bush fire brigade is to supply registration details to the Department of Fire and Emergency Services within 14 days of a person being admitted to membership in the form required by the Department from time-to-time.

2.7 Dual membership

1. A member may be a member of another Shire of Northam bush fire brigade,
2. A member may not be a member of another brigade within the Shire of Northam unless they have the written permission of the CBFCO. This permission may be conditional.

2.8 Conditions of membership

1. The conditions of membership shall refer to—
 - a) fire fighters;
 - b) auxiliary members;
 - c) cadets; and
 - d) honorary life members.
2. As a condition of membership, all members must comply with legislation that is relevant to their duties as a volunteer fire fighter.
3. Members must act in accordance with this Manual; relevant codes of conduct, policies and guidelines issued by the Shire of Northam; and the policies of their local brigade.

SHIRE OF NORTHAM

MINUTES

BUSH FIRE ADVISORY COMMITTEE AGM HELD ON 31 MAY 2016

Ver 0.4 Draft

4. Members must maintain the competency requirements that are relevant to their duties as a volunteer fire fighter.
5. Members who drive in the course of their duties as a volunteer fire fighter must maintain currency of the appropriate licenses to be able to operate brigade vehicles. Any traffic offence that results in a suspension or loss of licence must be reported to the CBFCO.

2.9 Termination of membership

1. Membership of the bush fire brigade terminates if the member –
 - a) dies;
 - b) gives written notice of resignation to the Secretary;
 - c) is, in the opinion of the Committee, permanently incapacitated by mental or physical ill-health;
 - d) is dismissed by the Committee; or
 - e) ceases to be a member or is taken to have resigned under subclause (1)(b).

2.10 Suspension of membership

1. Membership of the bush fire brigade member may be suspended at any time if, in the opinion of the Committee, circumstances warrant suspending the member.
2. The period of suspension shall be at the discretion of the Committee.
3. Upon the expiry of the period of suspension the Committee may:
 - a) extend the period of suspension;
 - b) terminate the membership; or
 - c) reinstate the membership.

2.11 Existing liabilities to continue

The resignation, or dismissal of a brigade member under clause 2.7 does not affect any liability of the brigade member arising prior to the date of resignation or dismissal.

2.12 Member has right of defence

A brigade member is not to be dismissed under clause 2.9(1)(d) without being given the opportunity to meet with the Committee and answer any charges that might give grounds for dismissal.

SHIRE OF NORTHAM
MINUTES
BUSH FIRE ADVISORY COMMITTEE AGM HELD ON 31 MAY 2016

Ver 0.4 Draft

2.13 Objection rights

A person whose –

- a) application for membership is refused under clause 2.5(1)(b);
- b) membership is terminated under clause 2.9(1)(c), clause 2.9(1)(d), clause 2.9(1)(e), or clause 2.10(3)(b); or
- c) membership is suspended under clause 2.10(1);

has the right of objection to the Shire of Northam which may dispose of the objection by –

- a) dismissing the objection;
- b) varying the decision objected to; or
- c) revoking the decision objected to, with or without substituting for it another decision, or referring the matter, with or without directions, for another decision by the Committee.

PART 3 – FUNCTIONS OF BRIGADE OFFICERS

3.1 Chain of command during fire fighting activities

1. Members of a bush fire brigade who take supreme control and charge of all operations at a fire that is burning within the Shire of Northam, must act in accordance with the powers and level of authority set out in Section 44 of the Act.
2. Where a bush fire control officer is present at a fire which is burning within the Shire of Northam and the members of a bush fire brigade have command of the fire under the Act, the most senior bushfire control officer has full control over other persons fighting the fire and is to issue instructions as to the methods to be adopted by the fire fighters.
3. Where a bush fire brigade is present at a fire that is burning within the Shire of Northam, if a bush fire control officer is not present, the Captain, or in his absence the next senior officer of the brigade, or in the absence of the Captain and all other officers of that brigade, any other member of the brigade can take charge of all operations until a bush fire control officer is in attendance.

3.2 Captain

1. Subject to subclause (2) below, the Captain is to preside at all meetings.
2. In the absence of the Captain, the meeting may elect another person to preside at the meeting.

SHIRE OF NORTHAM

MINUTES

BUSH FIRE ADVISORY COMMITTEE AGM HELD ON 31 MAY 2016

Ver 0.4 Draft

3.3 Secretary

1. The Secretary is to –
 - a) be in attendance at all meetings and keep a correct minute and account of the proceedings of the bush fire brigade in a book which shall be open for inspection by brigade members at any reasonable time;
 - b) answer all correspondence or direct it appropriately, and keep a record of the same;
 - c) prepare and send out all necessary notices of meetings;
 - d) receive membership fees, donations and other monies on behalf of the bush fire brigade, and remit them to the Treasurer upon receipt;
 - e) complete and forward an incident report form in the form required by the Department to the CBFCA and the Department within 14 days after attendance by the bush fire brigade at an incident.
 - f) maintain a register of all current brigade members that includes each brigade member's contact details and type of membership.
 - g) provide no later than 31 May in each year, a report to the CBFCA detailing the name, contact details and type of membership of each brigade member.
2. Where a bush fire brigade attends an incident on more than one day, the incident report form is to be completed and forwarded under subclause (1)(e) within 14 days after the last day of attendance.

3.4 Treasurer

The Treasurer is to –

- a) receive donations and deposits from the Secretary, and deposit all monies to the credit of the bush fire brigade's bank account;
- b) pay accounts as authorized by the Committee;
- c) keep a record of all monies received and payments made, maintain the accounts and prepare the balance sheet for each financial year;
- d) be the custodian of all monies of the bush fire brigade; and
- e) report on the financial position at meetings of the bush fire brigade or Committee.

3.5 Equipment Officer

The Equipment Officer is responsible for the custody and maintenance in good order and condition of all protective clothing, equipment and appliances provided by the Shire of Northam to the bush fire brigade (or of the bush fire brigade).

3.6 Storage of equipment

1. The Equipment Officer may store all of the equipment of the bush fire brigade at a place approved by the Captain (the "station").
2. If there is to be more than one station in the brigade area, the Equipment Officer is to appoint in respect of each station a person who is responsible for the custody and maintenance in good order and condition of all equipment and appliances at the station, subject to any direction of the Equipment Officer.

SHIRE OF NORTHAM

MINUTES

BUSH FIRE ADVISORY COMMITTEE AGM HELD ON 31 MAY 2016

Ver 0.4 Draft

3.7 Equipment Officer to report

The Equipment Officer is to provide, no later than 31 May of each year, a report to the Captain describing the nature, quantity and quality of all protective clothing, equipment and appliances of the bush fire brigade which are generally available within the bush fire brigade area (or at a station of the bush fire brigade).

PART 4 – COMMITTEE

4.1 Management of bush fire brigade

1. Subject to the provisions of these Rules, the administration and management of the affairs of the bush fire brigade are vested in the Committee.
2. Without limiting the generality of subclause (1), the Committee is to have the following functions –
 - a) to recommend to the Bush Fire Advisory Committee amendments to these Rules;
 - b) to draft the annual budget for the bush fire brigade and present it at the annual general meeting of the bush fire brigade;
 - c) to propose a motion for consideration at any meeting of the bush fire brigade;
 - d) to recommend to the Shire of Northam equipment which needs to be supplied by the Shire of Northam to the bush fire brigade;
 - e) to invest or place on deposit any of the funds of the bush fire brigade not immediately required to perform normal brigade activities;
 - f) to delegate to a person, as from time to time thought fit, any functions (being less than the total functions of the Committee) on any conditions it thinks fit;
 - g) to do all things necessary or convenient in order to perform any of its functions and to secure the performance of the normal brigade activities by the bush fire brigade; and
 - h) deal with membership applications, grievances, disputes and disciplinary matters.

4.2 Constitution of committee

1. The Committee of the bush fire brigade may consist of the brigade officers as set out in clause 2.2 (1)(c).
2. The brigade officers are to -
 - a) be elected at the annual general meeting of the bush fire brigade;
 - b) hold office until the next annual general meeting; and
 - c) be eligible for re-election at the next annual general meeting.
3. Any brigade officer may be removed from office by a simple majority decision of the brigade members present in person or by proxy at a special meeting called for such a purpose.
4. The Committee may appoint a brigade member to fill a vacancy in any office arising from a resolution under subclause (3) or which has arisen for any other reason.

SHIRE OF NORTHAM
MINUTES
BUSH FIRE ADVISORY COMMITTEE AGM HELD ON 31 MAY 2016

Ver 0.4 Draft

PART 5 – MEETINGS OF BUSH FIRE BRIGADE

5.1 Ordinary meetings

1. Ordinary meetings may be called at any time by the Secretary by giving at least 7 days notice to all brigade members and to the CBFCO, for the purpose of –
 - a) organising and checking equipment;
 - b) requisitioning new or replacement equipment;
 - c) organising field excursions, training sessions, hazard reduction programs, and the preparation of fire-breaks;
 - d) establishing new procedures in respect of any of the normal brigade activities; and
 - e) dealing with any general business.
2. In a notice given under subclause (1), the Secretary is to specify the business that is to be conducted at the meeting.
3. Business may be conducted at an ordinary meeting of the bush fire brigade notwithstanding that it was not specified in a notice given under subclause (1) in relation to that meeting.

