



Shire of Northam
Heritage, Commerce and Lifestyle

Shire of Northam

Minutes

Bush Fire Advisory Committee

3 July 2018

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1. DECLARATION OF OPENING

The Executive Manager Development Services, Mr Chadd Hunt declared the meeting open at 5:30pm.

The Executive Manager Development Services advised that the Committee is required choose one of themselves to preside at the meeting, in accordance with Section 5.14 of the *Local Government Act 1995* due to the presiding member not being in attendance.

Mr Mathew Macqueen nominated Tyron McMahon to be the presiding member at the meeting. No other nominations were received.

COMMITTEE DECISION

Minute No: BFAC.179

Moved: Mr Mathew Macqueen

Seconded: Mr Scott Horlin

That Tyron McMahon be appointed as the presiding member for the Bush Fire Advisory Committee meeting held on 3rd July 2018.

CARRIED 10/0

Mr McMahon took the Chair.

2. ATTENDANCE

Voting Committee:

Councillor – Shire of Northam	Carl Della
Chief Bush Fire Control Officer	Mathew Macqueen
Deputy Bush Fire Control Officer	Simon Peters
Inkpen Brigade	Linton Mincherton
Clackline Muresk Brigade	Liam Connolly
Bakers Hill Brigade	Steve Gray
Irishtown Brigade	Murray McGregor
Southern Brook Brigade	Paul Antonio
Wundowie Volunteer Fire and Rescue Service	Tyron McMahon
Northam Volunteer Fire and Rescue Service	Scott Horlin

Non-Voting:
Northam Volunteer Fire and Rescue Service Brett Turnbull

Representatives and Staff:
Executive Manager Development Services Chadd Hunt
A/Community Emergency Service Manager Brendon Rutter
Executive Assistant – CEO Alysha Maxwell

2.1 APOLOGIES

Non-Voting:
Department of Parks and Wildlife (Perth Hills) Michael Pasotti
Department of Fire and Emergency Services Sven Andersen
Acting Area Officer Upper Wheatbelt (DFES) Daniel Hendriksen

Voting Committee:
Councillor – Shire of Northam Terry Little

3. DISCLOSURE OF INTERESTS

Item Name	Item No.	Name	Type of Interest	Nature of Interest
Appointment of 2018/19 Chief Bush Fire Control Officer (CBFCO) and Deputy Chief Bush Fire Control Officer (DCBFCO).	5.3	Mathew Macqueen	Impartiality	Nominated as CBFCO.
		Simon Peters	Impartiality	Nominated as DCBFCO.
Attendance Fee/Honorarium for the CBFCO and DCBFCO Positions.	5.6	Mathew Macqueen	Financial	Potential financial benefit as CBFCO.
		Simon Peters	Financial	Potential financial benefit as DCBFCO.

4. CONFIRMATION OF MINUTES

4.1 COMMITTEE MEETING HELD 10 APRIL 2018

RECOMMENDATION / COMMITTEE DECISION

Minute No: BFAC.180

Moved: Cr Carl Della

Seconded: Mr Mathew Macqueen

That the minutes of the Bush Fire Advisory meeting held 10th April 2018 be confirmed as a true and correct record of that meeting.

CARRIED 10/0

5. COMMITTEE REPORTS

5.1 CHIEF BUSHFIRE CONTROL OFFICER (CBFCO) REPORT

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

BRIEF

For the Committee to receive and note the report provided by the Chief Bushfire Control Officer.

ATTACHMENTS

Nil.

BACKGROUND / DETAILS

The CBFCO report for the 2017/18 bushfire season has been provided under the 'Officer's Comment' of this report.

CONSIDERATIONS

Strategic Community / Corporate Business Plan

Theme Area 3: Safety and Security

Outcome 3.1: Shire of Northam residents are able to pursue the fullest life possible without fear of or hindrance from crime and disorder.

Financial / Resource Implications

Nil.

Legislative Compliance

Nil.

Policy Implications

Nil.

Stake Holder Engagement / Consultation

Nil.

Risk Implications
Nil.

OFFICER'S COMMENT

Report to be provided on the night

RECOMMENDATION

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

Discussion

The Chief Bushfire Control Officer advised that there is no report to provide.

5.2 COMMUNITY EMERGENCY SERVICES MANAGER REPORT

Address:	N/A
Owner:	N/A
File Reference:	5.1.3.1
Reporting Officer:	Brendon Rutter Community Emergency Services Manager
Responsible Officer:	Chadd Hunt Executive Manager Development Services
Voting Requirement	Simple Majority

BRIEF

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

ATTACHMENTS

Attachment 1: Progress against Outstanding BFAC / Council decisions.
Attachment 2: Northam Risk Assessment.

BACKGROUND / DETAILS

N/A.

CONSIDERATIONS

Strategic Community / Corporate Business Plan

Theme Area 3: Safety and Security

Outcome 3.1: Shire of Northam residents are able to pursue the fullest life possible without fear of or hindrance from crime and disorder.

Financial / Resource Implications

Nil.

Legislative Compliance

Nil.

Policy Implications

Nil.

Stake Holder Engagement / Consultation

Nil.

Risk Implications

Nil.

OFFICER'S COMMENT

The 2017/18 bush fire season is officially over, and as we move into the training season, it is important to acknowledge the dedication and commitment of each brigade throughout the last season. Although it was a relatively quiet season, some brigades were very busy once we moved into the restricted season.

As is often the case those first few weeks of the unrestricted period had brigades especially busy with unattended burns and the professionalism displayed by our brigade members whilst out in the public realm has received positive comments from members of the public so please pass this on to all your members along with my sincere gratitude for making my transition into this role seamless.

Annual Dinner - On the 25th of May we had a **firefighter's** dinner, and although the numbers were down on last year it was still a good night and those that attended enjoyed themselves. Thank you for those that came along and I look forward to building on this for next year.

On the night we had some life memberships to hand out to 4 of our volunteers,

Phil Gentle – Grass Valley BFB

Alan Brockman – Bakers Hill BFB

John Chitty – Bakers Hill BFB

Gordon Ashman – Bakers Hill BFB

Each member has received a framed certificate, a jarrah plaque and a lapel pin in recognition of their dedication, compassion and commitment to both their brigade and indeed their community.

Full face masks – July will be the start of the rollout of the Scott Pro full face **respirators** and I'll be contacting each brigade to tee up a time to deliver the annual refresher training for these masks. These will be allocated to each brigade on a 1 per seat basis. The members present on the night will touch up on donning and doffing the mask as well as effective cleaning of the masks ensuring that they remain operationally ready for use.

PPC – July will also see the roll out of some new items of PPC. In May I sent out the PPC register to all brigades to enable the equipment officer or captain to liaise with members to ensure that all active members have the required PPC as required. Many of you may have noticed that BFB members are now eligible to order cotton turnout shirts as part of your standard operational uniform. All active members are eligible to be supplied with 2 shirts initially with any replacement shirts ordered on a case by case basis.

I've received some of the registers back from brigades and these shirts will be ordered in July, any brigades that are yet to supply your register with the sizes for the shirts, please do so ASAP, as you can imagine the orders are going to take some time to produce as there will be thousands ordered across the state so the sooner we get ours ordered the sooner I can get them issued.

Annual appliance service – It is the time of year were we will be getting all appliances serviced ready for the new season. This will take place during August and September, all appliances will be serviced including axillary pumps. In the coming weeks I'll be sending out a vehicle fault request sheet, please ask your equipment officers to complete the form and return to me as this information will be sent to the local repairers to quote on any additional works. Once the work has been scheduled, I'll be in touch with your EQ officers & captains to advise the repair schedule for your brigade appliance, and the repairer will collect from station, carry out the works and return once complete.

Risk Assessment of BFB members attending Structural & Vehicle Fires outside of gazetted town sites.

Due to a previous BFAC resolution a risk assessment has been undertaken to assess the risk posed to BFB members by attending Structural and Vehicle fires outside the gazetted town sites. The assessment has been developed in accordance with the Australian Standard AS/NZ 3100:2009 and has been endorsed by the office of Emergency Management as compliant.

The purpose of the risk assessment was to identify the hazards and through the development of processes & procedures as outlined in the Shire of Northam SOP 13 & SOP 14, apply the treatments to reduce these risks. By following the procedures outlined in the above SOP's the risk has been minimised as much as practical.

Community Engagement – A recent email was sent out to brigades about some options for community engagement, I have developed a cache of items that are available to all brigades to book out for any community exercise the brigade wishes to take part in. The cache has a collection of colouring in posters to hand out to kids, some helmets, tunics for the kids to dress up in and maybe get a photo in the truck, and also some recruitment information for mum and/or dad that might be interested in joining their local brigade.

Over the next 2 weeks I'll be attending each station and adding a shared calendar on the station pc, this is how the cache can be booked. If possible I'll request 7 days' notice where practical to enable me to ensure all stocks of colouring pages etc. are replenished and ready for the next group.

Brigade Training – On the weekend of the 24th June, members from Bakers Hill & Grass valley attended a vehicle fire training session with Wundowie VFRS. The members who attended seemed to enjoy the exercise and have left with a better understanding of the correct procedures and protocols surrounding

vehicle fires. Perhaps the most important part of the training session, members learned about what to look out for at these incidents, also what crucial information is required in those first few minutes after arriving to be relayed to 61P, as this will assist the OIC in developing his/her incident action plan at the same time as ensuring his/her crew safety.

Should any brigades be interested in taking part in extra brigade information/training sessions such as this, please feel free to contact me and I'll liaise with the relevant captains of the VFRS and facilitate this invaluable training which we can schedule into a programmed training session if required.

The feedback received from the VFRS members was extremely positive and they have suggested that they would be happy to train with our bush fire service volunteers on a regular basis and build on the excellent working relationship that was displayed on the day.

Below Ground Hydrants – In recent times I have been asked by members of brigades about the responsibility of maintaining below ground hydrants outside of the 2 gazetted town sites.

It is the responsibility of the brigade in which district the hydrants are situated to service, inspect & maintain these hydrants at least once every 2 years, but can be done sooner if the brigade chooses.

It takes less than 5 mins to service a hydrant, and the necessary equipment and training will be provided upon request.

Servicing these below ground hydrants familiarises brigade members with their district and over time, they will develop a mental note of the hydrants in their district which will assist in an emergency. Any hydrants that are deemed defective are reported to the Water Corp for repair/replacement if required.

Public Standpipes – All brigades have been provided with a public stand pipe swipe card to access water from the 5 electronic standpipes strategically dotted throughout the shire. These standpipes are for emergency use only and should only be used to fill the appliance if engaged in firefighting activities only.

This allows me to accurately track the usage of the water at these stand pipes and to assign the consumption to an active incident for cost control measures. Please use existing methods for filling the appliance.

Shire of Northam Volunteer Bush Fire Service, Safety Committee
Friday the 6th of June 2018 was the inaugural meeting of the Volunteer Bush Fire Service, Safety Committee.

We had a representative from the following 3 brigades:

Joe Marasco – Clackline/Muresk
Kris Brown – Bakers Hill
Murray McGregor – Irishtown.

The first meeting we had a visit from Mr Greg Cooke from the Local Government Insurance Scheme (LGIS). There was a lot of excitement on the night as Mr Cooke who is a volunteer FF himself (SWORD) confirmed this is the first committee of its kind anywhere in WA, and possibly the country. The Safety Committee will be responsible for responding to safety issues throughout the shire and will then make recommendations to BFAC for discussions. The committee will meet quarterly approx. 1 month prior to BFAC to ensure any agenda items are raised in time for BFAC.

The committee will keep in touch during all other times via email or on an as needed basis if an important safety issue requires immediate attention. We are still calling on interested representatives from the remaining brigades, so please ask your brigades if there is any interest, and if so to contact me to find out how to be involved.

The minutes of the meeting are attached for review.

Grass Valley Shed Extension – The project is at Tender stage at the moment, once all tender documentation has been received, the assessment phase will begin and the assessment panel will make a recommendation to council for appointment. As soon as construction starts the Station will no longer be operational, and as a result the Grass Valley 4.4 will be temporary located at a location yet to be decided by the brigade as to remain accessible by members in the event of an incident.

I'm working on a timeframe that the extension will be completed in time for the coming season, but further updates will be provided to the brigade as the building progresses.

Bakers Hill Fire Shed – After extensive consultation with the brigade, it has been decided by vote by from the brigade members that extending the shed in its current location would be not be a viable option as parking is already an issue and access onto the highway is becoming dangerous due to the steep incline off Tames Rd. The brigade was provided with four possible locations to consider a potential relocation, and stakeholders in the area have been consulted.

The location decided by the brigade as the most suitable is off Yates St in Bakers Hill adjacent to the pipeline and the BMX Track. This location is most suitable as it is already cleared, the ground requires minimal earth works and is a safer location for emergency vehicles entering the highway as Yates St is already closed to the public so would form part of the driveway to the new shed. I have requested to DFES that the money provided from the ESL for the 2017/18 year be rolled over to the 2018/19 financial year.

Additional to this roll over of funds, I've made a further request to DFES on behalf of the brigade through this year's grant submission for the allocation of some extra funds to enable a new shed to be built at the proposed location, highlighting the likely need to consider future expansion on the western edge of the Shire. A new shed at the proposed location is a much more responsible use of public funds, and the proposal has been supported by the District Officer and the Superintendent of the Goldfields/Midland Region, as DFES is the controlling agency for the ESL grant funding it is promising that we have received such high level support on our 2018/19 ESL Grant Application.

It is hoped that this shed will also be ready for the coming season, however Bakers Hill will still be operational from the existing shed until completion of the new premises.

I would like to thank the members from both Grass Valley and Bakers Hill for the significant amount of time they have put into these projects from conception to design stage, it has made the management of these projects much more efficient.

RECOMMENDATION / COMMITTEE DECISION

Minute No: BFAC.181

Moved: Mr Steve Gray
Seconded: Mr Murray McGregor

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

CARRIED 10/0

RECOMMENDATION / COMMITTEE DECISION

Minute No: BFAC.182

Moved: Mr Paul Antonio
Seconded: Mr Murray McGregor

That Council:

1. Note the Risk Assessment for vehicle and structural fires.
2. Endorse the construction of a new Bakers Hill Fire Shed on a portion of Reserve 3308 subject to approval being issued by the Department of Heritage, Planning and Lands and the additional funding being provided by the ESL.

CARRIED 10/0

Discussion

Clarification was sought in relation to whether the correct wash facilities will be provided for the face masks which will eliminate risk of contamination (i.e. specific wash basins). The Community Emergency Services Manager advised that this will initially occur in the wash basins that are existing at the facilities with sanitiser. Providing the specific facilities will be investigated in the future.

Attachment 1

Date	Motion No	Item No	Subject	Motion	Action By	Comment	Date Completed	Status
16/03/2016	C.2655	11.4	ADOPTION OF THE RECOMMENDATIONS OF THE BUSHFIRE ADVISORY COMMITTEE MEETING	<p>That Council:</p> <ol style="list-style-type: none"> 1. Review all (any) current Local Laws that are bush fire related, including those that apply to fire breaks, and if they are found to be out-of-date or not applicable that they be rescinded or amended. 2. Request BFAC to investigate and report back to Council regarding the adoption of WALGA's Model Bush Fire Brigade Local Laws as adopted by several other Shires to better reflect the current BUSH FIRES ACT 1954, LOCAL GOVERNMENT ACT 1995 and the FIRE AND EMERGENCY SERVICES ACT. Should Council decide that the adoption of "Local Laws" may be appropriate then these be developed in conjunction with the Shire of Northam's Bush Fire Brigades Administration Procedures Manual. 3. Note the progress on the BFAC Terms of reference working party. 4. Endorse that the following restriction apply to the burning of garden refuse in accordance with Section 24G (2) of the Bush Fires Act 1954- <ol style="list-style-type: none"> i. During the prohibited period no burning without a permit, this includes incinerators and on the ground burning. ii. During the restricted period no burning on a property less than 2000m2 with in the Shire of Northam without a permit. iii. During the restricted period properties 2000m2 and above can light a fire under the conditions of Section 24F (3) of the Act without a permit. 5. Following the adoption of the above recommendation, place public notice of the new restrictions and include within the future Firebreak Orders for the Shire of Northam. 6. Note the content of the Fire Permits report. 7. 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 	CESM	<p>1.Complete 2. Next BFAC 3.Next BFAC 4. Posted in Government Gazette and local Paper on 17/05/16 5. Ongoing 6. Complete 7.Ongoing Subcommittee report next BFAC 8. Ongoing Subcommittee report next BFAC 9. Complete.</p> <p>Next meeting is to be held on 31 May 2016.</p>	17/05/2016	Closed

Bush Fire Advisory Committee Meeting Minutes
3 July 2018



Date	Motion No	Item No	Subject	Motion	Action By	Comment	Date Completed	Status
				<p>of the review. The subcommittee is to consist of the following members;</p> <p>Daniel Hendriksen; Ulo Rumjantsev; Greg Montgomery; and Rob Herzer.</p> <p>8. 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.</p> <p>9. Notes the contents of the CESM report.</p>				
15/06/2016	C.2722	11.5	ADOPTION OF THE RECOMMENDATIONS OF THE BUSHFIRE ADVISORY COMMITTEE MEETING	<p>That Council;</p> <ol style="list-style-type: none"> 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; 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; Accepts the Shire of Northam Bush Fire Brigades Administration Manual as attached to this agenda with the following modifications: <p>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 2.9 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'.</p>	CESM	<p>1 - Noted 2. 2/09/16 Complete - Email to be sent to all BFAC members with new Terms of Reference O41124 3. 27/09/16 Complete - Email to be sent to all Brigades O41474 4.Complete - Email to be sent to both sub-committees 5.05-Jul-2016 Complete - Published in Government Gazette No. 122. 6. Complete - Invitation to be sent to next meeting sent for 6th Oct 2016 7. 20/09/16 Complete - Followed Chain of command and the motion went forward to DOAC with an expected date of March 2017 see DOAC Minutes 20/09/16 8. 2/09/16 Complete - Letter to be sent to all officers confirming appointment and considerations attached there to 9. noted 10. noted 11. 2/09/16 Complete - Letter to Greg Montgomery to be sent 12. 2/09/16 Complete - Letter To Garry to be sent 13. 2/09/16 Complete - Letter to Mat to be sent 14&15 Noted 16. it would be</p>	17/11/2016	Closed

Bush Fire Advisory Committee Meeting Minutes
3 July 2018



Date	Motion No	Item No	Subject	Motion	Action By	Comment	Date Completed	Status
				<p>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.</p> <p>4. Merge the Subcommittee of BFAC with the existing subcommittee established for the creation of the new brigades;</p> <p>5. 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.</p> <p>6. Invite all Elected Members and appointed FCO's to attend the next Fire Control Officer (FCO) meeting;</p> <p>7. Formally correspond with DFES regarding the current status of the Risk to Resource (R2R) model;</p> <p>8. Appoints the following Fire Control Officers for the 2016/17 Season subject to the individual complying with the adopted minimum training and experience standards prior to the commencement of the 2016/17 fire season:</p> <p>Inkpen BFB: Sim Kuiper Soren Neilson Clive Owen</p> <p>Bakers Hill BFB: - Ulo Rumjantsev - Steve Gray</p>		<p>prevalent to wait until the outcome of the structure of the Rural Fire Service is set by the State Government.</p>		

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3 July 2018



Date	Motion No	Item No	Subject	Motion	Action By	Comment	Date Completed	Status
				<ul style="list-style-type: none"> - Simon Peters - Gordon Ashman (Weather Officer Only) Clackline BFB: <ul style="list-style-type: none"> - Matt Macqueen - Sue Booker - Matthew Letch - Blair Wilding - Nick Tighe Irishtown BFB: <ul style="list-style-type: none"> - Don French (Permit Only) - Ross MacKenzie - Rob Herzer - David Russell - Murray McGregor Grass Valley BFB: <ul style="list-style-type: none"> - 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: <ul style="list-style-type: none"> - Paul Antonio Jennapullin BFB: <ul style="list-style-type: none"> - Aaron Smith - Trevor Smith - Brett Smith - Lynton Smith (Weather Officer Only) Northam Shire CESM <ul style="list-style-type: none"> - Daniel Hendriksen Northam Fire & Rescue Service <ul style="list-style-type: none"> - Greg Montgomery 				

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3 July 2018



Date	Motion No	Item No	Subject	Motion	Action By	Comment	Date Completed	Status
				<p>9. 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 –</p> <ul style="list-style-type: none"> i. Introduction to Fire Fighting; ii. Bush Fire Firefighting; iii. Structural Awareness; and iv. Crew Leader/Advanced Firefighter and/or Sector Commander FCO course or a refresher within the last 10 years. <p>10. Endorse that the requirements for a Permit issuing FCO or Fire Weather Officer only is to have undertaken the following DFES training modules–</p> <ul style="list-style-type: none"> i. FCO Course or a refresher within the last 10 years. <p>11. Appoints Greg Montgomery as a FCO for the Northam Townsite;</p> <p>12. 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 prior to the commencement of the 2016/17 fire season;</p> <p>13. 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 prior to the commencement of the 2016/17 fire season;</p> <p>14. Receive the Community Emergency Services Manager Report as provided; and</p> <p>15. Note the Bushfire Control Officer Report as provided.</p> <p>16. Request the Chief Executive Officer to prepare a detailed feasibility report on the proposed creation of both the Northam Central Bushfire Brigade and Wundowie Bushfire brigade. The report is to be submitted to the BFAC prior to further considerations by Council.</p>				
15/10/2016	C.2307	11.7	ADOPTION OF THE RECOMMENDATIONS OF	That Council;	CESM			Closed

Bush Fire Advisory Committee Meeting Minutes
3 July 2018



Date	Motion No	Item No	Subject	Motion	Action By	Comment	Date Completed	Status
			THE BUSH FIRE ADVISORY COMMITTEE (APPENDIX 3)	<p>1. Approve the Fire Control Officers for 2014/2015 as listed; Garry Shepherdson (CBFCO / Grass Valley) Mathew Macqueen (DCBFCO West / Clackline Muresk) Robert Herzer (DCBFCO East / Irishtown) John Hansen (CESM) Gordon Ashman – Bakers Hill (Weather Officer Only) Ulo Rumjantsev – Bakers Hill Chris Barrington - Bakers Hill Geoff Both – Bakers Hill Mathew Macqueen – Clackline Muresk Sue Brooker – Clackline Muresk Phil Gentle (Weather Officer & FCO) – Grass Valley Richard Marris – Grass Valley Paul Reynolds - Grass Valley Don French – Irishtown Ross Mackenzie – Irishtown David Russell – Irishtown Sim Kuiper (Weather Officer & FCO) – Inkpen Soren Neilson – Inkpen Clive Owen – Inkpen Aaron Smith – Jennapullin Trevor Smith – Jennapullin Brett Smith – Jennapullin Lynton Smith (Weather Officer Only) – Jennapullin Paul Antonio – Southern Brook</p> <p>2. Endorse the decommissioning of the Chedaring Road stand pipe.</p>				
2/11/2016	C.2850	9.1	Bushfire Advisory Committee (BFAC) – 25 October 2016	That the minutes of the Bush Fire Advisory meeting held 31st May 2016 be confirmed as a true and correct record of that meeting subject to confirmation that the attachment within Item 6.2-BFAC Terms of Reference should state that the Chief Bushfire Control Officer and Deputy Chief Bushfire Control are Non-Voting members (as contained within the printed Agenda for the meeting).	CESM	17/11/16 Completed - Changes made to BFAC Terms of Reference. Emailed out to BFAC Committee.	17/11/2016	Closed
2/11/2016	C.2852	9.1	Bushfire Advisory Committee (BFAC) – 25 October 2016	That Council revokes decision C2722, Part 9, made on June 15, 2016 which reads as follows: Modify the requirements to be a fully operational Active FCO to have undertaken the following DFES training modules in	CESM	All references to this decision removed	17/11/2016	Closed

Bush Fire Advisory Committee Meeting Minutes
3 July 2018



Date	Motion No	Item No	Subject	Motion	Action By	Comment	Date Completed	Status
				addition to having a minimum 3 years Fire Fighting Experience within the last 5 years – i. Introduction to Fire Fighting ii. Bush Fire Firefighting vii. Structural Awareness iii. Crew Leader/Advanced Firefighter and/or Sector Commander FCO course or a refresher within the last 10 years.				
2/11/2016	C.2853	9.1	Bushfire Advisory Committee (BFAC) – 25 October 2016	BFAC recommends to Council that: <ul style="list-style-type: none"> • BFAC members are given at least 5 working days after the minutes of a BFAC meeting are circulated to comment or raise issues associated with the wording of the minutes, before the BFAC minutes are included in a Council agenda; and • Each draft document considered by BFAC is amended in accordance with BFAC resolutions and the amended version is circulated to BFAC members for at least 5 working days for comment before it is included in the Council agenda. 	CESM	17/11/16 Completed - Changes made to BFAC Terms of Reference. Emailed out to BFAC Committee.	17/11/2016	Closed
2/11/2016	C.2854	9.1	Bushfire Advisory Committee (BFAC) – 25 October 2016	BFAC recommends to Council that: <ul style="list-style-type: none"> • The Shire undertakes an immediate risk assessment by a competent person(s) into the readiness of BFB's to respond to structure and car fires in the Shire. 	CESM	15/11/16 EMDS discussing with LGIS if they could undertake the risk assessment -23/11/12 LGIS referred the matter to Graham Swift at DFES to assist. 07-02-17 - Emailed DFES regarding undertaking the Risk Assessment on behalf of the Shire. 17/03/2017 - DFES are undertaking the Risk Assessment which will be provided as soon as possible. Some instruction manuals have been provided. 14/07/2017 - Still waiting for Assessment to be completed by DFES. No change. 18/12/2017 - Advice has been received from DFES that they will not prepare this as their are multiple procedures e.g. Standard Operating Procedure in place. Council's CESM has also prepared		Open

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Date	Motion No	Item No	Subject	Motion	Action By	Comment	Date Completed	Status
						a Standard Operating Procedure specific to the Shire of Northam which has been circulated to the brigades. Due to DFES not completing, this will be required to be completed by Council's CESM. 14/05/2018 - CESM is working with guidance of the EM Northam, will be tabled for discussion at the next BFAC meeting.		
2/11/2016	C.2855	9.1	Committee (BFAC) – 25 October 2016	BFAC recommends to Council that: - Prior to the risk assessment has been undertaken and risk control measures have been implemented, that a Standard Operating Procedure is developed in consultation with DFES to reduce the risk of injury to BFB personnel operating at structure and car fires.	CESM	7/12/2016 - SOP 13 & 14 regarding Vehicle and Structural fires is in draft awaiting management approval.12-1-2017 - will be sent out to brigades in the week - 21-1-17 SOP sent out via email to all brigades and FCO's	21/01/2017	Closed
2/11/2016	C.2856	9.1	Committee (BFAC) – 25 October 2016	That it be recommended to Council that it; <ul style="list-style-type: none"> Appoints Tyron McMahon as a Fire Control Officer for the 2016/17 Season subject to the individual complying with the adopted minimum training and experience standards 	CESM	17/11/16 Complete Letter sent and added to FCO List	17/11/2016	Closed
2/11/2016	C.2857	9.1	Bushfire Advisory Committee (BFAC) – 25 October 2016	That it be recommended to Council that it; Requests the FES Commissioner and/or the Minister for Emergency Services to modify the restricted and prohibited burning periods for the Shire of Northam to: <ul style="list-style-type: none"> Restricted 1st October to 30th November Prohibited 1st December to the 28th February the following calendar year Restricted 1st March to the 30th April 	CESM	25/11/2016 - Spoke with DFES Northam to see how the process works and if the motion would be supported by the region. 7/12/16 Drafted letter to FES Commissioner.2-2-2017 letter sent		Closed
16/11/2016	C.2878	12.3.4	Appointment of Chief Bush Fire Control Officer and Deputy Chief Bush Fire Control Officers	That Council; <ol style="list-style-type: none"> Appoint Mathew Macqueen as the Chief Bush Fire Control Officer for the 2016/17 Season until the next BFAC AGM subject to the individual complying with the adopted minimum training and experience standards. Appoint Simon Peters as the Deputy Chief Bush Fire Control Officer for the 2016/17 Season until the next BFAC AGM subject to the individual complying with the adopted minimum training and experience standards. 	CESM	Letters and certificates sent out to Chief and Deputy BFCO's. FCO list updated and sent out to all FCO's and placed on the website. All SMS and DFES records updated to reflect change	18/11/2016	Closed

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15/02/2017	C.2951	12.3.9	Appointment as Lieutenant of the Bakers Hill Bushfire Brigade	That Council appoint Tania Petersen, Kristofer Brown and Patricia Rumjantsev as Lieutenants of the Bakers Hill Bushfire Brigade until the next annual general meeting of the Brigade to be held April 2017.	CESM	Letters have been sent.	7/02/2017	Closed
19/04/2017	C.2993	11.2	BUSHFIRE ADVISORY COMMITTEE MEETING HELD ON 28th MARCH 2017	<p>That Council:</p> <ol style="list-style-type: none"> Endorse the below exemptions to the Harvest Vehicle Movement and Hot Works Ban: <ol style="list-style-type: none"> The Shire of Northam Grants an Exemption to the Electricity Network Corporation (Trading as Western Power) and their Contractors during a Shire imposed Harvest, Hot Works and Vehicle Movement Bans for works which cannot reasonably be postponed to a time with safer fire weather conditions. Conditions of the exemption: <ul style="list-style-type: none"> Compliance with the requirements as specified in the Department of Fire & Emergency Services Total Fire Ban Exemption Notice for the Electricity Network Corporation as provided in Attachment 1; Staff or Contractors are to contact the Chief Bush Fire Control Officer (CBFCO) and/or Community Emergency Service Manager (CESM) prior to activating the exemption; The CBFCO or CESM may suspend the exemption for a specified period; and Council may at any time review or revoke the exemption. The Shire of Northam Grants an Exemption to the Water Corporation and their Contractors during a Shire imposed Harvest, Hot Works and Vehicle Movement Bans for works which cannot reasonably be postponed to a time with safer fire weather conditions. Conditions of the exemption: <ul style="list-style-type: none"> Compliance with the requirements as specified in the Department of Fire & Emergency Services Total Fire Ban Exemption Notice for the Water Corporation as provided in Attachment 2; Staff or Contractors are to contact the Chief Bush Fire Control Officer (CBFCO) and or 	CESM	<p>1.1 The Shire of Northam Grants an Exemption to the Electricity Network Corporation; 9/05/17 Letter sent confirming exemption.</p> <p>1.2 The Shire of Northam Grants an Exemption to the Water Corporation; 9/05/17 Letter sent confirming exemption. 1.3 The Shire of Northam Grants an Exemption to the Brookfield Rail Pty Ltd; 9/05/17 Letter sent confirming exemption. 2. Endorse the Inkpen Road Landfill Fire Management Plan prepared by IW Projects Pty Ltd on 20 January 2017; 26/4/17 Fire plan included in waste management plan and implemented.</p> <p>3. Endorse the Old Quarry Road Landfill Fire Management Plan prepared by IW Projects Pty Ltd on 28 February 2017; ; 26/4/17 Fire plan included in waste management plan and implemented.</p> <p>4. Note the Community Emergency Services Manager Report as provided; 9/05/17 NFA.</p> <p>5. Note the Chief Bushfire Control Officer Report as provided; 9/05/17 NFA</p> <p>6. Seek clarification from DFES in regards to how prerequisite's work/apply to their minimum FCO training requirements; 9/05/17 Emailed to DFES awaiting</p>	20/07/2017	Closed

Date	Motion No	Item No	Subject	Motion	Action By	Comment	Date Completed	Status
				<p>Community Emergency Service Manager (CESM) prior to activating the exemption;</p> <ul style="list-style-type: none"> The CBFCO or CESM may suspend the exemption for a specified period; and Council may at any time review or revoke the exemption. <p>1.3 The Shire of Northam Grants an Exemption to the Brookfield Rail Pty Ltd, and their Contractors during a Shire imposed Harvest, Hot Works and Vehicle Movement Bans for works which cannot reasonably be postponed to a time with safer fire weather conditions. Conditions of the exemption:</p> <ul style="list-style-type: none"> Compliance with the requirements as specified in the Department of Fire & Emergency Services Total Fire Ban Exemption Notice for Brookfield Rail Pty Ltd as provided in Attachment 3; Staff or Contractors are to contact the Chief Bush Fire Control Officer (CBFCO) and or Community Emergency Service Manager (CESM) prior to activating the exemption; The CBFCO or CESM may suspend the exemption for a specified period; and Council may at any time review or revoke the exemption. <p>2. Endorse the Inkpen Road Landfill Fire Management Plan prepared by IW Projects Pty Ltd on 20 January 2017;</p> <p>3. Endorse the Old Quarry Road Landfill Fire Management Plan prepared by IW Projects Pty Ltd on 28 February 2017;</p> <p>4. Note the Community Emergency Services Manager Report as provided;</p> <p>5. Note the Chief Bushfire Control Officer Report as provided;</p> <p>6. Seek clarification from DFES in regards to how prerequisite's work/apply to their minimum FCO training requirements;</p> <p>7. Endorse that the notice of motion put forward by the Grass Valley BFB pertaining to FCO training</p>		<p>response. Response recieved and put forward to BFAC in June meeting</p> <p>7. Endorse that the notice of motion put forward by the Grass Valley BFB pertaining to FCO training requirements is reconsidered once the above clarification is received; Awaiting response from DFES on item 6 will be re address at BFAC. Response recieved and put forward to BFAC in June meeting</p> <p>8. Seek clarification from DFES in regards to how they view brigade members who have previously completed the FCO course; and 9/05/17 Emailed to DFES awaiting response. Response recieved and put forward to BFAC in June meeting</p> <p>9. Request the Chief Executive Officer to write to DFES expressing the Grass Valley Brigade's concern and disappointment of the pre-delivery conditions of the Grass Valley 4.4 unit which resulted in the crews being at risk in four separate instances in the 2016/17 fire season. 28/04/17 Grass Valley 4.4 was taken to Host for a full operational check of the Pumping and plumbing system. 9/5/17 Spoke to DFES Fleet regarding correspondence. 14/07/2017 - Item 9, prepared letter for CEO signing to forward to DFES. 21/07/2017 Letter sent to DFES</p>		

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Date	Motion No	Item No	Subject	Motion	Action By	Comment	Date Completed	Status
				<p>requirements is reconsidered once the above clarification is received;</p> <p>8. Seek clarification from DFES in regards to how they view brigade members who have previously completed the FCO course; and</p> <p>9. Request the Chief Executive Officer to write to DFES expressing the Grass Valley Brigade's concern and disappointment of the pre-delivery conditions of the Grass Valley 4.4 unit which resulted in the crews being at risk in four separate instances in the 2016/17 fire season.</p>				
19/07/2017	C.3083	11.1	BUSH FIRE ADVISORY COMMITTEE MEETING HELD ON 20 JUNE 2017	<p>That Council:</p> <p>1. Note the Community Emergency Services Manager Report as provided;</p> <p>2. Appoints the following Fire Control Officers for the 2017/18 Season subject to the individual complying with the adopted minimum training and experience standards:</p> <p>Bakers Hill Ulo Rumjantsev Simon Peters Kristofer Brown - Suzanne Brown - Gordon Ashman (Weather Officer only)</p> <p>Clackline / Muresk - Mathew Macqueen - Matthew Letch (Permit Only until training requirement met) - Blair Wilding (Permit Only until training requirement met) - Nick Tighe (Permit Only until training requirement met)</p> <p>Grass Valley - Phillip Lloyd - Paul Reynolds (Permit Only until training requirement met) - Phil Gentle (Weather Officer only)</p>	CESM	<p>1. Complete no action. 08/09/2017</p> <p>2. Complete - Certificates and acknowledgement letter set to FCO's New list created and added to website.</p> <p>3. Complete - Certificates and acknowledgement letter set to Chief and Deputy. New list created and added to website.</p> <p>4. Complete - Letter sent to FES Commissioner advising of the creation of the brigade. No acknowledgement received.</p> <p>6. Complete - Brigade created</p> <p>7. Advice has been received from DFES advising that they currently will not fund, further discussions with the Chief Superintendent of DFES have indicated that they will reconsider the matter and possible supply a 3.4 or high season unit for the next two years. Awaiting confirmation from DFES.</p> <p>8. Complete.</p> <p>9. This has been advertised on the Shire website, Facebook page and radio, interest has only been received from three members of the community. Item to be</p>		Closed

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Date	Motion No	Item No	Subject	Motion	Action By	Comment	Date Completed	Status
				<p>Inkpen - Sim Kuiper (Weather & Permit Only until training requirement met) - Clive Owen (Permit Only until training requirement met) - Nic Dewar</p> <p>Irishtown - Rob Herzer</p> <p>Southern Brook - Paul Antonio (Permit Only until training requirement met)</p> <p>Northam - Greg Montgomery - Daniel Hendriksen</p> <p>Wundowie - Tyron McMahon</p> <p>Jennapullin - Aaron Smith (Weather Officer only)</p> <p>3. Appoint Mr Mathew Macqueen as the Chief Bushfire Control Officer and Mr Simon Peters as the Deputy Chief Bushfire Control Officer for the 2017/18 period; 4. Create the Wundowie Bushfire Brigade under Section 41 Bushfire Act 1954; 5. Create and discuss a draft memorandum of understanding with Wundowie FRS and DFES to utilise their facilities and members in Wundowie; 6. Advertise the proposed intention to create a joint Wundowie BFB/VFRS Brigade to attract new membership of volunteer; 7. Submit a business case to DFES to fund the Wundowie joint brigade out of the ESL and supply vehicles suitable for the area (Possibly a 3.4U and LT) make the necessary adjustments to the current building; and</p>		<p>prepared for the next BFAC meeting in 2018 (approx. March) for direction on the matter. 10. Completed - Firebreak notice printed and sent out with rates to residents.</p>		

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Date	Motion No	Item No	Subject	Motion	Action By	Comment	Date Completed	Status
				<ol style="list-style-type: none"> 8. Create a specific fire district for Wundowie BFB to include the land east of Linley Valley Road, west of Coates and Sims road, and everything north of Great Eastern Highway. (See Map above). 9. Advertise the proposed Northam Central Bushfire Brigade seeking expression of interest in the Northam locality and present the findings to a Bushfire Advisory Committee Meeting; 10. Endorse the 2017/18 Fire Break Notice as previously adopted for the 2016/17 subject to the inclusion of: <ul style="list-style-type: none"> • Giving landowners of land greater than 1 hectare the options of either installing a firebreak, slashing the entire property or a combination of both; and • Minor streamlining changes to make the notice more readable for the general public. • An alteration to the restricted and prohibited burning period dates in section 9 of the Firebreak Notice to: <ul style="list-style-type: none"> • Restricted: 1st October to 30th November; o Prohibited: 1st December to 28th February; and • Restricted: 1st March to 30th April. 				
20/12/2017	C.3226	11.1	BUSH FIRE ADVISORY COMMITTEE MEETING HELD ON 14TH NOVEMBER 2017	<p>That Council:</p> <ol style="list-style-type: none"> 1. Note the Community Emergency Services Manager Report as provided. 2. Allow permits to burn to be issued on any day of the week including Sundays. 3. Request the Department of Fire and Emergency Services (DFES) to review the Shire of Northam's Risk to Resource Plan, in liaison with the Shire of Northam. 4. Request that at the completion of the Risk to Resource Plan review the draft document be presented to a Bush Fire Advisory Committee and subsequently Council meeting for endorsement. 5. Request the Department of Fire & Emergency Services (DFES) for the provision of a representative to assist the Brigades in liaising with the community to raise awareness about volunteers/bushfire safety and new recruits. 6. Send a letter to the Department of Fire and Emergency Services (DFES) raising the following 	CESM	<p>Update: 23/05/2018</p> <ol style="list-style-type: none"> 1. No action required. 2. No action required. 3. Complete. 4. To be done after the review is completed, expected to be after June 2018. 5. To be actioned. 6. Complete. Raised with District Officer, on site visit has occurred, letter has been sent to DFES Future Fleet raising issues 7. All Brigades have been provided their training records. Decision remains with Brigade in relation to whether they wish to display these records. Complete. 8. No action required. Noted for future reference. 		Open