5.2 Special meetings

1. The Secretary is to call a special meeting when 5 or more brigade members request one in writing.
2. At least 2 days notice of a special meeting is to be given by the Secretary, to all brigade members and to the CBFCO.
3. In a notice given under subclause (2) the Secretary is to specify the business that is to be conducted at the meeting.
4. No business is to be conducted at a special meeting beyond that specified in a notice given under subclause (2) in relation to that meeting.

5.3 Annual general meeting

1. At least 7 days notice of the annual general meeting is to be given by the Secretary to all brigade members and to the CBFCO.
2. At the annual general meeting the bush fire brigade is to –
 - a) elect the brigade officers from among the brigade members;
 - b) consider the Captain's report on the year's activities;
 - c) adopt the annual financial statements;
 - d) appoint an Auditor for the ensuing financial year in accordance with clause 5.6; and
 - e) deal with any general business.
3. In a notice given under subclause (1), the Secretary is to specify the business that is to be conducted at the meeting.
4. Business may be conducted at an annual general meeting notwithstanding that it was not specified in a notice given under subclause (1) in relation to that meeting.

5.4 Quorum

1. Except for Committee meetings, the quorum for a meeting of the brigade is not less than 7 members in total, including at least 50% of the brigade's officers (whether present at the meeting or not).
2. No business is to be transacted at a meeting of the bush fire brigade unless a quorum of brigade members is present in person or by proxy.

SHIRE OF NORTHAM

MINUTES

BUSH FIRE ADVISORY COMMITTEE AGM HELD ON 31 MAY 2016

Ver 0.4 Draft

5.5 Voting

Each brigade member is to have one vote; however in the event of an equality of votes, the Captain (or person presiding) is to cast a second vote.

5.6 Nomination of candidates for brigade elections

1. Any person accepting a nomination for a Committee position must be competent and qualified to perform the duties and responsibilities of that position.
2. A person can only be nominated by a brigade member.
3. A nomination must be endorsed by a second brigade member
4. Each member is only entitled to nominate one (1) person per position.
5. A nomination may be made in writing to be received by the Committee before the official close of nominations; or verbally at a general meeting of the brigade.
6. Nominees must sign or indicate acceptance of nomination.
7. Nominees for brigade officer positions must accept all requirements imposed by the brigade or legislation.
8. The Committee will assist and mentor new brigade officers in their new roles.
9. The CBFCA or a proxy may act in the position as returning officer during the election of office bearers at the AGM if requested by the brigade.

5.7 Conduct of elections

Positions should be determined by vote in the ascending order of preference -

Order	Officer	Term
1	President	1 year
2	Secretary	1 year
3	Treasurer	1 year
4	Brigade Captain	1 year
5	Lieutenants	1 year
6	Equipment officer(s)	1 year
7	FCO nominations only	1 year
8	CBFCA nominations only	1 year
9	Deputy CBFCA nominations only for the Eastern and Western regions of the Shire of Northam	1 year
10	Other	1 year

The Bush Fire Advisory Committee will consider all nominations for the positions of Fire Control Officers based on the delegates nominated by the brigades and refer those nominations to the Council for approval.

5.8 Auditor – Secretary / Treasurer

The financial accounts of the brigade shall be presented at the annual general meeting by the Treasurer or Secretary / Treasurer, as the case may be.

The brigade may elect to have an independent Auditor appointed. If so then;

1. At the annual general meeting a person, not being a brigade member, is to be appointed as the Auditor of the bush fire brigade for the ensuing financial year.

SHIRE OF NORTHAM

MINUTES

BUSH FIRE ADVISORY COMMITTEE AGM HELD ON 31 MAY 2016

Ver 0.4 Draft

2. The Auditor is to audit the accounts of the bush fire brigade not less than 7 days before the annual general meeting and is to certify to their correctness or otherwise and present a report at the annual general meeting.

PART 6 – MEETINGS OF COMMITTEE

6.1 Meetings of committee

1. The Committee is to meet for the despatch of business, adjourn and otherwise regulate its meeting as it thinks fit.
2. The Captain or Secretary may convene a meeting of the Committee at any time.

6.2 Quorum

No business is to be transacted at a meeting of the Committee unless a quorum of 3 brigade officers are present in person.

6.3 Voting

Each brigade officer is to have one vote, however in the case of an equality of votes, the Captain (or person presiding) may exercise a casting vote.

PART 7 – GENERAL ADMINISTRATION MATTERS

7.1 Funds

The funds of the bush fire brigade are to be used solely for the purpose of promoting the objects of the bush fire brigade.

7.2 Financial year

The financial year of the bush fire brigade is to commence on 1 July and is to end on 30 June of the following year.

7.3 Banking

1. The funds of the bush fire brigade are to be placed in a bank account and are to be drawn on only by cheques signed jointly by any 2 of the Captain, Secretary or Treasurer.
2. If the Secretary/Treasurer is a combined position, the Captain and Secretary/Treasurer are to sign the cheques referred to in subclause (1).

7.3 Disclosure of Interests

1. A brigade member must disclose to the bush fire brigade or Committee any financial interest (whether direct or indirect) he or she may have in any matter being considered by the bush fire brigade or Committee, as appropriate.
2. If a financial interest has been disclosed under subclause (1), then the bush fire brigade or Committee, as appropriate, is to decide, in the absence of the brigade member who disclosed that interest, whether or not the brigade member is to be permitted to vote on that matter.

SHIRE OF NORTHAM
MINUTES
BUSH FIRE ADVISORY COMMITTEE AGM HELD ON 31 MAY 2016

Ver 0.4 Draft

3. Where the bush fire brigade or Committee, as appropriate, decides under subclause (2), that a brigade member is not to be permitted to vote on a matter, and the brigade member votes on the matter, then her or his vote is to be taken to have no effect and is not to be counted.

7.5 Disagreements

1. Any disagreement between brigade members may be referred to either the Captain or to the Committee.
2. Where a disagreement in subclause (1) is considered by the Captain or the Committee to be of importance to the interests of the bush fire brigade, then the Captain or the Committee, as the case may be, is to refer the disagreement to the annual general meeting, an ordinary meeting or a special meeting of the bush fire brigade.
3. The Council is the final authority on matters affecting the bush fire brigade, and may resolve any disagreement which is not resolved under subclause (1) or (2).

PART 8 – NOTICES AND PROXIES

8.1 Notices

1. Notices of meetings of the bush fire brigade are to be in writing and sent by email or ordinary post to the registered email address or postal address of each brigade member.
2. Notices of meetings of the Committee may be given in writing in accordance with subclause (1) or by such other means as the Committee may decide (by a simple majority) at a meeting of the Committee.
3. Any accidental omission to give notice of a meeting to, or non-receipt by a person entitled to receive such notice, is not to invalidate the meeting the subject of the notice or any resolutions passed at the meeting.
4. Where any notice other than a notice of meeting is to be given under these Rules, the notice is to be –
 - a) in writing;
 - b) unless otherwise specified, given to or by the Secretary;
 - c) given by personal delivery, email, post, or facsimile transmission;
 - d) taken to have been received, as the case may be, at the time of personal delivery or facsimile transmission, or 2 business days after emailing or posting.

8.2 Proxies

1. Where under these Rules a brigade member may vote by proxy, in order for the proxy to so vote, the brigade member or the proxy shall give a notice in the form of that appearing in this clause, to the Secretary or the person presiding at the meeting before the start of the meeting at which the proxy is to be used.
2. A proxy is to be valid for the meeting for which it is given and for any adjournments of that meeting.
3. A proxy shall be valid for the number of votes to which the brigade member is entitled.
4. If the donor of the proxy does not give any indication of the manner in which the proxy is to vote, the proxy shall be entitled to vote or not vote as he or she thinks fit.
5. A proxy shall be entitled to speak on behalf of the donor of the proxy.
6. All forms appointing proxies deposited under subclause (1) are to be retained by the Secretary for not less than 28 days after the conclusion of the meeting to which they relate but if there is any objection to the validity of any vote at the meeting, they are to be retained until the determination of that objection.
7. The form appointing a proxy shall be in writing and signed by the brigade member appointing the proxy and shall be in or substantially in the form set out below -

SHIRE OF NORTHAM
MINUTES
BUSH FIRE ADVISORY COMMITTEE AGM HELD ON 31 MAY 2016

Ver 0.4 Draft

“PROXY”

[INSERT NAME] BUSH FIRE BRIGADE

[ANNUAL] [EXTRAORDINARY] GENERAL MEETING
TO BE HELD ON [DATE]

I, _____,

Being a brigade member appoint _____

to be my proxy and vote on my behalf at the meeting of the bush fire brigade to be held on [insert date] and at any adjournment of it. The proxy shall vote as follows:

MOTION FOR AGAINST ABSTAIN

1.

2.

If there is no instruction to the proxy as to the way to vote, the proxy shall exercise his or her discretion as to how to vote or whether to vote at all. In respect of any vote taken at the meeting on a matter that does not appear on the agenda, the proxy shall exercise his or her discretion as to the way he or she casts the vote or whether it is cast at all.

Date: _____

Signed: _____

NOTE: To be valid this proxy must be completed and returned to the Secretary of the bush fire brigade (or the presiding member) prior to the commencement of the meeting for which the proxy is valid.

Dated this day of 20 . . .

SHIRE OF NORTHAM
MINUTES
BUSH FIRE ADVISORY COMMITTEE AGM HELD ON 31 MAY 2016

6.4 CREATION OF NEW BUSH FIRE BRIGADES

Name of Applicant:	Bush Fire Advisory Committee Subcommittee
Name of Owner:	N/A
File Ref:	5.1.3.1
Officer:	Garry Shepherdson, David Russell, BFAC Members
Officer Interest:	Nil.
Policy:	Nil.
Voting:	Simple Majority

PURPOSE

Preparedness for bush fires to ensure that the shires needs are met by preplanning for ongoing and future develop around the townships of Wundowie and Northam.

BACKGROUND

Council resolved at its meeting held on 16th March 2016 the following –

That Council create a subcommittee to undertake a review of the existing and future structure of the Bush Fire Brigades as indicated within this report and requests that a further report be presented to BFAC with the findings of the review. The subcommittee is to consist of the following members;

- *Daniel Hendriksen;*
- *Ulo Rumjantsev;*
- *Greg Montgomery; and*
- *Rob Herzer.*

The sub-committee has met and have made a number of recommendations in order to progress the review.

STATUTORY REQUIREMENTS

Nil.

CONFORMITY WITH THE STRATEGIC COMMUNITY PLAN / CORPORATE PLAN

Objective C2: Provide services and processes to enhance public safety

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

Strategy C2.2: Support provision of emergency services

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

BUDGET IMPLICATIONS

SHIRE OF NORTHAM
MINUTES
BUSH FIRE ADVISORY COMMITTEE AGM HELD ON 31 MAY 2016

At this stage minimal expense is anticipated until such time as a formal position has been established.

SUB-COMMITTEE COMMENT

It is inevitable given the current and future development occurring within the western sector of the Shire that a review of the brigade within the Shire will be required. Also the concept of potentially creating additional brigades that may increase volunteer numbers is worthy of further investigations.

Local Brigades are coming under increasing pressure due to the lack of volunteers who are able to crew fire trucks particularly the heavier units that require drivers who have heavy vehicles licences. The factors around the diminishing volunteer base are well known and include a changing demographic, fly in-out / ageing population and generally a reluctance for people to volunteer.

The subcommittee has sent out correspondence to Northam SES, Northam VFRS and Wundowie VFRS giving them the opportunity to consider the option of dual registry. None of the brigades or units were interested in exploring this option. This is not being recommended for further investigation. The Committee also investigated the option of increasing the capacity of Bakers Hill/Clackline Muresk to undertake structural fire fighting can only be made by DFES.

The subcommittee would like to recommend the following actions to BFAC;

- Stage 1: That Northam Central Bush Fire Brigade and the Wundowie Bush Fire Brigade be created (At this stage in name only)
- Stage 2: Form a subcommittee to undertake further research and create a strategic plan on establishing these brigades to an operational level.

OFFICER COMMENT

In staff's opinion the proposed recommendation for the creation of two new Bush Fire Brigades requires additional research and investigations prior to being presented to Council for endorsement. It appears that the creation of the Wundowie Brigade is in response to the ongoing development in the western sector of the Shire and would be more of a risk to resource review in terms of how best to respond to current and future incidents in the area.

It appears that the Northam Brigade is primarily based on attracting new volunteer firefighters. In order to prove that the creation of the Northam brigade will meet this objective staff believe that further investigation into how this can be achieved would be required. This further information could include an assessment of the options for requirements for appliances, facilities and location for any new brigade. The concern that staff have is with respect to providing justification or evidence that how the creation of a new brigade will increase membership prior to presenting the full proposal to both Council and DFES. It is recommended that this additional work be completed and

SHIRE OF NORTHAM
MINUTES
BUSH FIRE ADVISORY COMMITTEE AGM HELD ON 31 MAY 2016

reported back through BFAC prior to Council making a formal determination on the creation of the two Brigades.

OFFICER RECOMMENDATION

That it be recommended to Council that it;

1. Notes the contents of this report and the proposed subcommittee recommendation; and
2. Request the Chief Executive Officer to prepare a detailed Feasibility Report on the proposed creation of both the Northam Central Bush Fire Brigade and Wundowie Bush Fire Brigade. The report is to be submitted to the BFAC prior to further consideration by Council.

SUBCOMMITTEE RECOMMENDATION / COMMITTEE DECISION

Minute No: BFAC.131

Moved: Cr Terry Little

Seconded: Cr Ulo Rumjantsev

That it be recommended to Council that it;

1. Endorse the creation of the Northam Central Bush Fire Brigade.
2. Endorse the creation of the Wundowie Bush Fire Brigade.
3. Forms a BFAC subcommittee to create a strategic plan to establish each brigade and bring them to an operational level.

CARRIED 9/0

SHIRE OF NORTHAM
MINUTES
BUSH FIRE ADVISORY COMMITTEE AGM HELD ON 31 MAY 2016

6.5 CREATION OF NORTHAM CENTRAL BRIGADE

Name of Applicant:	Bush Fire Advisory Committee Subcommittee
Name of Owner:	N/A
File Ref:	5.1.3.1
Officer:	David Russell, Daniel Hendriksen
Officer Interest:	Nil.
Policy:	Nil.
Voting:	Simple Majority

PURPOSE

Preparedness for bush fires to ensure that the Shires needs are met by preplanning for ongoing and future develop around the township of Northam.

BACKGROUND

Council resolved at its meeting held on 26th March 2016 the following –

That Council forms a subcommittee of BFAC, consisting of Daniel Hendriksen as the Shire representative and David Russell as the BFAC representative, to investigate and report on the prospect of establishing a Central Heavy Fast Reaction Bush Fire Brigade.

Following this resolution the Subcommittee has met and is making a number of recommendations as included within this report.

STATUTORY REQUIREMENTS

Nil.

CONFORMITY WITH THE STRATEGIC COMMUNITY PLAN / CORPORATE PLAN

Objective C2: Provide services and processes to enhance public safety

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

Strategy C2.2: Support provision of emergency services

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

BUDGET IMPLICATIONS

At this stage minimal expense is anticipated until such time as a formal position has been established.

WORKING GROUP COMMENT

SHIRE OF NORTHAM
MINUTES
BUSH FIRE ADVISORY COMMITTEE AGM HELD ON 31 MAY 2016

Local Brigades are coming under increasing pressure due to the lack of volunteers who are able to crew fire trucks particularly the heavier units that require drivers who have heavy vehicles licences. The factors around the diminishing volunteer base are well known and include a changing demographic, fly in-out / ageing population and generally a reluctance for people to volunteer.

It is recommended by the subcommittee that Northam Central Bush Fire Brigade be created and the rear of the council depot could be a possible location for a Bushfire Brigade Emergency Centre similar to Mundaring's Co-Location Centre or Toodyay Central fire station. The Depot location is considered optimal as it is in an industrial area where brigade operations will not affect neighbours.

It is further recommended that Council formally approach DFES with a recommendation to allocate funding for the building from the emergency service levy.

OFFICERS COMMENTS

Please refer to comments in previous item.

SUBCOMMITTEE RECOMMENDATION

That it be recommended to Council that it;

1. Endorse the creation of the Northam Central Bush Fire Brigade.
2. Allocate a portion of land for an Emergency Service Centre.
3. Approach DFES with proposal.

OFFICER RECOMMEDATION

That it be recommended to Council that it;

1. Notes the contents of this report and the proposed subcommittee recommendation; and
2. Request the Chief Executive Officer to prepare a detailed Feasibility Report on the proposed creation of both the Northam Central Bush Fire Brigade and Wundowie Bush Fire Brigade. The report is to be submitted to the BFAC prior to further consideration by Council.

COMMITTEE DECISION

Minute No: BFAC.132

Moved: Cr Terry Little

Seconded: Cr Ulo Rumjantsev

That it be recommended to Council to merge the Subcommittee of BFAC with the existing subcommittee established for the creation of the new brigades.

CARRIED 9/0

SHIRE OF NORTHAM
MINUTES
BUSH FIRE ADVISORY COMMITTEE AGM HELD ON 31 MAY 2016

Note: The Committee indicated that as the previous items recommending the creation of the brigades that a further resolution was not required.