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Date	Motion No	Item No	Subject	Motion	Action By	Comment	Date Completed	Status
				<p>concerns with the DFES Crew Protection System upgrade:</p> <ul style="list-style-type: none"> • No muffler on Diesel Pump with high noise levels; • No Pump controls on the rear pump panel; and • Plumbing work and allowances for pump movement. <p>7. Recommend brigades to display their members training records on a graph board at each of their stations; and</p> <p>8. Consult with the Bush Fire Advisory Committee (BFAC) prior to a Council decision for any changes being made to the BFAC Terms of Reference.</p>				
18/04/2018	C.3323	11.2	BUSH FIRE ADVISORY COMMITTEE MEETING HELD ON 10TH APRIL 2018	<p>That Council:</p> <ol style="list-style-type: none"> 1. Note the Chief Bushfire Control Officer Report as provided; 2. Note the Community Emergency Services Manager Report as provided; 3. Endorse the preparation of the Bush Fire Manual and the proposed methodology as outlined in this report; 4. Appoints the following Fire Control Officers for the 2018/19 Season subject to the individual complying with the adopted minimum training and experience standards: <ul style="list-style-type: none"> Bakers Hill <ul style="list-style-type: none"> - Simon Peters. - Kristofer Brown. - Suzanne Brown. - Ulo Rumjantsev. - Gordon Ashman (Weather Officer Only). Clackline / Muresk <ul style="list-style-type: none"> - Mathew Macqueen. - Matthew Letch. - Blair Wilding (Permit Officer only, until training requirement met). Grass Valley <ul style="list-style-type: none"> - Phil Lloyd(including Weather Officer) - Paul Reynolds (Permit Officer only, until training requirement met). 	CESM	<p>Updated: 14/05/2018</p> <ol style="list-style-type: none"> 1. No action required. 2. No action required. 3. Currently being finalised. Awaiting minor changes. Section 1, 2, 3 and 5 proposed to be circulated in May 2018. Section 4 (Bush Fire Risk Management Plan) is mostly completed, awaiting endorsement of the Office of Bush Fire Risk Management. 4. FCO's to be Gazetted and advertised by August 2018 for the new season. Awaiting for two FCO's to complete training to allow them to be fully operational and advertised as this accordingly. 		Open

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Date	Motion No	Item No	Subject	Motion	Action By	Comment	Date Completed	Status
				<p>- Chris Marris (Permit Officer only, until training requirement met).</p> <p>Irishtown - Rob Herzer (Permit Officer only, until training requirement met).</p> <p>Inkpen - Nic Dewar. - Sim Kuiper (Weather/Permit Officer only).</p> <p>Jennapullin - Aaron Smith (Weather Officer only).</p> <p>Southern Brook - Paul Antonio (Permit Officer only, until training requirement met).</p> <p>Wundowie VFRS - Tyron McMahon. Wundowie BFB - Brendon Rutter (Permit Officer only, until training requirement met).</p> <p>Northam VFRS - Greg Montgomery.</p> <p>Shire of Northam - Daniel Hendriksen. - Brendon Rutter (Permit Officer only, until training requirement met).</p>				

Structural & Vehicle Fires Outside Gazetted Town Sites.



SHIRE OF NORTHAM

Bush Fire Brigade Risk Assessment

This document has been prepared by the Community Emergency Service Manager in consultation with the following agencies - the Office of Emergency Management, the Department of Fire and Emergency Services and the Local Government Insurance Service (LGIS).

The Risk assessment and subsequent report has been developed in accordance with AS/NZS ISO 31000:2009 Risk Management – Principles and Guidelines.

This report must be read in conjunction with the BFB Risk Assessment 2018, the Shire of Northam Risk Statements for Structural & Vehicle Fires outside a gazette town site, Shire of Northam SOP.13 & SOP.14, DFES Directive 3.4 & DFES SOP 3.4.

West Australian government legislation referenced to compile this report, conduct the risk assessment and develop the Shire of Northam SOP's are as follows,

Fire Brigades Act 1942
Bush Fires Act 1954
Fire and Emergency Services Act 1998
Emergency Management Act 2005
Occupational Safety & Health Act 1984
Local Government Act 1995

All figures quoted in this report have been taken over a five year period from 1st July 2013 17th May 2018, with all figures obtained from official DFES Incident reporting systems.



Structural & Vehicle Fires Outside Gazetted Town Sites.



Introduction

As volunteer Fire Fighters, there is an element of risk in everything that we do. We purposely place ourselves in harm's way to serve and protect our communities. Due to the risk placed on our volunteer fire fighters, several important processes and procedures have been developed to assist by developing a minimum standard of safety in what can be a hazardous environment.

This has been achieved by consulting with various personnel, other government agencies from across the country, and in accordance with multiple state and federal government legislation, including but not limited to the Occupational Safety & Health Act 1984, the Emergency Management Act 2005, the Fire Brigades Act 1942, Local Government Act 1995 & Shire of Northam Local Laws to name a few.

As a result of this consultation several Standard Operating Procedures (SOP's) and Directives and have been developed by the Department of Fire and Emergency Services as the Hazard Management Agency (HMA) for fire in the state of Western Australia.

The Shire of Northam aligns all processes and procedures with all relevant DFES SOP's, and Directives and have taken further measures by developing several SOP's that are contextualized to all bushfire brigades within the Shire of Northam.

Under the Bush Fires Act 1954, Shire of Northam Bush Fire brigades are the primary turnout to all structure and vehicle fires outside the gazette town sites of Northam and Wundowie which are serviced by their respective Volunteer Fire and Rescue Service.

Structural & Vehicle Fires Outside Gazetted Town Sites.



1. Structural Fires

The risk posed to Shire of Northam Bush Fire Brigades during the event of a structure fire outside of a gazetted town site is relatively low due to the low number of incidents in the past five years. The total number of incidents of exposure per brigade to Structure Fires outside the gazetted town sites for the reporting period is 21. The actual number of structure fires in the reporting area is likely to be much less due to multiple brigade turnout for a single incident. This figure has been broken down further as per the below breakdowns that identifies the risk posed to each brigade.

6300 – Inkpen Volunteer BFB, Structure Fire response

Incident Classification	Total
Building fire; insuff info to classify (0)	0
Building fire not classified (0)	0
Fire damaging structure and contents (1)	1
Not specified (0)	0
Fire damaging contents only (0)	0
Fire damaging structure only (0)	0
Support External Agency (0)	0
Total	1

6029 – Bakers Hill Volunteer BFB, Structure Fire response

Incident Classification	Total
Building fire; insuff info to classify (0)	0
Building fire not classified (0)	0
Fire damaging structure and contents (1)	4
Not specified (0)	0
Fire damaging contents only (0)	1
Fire damaging structure only (0)	0
Support External Agency (0)	0
Total	5

6142 - Clackline/Muresk Volunteer BFB, Structure Fire response

Incident Classification	Total
Building fire; insuff info to classify (0)	0
Building fire not classified (0)	0
Fire damaging structure and contents (1)	6
Not specified (0)	0
Fire damaging contents only (0)	6
Fire damaging structure only (0)	0
Support External Agency (0)	0
Total	12

Structural & Vehicle Fires Outside Gazetted Town Sites.



6300 - Irishtown Volunteer BFB, Structure Fire response

Incident Classification	Total
Building fire; insuff info to classify (0)	0
Building fire not classified (0)	0
Fire damaging structure and contents (1)	0
Not specified (0)	0
Fire damaging contents only (0)	1
Fire damaging structure only (0)	0
Support External Agency (0)	0
Total	1

6588 - Southern Brook Volunteer BFB, Structure Fire response

Incident Classification	Total
Building fire; insuff info to classify (0)	0
Building fire not classified (0)	0
Fire damaging structure and contents (1)	1
Not specified (0)	0
Fire damaging contents only (0)	1
Fire damaging structure only (0)	0
Support External Agency (0)	0
Total	2

6267 - Grass Valley Volunteer BFB, Structure Fire response

Incident Classification	Total
Building fire; insuff info to classify (0)	0
Building fire not classified (0)	0
Fire damaging structure and contents (1)	8
Not specified (0)	0
Fire damaging contents only (0)	1
Fire damaging structure only (0)	1
Support External Agency (0)	0
Total	10

Structural & Vehicle Fires Outside Gazetted Town Sites.



The Shire of Northam have identified that bush fire brigade members lack the appropriate training, PPC, and/or resources that would enable them to tackle these fires using defensive firefighting techniques.

Council have opted to adopt DFES SOP 3.4.1 with Shire of Northam SOP.14 that identifies an automatic mobilization of VFRS brigades, and requires bush fire brigade members to utilize offensive firefighting tactics only with a focus on protecting exposures, and hand operational control of the structure fire to the VFRS brigade Officer in Charge (OIC) who does have the relevant training, experience and/or resources to complete the task safely and in accordance with DFES Directive 3.4 – Structural Fire.

Shire of Northam bush fire brigades take on a support role during defensive firefighting operations and assist VFRS crew members as directed by the OIC until such a time as control is handed back to the brigade area's OIC, Chief Bush Fire Control Officer (CBFCO), Deputy Chief Bush Fire Control Officer (DC BFCO) or Shire of Northam Community Emergency Services Manager (CESM).

2. Vehicle Fire

The total number of incidents for the reporting period of the past 5 years although higher than that of structure fires it is still comparatively low, with a total of incidents of exposure per brigade of 53 reported incidents throughout the shire. The actual number of vehicle fires in the reporting area is likely to be much less due to multiple brigade turnout for a single incident. This figure can be further broken down into each brigade as demonstrated in the below charts.

6300 - Inkpen BFB - Vehicle Fire response

Incident Classification	Total
Aircraft fire (0)	0
Vehicle fire; insuff info to classify (0)	0
Off-road vehicles or mobile equipment fire (0)	0
Not specified (0)	0
Camper, caravan or rec. vehicle fire (not on block) (0)	0
Vehicle fire not classified (0)	0
Support External Agency (0)	0
Passenger vehicle fire (6)	6
Water vessel fire (0)	0
Rail vehicle fire (0)	0
Road or transport vehicle fire (0)	0
Total	6



Structural & Vehicle Fires Outside Gazetted Town Sites.



6029 - Bakers Hill BFB - Vehicle Fire response

Incident Classification	Total
Aircraft fire (0)	0
Vehicle fire; insuff info to classify (0)	0
Off-road vehicles or mobile equipment fire (0)	0
Not specified (0)	0
Camper, caravan or rec. vehicle fire (not on block (0)	0
Vehicle fire not classified (0)	0
Support External Agency (0)	0
Passenger vehicle fire (6)	11
Water vessel fire (0)	0
Rail vehicle fire (0)	0
Road or transport vehicle fire (0)	3
Total	14

6142 - Clackline/Muresk BFB - Vehicle Fire response

Incident Classification	Total
Aircraft fire (0)	0
Vehicle fire; insuff info to classify (0)	0
Off-road vehicles or mobile equipment fire (0)	1
Not specified (0)	0
Camper, caravan or rec. vehicle fire (not on block (0)	0
Vehicle fire not classified (0)	0
Support External Agency (0)	0
Passenger vehicle fire (6)	11
Water vessel fire (0)	0
Rail vehicle fire (0)	0
Road or transport vehicle fire (0)	2
Total	14

6301 - Irishtown BFB - Vehicle Fire response

Incident Classification	Total
Aircraft fire (0)	0
Vehicle fire; insuff info to classify (0)	0
Off-road vehicles or mobile equipment fire (0)	1
Not specified (0)	0
Camper, caravan or rec. vehicle fire (not on block (0)	0
Vehicle fire not classified (0)	0
Support External Agency (0)	0
Passenger vehicle fire (6)	3
Water vessel fire (0)	0
Rail vehicle fire (0)	0
Road or transport vehicle fire (0)	1
Total	5

Structural & Vehicle Fires Outside Gazetted Town Sites.



6588 - Southern Brook BFB - Vehicle Fire response

Incident Classification	Total
Aircraft fire (0)	0
Vehicle fire; insuff info to classify (0)	0
Off-road vehicles or mobile equipment fire (0)	0
Not specified (0)	0
Camper, caravan or rec. vehicle fire (not on block (0)	0
Vehicle fire not classified (0)	0
Support External Agency (0)	0
Passenger vehicle fire (6)	1
Water vessel fire (0)	0
Rail vehicle fire (0)	0
Road or transport vehicle fire (0)	0
Total	1

6267 - Grass Valley BFB - Vehicle Fire response

Incident Classification	Total
Aircraft fire (0)	0
Vehicle fire; insuff info to classify (0)	0
Off-road vehicles or mobile equipment fire (0)	1
Not specified (0)	0
Camper, caravan or rec. vehicle fire (not on block (0)	0
Vehicle fire not classified (0)	0
Support External Agency (0)	0
Passenger vehicle fire (6)	9
Water vessel fire (0)	0
Rail vehicle fire (0)	1
Road or transport vehicle fire (0)	2
Total	13

As with structural fires, the risks associated with vehicle fires outside of the gazette town site's to bush fire brigades have been reduced as a result of the development of the Shire of Northam SOP.13

Council have identified that bush fire brigade members lack the required training, PPC, and/or resources to deploy defensive firefighting techniques to vehicle fires.

SOP.13 has been developed to ensure automatic mobilization of the nearest VFRS brigade, who upon arrival will assume operational control of the fire, thereby allowing the bush fire brigade members to take on a support role, and engage in active prevention of further spread of fire to surrounding areas.



Structural & Vehicle Fires Outside Gazetted Town Sites.



SOP.13 VEHICLE FIRES OUTSIDE OF GAZETTED TOWNSITE

Procedure No.	SOP.13
Procedure Subject:	Vehicle Fires Outside of Gazetted Town site
Last Reviewed:	

Introduction

Bush Fire Brigades are the primary turnout to vehicle fires that occur outside of the gazetted town site of Northam or Wundowie. The Shire of Northam Bushfire Brigades are not trained nor do they have breathing apparatus to use whilst fighting fires in toxic smoke. Given the fact that vehicles give off multiple types of toxic fumes and contain various metals and components which are considered explosive when encountering water; it is not safe for the Bush Fire Brigades to conduct offensive firefighting techniques on vehicle fires of any type.

Procedure

- Once the initial call has been received and the brigade has turned out to the vehicle fire incident, the crew leader or incident controller must advise DFES communications that the Volunteer Fire and Rescue is required to attend, due to the nature of the incident being HAZMAT. Also the crew leader may request that Police attend for traffic control if required.
- Once the brigade appliances arrive the units should be parked up wind or out of the toxic smoke and in the fend off position across the road to stop passing traffic.
- Beacons and head lights shall be on to warn approaching motorist.
- The crew leader or incident controller shall conduct a scene size-up to determine if any persons may be trapped or located close to the vehicle. The information on the incident shall be relayed to DFES communications.
- Firefighting shall only be in the form of a defensive technique, meaning to protect any other assets or preventing the fire spreading to the road verge or surrounding bush or grass.
- Fire fighters shall stop traffic from passing and keep public spectators away from the incident.
- The BFB crew leader or incident controller may hand over control of the vehicle fire incident to the Volunteer Fire and Rescue officer in charge.

Note

- Vehicle fires are extremely dangerous due to many pressurized vessels for example; LPG cylinders, tyres, and airbag deployment systems etc. These may cause explosions so maintaining a safe distance and wearing full PPE is required.
- It is also advised that the brigade member conducting a the scene size-up should be aware that in some instance where vehicle fires have been called in by a passing motorist, there has been in fact persons still trapped inside the vehicle which can give the false impression that it may only be a vehicle fire.

Structural & Vehicle Fires Outside Gazetted Town Sites.



SOP.14 STRUCTURE FIRES OUTSIDE OF GAZETTED TOWN SITE

Procedure No.	SOP.14
Procedure Subject:	Structure Fires Outside of Gazetted Town Site
Reviewed:	

Introduction

Bush Fire Brigades are the primary turnout for structure fires that occur outside of the gazetted town site of Northam or Wundowie. The Shire of Northam Bushfire Brigades are not trained nor do they have breathing apparatus to use whilst fighting fires in toxic smoke.

Procedure

- Once the initial call has been received and the brigade has turned out to the structure fire incident, the crew leader or incident controller must advise DFES communications that the Volunteer Fire and Rescue is required to attend due to the nature of the incident. Also the crew leader may request that Police, ambulance and Western Power attend if necessary.
- The crew leader or incident controller shall conduct a scene size-up to determine if any persons may be trapped or located close to the structure fire. The information on the incident shall be relayed to DFES communications. The BFB crew leader or incident controller shall look for any potential hazards to the firefighters and the public.
- Before any type of firefighting is conducted, power shall be isolated at the buildings power box by removing all fuses and shutting down the mains switch, the firefighter conducting the size up must also note if solar power modules are located anywhere on this structure. LPG cylinders shall also be isolated at the cylinder valves.
- Firefighting activities for the Bush Fire Brigades are limited to defensive techniques and brigades shall only enter the structure if it is completely necessary and deemed safe to do so. Defensive firefighting is to protect surrounding assets and to prevent the fire spreading. Internal firefighting is the responsibility of The Fire and Rescue Service.
- The BFB crew leader or incident controller shall conduct a thorough SITREP hand over and hand control of the structure fire incident to the Volunteer Fire and Rescue officer in charge.

Note

- Depending on the location of the structure fire incident, it is advised that extra water resourcing may be required and additional bulk water tankers may need to be sourced.
- BFB appliances should not obstruct access to the structure for the arriving Fire and Rescue trucks, as they will need to park closer to the building than what the BFB does.
- The BFB appliances may be required to conduct relay pumping techniques to the Fire and Rescue Appliances if required.

Mr Mathew Macqueen and Mr Simon Peters declared an "Impartiality" interest in item 5.3 - Appointment of 2018/19 Chief Bush Fire Control Officer (CBFCO) and Deputy Chief Bush Fire Control Officer (DCBFCO) as they are nominated as CBFCO and DCBFCO.

5.3 APPOINTMENT OF 2018/19 CHIEF BUSH FIRE CONTROL OFFICER (CBFCO) AND DEPUTY CHIEF BUSH FIRE CONTROL OFFICER (DCBFCO)

Address:	N/A
Owner:	N/A
File Reference:	5.1.3.1
Reporting Officer:	Brendon Rutter Community Emergency Services Manager
Responsible Officer:	Chadd Hunt Executive Manager Development Services
Voting Requirement	Simple Majority

BRIEF

Upon appointment of the Fire Control Officer's for the 2018/19 period, Council is required to appoint a Chief Bush Fire Control Officer (CBFCO) and Deputy Chief Bush Fire Control Officer (DCBFCO).

ATTACHMENTS

Nil.

BACKGROUND / DETAILS

Mr Mathew Macqueen is the current CBFCO and Mr Simon Peters is the DCBFCO.

CONSIDERATIONS

Strategic Community / Corporate Business Plan

Theme Area 3: Safety and Security

Outcome 3.1: Shire of Northam residents are able to pursue the fullest life possible without fear of or hindrance from crime and disorder.

Financial / Resource Implications

Advertising costs.

Legislative Compliance

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

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

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

Policy Implications

Nil.

Stakeholder Engagement / Consultation

Officers have received nominations for CBFCO & DCBFCO positions from brigades by way of votes at the brigade AGM's. Only two BFCO's were nominated to fill these positions.

Risk Implications

Council is requested to appoint a CBFCO and DCBFCO who meet the minimum training requirements set by Council in order to minimise any potential risks.

OFFICER'S COMMENT

It should be noted that in order to appoint an Officer to this position they must have met the minimum training requirements set by Council for a Fire Control Officer. The current CBFCO & DCBFCO meet the criteria.

RECOMMENDATION / COMMITTEE DECISION

Minute No: BFAC.183

Moved: Linton Mincherton

Seconded: Mr Murray McGregor

That Council appoint Mr Mathew Macqueen as the Chief Bushfire Control Officer and Mr Simon Peters as the Deputy Chief Bushfire Control Officer for the 2018/19 period.

CARRIED 10/0

5.4 FIRE BREAK AND FUEL LOAD NOTICE 2018/19 PERIOD

Address:	N/A
Owner:	N/A
File Reference:	5.1.3.1
Reporting Officer:	Brendon Rutter Community Emergency Services Manager
Responsible Officer:	Chadd Hunt Executive Manager Development Services
Voting Requirement	Simple Majority

BRIEF

Changes to the Fire Breaks and Fuel Load Notice for the 2018/19 period.

ATTACHMENTS

Attachment 1: Fire Break and Fuel Load Notice with recommended changes highlighted for the 2018/19 period.

Attachment 2: Final Fire Break and Fuel Load Notice for the 2018/19 period as endorsed by BFAC.

BACKGROUND / DETAILS

The 2017/18 notice has been reviewed and there is some areas that need attention to make it easier for members of the public to understand their obligations under the Bush Fires Act 1954.

CONSIDERATIONS

Strategic Community / Corporate Business Plan

Theme Area 3: Safety and Security

Outcome 3.1: Shire of Northam residents are able to pursue the fullest life possible without fear of or hindrance from crime and disorder.

Financial / Resource Implications

Advertising costs.

Legislative Compliance

Bush Fires Act 1954.

Policy Implications

Nil.

Stakeholder Engagement / Consultation

Review has been conducted by CESM, CBFCO & DCBFCO

Risk Implications

Nil.

OFFICER'S COMMENT

The 2017/18 notice has been reviewed by officers and after discussion with the CBFCO and the DCBFCO it became apparent that the notice in its current form has caused some confusion with members of the public, in relation to the differing requirements for the widths of mineral earth breaks within the shire based on property size.

Simplifying the notice to have a standard approach that is consistent across the whole shire will make it easier for residents to understand their obligations under the Bush Fires Act 1954, as well as making it easier to identify non-compliant fire breaks.

There has also been clarification around imposing a Harvest, Vehicle Movement and Hot Works Ban (HVMB), and under what conditions these will be imposed.

Officers recommend that for any day where the FDR reaches very high or above, a HVMB is automatically imposed, this again will make it easier to educate the public and prevent any potential escaped burns.

It was also identified by members of the public, to clarify that under Section 46(a) of the Bush Fires Act 1954 the HVMB, or Prohibition of lighting a fire can be imposed at any time of year regardless of the time of year as we seen at the end of May, we were in unrestricted season, and still had to impose a prohibition as the weather conditions warranted the prohibition order.

Due to the Shire being exposed to extreme risk of bushfire, officers together with DFES personnel are recommending the fitment of mesh screens to roof top evaporative air conditioner units within bush fire prone areas. These screens assist with the prevention of property loss due to ember attack which is the most common cause of property loss during a bushfire event.

RECOMMENDATION

That Council accept the revised Fire Breaks & Fuel Load notice for the 2018/19 period.

Discussion

The following motion was moved as a result of the discussion held.

Clarification was sought around the following matters:

- Whether the requirement for roof mounted evaporative air coolers being fitted with ember proof screens is something that should be included in the Notice and the potential financial impact this may have on residents. It was queried whether this can be managed through the building approval process. The CESM advised that it is not a requirement to be included and can be managed through other processes.
- The requirements for gas appliances and cooking fires as it was understood that these are not permitted in the prohibited period. It was clarified that this is currently enforced under the Bush Fires Act 1954 and are permitted all year apart from when there is a ban. It was requested that the CESM investigate the camp fires and cooking fire exemptions and present a report to the next BFAC meeting.
- The impacts that Section 3, item 3(2) may have on cropped or stubble landholders.
- The additions under Section 10 and the potential for this to cause issues. It was believed that this should be assessed on the day rather than being 'automatic' and the failure to comply is managed under the Act and therefore not believed to be necessary.
- The financial impacts on farmers if the firebreak requirements are amended from 2m to 3m, discussion was held around keeping this these same as the 2017/18 Notice however requiring a firebreak of 3 metres within 10 metres of the property boundary where there is remnant vegetation to enable access for fire appliances if necessary.

RECOMMENDATION / COMMITTEE DECISION

Minute No: BFAC.184

Moved: Mr Murray McGregor

Seconded: Mr Steve Gray

That Council accept the revised Fire Breaks & Fuel Load Notice for the 2018/19 period subject to the following amendments:

- Section 1 – Building Protection Zone, item 15 being removed which relates to roof mounted evaporative air coolers being fitted with ember proof screens;
- Section 3 – Land with an area greater than 10,000m² (1 hectare), item **3(2) add** ‘excluding cropped and/or stubble land’;
- Section 10 – Harvest, Movement of Vehicles and Hot Works Ban, Remove the proposed additions as highlighted in Attachment 1.
- Amending the Firebreak requirements to be consistent with the requirements detailed in 2017/18 Firebreak & Fuel Load Notice (with reference to having different requirements for lots less than 10 hectares and a separate section for lots greater than 10 hectares) with the addition of remnant vegetation requiring a firebreak of 3 metres within 10 metres of the property boundary.

CARRIED 10/0

Note: With respect to the proposed second dot point – this has been superseded by dot point 4.

Attachment 1

BUSH FIRES ACT 1954

Firebreak and Fuel Load Notice

Shire of Northam

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

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

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

1. Building Protection Zone

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

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

- Building Protection Zones for habitable buildings must extend a minimum of 20 metres out from any external walls of the building, attached structures, or adjacent structures within 6 metres of the habitable building.
- On sloping ground the Building Protection Zone distance shall increase at least 1 metre for every degree in slope on the sides of the habitable building that are exposed to down slope natural vegetation.
- Building Protection Zones must consist of non-flammable managed vegetation, reticulated lawns and gardens and other non-flammable features.
- All grass in Building Protection Zones must be maintained to or under 5cm in height.
- Fuel loads within Building Protection Zones must be maintained at 2 tonnes per hectare or lower.
- The crowns of trees must be separated to create a clear separation distance between adjoining or nearby tree crowns. The separation distance between tree crowns is not required to exceed 10 metres.
- A small group of trees within close proximity to one another may be treated as one crown provided the combined crowns do not exceed the area of a large or mature crown size for that species.
- Trees are to be low pruned (or under pruned) to at least a height of 2 metres from ground.
- No tree, or shrub over 2 metres high are to be within 2 metres of a habitable building.
- Trees and shrubs over 2 metres high must not be planted in groups close to the habitable building and there must be a gap of at least 3 times the height (at maturity) of the shrub away from the habitable building.
- There must be no tree crowns or branches hanging over habitable buildings.
- Firewood and flammable materials must be stored 20m from habitable buildings
- Driveways and access ways are to be a minimum of (3) metres wide with a vertical clearance of (4)metres to allow for the safe passage of a fire appliance to all buildings and assets on the land
- Roof gutters should be free of leaves and other combustible material.
- Roof mounted evaporative air coolers must be fitted with ember proof screens to the filter medium to reduce the possibility of bushfire embers igniting the air cooler on all new dwellings from January 1st 2019 and all existing dwellings sold and all rental properties within the Shire of Northam that are in the bush fire prone areas. All other dwellings within a bushfire prone area must comply with the requirement by Jan 1st 2020.

YOUR PROPERTY

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

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

3. Land with an area greater than 10,000m² (1 hectare)

Options (selected one out of the three options)

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

Firebreak

Means a strip or area of trafficable ground, which is at least three (3) metres wide 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 with in 10m of the firebreak to traverse around low branches or limbs.

4. 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 with a vertical clearance of (4) metres were overhanging branches are trimmed back immediately adjacent to Fuel Depot and Storage Areas, Haystacks, Chaff Dumps, Stockpiled Flammable Materials and Stationary Machinery.

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

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

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

6. 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 September each year for permission to implement alternative measures. If permission is not granted in writing you must comply with the requirements of this notice.

7. 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*.

8. Restricted and Prohibited Burning times

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

9. 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 prescribed conditions imposed by the Shire or an Authorised Officer in respect of any Permit issued by the Shire.
- Permits will not be valid on days of "very high", "severe", "extreme" or "catastrophic" fire danger.
- Permits may also be revoked if in the opinion of an authorised officer the conditions are not deemed suitable for prescribed burns.

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

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

Penalty: For a first offence \$4 500.

For a second or subsequent offence \$10 000.

10. 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.

Take notice that pursuant to Section 46(a) of the *Bush Fires Act 1954*, a Harvest, Vehicle Movement or Hot Works ban/prohibition will automatically be imposed on any given day when the Fire Danger Rating (FDR) is Very High or above, regardless of the time of year if a bush fire control officer, or the local government in whose district the land is situated in believes the conditions could make control of the fire difficult to maintain and make efforts to reduce the spread of fire difficult.

A person/s who lights a fire contrary to the provisions of this section or who fails to carry out any direction given to him is guilty of an offence that carries a maximum penalty of \$10,000.

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

11. 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*.

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.

12. Reserves vested with the Shire of Northam

The Shire of Northam reserves the right to conduct any mitigation works deemed necessary on any reserves vested with Shire of Northam for the purpose of reducing the risk of fire to the community. Each reserve will be assessed in accordance with ISO 31000:2018 and identified in the Bushfire Risk Management Plan. Treatment implemented may include but not are not limited to prescribed burns, slashing, mulching or any other means necessary as determined by the Shire of Northam to ensure the risk is reduced to a satisfactory level.

GENERAL ADVICE

This notice gives the minimum requirements for fire control within the Shire of Northam and all residents and ratepayers are encouraged to be "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.aryouready.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

Attachment 2

BUSH FIRES ACT 1954

Firebreak and Fuel Load Notice

Shire of Northam

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

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

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

1. Building Protection Zone

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

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

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

YOUR PROPERTY

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

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

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

Options (selected one out of the three options)

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

Firebreak

Means a strip or area of trafficable ground, which is at least three (3) metres wide 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.

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

Options (selected one out of the three options)

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

Firebreak

Means a strip or area of trafficable ground, which is at least two (2) metres wide for cropped/stubble areas, or Three (3) metres wide for bushland/remnant vegetation areas (if the property is greater than 10 hectares) 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.

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 with a vertical clearance of (4) metres where overhanging branches are trimmed back 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)**

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

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

7. Application to vary the Firebreak Requirements with Alternative Arrangements

If it is considered impracticable for any reason whatsoever to implement any of the requirements of this Notice, you may apply in writing to the Shire of Northam by no later than the 7th September 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 m² 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 December each calendar year through until 28th February the following calendar year (inclusive, and as varied pursuant to Sections 17 and 18 of the *Bush Fires Act 1954*).
- The "Restricted Burning Time" means the 1 October through until 30 November and the 1 March through until 30 April each calendar year (inclusive, and as varied pursuant to Sections 17 and 18 of the *Bush Fires Act 1954*).

10. Permits to burn

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

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

Take Notice that pursuant to *Section 18 (11) of the Bush Fires Act 1954* - Where a person starts a fire on land, if the fire escapes from the land or if the fire is in the opinion of a bush fire control officer or an officer of a bush fire brigade out of control on the land, the person shall be liable to pay to the local government on the request of and for recoup to its bush fire brigade, any

expenses up to a maximum amount of \$10 000 incurred by it in preventing the extension of or extinguishing the fire, and such expenses may be recovered in any court of competent jurisdiction.

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

Penalty: For a first offence \$4 500.

For a second or subsequent offence \$10 000.

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 person/s who lights a fire contrary to the provisions of this section or who fails to carry out any direction given to him is guilty of an offence that carries a maximum penalty of \$10,000.

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

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.

13. Reserves vested with the Shire of Northam

The Shire of Northam reserves the right to conduct any mitigation works deemed necessary on any reserves vested with Shire of Northam for the purpose of reducing the risk of fire to the community. Each reserve will be assessed in accordance with ISO 31000:2018 and identified in the Bushfire Risk Management Plan. Treatment implemented may include but not are not limited to prescribed burns, slashing, mulching or any other means necessary as determined by the Shire of Northam to ensure the risk is reduced to a satisfactory level.

GENERAL ADVICE

This notice gives the minimum requirements for fire control within the Shire of Northam and all residents and ratepayers are encouraged to be "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

5.5 BUSH FIRE MANUAL

Address:	N/A
Owner:	N/A
File Reference:	5.1.3.1
Reporting Officer:	Brendon Rutter Community Emergency Services Manager
Responsible Officer:	Chadd Hunt Executive Manager Development Services
Voting Requirement	Simple Majority

BRIEF

Creation of the Shire of Northam Bush Fire Manual.

ATTACHMENTS

Attachment 1: Section 1 – Introduction and Section 2 – Bush Fire Response Manual as reviewed and completed by brigade representatives at the workshops on the 21st June 2018.

Attachment 2: Section 4 – Bush Fire Brigades of the manual as reviewed and completed by brigade representatives at the workshops on the 28th June 2018.

Note: Attachment 2 will be provided on Friday, 29th June 2018 as a separate attachment to this agenda once the workshop has been held and section finalised.

BACKGROUND / DETAILS

The Community and Emergency Services Manager has taken all the existing documents relative to the Volunteer Bushfire Service and has correlated them all into the one document. This makes this document a one stop shop where any member of any brigade can locate information on BFAC decisions, Council resolutions, Shire of Northam and relevant DFES SOP's, as well as safety circulars.

CONSIDERATIONS

Strategic Community / Corporate Business Plan

Theme Area 3: Safety and Security

Outcome 3.1: Shire of Northam residents are able to pursue the fullest life possible without fear of or hindrance from crime and disorder.

Financial / Resource Implications

Nil.

Legislative Compliance

Bush Fires Act 1954.

Emergency Management Act 2005.

Fire and Emergency Service Act 1998.

Fire Brigades Act 1942

Fire Brigades Regulations 1943

Local Government Act 1995

Occupational Safety & Health Act 1996

Australasian Inter-Agency Incident Management System (AIIMS)

Policy Implications

Once the manual has been finalised it will include policies of Council such as the code of conduct.

Stakeholder Engagement / Consultation

Review has been conducted by CESM, CBFCO & DCBFCO, Bushfire service Volunteers.

Risk Implications

Nil.

OFFICER'S COMMENT

The manual has come about after it became apparent that locating information relating to the management of both bushfires and volunteers within the Shire of Northam was somewhat difficult and at times cumbersome to locate all relevant info required to enable a prompt resolution to an enquiry.

There was many individual pieces of information that dictated the day to day running of emergency management within the Shire of Northam, but it had to be referenced from multiple sources.

The idea was developed to ensure that all information contained in this manual could be referenced by any brigade members at any time they chose and to make it a single point of reference to enable the dissemination of information quickly and efficiently.

The manual will comprise of past & present BFAC decisions, Council resolutions as well as all relevant Shire of Northam SOP's and relevant DFES SOP's as well as all safety circulars, and correspondence relative to the Bush Fire Service.

This will save the volunteers time and answer 99% of queries relating to all emergency management within the Shire of Northam

The manual has been workshopped with brigade representatives and any revisions were made on the night to the live document. The above mentioned sections are now ready for council endorsement as they stand.

RECOMMENDATION

That Council endorse sections 1, 2 & 4 of the Bush Fire Manual as completed and approved by brigade representatives.

RECOMMENDATION / COMMITTEE DECISION

Minute No: BFAC.185

Moved: Mr Lynton Mincherton

Seconded: Mr Murray McGregor

That Council endorse sections 1 and 2 of the Bush Fire Manual as completed and approved by brigade representatives.

CARRIED 10/0

Discussion

It was suggested that Section 4 be removed and be presented to the next BFAC meeting to allow members adequate time to review this section which was sent separate to the agenda on Friday, 29th June 2018.

Shire of Northam Bush Fire Manual



SHIRE OF NORTHAM

Shire of Northam Bushfire Manual

The Shire of Northam Bush Fire Manual has been prepared by Community Emergency Service Manager in consultation with the following - the Northam District Officer DFES and the Chief Bush Fire Control Officer in conjunction with the Northam Bush Fire Brigades and endorsed by the Shire of Northam Bush Fire Advisory Committee (BFAC)

These Arrangements must be read in conjunction with the *Bushfire Act 1954, State Emergency Management Plans (WESTPLAN FIRE)*

Accepted by Bush Fire Advisory Committee on the 8 March 2018.

Endorsed by The Shire of Northam Council on the 16 March 2018.

Endorsed by;

Mathew Macqueen
Northam Chief Bush Fire Control Officer

Date

Terry Little
Chairperson Northam BFAC

Date

Chris Antonio
Northam Shire President

Date

Document Review

Date



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Distribution

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Organisation	No. Copies
Shire of Northam	2
WA Police Northam Station	1
WA Police Wundowie Station	1
DFES District Office	2
Inkpen Bush Fire Brigade	1
Bakers Hill Bush Fire Brigade	1
Clackline Muresk Bush Fire Brigade	1
Irishtown Bush Fire Brigade	1
Grass Valley Bush Fire Brigade	1
Jennapullin Bush Fire Brigade	1
Southern Brook Bush Fire Brigade	1
State Emergency Service Northam	1
Fire and Rescue Service Northam	1
Fire and Rescue Service Wundowie	1
Shire of Northam Chief Bush Fire Control Officer	1
Shire of Northam Deputy Chief Bush Fire Control Officer	1
Department of Parks and Wildlife (Perth Hills)	1
Department of Parks and Wildlife (Avon District)	1
Shire of Toodyay	1
Shire of Cunderdin	1
Shire of York	1
Shire of Mundaring	1

Shire of Northam Bush Fire Manual



Amendment Record

Suggestions and comments from the community and stakeholders can help improve the arrangements.

Feedback can include:

- What you do or do not like about the arrangements
- Unclear or incorrect expression
- Out of date information or practices
- Inadequacies
- Errors, omissions or suggested improvements.

To forward feedback to:

Community Emergency Service Manager
cesm@northam.wa.gov.au

No.	Date	Amendment Details	By
1	2010	Bushfire Management Plan	Felix McQuistan
2	2009	Bushfire Administration Manual	
3	2016	Bushfire Administration Manual update	Daniel Hendriksen
4	2018	Bushfire Manual new document encompassing above	Daniel Hendriksen
5			
6			
7			
8			
9			



Interpretation

Unless the context otherwise requires, where a term is used in this Manual 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.

Glossary of Terms

For additional information in regards to the Glossary of terms, refer to the current Emergency Management Glossary for Western Australia.

BUSH: Includes trees, bushes, plants, stubble, scrub, and undergrowth of all kinds whatsoever whether alive or dead standing or not standing and also part of a tree, bush, plant, or undergrowth, mulch, and whether severed there from or not so severed. The term does not include sawdust and other waste timber remains upon the premises of the sawmill in which sawmilling is carried on.

BUSH FIRE: A fire or potential fire, however caused, and includes a fire in a building. (Bush Fires Act 1954)

BUSH FIRE HAZARD: Concerned with the condition of the fuel and takes into consideration several factors including vegetation type (land use), quantity of fuel (fuel load), arrangement of fuel, seasonal conditions, moisture content, and topography.

BUSH FIRE PREVENTION: the planning and implementation of measures necessary to minimise and alleviate the occurrence and effect of bush fires. This includes firebreaks and access maintenance, fire detection and education.

BUSH FIRE PROTECTION: A combination of bush fire prevention (planning, fuel reduction) and response.

BUSH FIRE RISK: The likelihood of a fire starting and the probability that it will burn out of control to become a bush fire. It is important to identify causes of bush fires (e.g. arson, machinery, escape from controlled burn, etc.).

BUSH FIRE THREAT: The combination of bush fire risk and hazard. Bush fire threat is greatest where the likelihood of fires starting is high and where fuels are adjacent to developments or assets

BUSH FIRE ADVISORY COMMITTEE (BFAC): A Committee of council established to advise Council on matters relating to Bush Fire.

COMBAT AGENCY: A public authority, or other person, may be prescribed by the regulations to be a Combat Agency who or which, because of the agency's functions under any written law or specialized knowledge, expertise and resources, is responsible for performing an emergency management activity prescribed by the regulations in relation to that agency [s.6(2) of the EM Act].



A Combat Agency undertakes response tasks at the request of the Controlling Agency in accordance with their legislative responsibilities or specialised knowledge.

COMMUNITY EMERGENCY RISK MANAGEMENT: See RISK MANAGEMENT.