Greg Montgomery returned to the Council Chambers at 6.43pm.

6.6 FIREBREAK ORDER 2016/17

Name of Applicant:	Bush Fire Advisory Committee
Name of Owner:	N/A
File Ref:	5.1.3.1
Officer:	Daniel Hendriksen
Officer Interest:	Nil.
Policy:	Nil.
Voting:	Nil.

PURPOSE

The Purpose of the Fire Break Notice is to provide the community with a set of guidelines that we as a council believe is required to reduce the risk of a Bush Fire on life and property.

BACKGROUND

These changes will bring The Shire of Northam Fire Break Notice into line with current practices and guidelines.

As with previous years, BFAC have been provided the opportunity to comment of the Shire of Northam Fire Break Order. A copy of the proposed Firebreak Order is attached to the Agenda.

STATUTORY REQUIREMENTS

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

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

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

SHIRE OF NORTHAM
MINUTES
BUSH FIRE ADVISORY COMMITTEE AGM HELD ON 31 MAY 2016

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

CONFORMITY WITH THE STRATEGIC COMMUNITY PLAN / CORPORATE PLAN

Objective C2: Provide services and processes to enhance public safety

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

Strategy C2.2: Support provision of emergency services

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

OFFICER'S COMMENT

As with previous years the BFAC is provided with an opportunity to provide feedback. The Firebreak Notice is first and foremost a Council document written to reduce fire risk in the area and to support the council officers that enforce it.

Attached is a copy of the 2016 / 2017 Firebreak Notice, which requires to be amended to align with the "Planning for Bush Fire Protection" document and to synchronise with the majority of local shires. Specifically the amendments to the firebreak are included as below;

- Firebreak widths are amended to 3 metres in width (currently only 2 metres in properties over 5Ha);
- Building protection zone of 20 metres (currently 20m low fuel area);

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

This notice allows Council staff further provisions to reduce the risk of fire, especially in the west end where the threat is higher.

SHIRE OF NORTHAM
MINUTES
BUSH FIRE ADVISORY COMMITTEE AGM HELD ON 31 MAY 2016

RECOMMENDATION

That it be recommended to Council that it endorse the 2016/17 Fire Break Order as attached.

COMMITTEE DECISION

Minute No: BFAC.133

Moved: Angus Cooke

Seconded: Steve Gray

That it be recommended to Council that it endorse the 2016/17 Fire Break Order subject to the following amendments as presented in Attachment 2 of this report;

- Section 1 – Rename to include land between 1 hectare to 10 hectares;
- Section 1 - Remove point 7 relating to divisional breaks;
- Section 2 – Rename to include land less than 1 hectare;
- Add a new section after point 2 for 'Land over 10 hectares to only require 2 metre firebreaks; and
- Section 4 – Remove point 6 relating to divisional breaks.

CARRIED 9/1

Cr Ulo Rumjantsev voted against the motion.

SHIRE OF NORTHAM
MINUTES
BUSH FIRE ADVISORY COMMITTEE AGM HELD ON 31 MAY 2016

ATTACHMENT 1 – 2016/17 FIREBREAK ORDER

BUSH FIRES ACT 1954

Firebreak and Fuel Load Notice

Shire of Northam

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

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

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

LAND CATEGORIES

1. Land with a building on it with an area greater than 10,000m²

- Maintain a Building Protection Zone in line with the requirements of Section 3 of this notice.
- Install bare earth firebreaks three (3) metres wide immediately inside and along all boundaries of land in a continuous form. All overhanging branches, trees, limbs etc. to be trimmed back from over the firebreak area to a minimum height of four (4) metres.
- On pastoral land grass must be maintained on the land to a height no greater than 10cm for a distance of 10m from any firebreak.
- Prune trees and shrubs, and remove dead flammable material around all structures
- Ensure the roofs, gutters and walls of all buildings on the land are free of flammable matter
- Maintain fuel loadings in natural bush areas at less than 8 tonnes per hectare across the land.
- Land with an area greater than 80,000m² with a fuel loading of greater than 3 tonnes per hectare of natural bush requires a bare earth firebreak three (3) metres wide and a minimum of four (4) metres in height to divide the property into parcels with an area less than 80,000m² in size for each parcel.

2. Land with a building on it with area less than 10,000m²

- Maintain a Building Protection Zone in line with the requirements of Section 3 of this notice.
- Maintain all grass on the land to a height no greater than 10cm
- Ensure no tree crowns overhang a building
- Prune trees and shrubs, and remove dead flammable material within 1.5 metres around all buildings
- Ensure the roofs, gutters and walls of all buildings on the land are free of flammable matter
- Clear any obstructions (overhanging branches of trees) which may impede the travel of firefighting personnel and fire appliances.
- Maintain fuel loadings in natural bush areas at less than 8 tonnes per hectare across the land

SHIRE OF NORTHAM
MINUTES
BUSH FIRE ADVISORY COMMITTEE AGM HELD ON 31 MAY 2016

3. Building Protection Zones

The Building Protection Zone for habitable buildings and related structures, as defined within this Notice, must meet the following requirements, unless varied under an approved 'Alternative Fire Management Arrangement' as defined within this Notice, and applies only within the boundaries of the lot on which the habitable building is situated

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

4. All vacant land

- Install bare earth firebreaks three (3) metres wide immediately inside and along all boundaries of land in a continuous form. All overhanging branches, trees, limbs etc. to be trimmed back from over the firebreak area to a minimum height of four (4) metres.
- If the land is an area less than 5,000m² maintain all grass on the land to a height no greater than 10cm
- If the land is an area greater than 5,000m² grass must be maintained on the land to a height no greater than 10cm for a distance of 10m from any firebreak.
- Prune trees and shrubs, and remove dead flammable material
- Maintain fuel loadings in natural bush areas at less than 8 tonnes per hectare across the land.
- Land with an area greater than 80,000m² with a fuel loading of greater than 3 tonnes per hectare of natural bush requires a bare earth firebreak three (3) metres wide and a minimum of four (4) metres in height to divide the property into parcels with an area less than 80,000m² in size for each parcel.

SHIRE OF NORTHAM
MINUTES
BUSH FIRE ADVISORY COMMITTEE AGM HELD ON 31 MAY 2016

5. Fuel Depot and Storage Areas, Haystacks, Chaff Dumps, Stockpiled Flammable Materials and Stationary Machinery.

- Remove all flammable matter within 10 metres of Fuel Depot and Storage Areas of where fuel drums whether containing fuel or not, fuel ramps or fuel dumps are located, Haystacks, Chaff Dumps, Stockpiled Flammable Materials, Stationary Machinery are stored.
- Install bare earth firebreaks three (3) metres wide immediately inside and along all boundaries of land in a continuous form. All overhanging branches, trees, limbs etc. to be trimmed back from over the firebreak area to a minimum height of four (4) metres immediately adjacent to Fuel Depot and Storage Areas, Haystacks, Chaff Dumps, Stockpiled Flammable Materials and Stationary Machinery.

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

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

7. Application to vary the Firebreak Requirements with Alternative Arrangements

If it is considered impracticable for any reason whatsoever to implement any of the requirements of this Notice, you may apply in writing to the Shire of Northam by no later than the 7th October each year for permission to implement alternative measures. If permission is not granted in writing you must comply with the requirements of this notice.

8. The Burning of Garden Refuse

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

- The burning of garden refuse or rubbish on the ground or in an incinerator that would otherwise be permitted under Section 24F is prohibited absolutely on all land within the district during the Prohibited Burning Time.
- The burning of garden refuse or rubbish on the ground or in an incinerator that would otherwise be permitted under Section 24F is prohibited on all land under 2000m² (square metres) in size during the Restricted Burning Time, without a Fire Permit issued under Regulation 15 of the *Bush Fires Act 1954*.
- During the Restricted Burning Time, residents of the Shire may burn the bush for fire mitigation purposes by following the conditions of a valid permit to burn.
- During the Restricted Burning Time, residents on land that is greater than 2,000m² in area it is permissible to undertake the burning of garden refuse (dry leaves, small branches, off cuts, etc.) in separate piles on the ground no larger than 1.0 m³ between the hours of 18:00 (6pm) and 23:00 (11pm) by complying with all the conditions of section 24F (3) in the *Bush Fires Act 1954*.

SHIRE OF NORTHAM

MINUTES

BUSH FIRE ADVISORY COMMITTEE AGM HELD ON 31 MAY 2016

9. Restricted and Prohibited Burning times

- The "Prohibited Burning Time" means the 1 November each calendar year through until 21 February the following calendar year (inclusive, and as varied pursuant to Sections 17 and 18 of the *Bush Fires Act 1954*).
- The "Restricted Burning Time" means the 19 September through until 31 October and the 22 February through until 5 April each calendar year (inclusive, and as varied pursuant to Sections 17 and 18 of the *Bush Fires Act 1954*).