COMPREHENSIVE APPROACH: The development of emergency and disaster arrangements to embrace the aspects of prevention, preparedness, response, and recovery (PPRR). PPRR are aspects of emergency management, not sequential phases. Syn. 'disaster cycle', 'disaster phases' and 'PPRR'

COMMAND: The direction of members and resources of an organisation in the performance of the organisation's role and tasks. Authority to command is established in legislation or by agreement with an organisation. Command relates to organisations and operates vertically within an organisation.

CONTROL: The overall direction of emergency management activities in an emergency situation. Authority for control is established in legislation or in an emergency plan, and carries with it the responsibility for tasking and coordinating other organisations in accordance with the needs of the situation. Control relates to situations and operates horizontally across organisations.

CONTROLLING AGENCY: An agency nominated to control the response activities to a specified type of emergency.

COORDINATION: The bringing together of organisations and elements to ensure an effective response, primarily concerned with the systematic acquisition and application of resources (organisation, manpower and equipment) in accordance with the requirements imposed by the threat or impact of an emergency. Coordination relates primarily to resources, and operates, vertically, within an organisation, as a function of the authority to command, and horizontally, across organisations, as a function of the authority to control. See also CONTROL and COMMAND:

EMERGENCY: An event, actual or imminent, which endangers or threatens to endanger life, property or the environment, and which requires a significant and coordinated response.

EMERGENCY MANAGEMENT: The management of the adverse effects of an emergency including:

- Prevention – the mitigation or prevention of the probability of the occurrence of and the potential adverse effects of an emergency.
- Preparedness – preparation for response to an emergency
- Response – the combating of the effects of an emergency, provision of emergency assistance for casualties, reduction of further damage and help to speed recovery and

Shire of Northam Bush Fire Manual



- Recovery – the support of emergency affected communities in the reconstruction and restoration of physical infrastructure, the environment and community, psychosocial and economic wellbeing.

EMERGENCY MANAGEMENT AGENCY: A hazard management agency (HMA), a combat agency or a support organisation as prescribed under the provisions of the Emergency Management Act 2005.

EMERGENCY RISK MANAGEMENT: A systematic process that produces a range of measures which contribute to the well-being of communities and the environment.

ESSENTIAL SERVICES: The public facilities and systems that provide basic life support services such as water, energy, sanitation, communications and transportation. Systems or networks that provide services on which the well-being of the community depends.

FIRE BREAK: Any natural or constructed discontinuity in a fuel bed used to segregate, stop, and control the spread of a bush fire, or to provide a fire line from which to suppress a fire.

HAZARD:

- a cyclone, earthquake, flood, storm, tsunami or other natural event
- a fire
- a road, rail or air crash
- a plague or an epidemic
- a terrorist act as defined in The Criminal Code section 100.1 set out in the Schedule to the Criminal Code 1995 of the Commonwealth
- any other event, situation or condition that is capable of causing or resulting in loss of life, prejudice to the safety or harm to the health of persons or animals or
- destruction of or damage to property or any part of the environment and is prescribed by Emergency Management Regulations 2006

HAZARD MANAGEMENT AGENCY (HMA): A public authority or other person, prescribed by regulations because of that agency's functions under any written law or because of its specialised knowledge, expertise and resources, to be responsible for the emergency management or an aspect of emergency management of a hazard for a part or the whole of the State.

INCIDENT: An event, accidentally or deliberately caused, which requires a response from one or more of the statutory emergency response agencies.

INCIDENT CONTROLLER: The person designated by the Controlling Agency, responsible for the overall management and control of an incident within an incident area and the tasking of agencies in accordance with the needs of the situation. [Note: Agencies may use different terminology; however the function remains the same]



INCIDENT MANAGEMENT TEAM (IMT): A group of incident management personnel comprising the incident controller, and personnel they appoint to be responsible for the functions of planning, operations, logistics and public information.

INCIDENT SUPPORT GROUP (ISG): A group of agency/organisation liaison officers convened and chaired by the Incident Controller to provide agency specific expert advice and support in relation to operational response to the incident.

LOCAL EMERGENCY MANAGEMENT COMMITTEE (LEMC): Means a committee established under section 38 of the Emergency Management Act 2005

MUNICIPALITY: Means the district of the local government.

OCCUPIER OF LAND: A person residing on the land or having charge or control of it, whether the person is the owner or tenant or a bailiff, servant, caretaker, or other person residing or having charge or control of the land and includes a person who as mortgagee in possession has possession of the land, while the land is unoccupied, and also a person who has the charge or control of two or more separate parcels of land, although the person resides on only one of the parcels

OPERATIONAL AREA (OA): The area defined by the Operational Area Manager for which they have overall responsibility for the strategic management of an emergency. This area may include one or more Incident Areas.

OPERATIONAL AREA SUPPORT GROUP (OASG): a group of agency/organisation liaison officers, including the designated Emergency Coordinator, convened by the Operational Area Manager/Incident Controller to provide agency specific expert advice and support in relation to strategic management of the incident/s

PREVENTION: Regulatory and physical measures to ensure that emergencies are prevented, or their effects mitigated. Measures to eliminate or reduce the incidence or severity of emergencies. See also COMPREHENSIVE APPROACH.

PREPAREDNESS: Arrangements to ensure that, should an emergency occur, all those resources and services which are needed to cope with the effects can be efficiently mobilised and deployed. Measures to ensure that, should an emergency occur, communities, resources and services are capable of coping with the effects. See also COMPREHENSIVE APPROACH.

RESPONSE: Actions taken in anticipation of, during, and immediately after an emergency to ensure that its effects are minimised and that people affected are given immediate relief and support. Measures taken in anticipation of, during and immediately after an emergency to ensure its effects are minimised. See also COMPREHENSIVE APPROACH.

RESTRICTED BURNING TIMES: The times of the year during which it is declared by the Authority under section 18 to be unlawful to set fire to the bush within a zone of the

Shire of Northam Bush Fire Manual



State except in accordance with a permit obtained under that section and with the conditions prescribed for the purposes of that section and, in relation to land in such a zone;

- (a) Includes any extension of those times made, or any further times imposed, under that section in respect of the whole of that zone or in respect of the part of that zone, or the district or part of a district, in which that land is situated; but;
- (b) Does not include any period by which those times are reduced, or for which those times are suspended, under that section in respect of the whole of that zone or in respect of that part of that zone, or the district or part of a district, in which that land is situated.

RECOVERY: The coordinated process of supporting emergency-affected communities in reconstruction of the physical infrastructure and restoration of emotional, social, economic and physical well-being. See also COMPREHENSIVE APPROACH.

RISK: A concept used to describe the likelihood of harmful consequences arising from the interaction of hazards, communities and the environment.

- The chance of something happening that will have an impact upon objectives. It is measured in terms of consequences and likelihood.
- A measure of harm, taking into account the consequences of an event and its likelihood. For example, it may be expressed as the likelihood of death to an exposed individual over a given period.
- Expected losses (of lives, persons injured, property damaged, and economic activity disrupted) due to a particular hazard for a given area and reference period. Based on mathematical calculations, risk is the product of hazard and vulnerability

RISK MANAGEMENT: The systematic application of management policies, procedures and practices to the tasks of identifying, analysing, evaluating, treating and monitoring risk.

RISK REGISTER: A register of the risks within the local government, identified through the Community Emergency Risk Management process.

RISK STATEMENT: A statement identifying the hazard, element at risk and source of risk.

SUPPORT ORGANISATION: A public authority or other person who or which, because of the agency's functions under any written law or specialized knowledge, expertise and resources is responsible for providing support functions in relation to that agency.

TREATMENT OPTIONS: A range of options identified through the emergency risk management process, to select appropriate strategies' which minimize the potential harm to the community.

Shire of Northam Bush Fire Manual



TOTAL FIRE BANS: A total fire ban is declared by the Minister for Emergency Services on advice from DFES after consultation with the relevant local shire councils that may be affected.

- When a Total Fire Ban is declared it prohibits the lighting of any fires in the open air and any other activities that may start a fire
- The ban includes all open air fires for the purpose of cooking or camping. It also includes incinerators, welding, grinding, soldering or gas cutting. Exemptions are allowed for domestic purposes with conditions applied.

VULNERABILITY: The degree of susceptibility and resilience of the community and environment to hazards. *The degree of loss to a given element at risk or set of such elements resulting from the occurrence of a phenomenon of a given magnitude and expressed on a scale of 0 (no damage) to 10 (total loss).

WELFARE CENTRE: Location where temporary accommodation is actually available for emergency affected persons containing the usual amenities necessary for living and other welfare services as appropriate.

Disclaimer

The Shire of Northam makes no representations about the suitability of the information contained in this document or any material related to this document for any purpose. The document is provided without warranty of any kind to the extent permitted by law. The Shire of Northam hereby disclaims all warranties and conditions with regard to this information, including all implied warranties and conditions of merchantability, fitness for particular purpose, title and non-infringement. In no event shall the Shire of Northam be liable for any special, indirect or consequential damages resulting from the loss of use, data or profits, whether in an action of contract, negligence or other tortious action, arising out of or in connection with the use of information available in this document. The document or material related to this document could include technical inaccuracies or typographical errors.

General acronyms used in these arrangements

AIIMS	Australasian Interagency Incident Management System
BFAC	Bush Fire Advisory Committee
BFB	Bush Fire Brigade
BFCO	Bush Fire Control Officer
BFS	Bush Fire Service
CBFCO	Chief Bush Fire Control Officer
CEO	Chief Executive Officer
CESM	Community Emergency Service Manager
DCBFCO	Deputy Chief Bush Fire Control Officer
DFES	Department of Fire and Emergency Services
DPaW	Department of Parks and Wildlife
FDR	Fire Danger Rating
FRS	Fire and Rescue Service
HMA	Hazard Management Agency
IMT	Incident Management Team
IC	Incident Controller
ISG	Incident Support Group
LEMA	Local Emergency Management Arrangements
SES	State Emergency Service
SEWS	Standard Emergency Warning Signal
SOP	Standard Operating Procedures
UXO	Unexploded Ordnance



Part One - Introduction

1.1 Community Consultation

A Community Emergency Risk Management Workshop along with an online survey was conducted in 2012 where community were asked to rate the emergency management risks for the Shire of Northam. In this work shop Bush Fire was considered the highest risk to the residents within the Shire.

1.2 Document Availability

Copies of the Arrangements are available for members of the public from the Shire of Northam office at:

- Shire of Northam 395 Fitzgerald Street, Northam.
- Northam Library
- Wundowie Library
- Shire of Northams website. [\(Click Here\)](#)

1.3 Area Covered

The Shire of Northam is located in the Wheatbelt district 56km east of the Perth metropolitan area just over the Darling Range. The district is 57km east to west and approximately 25km from north to south. The district covers 1,425km² and has a population of approximately 10600. A map detailing the boundaries of the district is attached as [Appendix 1](#).

1.4 Aim

The aim of the Shire of Northam Bush Fire Management Manual is to provide detailed fire management strategies used to ensure the prevention of, preparedness for, response and ensure an understanding between agencies and stakeholders involved in managing emergencies and recovery from the impact of bushfires on life, property and the environment within the Shire of Northam.

Planning for bushfires means ensuring the resources, information and communication methods used in fighting fires are established, reliable and current. It also means establishing emergency management procedures for managing bushfires, evacuations, road closures and the dissemination of information to the public and key stakeholders.



1.5 Scope

The Bushfire Manual is to assist responders to a Bushfire in the Shire of Northam. The document applies to the local government district of the Shire of Northam which includes the areas of El Cabagello, Bakers Hill, Inkpen, Clackline, Spencers Brook, Muresk, Grass Valley, Irishtown, Jennapullin and Southern Brook. It does not cover the Gazetted fire districts of Northam or Wundowie. This document details the Shire of Northam's capacity to provide resources in support of an emergency, while still maintaining business continuity; and the Shire of Northam's responsibilities in relation to bushfire.

This Manual is to serve as a guide to be used at the local level. Incidents may arise that require action or assistance from district, state or federal level

1.6 Related Documents & Authority

The Department of Fire and Emergency Services (DFES) is the designated Hazard Management Agency (HMA) for the emergency management aspect of response to fire, for the whole of the State, with the Shire of Northam being the Lead Combat Agency for all land outside DFES controlled areas and for Unmanaged Reserves (UMR) and Unallocated Crown Land (UCL) outside town sites (Gazetted Fire Districts).

To enable coordinated delivery of emergency management this plan is consistent with State Emergency Management Policies and State Emergency Plans (WESTPLANS)

Responsibilities are allocated as follows (WESTPLAN Fire)

Existing Plans & Arrangements

- The Bush Fire Administrative Manual and Standard Operating Procedures
- Shire of Northam Fire Break and Fuel Load notice
- The Shire of Northam Local Emergency Management Arrangements 2017
- Westplan Fire
- Bushfires Act 1954
- Fire Brigades Act 1942

1.7 Agreements, Understandings & Commitments

Parties to the Agreement		Summary of the Agreement	Special Considerations
Shire of Northam	Multiple LGs DFES & Parks & Wildlife	Avon Valley Response Plan	



1.8 Objectives

To provide a guideline to first responders and Volunteer Bush Fire Brigades on the management of Fire with in the Shire of Northam.

- To define initial response actions through this interagency agreement by the combat agencies in response areas according to the FDR.
- The agreed management process for any incident will be set up by using the AIMS structure.
- Provide timely, quality and effective emergency service;
- Minimise the impact of emergencies on the community;
- Work with the community to increase bush fire awareness and fire prevention
- Endeavour to ensure that active Brigade members training requirements are maintained and documented to meet DFES standards and that prior learning is to be taken into consideration through the DFES RCC process if applicable;
- Ensure all operational equipment is serviceable and available for emergencies;
- Provide a workplace where every individual is treated with respect, in an environment free from discrimination or harassment;
- Work cohesively with other agencies;
- ~~Report to council on matters referred to the Brigades by the Council, through the Bush Fire Advisory Committee.~~ Promote open 2 way communications between brigades and council through the Bush Fire Advisory Committee.

1.9 Values

Bush Fire Brigade Members are to adopt the following principles at all times when representing the Bush Fire Brigades. These values shall include;

- Put the community first;
- Act with integrity and honesty;
- Work together as a committed team;
- Strive to keep ourselves and others safe;
- Respect and value the contribution of others;
- Have open and honest two way communication; and
- Continuously develop our skills to service the community.

1.10 Locality

The Shire of Northam covers 1,419 square kilometres in the Central Wheatbelt. It has approximately 1,275 dwellings and a population of 3,600 outside of the Northam Town site. The Shire has a rapidly growing population for a West Australian country Shire. The growth is due mainly to the development of special rural sub divisions and in more recent time's substantial growth within the town site itself.

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The main town of Northam is situated 96 kilometres from Perth. The town occupies approximately 2,400 hectares and is the main urban and commercial hub of the Shire of Northam. The town has a population of 7000 and 2,600 dwellings. It is the Regional Centre of the Avon Valley and Central Wheatbelt. The town is identified as a Market Town, which survives and grows through the provision of services to surrounding towns and communities. It is the focal point for important rail and road links to Eastern Australia. Other towns and localities include, Bakers Hill, Clackline, Grass Valley, Spencers Brook, Irishtown, Katrine and Wundowie.

The Shire of Northam's primary industries include broad acre farming, tourism, extractive industries, and abattoirs.

1.11 Fire History

The Shire of Northam experiences a number of bush fires every year. With the growth of the community and an increase in housing density, a greater number of people are being exposed to the risk of bushfire than previously has been the case.

Historically, bush fires have always been a major problem within the Shire. The fires ~~are~~ generally have the potential to be large, inaccessible and out of control.

Some of the difficulties that are encountered include:

- Severe local weather conditions
- Temperatures
- Fire inaccessibility
- Limited fire fighting resources
- Limited human resources
- Fuel Loads

Fire statistics show the main causes of fire are escapes from burning-off operations, deliberately lit fires and lightning strikes. The response is usually limited in available human and equipment resources.

1.12 Specific Bushfire Risk

The Shire has an increasing number of small landholders, which in itself has created an environment that has increased the values-risk and the potential for more fire.

The major fire threats to the District are cereal harvesting, hay transporting, ARC Infrastructure Rail activities, and activities on small rural lots. Major road links also pass through the Shire. The threats within the town sites consist of houses, hotels, service stations, light industry, public buildings and the transport of hazardous materials by both rail and road.



1.12A Industrial Hazards

Industrial operations that may pose significant hazards to fire fighters include:

Areas that may pose significant hazards to fire fighters include;

- Avon Industrial Park – significant quantity of various chemicals.
- Large quantities of grain – risk of explosion due to grain dust. Exclusion zones as per DFES HAZMAT operating procedures will apply. That is a hot zone of at least 70 metres from the incident site and a warm zone as large as the Incident Controller deems necessary.
- Avon Railway Yard – The diesel recovery area/ponds can be very hard to see, all fire fighters to be aware that they are there.
- Road train assembly area and hazmat related issues.
- Hay Storage Sheds
- Farm sheds contain various fuels and toxins (pesticides, herbicides etc)
- Old grounds of Wundowie Foundry – residual charcoal, fines and chemicals on grounds. Possibility could burn like a peat fire.
- Stored tyres on farms. A few farms have been noted to have very large stockpiles of tyres.
- Industrial Areas – Newcastle Rd, Old York Rd, Yilgarn Ave, Contain various industries with hazardous Goods such as fuel and chemical depots.
- Mining areas – BGC Quarry, Lakes
- Solar farm and associated infrastructure.

1.12B Flora

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

The Shire of Northam has many significant pockets and areas of natural vegetation throughout the shire which include;

- Parks and Wildlife reserves and Water Catchment area in the south west of the Shire.
- Local Government Managed Reserves
- Unallocated Crown Land
- Large parcels of native vegetation with in freehold land.

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When working in these areas fire fighters need to be aware of;

- Environmental Tree planting and tree plantations
- Invasive weed spread by fire
- Rare Flora – the Acacia Aphylla is a rare native plant known to exist in the Mokine reserve in the Rifle Range area.
- DEC maintain a register of Rare or endangered Flora found within the Shire of Northam
- Erosion caused by fire or machinery used on the fire ground
- Run off into watercourses
- The use of firefighting foam in sensitive areas

1.12C Outdoor Recreation Areas

- Northam Race track and trotting track
- Northam Caravan Park.
- Eadine Picnic area – Barbeque and shrub lands.
- Golf Courses, Wundowie, Bakers Hill, and Spring Hill,
- Hurricane Go cart track, Burma Road Wundowie
- Training Track, State Forest Burma Road.
- Speedway Track, Fox Road Northam
- Motorcycle Track ,GEH Bypass Northam
- Pony Club, Bakers Hill

1.12D Infrastructure

- ~~Bobakine communications tower~~
- ~~Bakers Hill telephone tower~~
- ~~Fox Rd~~ Communication tower's and related infrastructure
- Non directional aircraft radio beacon Corner Smith Rd and Bobakine Road.
- Power Poles
- Rail East West –
- Great Eastern Hwy –
- Water – Water pipes and the Goldfields Pipeline and pump stations
- Telstra infrastructure
- Western Power sub stations and Depot, York-Northam Rd
- Water Corporation tanks and infrastructure
- Northam Army Camp
- Waste disposal sites active and decommissioned ~~Old Quarry Rd Northam and Inkpen~~

All these locations of Critical Infrastructure need to be considered and protected in firefighting operations and also may pose significant hazards to fire fighters.



1.12E Unexploded ordnance

Refer to the Standard Operating Procedure on ~~Unexploded Ordnance (UXO)~~ for information on how to deal with fire management in purported UXO areas.

Maps showing UXO zones are available showing possible affected areas, the CBFCO, the Shire of Northam and the DFES regional office can provide maps as required.

Please note if working in these areas and you require specialist information please contact DFES Regional office or the Duty Coordinator.