10. Permits to burn

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

- Applications for Permits are available from the Shire of Northam at no cost.
- You must comply with all conditions imposed by the Shire or an Authorised Officer in respect of any Permit issued by the Shire.
- Permits will not be valid on days of "very high", "severe", "extreme" or "catastrophic" fire danger.
- Permits may also be revoked if in the opinion of an authorised officer the conditions are not deemed suitable for prescribed burns.

11. Harvest, Movement of Vehicles and Hot Works Bans

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

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

A harvest ban requires the cessation of all harvesting operations within the Shire of Northam. A vehicle movement ban does not permit the movement of vehicles on properties within the Shire of Northam except for the essential watering of stock in a diesel powered vehicle. A hot works ban is defined as a ban on the outdoor use of all welding, grinding and abrasive tools on properties within the Shire of Northam. Exemptions in accordance with Council Policy may be available. Further information is available by contacting Shire of Northam (08) 9622 6100.

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

12. Additional Works

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

SHIRE OF NORTHAM
MINUTES
BUSH FIRE ADVISORY COMMITTEE AGM HELD ON 31 MAY 2016

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

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

The Penalty for failing to comply with this Notice is a fine not exceeding \$5000 and a person in default is also liable whether prosecuted or not to pay the costs of performing the work directed by this Notice if it is not carried out by the owner and/or occupier by the date required by this Notice.

DEFINITIONS

Act

Means *Bush Fires Act 1954* (as amended).

Authorised Officer

Means an officer appointed as a Fire Control Officer.

Building Protection Zone

Means the area within a distance of 20 metres from a dwelling (As defined in the Residential Design Codes of WA and in AS 3959) that has a reduced bush fire fuel load, measured from the external walls within the boundaries of the lot on which the dwelling is situated.

Firebreak

Means a strip or area of trafficable ground, which is at least three (3) metres wide with a minimum height of four (4) metres, which is kept and maintained totally clear of all inflammable matter. Any living or dead trees, scrub or any other material encroaching within the minimum height of the firebreak must be pruned or removed. In Pastoral areas it is considered acceptable if a vehicle can travel through crop area within 10m of the firebreak to traverse around low branches or limbs.

Fire Management Plan

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

Habitable Buildings

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

Flammable Matter

Means any dead or dry grass, vegetation, substance, object, thing or material that may catch fire and burn.

SHIRE OF NORTHAM
MINUTES
BUSH FIRE ADVISORY COMMITTEE AGM HELD ON 31 MAY 2016

GENERAL ADVICE

This notice gives the minimum requirements for fire control within the Shire of Northam and all residents and ratepayers are encouraged to be “Bushfire Ready” by undertake additional fire protection measures, creating a household “Bushfire Survival Plan” to ensure the safety of property and life. Further additional information to that contained in this notice can be obtained from the Are You Bushfire Ready website www.areyouready.wa.gov.au or from the Shire of Northam website www.northam.wa.gov.au

By order of the Council,

JASON WHITEAKER, Chief Executive Officer

SHIRE OF NORTHAM
MINUTES
BUSH FIRE ADVISORY COMMITTEE AGM HELD ON 31 MAY 2016

ATTACHMENT 2 – REVISED

BUSH FIRES ACT 1954

Firebreak and Fuel Load Notice

Shire of Northam

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

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

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

LAND CATEGORIES

1. Land with area less than 10,000m²

- Land with a building on it must maintain a Building Protection Zone in line with the requirements of Section 3 of this notice.
- Maintain all grass on the land to a height no greater than 10cm
- Ensure no tree crowns overhang a building
- Prune trees and shrubs, and remove dead flammable material within 1.5 metres around all buildings
- Ensure the roofs, gutters and walls of all buildings on the land are free of flammable matter
- Clear any obstructions (overhanging branches of trees) which may impede the travel of firefighting personnel and fire appliances.
- Maintain fuel loadings in natural bush areas at less than 8 tonnes per hectare across the land

2. Land with an area greater than 10,000m² and less than 100,000m²

- Land with a building on it must maintain a Building Protection Zone in line with the requirements of Section 3 of this notice.
- Install bare earth firebreaks three (3) metres wide immediately inside and along all boundaries of land in a continuous form. All overhanging branches, trees, limbs etc. to be trimmed back from over the firebreak area to a minimum height of four (4) metres.
- On pastoral land grass must be maintained on the land to a height no greater than 10cm for a distance of 10m from any firebreak.
- Prune trees and shrubs, and remove dead flammable material around all structures
- Ensure the roofs, gutters and walls of all buildings on the land are free of flammable matter
- Maintain fuel loadings in natural bush areas at less than 8 tonnes per hectare across the land.

SHIRE OF NORTHAM
MINUTES
BUSH FIRE ADVISORY COMMITTEE AGM HELD ON 31 MAY 2016

3. Land with an area greater than 100,000m²

- Land with a building on it must maintain a Building Protection Zone in line with the requirements of Section 3 of this notice.
- Install bare earth firebreaks two (2) metres wide immediately inside and along all boundaries of land in a continuous form. All overhanging branches, trees, limbs etc. to be trimmed back from over the firebreak area to a minimum height of four (4) metres.
- Prune trees and shrubs, and remove dead flammable material around all structures
- Ensure the roofs, gutters and walls of all buildings on the land are free of flammable matter
- Maintain fuel loadings in natural bush areas at less than 8 tonnes per hectare across the land

4. Building Protection Zones

The Building Protection Zone for habitable buildings and related structures, as defined within this Notice, must meet the following requirements, unless varied under an approved 'Alternative Fire Management Arrangement' as defined within this Notice, and applies only within the boundaries of the lot on which the habitable building is situated

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

5. Fuel Depot and Storage Areas, Haystacks, Chaff Dumps, Stockpiled Flammable Materials and Stationary Machinery.

- Remove all flammable matter within 10 metres of Fuel Depot and Storage Areas of where fuel drums whether containing fuel or not, fuel ramps or fuel dumps are located, Haystacks, Chaff Dumps, Stockpiled Flammable Materials, Stationary Machinery are stored.

SHIRE OF NORTHAM
MINUTES
BUSH FIRE ADVISORY COMMITTEE AGM HELD ON 31 MAY 2016

- Install bare earth firebreaks three (3) metres wide immediately inside and along all boundaries of land in a continuous form. All overhanging branches, trees, limbs etc. to be trimmed back from over the firebreak area to a minimum height of four (4) metres immediately adjacent to Fuel Depot and Storage Areas, Haystacks, Chaff Dumps, Stockpiled Flammable Materials and Stationary Machinery.

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

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

7. Application to vary the Firebreak Requirements with Alternative Arrangements

If it is considered impracticable for any reason whatsoever to implement any of the requirements of this Notice, you may apply in writing to the Shire of Northam by no later than the 7th October each year for permission to implement alternative measures. If permission is not granted in writing you must comply with the requirements of this notice.

8. The Burning of Garden Refuse

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

- The burning of garden refuse or rubbish on the ground or in an incinerator that would otherwise be permitted under Section 24F is prohibited absolutely on all land within the district during the Prohibited Burning Time.
- The burning of garden refuse or rubbish on the ground or in an incinerator that would otherwise be permitted under Section 24F is prohibited on all land under 2000m² (square metres) in size during the Restricted Burning Time, without a Fire Permit issued under Regulation 15 of the *Bush Fires Act 1954*.
- During the Restricted Burning Time, residents of the Shire may burn the bush for fire mitigation purposes by following the conditions of a valid permit to burn.
- During the Restricted Burning Time, residents on land that is greater than 2,000m² in area it is permissible to undertake the burning of garden refuse (dry leaves, small branches, off cuts, etc.) in separate piles on the ground no larger than 1.0 m³ between the hours of 18:00 (6pm) and 23:00 (11pm) by complying with all the conditions of section 24F (3) in the *Bush Fires Act 1954*.

9. Restricted and Prohibited Burning times

- The "Prohibited Burning Time" means the 1 November each calendar year through until 21 February the following calendar year (inclusive, and as varied pursuant to Sections 17 and 18 of the *Bush Fires Act 1954*).

SHIRE OF NORTHAM
MINUTES
BUSH FIRE ADVISORY COMMITTEE AGM HELD ON 31 MAY 2016

- The "Restricted Burning Time" means the 19 September through until 31 October and the 22 February through until 5 April each calendar year (inclusive, and as varied pursuant to Sections 17 and 18 of the *Bush Fires Act 1954*).

10. Permits to burn

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

- Applications for Permits are available from the Shire of Northam at no cost.
- You must comply with all conditions imposed by the Shire or an Authorised Officer in respect of any Permit issued by the Shire.
- Permits will not be valid on days of "very high", "severe", "extreme" or "catastrophic" fire danger.
- Permits may also be revoked if in the opinion of an authorised officer the conditions are not deemed suitable for prescribed burns.

11. Harvest, Movement of Vehicles and Hot Works Bans

All persons within the Shire are required to comply with these bans under the provisions of the Bush Fires Act.

- A Harvest Ban requires the cessation of all harvesting operations within the Shire of Northam.
- A Vehicle Movement ban does not permit the movement of vehicles on properties within the Shire of Northam except for the essential watering of stock in a diesel powered vehicle.
- A Hot Works ban is defined as a ban on the outdoor use of all welding, grinding and abrasive tools on properties within the Shire of Northam. Exemptions in accordance with Council Policy may be available. Further information is available by contacting Shire of Northam (08) 9622 6100.

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

12. Additional Works

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

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

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

SHIRE OF NORTHAM
MINUTES
BUSH FIRE ADVISORY COMMITTEE AGM HELD ON 31 MAY 2016

The Penalty for failing to comply with this Notice is a fine not exceeding \$5000 and a person in default is also liable whether prosecuted or not to pay the costs of performing the work directed by this Notice if it is not carried out by the owner and/or occupier by the date required by this Notice.

DEFINITIONS

Act

Means *Bush Fires Act 1954* (as amended).

Authorised Officer

Means an officer appointed as a Fire Control Officer.

Building Protection Zone

Means the area within a distance of 20 metres from a dwelling (As defined in the Residential Design Codes of WA and in AS 3959) that has a reduced bush fire fuel load, measured from the external walls within the boundaries of the lot on which the dwelling is situated.

Firebreak

Means a strip or area of trafficable ground, which is at least three (3) metres wide with a minimum height of four (4) metres, which is kept and maintained totally clear of all inflammable matter. Any living or dead trees, scrub or any other material encroaching within the minimum height of the firebreak must be pruned or removed. In Pastoral areas it is considered acceptable if a vehicle can travel through crop area within 10m of the firebreak to traverse around low branches or limbs.

Fire Management Plan

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

SHIRE OF NORTHAM
MINUTES
BUSH FIRE ADVISORY COMMITTEE AGM HELD ON 31 MAY 2016

Habitable Buildings

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

Flammable Matter

Means any dead or dry grass, vegetation, substance, object, thing or material that may catch fire and burn.

GENERAL ADVICE

This notice gives the minimum requirements for fire control within the Shire of Northam and all residents and ratepayers are encouraged to be "Bushfire Ready" by undertake additional fire protection measures, creating a household "Bushfire Survival Plan" to ensure the safety of property and life. Further additional information to that contained in this notice can be obtained from the Are You Bushfire Ready website www.areyouready.wa.gov.au or from the Shire of Northam website www.northam.wa.gov.au

All previous versions of this notice are hereby cancelled.

By order of the Council,

JASON WHITEAKER, Chief Executive Officer

SHIRE OF NORTHAM
MINUTES
BUSH FIRE ADVISORY COMMITTEE AGM HELD ON 31 MAY 2016

6.7 ITEMS FROM FIRE CONTROL OFFICER MEETINGS

Name of Applicant:	Bush Fire Advisory Committee
Name of Owner:	N/A
File Ref:	5.1.3.1
Officer:	Fire Control Officers
Officer Interest:	Nil.
Policy:	Nil.
Voting:	Simple Majority

PURPOSE

Items put up at the Fire Control Officers Meeting to be considered by the Bush Fire Advisory Committee

BACKGROUND

Fire Control Officers are appointed by council to manage fires with in the Shire of Northam. During the fire season they meet on a regular occasion to discuss issues relating to fire.

If the concern is of a nature that cannot be resolved at that level it is passed up to the Bush Fire Advisory Committee.

STATUTORY REQUIREMENTS

Nil.

CONFORMITY WITH THE STRATEGIC COMMUNITY PLAN / CORPORATE PLAN

Objective C2: Provide services and processes to enhance public safety

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

Strategy C2.2: Support provision of emergency services

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

BUDGET IMPLICATIONS

Nil.

OFFICER'S COMMENT

From the latest FCO meeting the following matters have been raised for consideration at the BFAC Meeting-

SHIRE OF NORTHAM
MINUTES
BUSH FIRE ADVISORY COMMITTEE AGM HELD ON 31 MAY 2016

- ML (Clackline) An item that was missed off of the last FCO meeting. I would like to ask that we have a meeting with the FCO's and the Shire Councillors so that we can voice our concerns directly to them.

Suggested Action - The Purpose of the BFAC is to advise Council on Bush Fire related matters. It is recommended that all Councillor be invited to the next BFAC meeting.

- DR (Irishtown) Where is the Risk to Resource (R2R) model at? DFES have advised as soon as they know we will let you know. FCO's voted that the Council write a letter to DFES enquiring about the Risk to Resource (R2R) model.

Suggested Action – That Council formally write to DFES regarding the current

- Status of the Risk to Resource model.
- SB (Clackline Communications Officer) it seems that the scheduled (Sked) call time at 7:30am is not getting to the people who need the information, especially for the permit season. I therefore would ask the shire if it would be acceptable for sked to be at 8am, this seems to be a time that most people would be at their radios.

Suggested Action – Agreed to the suggested changes.

RECOMMENDATION

That it be recommended to Council that it;

- 1. Invite all Elected Members and appointed FCO's to attend the next BFAC meeting;**
- 2. Formally correspond with DFES regarding the current status of the Risk to Resource (R2R) model; and**
- 3. Endorse the time of the Radio broadcast by Brigades being changed to 8.00am.**

SHIRE OF NORTHAM
MINUTES
BUSH FIRE ADVISORY COMMITTEE AGM HELD ON 31 MAY 2016

COMMITTEE DECISION

Minute No: BFAC.134

Moved: Angus Cooke

Seconded: Aaron Smith

That it be recommended to Council that it;

- 1. Invite all Elected Members and appointed FCO's to attend the next Fire Control Officer (FCO) meeting; and**
- 2. Formally correspond with DFES regarding the current status of the Risk to Resource (R2R) model.**

CARRIED 10/0

SHIRE OF NORTHAM
MINUTES
BUSH FIRE ADVISORY COMMITTEE AGM HELD ON 31 MAY 2016

6.8 NOMINATIONS FOR BUSH FIRE CONTROL OFFICERS 2016/17

Name of Applicant:	Bush Fire Advisory Committee
Name of Owner:	N/A
File Ref:	5.1.3.1
Officer:	Daniel Hendriksen
Officer Interest:	Nil.
Policy:	BFAC Terms of Reference / Bush Fire Act 1954
Voting:	Simple Majority

PURPOSE

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

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

BACKGROUND

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

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

The issue that both Council and the Committee need to deal with is that fact that a number of nominated FCO's do not meet the above criteria at the current time.

STATUTORY REQUIREMENTS

Section 38 (1) Bush Fire Act 1954 which states as follows

38. *Local government may appoint Bush fire control officer*

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

SHIRE OF NORTHAM
MINUTES
BUSH FIRE ADVISORY COMMITTEE AGM HELD ON 31 MAY 2016

shall be first and second in seniority of those officers, and subject thereto may determine the respective seniority of the other Bush fire control officers appointed by it.

CONFORMITY WITH THE STRATEGIC COMMUNITY PLAN / CORPORATE PLAN

- Objective C2: Provide services and processes to enhance public safety
- Strategy C2.1: Provide community services to uphold public safety standards
- Strategy C2.2: Support provision of emergency services
- Strategy C2.3: Provide, monitor and improve adequate Bush Fire Protection provisions.

BUDGET IMPLICATIONS

Minor advertising costs associated.

OFFICER'S COMMENT

The nominations for FCO's that have been received are as follows-

Inkpen BFB:

- Sim Kuiper
- Soren Neilson
- Clive Owen

Bakers Hill BFB:

- Ulo Rumjantsev
- Steve Gray
- Simon Peters
- Gordon Ashman (Weather Officer Only)

Clackline BFB:

- Matt Macqueen
- Sue Booker
- Matthew Letch
- Blair Wilding
- Nick Tighe

Irishtown BFB:

- Don French (Permit Only)
- Ross MacKenzie
- Rob Herzer
- David Russell
- Murray McGregor

Grass Valley BFB:

- Garry Shepherdson

SHIRE OF NORTHAM
MINUTES
BUSH FIRE ADVISORY COMMITTEE AGM HELD ON 31 MAY 2016

- Philip Lloyd
- Richard Marris (Permit Only)
- Alf Brown (Permit Only)
- Phil Gentle (Permit Only)&(Weather Officer)
- Paul Reynolds (Permit Only)

Southern Brook BFB:

- Paul Antonio

Jennapullin BFB:

- Aaron Smith
- Trevor Smith
- Brett Smith
- Lynton Smith (Weather Officer Only)

Northam Shire CESM:

- Daniel Hendriksen

It is apparent from the nominations received that a number of Brigade members do not meet the minimum standards as prescribed by the current resolution of Council. Staff have previously advised Brigade Captains of which nominations have not met the minimum standards.