1.12F Access

Access is a major issue within the Shire with many estates only having single points of entry which pose a risk to firefighters and residents who need to evacuate. The western end of the shire poses further risk due to its topography and tall timber. Some areas with limited access are;

- Avon Yard if train over crossing.
- Smith Road – only one access
- ~~Redcourte Estate – only one access~~
- Railway Road, Clackline only one access
- Roads off Leeder Road (Mokine) only one access
- Bobakine Sub division – only one access
- Raymond Court – only one access
- Maurovillo Estate – only one access

1.12G Environmental & Cultural Issues

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

To the West of the Shire, are the forested areas of the Darling Plateau. The forest is of gnarled jarrah with Banksia and grass trees. Rough, grey, red-stained marri are found mainly on the loamy soils of lower valley slopes often with Wandoo. The valley floors, with deeper clay soils, support Wandoo and blackbut. The dense understory of this woodland includes bull banksia, scratchy parrot bush, couch honeypot and the bushy snail hakea.

Clearing for agriculture has taken place mainly on the red alluvial soils of the slopes and valleys. Further eastwest, the area is dominated by agricultural land use with the natural vegetation having been extensively cleared. The landscape is gently undulating with broad fields and scattered remnants on the periphery, which become dominant landscape features. These remnants are common along fence lines and watercourses. Straggly, York gum is the common tree in combination with low bushy jam.

Roadside vegetation may be the only remaining example of the original vegetation within an otherwise cleared area and has high conservation value. Frequently, these areas contain rare and endangered plants and can provide nesting sites or refuges for wildlife. These strips of roadside vegetation may also act as biological corridors



connecting other bush remnants. Native vegetation is generally easier to maintain and is less fire prone than non-native species and weeds.

1.13 Land Use

The Shire of Northam has 5 town sites within its borders

- ~~The town of Northam is the main town site and is gazetted under the WA Fire Brigades Act and as such is serviced by the Volunteer Fire and Rescue Service.~~
- ~~The town of Wundowie – with a population of approximately 800 is gazetted under the WA Fire Brigades Act and as such is serviced by the Wundowie Volunteer Fire and Rescue Service. The town abuts onto areas of forest.~~
- ~~The three towns of Grass Valley, Clackline and Bakers Hill have small populations ranging between 50 and 200 people, and are serviced by their local fire brigades and the VFRS from Wundowie and Northam.~~
- ~~The town of Wundowie – with a population of approximately 800 is gazetted under the WA Fire Brigades Act and as such is serviced by the Wundowie Volunteer Fire and Rescue Service. The town abuts onto areas of forest.~~
- ~~And two further communities;~~
- ~~Seabrook Estate and the Spencer's Brook and Quellington locality, both each with an approximate population of 50 residents.~~

1.13A Semi-Rural

These ~~are a sector~~ of the shire includes the following subdivisions. ~~areas.~~

- El Caballo
- Carlin Valley
- Koojeda Hills
- Benrua
- Red Court Estate
- Warranine/Mokine
- Railway Road Clackline
- Wongamine
- Jilladine/Bobakine
- Maurovillo Estate
- ~~Oyston Rd~~
- ~~Glenmore~~
- ~~Chitty/Refractory Rd~~



1.13B Commercial/Industrial businesses

- Avon Industrial Park
- Edward O'Driscoll hHay/chaff processing facility
- Bodium plant – eExport hay processing facility
- RM Smith & Co hay processing facility
- Wundowie Foundry
- Avon railway yard – VFRS (diesel storage)
- Norrish service group – Bakers Hill
- El Caballo resort and function centre
- Abattoir – Lynley Valley and Goomalling Road.
- Road Train assembly area
- Foundry (Wundowie)
- Australian Defence force Army Camp
- Prisons & Detention Facility.
- BGC Quarry
- Poultry Farm

1.13C Rural

The rural sector is made up nearly entirely of broad acre livestock farming.

1.14 Testing, Exercising and Reviewing

These arrangements will be reviewed annually prior to the commencement of the bush fire season. The CESM & CBFCO will initiate the review.

These arrangements may be exercised as part of the Local Emergency Management Committees as their requirement to hold exercises as designated under State Emergency Management Policy.



BUSH FIRE RESPONSE PLAN

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PART 2

2018



Part Two – Bush Fire Response Plan

2.1 Prevention

2.1A Fire Danger Ratings

Wind, temperature, humidity and rainfall all combine to affect the behaviour of bushfires. In Australia there is a system of assessing these in conjunction with the state of the available fuels to determine a measure of "fire danger", or the difficulty of putting out any fires which may occur. The Bureau of Meteorology issues two types of product to alert the public when conditions are likely to be dangerous - Fire Weather Warnings and Total Fire Ban Advices.

A nationally agreed Fire Danger Rating scale was developed in 2009 to help communities understand information about fire danger. This scale recognises the significant increase in severe bushfire conditions over the past decade and the subsequent greater level of danger to the community.

This information can be obtained from the Bureau of Meteorology's website at – <http://www.bom.gov.au/wa/forecasts/fire-danger.shtml>

The Shire of Northam is located in the Avon fire district which is number 36 on the below map:



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FIRE DANGER RATING	WHAT DOES IT MEAN
	<ul style="list-style-type: none"> • These are the worst conditions for a bush or grass fire. • If a fire starts and takes hold, it will be extremely difficult to control and will take significant firefighting resources and cooler conditions to bring it under control. • Spot fires will start well ahead of the main fire and cause rapid spread of the fire. Embers will come from many directions. • Homes are not designed or constructed to withstand fires in these conditions. • The only safe place to be is away from bushfire risk areas.
	<ul style="list-style-type: none"> • These are very hot, dry and windy conditions for a bush or grass fire. • If a fire starts and takes hold, it will be unpredictable, move very fast and difficult for fire fighters to bring under control. • Spot fires will start and move quickly. Embers may come from many directions. • Homes that are prepared to the highest level have been constructed to bushfire protection levels and are actively defended may provide safety. • You must be physically and mentally prepared to defend in these conditions. • The only safe place to be is away from bushfire risk areas.
	<ul style="list-style-type: none"> • These are hot, dry and possibly windy conditions for a bush or grass fire. • If a fire starts and takes hold, it may be hard for firefighters to control. • Well prepared homes that are actively defended can provide safety. • You must be physically and mentally prepared to defend in these conditions.
	<ul style="list-style-type: none"> • If a fire starts, it is likely to be controlled in these conditions and homes can provide safety.
	<ul style="list-style-type: none"> • Be aware of how fires can start and reduce the risk. • Controlled burning may occur in these conditions if it is safe check to see if permits apply
	

2.1B Restricted Burning Times

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

On days of "Very High", "Severe", "Extreme", or "Catastrophic" fire danger ratings no fires are permitted.

2.1C Prohibited Burning Times

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

2.1D Permits

Bush Fire Permits are utilised during the Restricted Burning Period in an effort to prevent the escape of controlled burns and to ensure property owners safely plan and carry out their burning. Examples of the restrictions and requirements that may be included on permits cover factors such as:

- Informing DFES and neighbors before commencing the burn.
- Restricting burning to coincide with the appropriate weather conditions.
- Implementing precautions to prevent the escape of the burn.
- Having sufficient water and personnel to control and extinguish the burn.
- Providing a time limit in which the burn can be carried out.

Bush Fire permits are issued exclusively by Bush Fire Control Officers who are delegated under the *Bush Fires Act 1954*.

Permits are not valid during days of "Very High", "Severe", "Extreme", or "Catastrophic" fire danger. Permits ~~and~~ may be revoked or suspended at any time by a Bush Fire Control Officer if, in his/her opinion, the fire, if lit, would become a source of danger.

A Bush Fire Control Officer is not compelled to inspect an area to be burnt before issuing a permit to burn. The onus lies on the person not only to comply with the provisions of the *Bush Fires Act 1954*, but also to ensure there is no danger of the fire escaping. The issue of a permit in no way affects that responsibility.

(A BFCO can refuse to issue a permit and the applicant may not approach another BFCO but may appeal the decision through the Chief BFCO.)

2.1E Total Fire Ban

Under *Section 21* of the *Bush Fires Act 1954* the Commissioner of DFES (Commissioner) may declare a total fire ban for the whole of the state or an area of the state. Total Fire Bans are declared because of extreme weather conditions or when widespread fires are seriously stretching resources.

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They are declared on days where fires are most likely to threaten lives and property and consider local conditions such as how moist the soil is or the amount of trees and bush in an area that could burn during a fire.

When a Total Fire Ban is declared it is illegal to do anything that is likely to start a fire. That means if you live in a location where a Total Fire Ban is in place you must not:

- light, maintain or use a fire in the open air
- carry out an activity in the open air that causes or is likely to cause a fire
- this includes undertaking 'hot work' such as metal work, grinding or the like unless you have an exemption; all open solid fuel fires for the purpose of cooking or camping and the use of incinerators and other activities

During a Total Fire Ban you will still be able to:

- Use a gas cooker or barbecue with an enclosed flame or an electrical stove at home or in a designated area. Many recreation sites within local government areas have gas or electric barbecues installed, which may be used at any time
- Smoke but must put out your cigarettes or cigars properly and safely dispose of the butt
- Undertake any work covered by a current exemption as long as you meet any special conditions that apply.

An exemption may be granted if you can show you are taking proper steps to prevent any fire spreading and can control and put out any fire that might start. Exemptions can cover specific times and locations and can be changed or cancelled at any time.

To apply for an exemption permit, go to the DFES web site at www.dfes.wa.gov.au

2.1F Harvest Vehicle Movement 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 Emergency Information Line on (08) 9621 1120 ~~and w~~ 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.

2.1G 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 ~~are it is permitted~~ is permitted 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 m² 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.

2.1H Community Education

The Avon Region is considered to be in a 'high fire risk area' and the entire community is subject to the potential dangers of bushfire. Therefore, community education is a vital step toward maintaining an effective fire management and prevention plan and receiving the cooperation of the entire community.

The Shire uses prevention as its main defence against bushfires and a general community education program and some other more group specific fire education programs are needed to ensure a satisfactory outcome.

The high rate of sub divisions in the area creates an influx of new people to the area each year. Education is the key to overcoming the difficulties associated with this phenomenon. All community groups are considered to be at some level of risk, and therefore are in need of an effective community education program, these groups include:

- New Land owners in the community
- Tourists and travellers that are not accustomed to the harsh conditions
- ~~Pastoralists-Farmers~~ and their employees
- Industry personnel
- Firefighting volunteers
- All other residents and visitors to the Shire

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In conjunction with posting of firebreak notices the Shire of Northam will endeavor to assist residents and provide community information and educational materials. The public can obtain information on bush fires from the following locations:

- The Shire Northam's website; <http://www.northam.wa.gov.au>
- DFES Website – <http://www.dfes.gov.au>
- Shire of Northam Ranger Services
- Volunteer Bush Fire Brigades
- Northam Volunteer Fire & Rescue Service
- Wundowie Volunteer Fire & Rescue Service

2.2 Preparedness

2.2A Firebreaks and Inspections

Pursuant to the powers contained in Section 33 of the Bush Fires Act 1954, the owner or occupier of land is required to clear firebreaks and reduce the fuel load from the land owned or occupied by them from the 1st day of November, up to and including the 30th day of April the following calendar year.

2.2B Unallocated Crown Land (UCL)

DFES is responsible for the risk management and inspection of Unallocated Crown Land within their Gazetted boundaries.

2.2C Land under the Control of the Department of Parks and Wildlife (DPaW)

The Department of Parks and Wildlife is responsible for lands vested to them which includes the co-ordination of fire mitigation measures, hazard reduction and firebreaks to reduce the impacts of fire on their land and on adjacent neighboring lands.

2.2D Hazard Reduction

~~Although there is at risk from bush fires within the Scarp and Avon Region. The Shire of plays a role in Preparedness and Response.~~ The Shire of Northam as well as other government agencies such as Parks and Wildlife DFES, Water Corporation, Department of Education and the Prisons will reduce the effects of fire in the area by conducting fuel reduction works and reduce fuel loads on lands under their control. The local community will also play its part to reduce the hazard and are obligated to do so as per the Shire of Northam's Firebreak and Fuel Load notice. ~~Farmers~~Pastoralists also use controlled burning ~~to maximise pastoral growth and prepare for the following years season for agricultural purposes.~~

2.2E Fireworks

Any person using fireworks within the Shire of Northam must do so in accordance with regulation 39E of the Bush Fires Regulations 1954, including following any directions given by the Shire of Northam and / or the CBFCO.

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Advanced approval must also be obtained from the Department of Mines and Petroleum, Police, DFES and the Airport.

2.2F Restricted Access

There are many areas within the Shire of Northam that have limited access such as the bushland adjacent to the Avon River. ~~But~~ there are areas that may need consultation with the property owner for the safety of firefighters and people. Areas that may need permissions are Yonga Hills Detention Centre, Northam Army Camp, BGC Quarry and Woolloo and Aceacia Prisons.

2.2G Operation of Private Equipment

The Shire of Northam will endeavour to make all Contractors & ~~Pastoralists-Farmers~~ aware of the Guidelines for Operation of Private Equipment at Fires. See below link to DFES Guideline.



http://www.fesa.wa.gov.au/internet/upload/shared/docs/FESA_Guidelines_for_OPE.pdf

2.2H Training

All Brigade members and ~~BFCO's and members of the bush fire brigade~~ must be adequately trained in accordance with [Part 4 Bushfire Brigades](#) in this manual. All other Shire employees, contractors and ~~pastoralist-farmers~~ who may operate on a fire ground are offered the same level of training.

The Shire of Northam with the support of the DFES District Office will provide Fire Fighters with the appropriate training to ensure their safety and effectiveness on the fire ground and public education programs to the community in managing burning and awareness around fire and preparing a fire plan.

2.2I Personal Protective Equipment

On a Fire ~~g~~Ground all registered members of the Fire Brigades are required to wear the personal protective equipment issued. Shire staff (if not issued with Level 1 PPC) and other contractors must comply with minimum standards being, long pants, long sleeve shirt (of which must be 100% cotton or wool, no synthetic material allowed), ~~steel cap~~leather boots, riggers gloves and safety glasses.

All Fire Fighters at a Bush Fire must wear full protective (level 1) tunic & trousers, (level 1) helmet, ~~goggles,~~ boots, gloves ~~in accordance with Part 4 Bushfire Brigades in this manual.~~

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~~Goggles and respirators should be worn as required if fire conditions warrant their use in accordance with Part 4 Bushfire Brigades in this manual.~~

2.2J Occupational Safety, Health & Harassment

The Shire of Northam has an Occupational Safety & Health Policy, Hazard Reporting Form and a Code of Conduct which applies to Shire staff and volunteers. See Section on [Volunteering](#)

2.2K Insurance

Section 37 of the Bush Fires Act 1954 requires the Shire of Northam to maintain an insurance policy that covers (but not limited to – refer s37 for full detail);

- Staff, Contractors and volunteers for personal injury sustained in the course of their duties ~~as at an incident as long as the Incident Controller is aware that they are operating in the emergency area, are also covered by this policy.~~
- ~~All normal brigade activities within the shire.~~
- ~~Any non emergency activity outside the shire must have Shire approval .~~
- Appliances, equipment belonging to the Shire and any privately owned equipment operating at the direction of the Incident Controller, ~~are covered by the above policy.~~

Appliances, machinery and personal who are contracted to conduct works must have their own insurance that covers operations at a fire.

2.2L Standard Operating Procedures

The Shire of Northam has adopted Standard Operating Procedures relevant to bushfires which have been incorporated as part of this Manual.

See Section on [Standard Operating Procedures](#)

The Shire of Northam Standard Operating Procedures should be read in conjunction with DFES's procedures. Where there is a discrepancy or no specific procedure in place from the Shire of Northam then the DFES Procedure is to be adopted.

For a copy of all DFES Standard Operating Procedures see the [DFES Volunteer Portal](#)

2.2M Bush Fire Advisory Committee (BFAC)

The Shire of Northam has established a BFAC in accordance with section 67(1) of the Bush Fires Act 1954 to advise on all matters relating to the prevention, controlling and extinguishing of bushfires. The committee meets as required for more information refer to [Part 5 Bushfire Control Officers](#) in this manual.

2.2N District Operations Advisory Committee (DOAC)

The CBFCO or ~~their~~ proxy represents the Shire of Northam at the DOAC on Regional matters relating to the prevention, controlling and extinguishing of bushfires.

2.2O Planning & Liaison

The Shire relies mainly upon its fire management capabilities and prevention strategies to combat the impact of bush fires. This means that there are usually many organisations and authorities involved in the fire prevention and fire control activities.

Planning and liaison may involve one or all of the following agencies:

- ~~Pastoralists~~ ~~Farmers~~ control the majority of land within the ~~town~~ Shire and are nearly always involved in (or affected by) any bush fires that occur.
- The major ~~industries~~ operating in the Shire have their own plans and strategies in place for fire prevention and control, and are usually involved in any fire activities that occur near their operations.
- Community Groups and members are quite often affected by the fire activities and are an important inclusion in the fire prevention strategies.
- Shire of Northam employees, including the CBFCO and the Shires's Rangers, are often involved in fire activities within the municipal boundaries.
- DFES District Office provides support and liaison and further resourcing if the fire cannot be controlled with the Shires resources.

2.2P Prepare and Plan for a Bushfire

In conjunction with posting of firebreak notices, DFES Operational Services and the Shire of Northam will endeavour to make all residents bush fire aware by advising.

Before summer starts you need to decide what you will do when a bushfire threatens.

- Prepare your family, home or business – know your bushfire risk and have a bushfire survival plan
- Act on the fire danger ratings – put your preparations into action, do not wait and see
- Survive by monitoring conditions when a fire starts – know the bushfire warning alert levels and what you will do when if you are caught in a fire.

2.2Q Community Evacuation

~~Should~~ When an evacuation ~~is~~ necessary then this will be carried out in accordance with the Local Emergency Management Arrangements.

Community members should be given the opportunity and forward notice to make an informed decision to stay or evacuate when threatened by an emergency. The decision to evacuate will be made by the Controlling Agency when the members of the community at risk do not have the capability to make an informed decision or when it is evident that loss of life or injury is imminent.

2.2R Welfare Centre

Welfare Centres are established as an emergency facility to provide shelter, food, clothing and all other welfare services until alternative arrangements can be made. This centre is set up as per the Local Emergency Management Arrangements.

A list of local evacuation and welfare centres can be located in the Local Emergency Management Arrangements. The decision to open a Welfare Centre is made by the Incident Controller in conjunction with the Incident Support Group (ISG).

2.2S Fixed Wing Water Bomber Reloading

On the request of the Air attack supervisor, the Northam State Emergency Service will mobilise the refilling station at the Northam aerodrome. The Equipment is located in a small sea container in front of the water tanks and is keyed with the Northam Standpipe fire key which all appliances have with in the Shire.

2.2T Helitac Loading Zones

- El Caballo Golf course – collar tank/dam's
- Chinganning Rd – Mike Oldens dam large
- Colgongine Road – Gail James dam large
- Talbot Rd – Clive Owens dam
- Gt Eastern Hwy – Dempsters Bridge – soak
- ~~Turner Gravel Pit~~
- ~~Hampton Road~~
- Airport – collar tanks (helitacs and fixed wing)
- McNabs – Wundabiniring Rd Inkpen – large dam
- ~~Dam – beating lake Wundewie (Mauravillo - John Court's Dam)~~

2.2U Shire and Privately owned Water tankers

The Shire of Northam has two water tankers a 15,000lt and a 9,000lt which are on standby to be deployed to an incident on request through the Shire Depots After Hours Mobile Number.

The Toodyay 12.2 can be deployed to the incident by contacting DFES Communications and requesting the appliance.

A List of private contractors is supplied in the [Contacts section](#) of this Manual.

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2.2V Standpipes

Shire of Northam Standpipes are available to fill all appliances and tankers with the Northam Standpipe fire key which all appliances have with in the shire at;

[Northam Standpipes](#) on Google Maps. Link

<https://www.google.com/maps/d/viewer?mid=14qptkbE0Ygb6nsE-7CxfsEY45wE>

Street	Suburb	38mm Camlock	BIC Fitting	100mm Camlock	Overhead Standpipe	Swipe Card Public
Bodeguero Way	Wundowie	Yes	Yes			
(Swipe Card) Keane St	Bakers Hill	Yes	Yes	Yes	Yes	Yes
(Swipe Card) GE Hwy Spencers Brook	Clackline	Yes	Yes	Yes	Yes	Yes
Avro Anson Rd	Mokine	Yes	Yes		Yes	
Spencers Brook Rfd	Spencers Brook	Yes	Yes		Yes	
Northam/Toodyay Rd	Katrine	Yes	Yes			
Katrine Rd	Katrine	Yes	Yes			
(Swipe Card) Clarke St	Northam	Yes	Yes	Yes		Yes
Peel Tce	Northam				Yes	
Hunter Rd	Seabrook	Yes	Yes			
(Swipe Card) Keane St	Grass Valley	Yes	Yes	Yes		Yes
Grass Valley Rd North	Grass Valley	Yes	Yes			
Meiklem Rd	Meenaar South	Yes	Yes			
Grass Valley Rd South	Grass Valley	Yes	Yes			
Cnr Parker Rd/Meenaar South	Meenaar	Yes	Yes		Yes	
Smith Rd	Burlong	Yes	Yes		Yes	
Irishtown Rd	Irishtown	Yes	Yes		Yes	
Southern Brook Rfd	Southern Brook	Yes	Yes		Yes	
O'Niel Rd	Southern Brook	Yes	Yes		Yes	
Chitibin Rd	Jennapullin	Yes	Yes		Yes	
St George	Bakers Hill		Double			
Army Camp Gt Eastern Hwy	Northam		Double			
Army Camp Gt Eastern Hwy	Northam				Yes	
Army Camp Gt Eastern Hwy	Northam		Double			
Army Camp Gt Eastern Hwy	Northam				Yes	
Army Camp Gt Eastern Hwy	Northam				Yes	

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2.2W Water tanks

Shire of Northam Water Tanks are available to fill all appliances and tankers with the Northam Standpipe fire key which all appliances have with in the shire at;

[Northam Standpipes on Google Maps. Link](#)

<https://www.google.com/maps/d/viewer?mid=14qptkbE0Ygb6nsE-7CxFsEY45wE>

Street	Suburb	38mm Camlock	BIC Fitting	100mm Camlock	50mm Camlock
Chitty Rd	Bakers Hill				Yes
Wariin/Wootatting	Wootatting			Yes	Yes
Gt Southern Hwy	The Lakes		Yes	Yes	Yes
Inkpen Rd	Wootatting			Yes	Yes
Inkpen Rd	Inkpen			Yes	Yes

2.3 Response

2.3A Reporting

All fires must be reported through 000:

~~000 calls to DFES COMCEN for fires outside the gazetted fire districts, on Shire managed land or where assistance may be required by another Agency.~~ The Incident Controller is to contact the DFES Regional Duty Coordinator (RDC) if assistance is required.

Personnel receiving fire reports should ask the caller to phone 000. If they refuse get as much relevant information as possible and pass on report to the DFES Communications Centre. Brigades can self-mobilise by calling 000 and advising they are turning out to a report of a fire.

At the earliest opportunity Brigades and ~~Private/Pastoral~~ units responding to fires will report their involvement to the person in charge or direct to the CBFCO.

All fires should be reported to DFES Communications Centre to assist State wide situational awareness.

All fires burning within the Shire are to be reported to DFES COMCEN. Dependent on weather conditions and time of the year the Duty Officer at the DFES Regional Office is also to be advised. The Officer in Charge will report to the District Office of the DPaW, immediately when fires burn on or threaten land vested in that Authority,

Should a suspicious fire occur it should be reported to the DFES COMCEN and/ or the Police via the Incident Controller. Where possible the area of ignition should be cordoned off and disturbance of the area should be avoided if possible.

2.3B Incident Notification and Turnouts

The normal notification of a fire is through the Local Government '000' service agreement system. Below is a copy of the Northam agreement from DFES

Current 000 SERVICE AGREEMENT for NORTHAM (S)

In order to advise Local Government of 000 calls promptly it is suggested that contacts are 24/7 numbers.
The 4th contact will always be DFES Regional Duty Coordinator

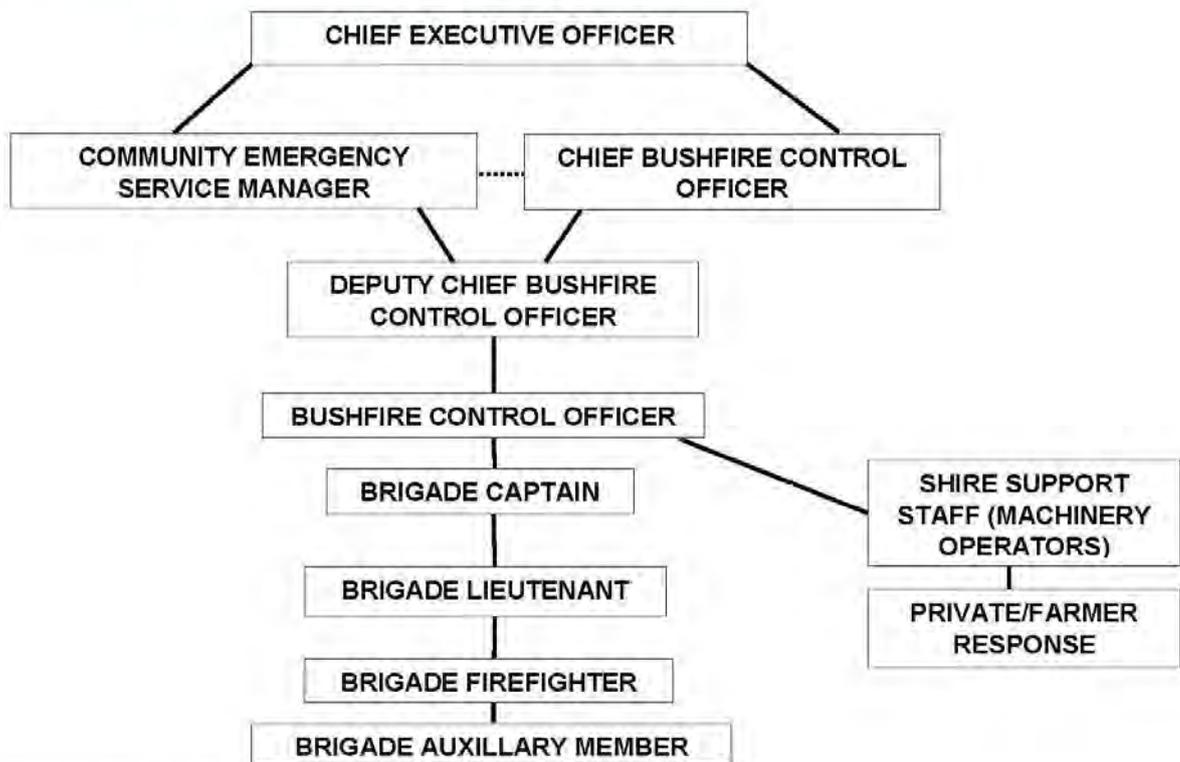
No more than 3 contacts per LGA will be recorded.

Our 24 hour, 365 day emergency 000 contacts from the Communications Centre are as follows:

Organisation	Role	Name	Contact Type	Number
1 Shire of Northam	Pagers	Northam Shire	Hutchinson	Northam Shire
2 Shire of Northam	CBFCO	Northam BFB On Call Phone	Mobile (All Hrs)	0436 694 318
3 Shire of Northam	CESM	Daniel Hendksen	Mobile (All Hrs)	0458 080 818
4 DFES Goldfields Midlands Region	Regional Duty Co-Ordinat	DFES Regional Duty Co-Ordinator		9690 2300

Note: Contacts may make reference to an SMS group which allows multiple pagers or mobile phones to be attached to that group. An SMS list form needs to have been completed

2.3C Incident Management Structure Chain of Command



Role of the CESM

The role of the CESM in local government can be broken into two categories, Operations & Support.

- The CESM reports only to the CEO and sits as his/her representative within the IMT for all incidents that are under the local government control.
- The CESM sits alongside the CBFCO or his/her next senior representative within the IMT to offer assistance with resourcing of the incident
- The CESMs role in the IMT is to support the Incident Controller with Logistical, Operational and Safety requirements, as well as looking after the welfare of emergency service personnel. The CESM does not automatically assume responsibility for the management of an incident, however he/she may become IC at the request of the current Incident Controller, the Chief Executive Officer of the Shire of Northam, or if the incident is escalating beyond the control of the current IC.

2.3D Initial Appliance & Resource Turnout

Incident Classification for Local Government Bush Fire Brigades

Incident response will be indicated as a result of consideration of the following factors

- Grassland Fire Danger Index
- Nature of asset at risk
- Size of fire at time of notification

2.3E Local Notifications

1. SMS Messaging
2. BART Application (provide updated information e.g location to incoming units)
3. UHF CB Channel 5 (talk to Private/~~Pastoralist~~ Units and machinery)
4. VHF ~~Hi~~ radio WAERN 329 or Channel 43 VHF Mid
5. CBFCO to be contacted
6. At the earliest opportunity the Officer in Charge will report the situation to DFES Communication Centre with a situation report.
7. If the fire is under control and no further assistance is required, cancel other brigades on route to the fire by use of the DFES Communication Centre, VHF radio.
8. Additional resources can be coordinated through the Community Emergency Services Manager, Shire or DFES Communications Centre (ComCen) is to be advised. The Officer in Charge will report to the Regional Duty Officer at the DFES Regional Office.
9. DPaW is to be notified if the fire is within 32km of a DPaW reserve-, immediately when fires burn on or threaten land vested in that Authority.

2.3F Incidents during Prohibited Burning Periods

On receipt of a '000' fire emergency telephone call, the Senior Officer, will cause a SMS and BART Message to be made turning out a minimum of two (2) brigades to every fire, ~~On arrival to the incident if the first brigade until such time as they arrive and~~ are capable of containing the fire then the secondary brigade can be stood down.

On days of 'Severe' and above Fire Danger Rating, a minimum of two (2) brigades, ~~1~~ The Northam Fire Support Vehicle, Northam CBFCO and a secondary FCO to assist should be turned out-

If the fire is confirmed and fire behaviour is erratic the incident controller all brigades shall be turned shall turn out all brigades out along with ICV and Crew, 2 Shire water carts, loader and other equipment as required. The fire is to be reported to DFES District Office, Northam (ALL HOURS PHONE: 9690 2300).

2.3G Incidents during Restricted Burning Periods

In the Restricted Season, a minimum of one brigade will be mobilised. A senior officer will assess the conditions and make a decision to turn out further brigades ~~will be made~~. This turn out must still be carried out through the use of the SMS service and BART

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Message so that other brigades are aware of the fire and can commence to make themselves available if required.

2.3H Incidents during Unrestricted Burning Periods

On receipt of a '000' fire emergency telephone call, a minimum of one unit from the brigade in whose area the fire is located, will be turned out to check every report of a fire, regardless of the belief that it is a controlled fire, until the fire is confirmed as being under control by the Incident Controller by radio, telephone or visit.

2.3I Fire Suppression Strategies

Fire protection strategies for all responders should reflect the following:

1. Protection of life.
2. Public Information and warnings
3. Protection of property
4. Protection of environmental/heritage values
5. Extinguishment of the fire
6. Containment of the incident within strategic firebreaks
7. Mop Up
8. Patrol and Monitor the Incident

The application of these strategies will be determined by the IC having regard for the existing conditions and available resources.

Suppression of fire on an individual's property, ~~(Rural Farms)~~ is the responsibility of the occupier of that property. Should assistance be required or resources are depleted, the owner or occupier is to contact 000.

2.3J Handover Protocols

To provide support to local governments and Bush Fire Brigades, the Bush Fires Act 1954 was amended to enable a local government to request that DFES, under Section 13(4):

Where a bush fire is burning in the district of a local government the Authority may, at the request of the local government, authorise a bush fire liaison officer to take control of all operations in relation to that fire.

A DFES Bush Fire Liaison Officer (BFLO) or another person to take control of a bush fire burning on Local Government or Conservation land at the request of the Local Government or the CALM Act CEO, or due to the nature and extent of the fire, DFES may, without a request, authorise a BFLO or another person to take control of a fire.

When DFES authorises the BFLO or another person to take control of the fire that person has control of all Bush Fire Control Officers, Bush Fire Liaison Officers, authorised CALM Act Officers and Officers and members of Bush Fire Brigades present at the fire.

Any person who is not a BFLO and is authorised under this section has same powers as a BFLO.

2.3K Availability Rosters

There are no formal on call rosters for the volunteer Bush Fire Brigades within the Shire of Northam. A roster is setup for the Christmas, New Year's Period to ensure coverage

Individual brigades are encouraged to log member's availability utilising the BART application availability screen.

2.3L Current List of Bushfire Control Officers

Please refer to [Contacts Section](#) of this document for details of current Fire Control officers.

Refer to the Local Government or Brigade listings, or to the DFES OMS database for a comprehensive listing of all current records, including DFES training competencies.

Alternatively, for a list of all Brigade Captains, FCOs and office bearers refer to the current edition of the DFES regional directory.

2.3M Northam Bush Fire Brigade Resources

Please refer to [Appendix 3](#) for a full list of Northam Bushfire and SES appliances.

2.4 Incident Management Structure

2.4A Australian Interagency Incident Management System (AIIMS)

DFES, DPaW and the Shire of Northam adopt the Australasian Interagency Incident Management System (AIIMS). All agencies recognise the AIIMS and its establishment on the fire ground through the formation of an Incident Management Team (IMT). At all multi-agency incidents, all agencies will recognise a single IMT normally identified through a common Incident Control facility. Regardless of jurisdictional and geographic boundaries, agency command structures are utilised through the formation of divisions or sectors or through the appointment of liaison officers;

If appropriate, the Incident Controller is encouraged to nominate expertise of other fire agencies as formal members of the IMT;

At Level 3 multi-agency incidents, the appointment of an Incident Controller is by the FES Commissioner.

The designated Incident Controller has the decision-making authority at the incident and is respected by all services and rank.

2.4A Level One Incident

Initial responding officer will maintain control. The Incident Controller can be any member capable and qualified to take on the role or a brigade member may take on the role under guidance and supervision of someone who is qualified. Under the Bushfires Act the IC is the person who is available and is highest officer in the chain of command ([shown in section 2.3C](#)) should be appointed. It is conceivable that this officer may maintain or pass on any of the AIIMS functions such as maintain logistics and planning functions, but may pass operations to another officer. This is based on incident or on the experience of the officers on the ground.

The Incident controller will contact DFES ComCen and give SITREP as soon as practicable on arrival and every hour after will the fire is running.

The incident will be made safe within a 24 hour period, with minor disruption to the community. Local Brigade resources will be sufficient to contain and patrol until safe.

2.4B Level Two Incident

The escalation to a level 2 incident would be obvious when the initial response is insufficient to manage the incident, due to its scale or complexity. It is conceivable that the competencies required for the control of the incident would be such that a senior officer (CBFCO) would be required or a DFES manager to relieve the first arriving officer, who may take a lesser role in the incident management structure.

A full Incident Management (IMT) structure may be implemented, using the AIIMS structure. Officers should be fully competent in the roles that they will occupy at the level they are expected to operate.

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It is likely that the time to control may be greater than 8 hours (potentially days) with significant community involvement.

It is also likely that significant external resources would be required to supplement local ones. The DFES Regional Duty Officer will be notified, if only for coordination functions. Reporting to the Regional DFES Office should be regular and accurate.

If it is apparent that the incident may escalate beyond local resources, or become more significant in terms of losses, the actioning of a Transfer of Control under Section 45 to DFES should occur.

2.4C Level Three Incident

For an incident of this size and/or complexity, the OIC should have already established contact with the Regional Duty Officer of DFES for assistance. At this stage, significant assistance should have been gained from DFES and resources from surrounding local governments. DFES through Section 45 of the Bush Fires Act may take control at this stage.

The OIC and the remainder of persons within the IMT should have sufficient competencies for any functions that they are to perform.

2.4D Mobilisation Arrangements & Plans out of the Shire

A requests for assistance from outside the Shire or out of the region needs to be requested by the DFES Duty Officer to the Shire of Northam. The CBFCO and the CESM will consult and approve the required appliances and volunteers. Including mobilisation to fill positions in task forces.

Informal and formal contingency arrangements exist with neighbouring Shires for cross border response.

2.4E Communications

The Shire of Northam uses the DFES VHF radio network Channel 329 for normal operations. Where possible, sectorisation of the fire should take place and each sector should be allocated a Simplex channel (ie channels 354, 355, 356). In addition the Shire also monitors the UHF repeater frequency, UHF CHANNEL 5, as used by the farming community and is in a position to respond on UHF radio to farming units.

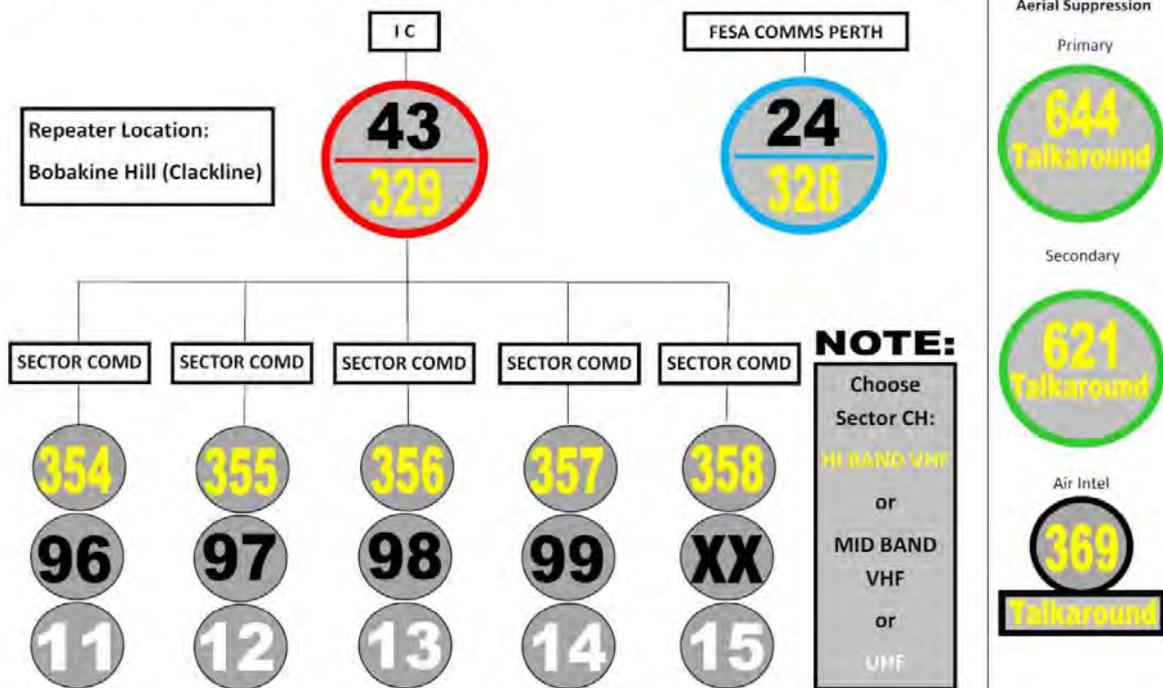
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Northam uses DFES Avon Communications Plan 1 shown below;

Local Authority (Area)	DFES 6IP COMCEN Repeater	Primary Shire Repeater Channel	Primary Simplex Channels		UHF
			354	356	
York	328	353	354	356	CB 5
Northam	328	329 (375 FRS)	357	354	CB 5
Mundaring	205/380	346/238	357	356	
Toodyay	328	327	357	356	
Cunderdin	328	164	356	357	
Wundowie	376		99		CB 5

Midlands Goldfields Preformed Communications Plan: AVON 1





2.4F Communications Redundancy Plan

The Shire has some redundancies for communications as shown in the above tables. Below are some other considerations.

- Table of radio channels as above using VHF High or VHF Mid or UHF
- DFES Communications trailer or Incident Control Vehicle or Satellite phones. To be arranged via the DFES Regional Duty Officer.
- 400Mhz UHF repeater and simplex channels
- CB Channels
- Mobile Phones

2.4G Control Point Requirements

Routine fire operations are generally controlled / managed through the provision of Forward Control Points (FCP). This may be the IC vehicle, or more formally, through the provision of a dedicated facility or vehicle (Incident Control Vehicle). Where the incident becomes more significant, it may be necessary to establish an Emergency Coordination Centre (ECC).