It is proposed that the Committee recommend to Council those nominations received on the proviso that prior to being officially appointed the individual must provide evidence that they comply with the stipulated training requirements. If the members cannot achieve that standard then they will not be eligible to hold that position.

It is further recommended by staff that the current requirement for the completion of the DFES FCO course be modified to a 10 year period (replacing the current 5 year requirement). It is also suggested that the requirement for a minimum of 3 years firefighting experience also be included.

It is recommended by staff that for the position of FCO (Permit Only) and Weather Officer the minimum training required for this role is to have completed DFES Fire Control Officers course within a 10 year period.

RECOMMENDATION / MOTION

Moved: Angus Cooke

Seconded: Steve Gray

That it be recommended to Council that it;

- 1. Appoints the following Fire Control Officers for the 2016/17 Season subject to the individual complying with the adopted minimum training and experience standards:**

SHIRE OF NORTHAM

MINUTES

BUSH FIRE ADVISORY COMMITTEE AGM HELD ON 31 MAY 2016

Inkpen BFB:

- Sim Kuiper
- Soren Neilson
- Clive Owen

Bakers Hill BFB:

- Ulo Rumjantsev
- Steve Gray
- Simon Peters
- Gordon Ashman (Weather Officer Only)

Clackline BFB:

- Matt Macqueen
- Sue Booker
- Matthew Letch
- Blair Wilding
- Nick Tighe

Irishtown BFB:

- Don French (Permit Only)
- Ross MacKenzie
- Rob Herzer
- David Russell
- Murray McGregor

Grass Valley BFB:

- Garry Shepherdson
- Philip Lloyd
- Richard Marris (Permit Only)
- Alf Brown (Permit Only)
- Phil Gentle (Permit Only)&(Weather Officer)
- Paul Reynolds (Permit Only)

Southern Brook BFB:

- Paul Antonio

Jennapullin BFB:

- Aaron Smith
- Trevor Smith
- Brett Smith
- Lynton Smith (Weather Officer Only)

Northam Shire CESM

- Daniel Hendriksen

SHIRE OF NORTHAM
MINUTES
BUSH FIRE ADVISORY COMMITTEE AGM HELD ON 31 MAY 2016

- 2. 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 –**
 - i. Introduction to Fire Fighting**
 - ii. Bush Fire Firefighting**
 - iii. Structural Awareness**
 - iv. Crew Leader/Advanced Firefighter and/or Sector Commander FCO course or a refresher within the last 10 years**

- 3. Endorse that the requirements for a Permit issuing FCO or Fire Weather Officer only is to have undertaken the following DFES training modules–**
 - i. FCO Course or a refresher within the last 10 years**

AMENDMENT TO MOTION

Minute No: BFAC.135

Moved: Angus Cooke

Seconded: Cr Ulo Rumjantsev

That Greg Montgomery from the Northam Fire & Rescue Service be included under section 1 of the above motion.

CARRIED 10/0

SUBSTANTIVE MOTION / COMMITTEE DECISION

Minute No: BFAC.136

Moved: Angus Cooke

Seconded: Aaron Smith

That it be recommended to Council that it;

- 1. Appoints the following Fire Control Officers for the 2016/17 Season subject to the individual complying with the adopted minimum training and experience standards:**

Inkpen BFB:

- Sim Kuiper**
- Soren Neilson**
- Clive Owen**

Bakers Hill BFB:

- Ulo Rumjantsev**
- Steve Gray**

SHIRE OF NORTHAM

MINUTES

BUSH FIRE ADVISORY COMMITTEE AGM HELD ON 31 MAY 2016

- Simon Peters
- Gordon Ashman (Weather Officer Only)

Clackline BFB:

- Matt Macqueen
- Sue Booker
- Matthew Letch
- Blair Wilding
- Nick Tighe

Irishtown BFB:

- Don French (Permit Only)
- Ross MacKenzie
- Rob Herzer
- David Russell
- Murray McGregor

Grass Valley BFB:

- Garry Shepherdson
- Philip Lloyd
- Richard Marris (Permit Only)
- Alf Brown (Permit Only)
- Phil Gentle (Permit Only)&(Weather Officer)
- Paul Reynolds (Permit Only)

Southern Brook BFB:

- Paul Antonio

Jennapullin BFB:

- Aaron Smith
- Trevor Smith
- Brett Smith
- Lynton Smith (Weather Officer Only)

Northam Shire CESM

- Daniel Hendriksen

Northam Fire & Rescue Service

- Greg Montgomery

2. 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 –
 - i. Introduction to Fire Fighting
 - ii. Bush Fire Firefighting
 - iii. Structural Awareness

SHIRE OF NORTHAM
MINUTES
BUSH FIRE ADVISORY COMMITTEE AGM HELD ON 31 MAY 2016

iv. Crew Leader/Advanced Firefighter and/or Sector Commander FCO course or a refresher within the last 10 years

- 3. Endorse that the requirements for a Permit issuing FCO or Fire Weather Officer only is to have undertaken the following DFES training modules–**
- i. FCO Course or a refresher within the last 10 years**

CARRIED 10/0

COMMITTEE DECISION

Minute No: BFAC.137

Moved: Angus Cooke

Seconded: Cr Ulo Rumjantsev

That it be recommended to Council that it appoints Greg Montgomery as a FCO for the Northam Townsite

CARRIED 10-0

SHIRE OF NORTHAM
MINUTES
BUSH FIRE ADVISORY COMMITTEE AGM HELD ON 31 MAY 2016

6.9 NOMINATION FOR CHIEF BUSH FIRE CONTROL OFFICER AND DEPUTY CHIEF BUSH FIRE CONTROL OFFICERS

Name of Applicant:	Bush Fire Advisory Committee
Name of Owner:	N/A
File Ref:	5.1.3.1
Officer:	Daniel Hendriksen
Officer Interest:	Nil.
Policy:	BFAC Terms of Reference / Bush Fire Act 1954
Voting:	Simple Majority

PURPOSE

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

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

BACKGROUND

Nil.

STATUTORY REQUIREMENTS

S 1.5 Shire of Northam – BFAC Terms of Reference which states-

- 1.5.2 *Election of the local government officers at the Annual General Meeting
Chief Bush fire Control Officer and Deputy Chief Bush Fire Control Office*

Section 38 (1) Bush Fire Act 1954 which states as follows

38. Local government may appoint Bush fire control officer

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

CONFORMITY WITH THE STRATEGIC COMMUNITY PLAN / CORPORATE PLAN

SHIRE OF NORTHAM
MINUTES
BUSH FIRE ADVISORY COMMITTEE AGM HELD ON 31 MAY 2016

- Objective C2: Provide services and processes to enhance public safety
- Strategy C2.1: Provide community services to uphold public safety standards
- Strategy C2.2: Support provision of emergency services
- Strategy C2.3: Provide, monitor and improve adequate Bush Fire Protection provisions.

BUDGET IMPLICATIONS

Minor advertising costs associated.

OFFICER'S COMMENT

BFAC is required to nominate CBFCO and the DCBFCO.

The nominations for Chief Bush Fire Control Officer are;

- Matt Macqueen
- Garry Shepherdson

The nominations for Deputy Chief Bush Fire Control Officer are;

- Matt Macqueen
- Garry Shepherdson
- Paul Reynolds

If either of the nominations are elected that do not have the required training it is recommended that the recommendation to Council be subject to undertaking the minimum prior to the beginning of the 2016 Restricted Fire Season.

It is also noted that historically Council and BFAC have appointed two DCBFCO's being for the East and West sectors of the Shire.

RECOMMENDATION / COMMITTEE DECISION

Minute No: BFAC.138

Moved: Murray McGregor

Seconded: Cr Ulo Rumjantsev

That it be recommended to Council that it;

- 1. Appoints Garry Shepherdson 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.**

SHIRE OF NORTHAM
MINUTES
BUSH FIRE ADVISORY COMMITTEE AGM HELD ON 31 MAY 2016

2. Appoints Matt Macqueen 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.

CARRIED 10/0

OUTCOME

Garry Shepherdson and Matt Macqueen were nominated for the position of Chief Bushfire Control Officer (CBFCO).

An election was undertaken in accordance with the Local Government Act 1995, by secret ballot. The Executive Manager Development Services conducted the count and at the conclusion of the count the Executive Manager Development Services announced that Garry Shepherdson had received five (5) votes and Matt Macqueen had received five (5) votes.

In accordance with section 1.1 of the BFAC Terms of Reference the Presiding Member used his casting vote and announced that Mr Garry Shepherdson was the appointed as the CBFCO for the 2016/17 season.

There were three nominations for the position of Deputy Chief Bushfire Control Officer (DCBFCO), these were Matt Macqueen, Garry Shepherdson and Paul Reynolds. As Garry Shepherdson was appointed as the CBFCO an election was undertaken in accordance with the Local Government Act 1995, by secret ballot for Matt Macqueen and Paul Reynolds.

The Executive Manager Development Services conducted the count and at the conclusion of the count the Executive Manager Development Services announced that Matt Macqueen had received nine (9) votes and Paul Reynolds had received one (1) vote.