The specific location of the FCP will be dependent on the situation at the time however as a guide the location chosen should be;

- Close enough to the fire ground to act as an check point for people entering and leaving from the fire ground
- Located far enough away so that the location (preferably) should not have to move
- Located far enough away so personnel working at the FCP are not affected by heat, smoke etc.

Description	Service	Contacts
Level 1 Minor Incident	Fire Support vehicle (Chief's vehicle) or CESM Vehicle or Bush Fire Station	0436 684 318 Call sign Northam Chief 0458 080 818 Call sign Northam CESM
Level 1 Multiple Incidents Or Level 2 Medium Incident	Incident Control Vehicle or Bush Fire Station or Northam State Emergency Service Building	Request through CBFCO or CESM DFES Duty Officer 9690 2300
Level 3	Northam State Emergency Service Building	DFES Duty Officer 9690 2300

2.4H Coordination Centres

Refer to the Local Emergency Management Arrangements to ensure the Emergency Coordination Centre is appropriate for the incident.

Northam State Emergency Services Unit
Henry Street Northam
Phone: 0407 674 111

2.4I Air Support

Air support to assist with fire-fighting operations, is available from DFES.

Water bombers should be used when there is significant threat to property and the fire cannot be contained on the ground.

Water bombers can also be requested for a fire if conditions are very high or above. Requesting officers should be aware that Air support is strictly prioritised, and aircraft can be withdrawn at any time if there is a greater need for their services elsewhere.

Air reconnaissance can be requested through the DFES regional Duty Officer on 9690 2300.

Air Attack can be requested through the DFES Communications Centre. Radio channel 328 or by ringing 1800 198 140.

When requesting an aircraft the following will be required;

1. Fire location
2. Ground Controller
3. Nominated air attack radio channel

2.4J Incident Management Team (IMT)

The IMT comprises of the IC, Operations, Planning, Information and Logistics Officer. During level 1 incident the IC may fulfil all of these functions, however if the incident increases to a level 2 or 3 incident it is paramount that local people be used in key positions within the IMT to maintain local knowledge input to the decision making process. To make this effective it will require calling in outside resources to enable local people to move from frontline firefighting to the IMT.

2.4K Incident Support Group (ISG)

The ISG will be formed in support of the IMT and will be formed through consultation between the HMA and WA Police. It is likely to consist of members of the LEMC who are involved by virtue of their expertise. Other members may be co-opted, as required.

The main focus of the ISG is to ensure community interests are served and that they are informed of the situation, as required. The ISG is a coordination organisation, for the provision of effective support to an IMT (or multiple – within an area)

2.4L Operations Area Support Group (OASG)

In the event of a complex multi-agency bushfire emergency or numerous active bushfire incidents covering several jurisdictions within a designated operational area, the HMAs will consult and may appoint an Operations Area Manager (OAM).

The OASG will be convened by the OAM, in consultation with the relevant District Emergency Coordinator, to assist in the overall management of incidents within the designated Operations Area. The OASG is comprised of representatives from relevant combat agencies and support organisations and will assist with the coordination of resources, personnel, telecommunications and community requirements.

Each OASG will have a defined operational area. Specifically, the OASG will ensure that combat agencies and support organisations are working together effectively to achieve control objectives for each bushfire incident by reviewing priorities, resource needs and reporting systems. The OASG will convene in a nominated ECC.

2.4M Incident Command and Control

For small, low complexity incidents, the first arriving officer shall assume control of the incident and manage all functions of the AllMS, delegating wherever necessary. They will also manage any escalation that may become necessary.

The CBFCO at his/her discretion shall be the IC at all major fires and will establish a Forward Control Point in close proximity to the fire ground. In the absence of the CBFCO, the IC shall be a Deputy CBFCO or a Senior Fire Brigade Officer.

The IC shall have overall management of the fire incident and any resources applied to incident management at that time.

2.4N Declaration of Incidents Levels

The Controlling Agency, through the IC, will make a determination as to the appropriate incident level as soon as practicable, upon arriving at the incident

The IC will note the declared incident in all communications (internal and external). This includes the IC's personal log and all Situation Reports sent through the command line

2.4O DFES May Assume Control

In accordance with Section 13 of the Bush Fires Act 1954, if a fire is burning in the district of a Local Government or on DPaW managed land, the DFES Commissioner may authorise a Bush Fire Liaison Officer (BFLO) or another person to take control of all operations in relation to that bushfire, ~~if requested by the controlling authority or because of the nature or extent of the fire, DFES considers it appropriate to do so.~~

Appointment as an Authorised Person by the DFES Commissioner will be on the recommendation of the DFES Regional Superintendent, who will if possible consult with Shire of Northam.

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It is important that any incident be continually monitored and re-assessed in order to ensure that any changes to its nature are identified and a revised incident level is appropriately communicated.

Full requirements Incident Level Declaration are detailed in the Operational Policy 23 – Incident Level Declaration, Incident Level Declaration

2.5 Incident Controls

2.5A Funding Arrangements & Protocols

Once all available Shire resources are utilised or depleted, further funding or equipment assistance is available through the DFES Regional Office. To trigger this assistance the Regional Duty Officer must be notified on 9690 2300 at the time of the incident. No funding assistance will be available retrospectively. To ensure local suppliers are paid promptly, all invoices must be made out to DFES quoting the incident name and number.

OEM Policy provides that the cost of responding and managing an incident ~~rests~~ with the Controlling Agency.

For major wildfires, financial assistance may be available through the State Wildfire Fund. This is accessed via DFES in accordance with Standard Administrative Procedure No 12.

An application can be made for supplementary funding by application to the Minister. When an emergency involves a multi-agency response, all costs associated with the emergency shall be met by each individual emergency management agency, provided such costs are related to the delivery of services or resources which form part of the agencies core functions or if, the agency has a bi-lateral agreement in either Plans or Memoranda of Understanding to provide such services and resources at its own cost.

If the use of commercial aircraft at bushfires is required, assistance must be requested in advance with DFES ~~via commcen in~~ accordance with both Standard Operating Procedures R10 (SOP R10) ~~and~~ Standard Operating Procedure R12 (SOP R12 (AMI))

Note: The Shire of Northam provides financial and in kind commitment to fire control. Accordingly, the Shire agrees to commit additional resources at an appropriate level dependant on the circumstances of individual events, in order to receive assistance. During a wildfire, District Officers from DFES may attend the Fire Control Centre on request or to audit the funding allocation.

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2.5B Traffic Management Protocols

Traffic management needs to be considered whenever fire-fighting activities (including hazard reduction and training activities) occur within the Shire.

Personnel need to be aware of their responsibilities for the safety and welfare of themselves, their colleagues and the public on roadways while working on roads for any operational reasons.

The Shire of Northam and DFES personnel have the legal power to restrict and/or close roadways affecting or being affected by inclement operations. However, these powers should be carefully considered should an officer not be familiar with their provisions. In the case of fire or emergency activities, FCO's may cause roads to be shut in accordance with Section 39(g) of the Bush Fires Act 1954 and/or SEMP Policy Traffic Management during Emergencies, for the protection of fire-fighters and/or road users.

The IC shall ensure that the operational risks taken are acceptable; where it is deemed unsatisfactory, they shall appoint or liaise with the following officers as necessary:

- Main Roads WA;
- WA Police or SES to provide traffic control and road closures;
- DEC (non- incident related);
- Shire of Northam (non-incident related)

Police will be called in when traffic management is required on main arterial roads or at a high level incident until traffic management has arrived.

The Shire is responsible for all traffic management on Local Government roads and will use Shire vehicles, trained Shire staff and signage to achieve this.

2.5C Evacuation Procedures

The decision to evacuate is made by the HMA Incident Controller and implemented by the WA Police Service. For information on evacuation procedures see the Evacuation Section of the [Local Emergency Management Arrangements](#).

2.5D Back Burning

Back burning is used by Fire Response Agencies to combat large bush fires where access is limited or where the main fire is inaccessible as a means of suppressing bush fires. This is done under the strictest of control and can only be authorised by the Incident Controller of that bush fire.

2.5E Fire Ground Machinery

In most cases, machinery such as graders, bulldozers or loaders will be used to assist with the containment and suppression of the fire.

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Where machinery is to be used, it must be in good working order, sufficient to carry out the required tasks, be adequately insured and operators should have some level of fire ground experience and training.

The request for utilisation of machinery from either the Shire of Northam or private contractors must be made by the Incident Controller

All machinery on the fire ground must have a minimum of a 1000litre fire support unit to accompany them on the fire ground. The unit is to remain in sight of the machine at all times and must not use their water supply for fire suppression it is only for machinery protection.

Where possible a mobile Automatic Vehicle Locator (AVL) unit should be carried by the machine when operating on the fire ground.

2.5F Meals and Refreshments

In consultation with the IC, the CEM or member of the Shire will be responsible for the provision of food and refreshments. The information below is to be used as a guideline.

When a fire crew has been called to a fire (at least 2 hours before a meal period and it has been established that they will still be required for at least 2 hours past the meal period) appropriate refreshments will be supplied (not including alcoholic beverages).

For continuation of firefighting duties after this period, refreshments will be supplied at the various meal periods (with hydration being available at all times).

2.5G Medical Assistance

Consideration should be made for the development of a medical plan for prolonged or significant operations. It is the Incident Controllers responsibility to consider and initiate this requirement where appropriate.

All requests for medical assistance should be made through DFES COMCEN where possible. If a severe medical emergency occurs, communications should be done via telephone and not radio if possible.

With more than 50 personal on the fire ground a first aid post should be present.

2.5H Trauma Counselling / Peer Support

Trauma counselling following an incident might be required, not only for Local Government and Brigade personnel, but for members of the public who might have been involved in the incident prior to the brigades arrival and directly affected by the incident.

During incident debriefs, officers should assess whether any of their crew members may require trauma counselling or peer support. DFES provides a Chaplin and a peer support program if required. This service may be requested via DFES COMCEN.

2.5I Dissemination of Information to the Public

The IC is responsible for the management and authorisation of media releases during an incident. The IC or the CEO of the Shire of Northam (or delegate) are the only people authorised to issue "media releases" on behalf of the Shire. This includes any information on social media.

DFES Media and Public Affairs may assign a Media Liaison Officer (MLO) if requested to work for/on behalf of, the IC, in association with the Shire of Northam. Information provided to the media by the MLO is of an operational nature only.

The IC will rely upon an officer from the Shire of Northam to provide local knowledge and expertise in the development and provision of media releases and community information bulletins, for dissemination to the public through the local government, or DFES Media, as agreed at the time of the incident. DFES may release media statements that reflect the Regional and multi - agency perspective, of the status of fire incidents throughout the Region. DFES Media and Public Affairs may also be requested to release public information alerts through radio and television (in extreme circumstances) as well as updates on the DFES website and a recorded message dial in and dial out service.

2.5J Bushfire Warning System

During a bushfire, the Incident controller from the controlling agency will provide as much information as possible to potentially affected communities utilising all possible means. In the Shire of Northam any uncontrolled fire must have the minimum level of warning. There are three levels of warning, these will change to reflect the increasing risk to life and the decreasing amount of time until the fire arrives.

The three levels of warning are:

- **ADVICE:** a fire has started and there is no immediate danger, this general information is to keep you informed and up to date with developments.
- **WATCH AND ACT:** a fire is approaching and conditions are changing, you need to leave or prepare to actively defend to protect you and your family
- **EMERGENCY WARNING:** you are in danger and you need to take immediate action to survive as you will be impacted by fire. This message may start with a siren sound called the Standard Emergency Warning Signal (SEWS)

A table detailing the public warning regime and detailed messaging is available at <http://www.dfes.wa.gov.au/safetyinformation/fire/bushfire/Pages/default.aspx>

2.5K Post Incident Review

The IC is to declare the incident safe before any stand down procedures can be activated. In a major emergency stand down should not occur until the recovery process is underway.

For Level 1 Incident a hot-debrief should occur in which any recommendations can be included in the fire report. This report is to be submitted to the Shire of Northam who in

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turn will forward it to DFES COMCEN and the DFES District Office. Any recommendations need to be considered and if appropriate, passed onto BFAC for their consideration.

For Level 2 incidents or above, consideration should be given to inviting DFES personnel to assist with the preparation and documentation of a Post Incident Analysis (PIA).

Where an accident, injury or near miss has occurred, a report must be lodged. All vehicle damage is to be reported to the shire and repaired as soon as practicable.

2.5L Rehabilitation and Restoration

As part of the incident, the Incident Controller will arrange for affected land manager(s) to assess and report on damage to infrastructure and environmental damage, and make recommendations for rehabilitation and restoration. Assistance may be sought through Western Australian Natural Disaster Relief and Recovery Arrangements (WANDRRA). Combat agencies and support organisations are required to participate and assist with the environmental assessment.

Site clean ups will only commence once the associated risks are reduced to a point considered acceptable to the Incident Controller. The Incident Controller may, on the advice of technical or local advisory groups, permit recognised contractors to commence clean-up operations. However, preservation of evidence must be considered prior to any restoration work commencing. The controlling agency remains the custodian of property until the owners or the Police arrive to take responsibility.

2.5M Bushfire Investigation

Should a suspicious fire occur it should be reported to the DFES COMCEN or the Police Arson Squad via the Incident Controller. Where possible the area of ignition should be cordoned off and disturbance of the area should be avoided if possible.

If you see something that looks out of place, this may be what the Police are looking for as every piece of information you can provide is important. It could help the Police to prevent bushfire arson or apprehend an arsonist.

~~To report suspected arson, call Crime Stoppers on 1800 333 000.~~

2.5N Recovery

The Emergency Management Act 2005 (Section 36 [b]) legislates that it is a function of a local government to manage recovery upon an emergency affecting the community in its district.

All recovery shall be conducted in accordance with the guidelines contained within the Local Emergency Management Arrangements. Recovery includes all activities intended to return the community to normal as soon as possible after the impact of a disaster or emergency.

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Recovery activities should begin to be planned and implemented during the incident, as soon as the community is identified as under threat.

This includes all activities intended to return the community to normal as soon as possible after the impact of a disaster or emergency.

Post Fire Recovery Strategies	Responsible Organisation
Restoration of essential services	Shire of Northam
Consider safety of public facilities – close if unsafe	Shire of Northam
Remove any dead animals away from public sight (tracks and fence lines)	Shire of Northam
If required, obtain carers for injured fauna	DPIRD/DEC , Dept of Food & Agriculture
Clean up the fire site and appropriately rehabilitate areas adversely affected by the fire or fire suppression activities. Close and rehabilitate any unwanted firebreaks during fire suppression activities	Shire of Northam or DEC
Inspect and assess Shire road networks and associated infrastructure	Shire of Northam
Consider restricting public access to the area until safe to enter. Possible burning trees etc...	Incident Controller
Check power lines for safety if in the fire area	Synergy Western Power
Facilitation of post trauma recovery counselling	Shire of Northam

2.50 Hand Over of Control

Once the fire is contained and controlled and the threat is removed all attempts should be made to hand back control of the incident to the property owner or occupier.

Contact wWith the owner can be made through local knowledge or through the Shire or CESM who can utilise shire records to ~~contact~~ identify the owner. The property owner or occupier must be capable ~~both~~ physically and have the required equipment to ~~complete the tasks~~ take control of the incident otherwise the control remains with the Shire until made safe.

The Incident Controller must give a hand over briefing in person to the person taking control with a list of priorities and risks and possible treatments. They should also be informed if the incident escalates beyond their control to call 000 for units to re attend.

Mr Mathew Macqueen and Simon Peters declared a "Financial" interest in item 5.6 - Attendance Fee/Honorarium for the CBFCO and DCBFCO Positions as there is a potential financial benefit as CBFCO and DCBFCO.

The CBFCO and DCBFCO departed the Council Chambers at 6:32pm.

5.6 ATTENDANCE FEE/HONORARIUM FOR THE CBFCO AND DCBFCO POSITIONS

Address:	N/A
Owner:	N/A
File Reference:	5.1.3.1
Reporting Officer:	Brendon Rutter Community Emergency Services Manager
Responsible Officer:	Chadd Hunt Executive Manager Development Services
Voting Requirement	Simple Majority

BRIEF

The payment of honorarium payments to the Chief BFCO and Deputy BFCO positions

ATTACHMENTS

Nil.

BACKGROUND / DETAILS

The Chief and Deputy Bush Fire Control Officer positions are at times demanding positions and the officer/s periodically have to attend meetings and other functions as part of their role that can be quite time consuming and as a result of the extra workload can have a negative financial impact on the income of the officers.

CONSIDERATIONS

Strategic Community / Corporate Business Plan

Theme Area 3: Safety and Security

Outcome 3.1: Shire of Northam residents are able to pursue the fullest life possible without fear of or hindrance from crime and disorder.

Financial / Resource Implications

There are no current financial implication resulting from this report and recommendation. This item seeks authorisation of Council to investigate an annual fee for the Chief and Deputy BFCO for the 2018/19 season and the

findings be presented to the next Bush Fire Advisory Committee meeting. This would involve consulting with other local governments in WA.

Legislative Compliance

Nil.

Policy Implications

Nil.

Stakeholder Engagement / Consultation

Officers are aware that some metro and regional shires have honorariums in place for the Chief and/or Deputy BFCO positions. Officers have also sought comment from the current CBFCO & DCBFCO to determine if an honorarium would be appropriate for the role.

Risk Implications

Council is requested to consider the provision of honorariums paid to the Chief and Deputy BFCO positions to reduce the financial burden placed on these voluntary but critically important positions as officers for the Shire.

OFFICER'S COMMENT

There are multiple local and regional meetings that the Chief and/or deputy are required to attend as a representative of both the Shire of Northam, and the volunteer bushfire service.

Meetings such as the District Operations Advisory Committee (DOAC) and Local Emergency Management Committee (LEMC) are normally conducted during business hours and as a result of attending would impose a loss of income on the Chief and/or Deputy positions.

This is additional normal incident related activities that the CBFCO & DCBFCO officers attend as part of their role as a volunteer.

Taking into consideration the Shire of Northam currently provides mobile phones to the CBFCO & DCBFCO positions, as well as a forward control vehicle that is utilised by the CBFCO and the DCBFCO in his absence, BFAC should discuss the possible recommendation for an honorarium/attendance fee to be paid to either the CBFCO or the DCBFCO or both for consideration by council. Should BFAC agree that an honorarium/attendance fee should be appropriate, discuss and come to an agreement on a recommendation to council on the amount

RECOMMENDATION / COMMITTEE DECISION

Minute No: BFAC.185

Moved: Mr Scott Horlin

Seconded: Mr Paul Antonio

That Council request the Chief Executive Officer to investigate an annual fee for the Chief and Deputy BFCO for the 2018/19 season and the findings be presented to the next Bush Fire Advisory Committee meeting.

CARRIED 8/0

The CBFCO and DCBFCO returned to the Council Chambers at 6:35pm and were advised of the above decision.

6. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Murray McGregor - Irishtown BFB

I think it would be a good idea that Brigades have the opportunity to familiarise ourselves with some of the major industrial facilities within the Shire so we at least have some idea about what firefighting facilities (hydrants, etc), risk areas to avoid, etc. I realise that much of this is VFRS territory but the BFB will provide backup and need an appreciation of the VFRS plans at each site and what our role would be if there was a fire.

Some of the sites include CBH, Abattoir, hay sheds by CBH, Meenar. I'm sure there are others.

This should occur pre-season and be updated every 2 years.

Discussion

A number of other locations were suggested, these included the Immigration Centre, Foundry at Wundowie, Small Industry at Bakers Hill, Waste Disposal Facilities. It was suggested that members raise locations with the CESH to look into whether this is a possibility. In relation to the Immigration Centre, it was suggested that the arrangement that St John's have be investigated in terms of access in an emergency.

7. URGENT BUSINESS APPROVED BY PERSON PRESIDING OR BY DECISION

Nil.

8. DATE OF NEXT MEETING

September 2018, date to be confirmed.

9. DECLARATION OF CLOSURE

There being no further business the Presiding Member, Tyron McMahon declared the meeting closed at 6:47pm.

"I certify that the Minutes of the Bush Fire Advisory Committee meeting held on Tuesday, 3rd July 2018 have been confirmed as a true and correct record."

_____ Presiding Member

_____ Date