The Presiding member announced that that Mr Matt Macqueen was appointed as the DCBFCO for the 2016/17 period.

SHIRE OF NORTHAM
MINUTES
BUSH FIRE ADVISORY COMMITTEE AGM HELD ON 31 MAY 2016

6.10 CESM REPORT

Name of Applicant:	Daniel Hendriksen – CESM
Name of Owner:	N/A
File Ref:	5.1.3.1
Officer:	Daniel Hendriksen - CESM
Officer Interest:	Nil.
Policy:	N/A
Voting:	Simple Majority

PURPOSE

For the Committee note the Community Emergency Services Manager Report as provided in the Officer's Comment of this item.

BACKGROUND

This report is prepared to inform members of the CESM's actions since the previous BFAC meeting.

STATUTORY REQUIREMENTS

N/A

CONFORMITY WITH THE STRATEGIC COMMUNITY PLAN / CORPORATE PLAN

Objective C2: Provide services and processes to enhance public safety

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

Strategy C2.2: Support provision of emergency services

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

BUDGET IMPLICATIONS

Nil.

OFFICER'S COMMENT

Inkpen Fire Shed - is proceeding with the shell of the shed complete and the interior fit out beginning. The shed is projected to be complete by July 2016

Fire Mitigation – The Shire of Northam have contracted Fire Mitigation Services to complete some prescription burns of Shire reserves. The Brigades will be conduct individual burns themselves and for the large burns assisting FMS with the burns. Some burns will be completed this month.

SHIRE OF NORTHAM
MINUTES
BUSH FIRE ADVISORY COMMITTEE AGM HELD ON 31 MAY 2016

First Aid Kits – All First Aid kits will be serviced over the next couple of months if there are any concerns please let me know.

Corporate Email address and login – In preparation for eAcademy and possible other documents on line such as a Fire Permit List I have organised for each brigade to have a Shire of Northam Email address which I will distribute shortly.

Fire Permit System – At the FCO Meeting I gave a briefing and demo of the Google Maps Application that we will trial for the next “Restricted Period”

DFES Training Calendar 2016 update is out. I have emailed a copy on to all brigade captains and put a copy on the station’s wall. Please speak to your brigades training officer for a copy.

Standpipes - The adaptor fitting a Male BIC to 38mm Male Camlock welded to a chain and to the existing BIC Hydrant. Will be rolled out across the shire. Some will be done has they are upgraded with RPZ’s and BIC fittings.

Congratulations, to Neil Carrothers from Clackline, Gavin Petersen from Bakers Hills and Robert Herzer from Irishtown on taking out the award for volunteer of the month. Just a reminder to all captains to nominate a member each month to promote your volunteers.

CBFCO Vehicle - The CBFCO was handed to Garry Shephardson at the end of April. The vehicle is still a work in progress. It has now been fitted with a bullbar, spotlights, radios and decals and stripping. We are hoping that DFES will supply a kit with lights and sirens shortly to complete the vehicle.

RECOMMENDATION / COMMITTEE DECISION

Minute No: BFAC.139

Moved: Cr Ulo Rumjantsev

Seconded: Aaron Smith

That it be recommended to Council that it receive the Community Emergency Services Manager Report as provided.

CARRIED 10/0

SHIRE OF NORTHAM
MINUTES
BUSH FIRE ADVISORY COMMITTEE AGM HELD ON 31 MAY 2016

6.11 CBFCO REPORT

Name of Applicant:	Garry Shephardson
Name of Owner:	N/A
File Ref:	5.1.3.1
Officer:	Chief Bushfire Control Officer
Officer Interest:	Nil.
Policy:	N/A
Voting:	Simple Majority

PURPOSE

For the Committee note the Chief Bushfire Control Officer Report as provided at the meeting.

BACKGROUND

Items to be discussed include;

- Fires since previous meeting; and
- Summary/debrief of fire season.

STATUTORY REQUIREMENTS

N/A

CONFORMITY WITH THE STRATEGIC COMMUNITY PLAN / CORPORATE PLAN

Objective C2: Provide services and processes to enhance public safety

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

Strategy C2.2: Support provision of emergency services

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

BUDGET IMPLICATIONS

Nil.

OFFICER'S COMMENT

N/A.

SHIRE OF NORTHAM
MINUTES
BUSH FIRE ADVISORY COMMITTEE AGM HELD ON 31 MAY 2016

RECOMMENDATION / COMMITTEE DECISION

Minute No: BFAC.140

Moved: Angus Cooke

Seconded: Murray Bow

That it be recommended to Council that it note the Bushfire Control Officer Report as provided.

CARRIED 10/0

SHIRE OF NORTHAM
MINUTES
BUSH FIRE ADVISORY COMMITTEE AGM HELD ON 31 MAY 2016

6.12 BRIGADE OFFICE BEARERS

Name of Applicant:	Daniel Hendriksen – CESM
Name of Owner:	N/A
File Ref:	5.1.3.1
Officer:	Daniel Hendriksen - CESM
Officer Interest:	Nil.
Policy:	N/A
Voting:	Simple Majority

PURPOSE

For the Committee note the Officer Bearers of each brigade.

BACKGROUND

Brigades are required to nominate and vote on their office bearers once a year at the brigades AGM.

STATUTORY REQUIREMENTS

N/A

CONFORMITY WITH THE STRATEGIC COMMUNITY PLAN / CORPORATE PLAN

Objective C2: Provide services and processes to enhance public safety

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

Strategy C2.2: Support provision of emergency services

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

BUDGET IMPLICATIONS

Nil.

OFFICER'S COMMENT

Congratulations to the Bush Fire Brigades Office Bearers for the 2016/17 Season.

Inkpen BFB	
Captain	Nic Dewar
Lieutenant 1	Soren Nielson
Lieutenant 2	Kees van Dalen
Lieutenant 3	Sim Kuiper
Apparatus Equipment Officer	Sim Kuiper
Secretary	Murray Bow
Treasurer	

SHIRE OF NORTHAM
MINUTES
BUSH FIRE ADVISORY COMMITTEE AGM HELD ON 31 MAY 2016

Bakers Hill BFB	
Captain	Ulo Rumjantsev
Lieutenant 1	Steve Gray
Lieutenant 2	Bryan Petersen
Lieutenant 3	Bryan Hadrill
Lieutenant 4	Bryan Alexander
Apparatus Equipment Officer	Tania Petersen
Secretary	Patricia Rumjantsev
Treasurer	Lisa Wiltshire

Clackline BFB	
Captain	Mathew Macqueen
Lieutenant 1	Glen Cox
Lieutenant 2	Liam Connolly
Lieutenant 3	Neil Carrothers
Apparatus Equipment Officer	Joe Marasco
Secretary	Jennifer Macqueen
Treasurer	Jennifer Macqueen
Training Officer	Gerry Strickland
Chairperson	Brian Hugessen
Comms Officer	Sue Brooker

Irishtown BFB	
Captain	David Russell
Lieutenant 1	Rob Herzer
Lieutenant 2	Murray McGregor
Apparatus Equipment Officer	Murray McGregor
Secretary	Glenn Steer

Grass Valley BFB	
Captain	Angus Cooke
Lieutenant 1	Philip Lloyd
Lieutenant 2	Paul Reynolds
Lieutenant 3	Simon Reynolds
Apparatus Equipment Officer	Simon Reynolds
Secretary	Wendy Dymond
Training Officer	Jim Smith
Treasurer	Richard Marris

SHIRE OF NORTHAM
MINUTES
BUSH FIRE ADVISORY COMMITTEE AGM HELD ON 31 MAY 2016

Southern Brook BFB	
Captain	Paul Antonio
Lieutenant 1	John Dwyer
Lieutenant 2	Nathan Lawrence
Secretary	Angela Fitzgerald

Jennapullin BFB	
President	Shane Smith
Captain	Aaron Smith
Lieutenant 1	Jayden Smith
Lieutenant 2	Ben Smith
Secretary	Aaron Smith

RECOMMENDATION

That it be recommended to Council that it note the Brigade Officer Bearers for the 2016/17 period as listed above.

OUTCOME

This report is provided as information outlining the Brigade Office Bearers for 2016/17.

SHIRE OF NORTHAM
MINUTES
BUSH FIRE ADVISORY COMMITTEE AGM HELD ON 31 MAY 2016

7. OTHER BUSINESS FROM THE COMMITTEE

General business raised by the Committee.

8. DATE OF NEXT COMMITTEE MEETING

The next Bush Fire Advisory meeting has been proposed to be held on 11 October 2016.

9. DECLARATION OF CLOSURE

There being no further business, the Presiding Officer, Mr Garry Shepherdson declared the meeting closed at 7.33pm.

"I certify that the Minutes of the Bushfire Advisory Committee meeting held on Tuesday, 31 May 2016 have been confirmed as a true and correct record."

_____ Presiding Member.

_____ Date