



Shire of Northam
Heritage, Commerce and Lifestyle

Shire of Northam

Minutes

Bush Fire Advisory Committee

20 August 2018



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1. DECLARATION OF OPENING

The Executive Manager Development Services, Mr Chadd Hunt declared the meeting open at 5:41pm.

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 Mr Rob Herzer to be the presiding member at the meeting. No other nominations were received.

COMMITTEE DECISION

Minute No: BFAC.186

Moved: Mr Mathew Macqueen

Seconded: Mr Sam Moss

That Robert Herzer be appointed as the presiding member for the Bush Fire Advisory Committee meeting held on 20th August 2018.

CARRIED 7/0

2. ATTENDANCE

Voting Committee:

Councillor – Shire of Northam
Chief Bush Fire Control Officer
Inkpen Brigade

Clackline Muresk Brigade
Bakers Hill Brigade
Grass Valley Brigade
Irishtown Brigade
Northam Volunteer Fire and Rescue Service

Carl Della
Mathew Macqueen
Nic Newar entered the meeting at 5:44pm
Liam Connolly
Steve Gray
Sam Moss
Robert Herzer
Greg Montgomery

Representatives and Staff:

Executive Manager Development Services
A/Community Emergency Service Manager
A/Area Officer Upper Wheatbelt
Executive Assistant – CEO

Chadd Hunt
Brendon Rutter
Daniel Hendriksen
Alysha Maxwell

Gallery:
Bakers Hill Bush Fire Brigade
Grass Valley Bush Fire Brigade

Chris Brown
Jim Smith
Chris Marris entered the
meeting at 5:53pm

2.1 APOLOGIES

Councillor – Shire of Northam
Department of Parks and Wildlife (Wheatbelt)
Department of Parks and Wildlife (Perth Hills)
Department of Fire and Emergency Services

Terry Little
Graeme Keals
Michael Pasotti
Sven Andersen

3. DISCLOSURE OF INTERESTS

Nil.

4. CONFIRMATION OF MINUTES

4.1 COMMITTEE MEETING HELD 3 JULY 2018

RECOMMENDATION / COMMITTEE DECISION

Minute No: BFAC.187

Moved: Mr Steve Gray

Seconded: Cr Carl Della

That the minutes of the Bush Fire Advisory meeting held 3rd July 2018 be confirmed as a true and correct record of that meeting.

CARRIED 7/0

Mr Nic Dewar entered the meeting at 5:44pm.

5. COMMITTEE REPORTS

5.1 BUSH FIRE MANUAL

Address:	N/A
Owner:	Shire of Northam
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

To endorse the Shire of Northam Bush Fire manual, Sections 1, 2, 4, 5 & 6 with the below recommendations.

ATTACHMENTS

Attachment 1: Section 1 – Introduction and Section 2 – Bush Fire Response Manual as reviewed and completed by brigade representatives at the workshop on the 21st June 2018 and endorsed by BFAC on 3rd July 2018.

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

Attachment 3: Section 5 – Bush Fire Control Officers as reviewed and completed by brigade representatives at the workshop on the 26th July 2018.

Attachment 4: Section 6 – Contact and Resources (provided as a separate confidential attachment to this agenda and minutes).

Attachment 5: Revised Incident Management Structure / Chain of Command.

Attachment 6: Feedback from Grass Valley Bush Fire Brigade.

Note: Attachments have been updated and are attached as the final documents as endorsed by BFAC.

BACKGROUND / DETAILS

At the BFAC meeting held on 3rd July 2018, Sections 1 & 2 of the Shire of Northam Bushfire Manual were endorsed. At the Ordinary Council meeting held on 18th July 2018, Council referred these sections back to BFAC for further consideration in light of concerns raised by the Grass Valley Bush Fire Brigade.

The manual has since been workshopped on 26th July 2018 with Section 5 and is now being represented to BFAC for consideration.

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 financial implications associated with this report.

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

The manual seeks to provide guidance to members and minimise the risk of non-compliance in terms of Council policies, procedures and legislation.

OFFICER'S COMMENT

The Bush Fire Manual was referred back to BFAC for further consideration in light of concerns raised which related to the Chain of Command/Incident Management. This Chain of Command/Incident Management Structure was revisited at the workshop held on 26th July 2018 and an alternative structure was discussed and approved by all members present at the workshop, the revised and is attached accordingly.

Section 1 – This is the introduction for the entire document and was originally workshopped on the 21st June 2018, the attached document is the

workshopped version as approved by members at the workshop and previously considered by BFAC.

Section 2 – Bushfire Response Plan – this was tabled for discussion at the workshop held on 26th July 2018, the only item members wished to discuss was the Chain of Command/Incident Management Structure, this was revisited, revised and agreed upon and will replace the structure in the original document (refer to Attachment 5).

Section 4 was not voted on at the BFAC meeting held on 3rd July 2018 due to members wishing to have more time to review, Officers believe that a review should now be complete as no comments have been received from brigades. It is now proposed that this section be considered by BFAC for Council endorsement.

Section 5 of the manual was workshopped on 26th July 2018, along with the Officer recommendation for Council to consider. Officers have contacted all brigades and advised that after careful consideration alternative wording to some sections would be recommended to Council (which is incorporated into the below recommendation). The changes have been highlighted in red bold text and circulated to brigades and are also provided within a separate attachment to this agenda.

Section 6 – Contacts - This section was provided to the workshop for information only. This section is a living document and is lifted directly from the Shire of Northam LEMA document. This section is updated regularly as people/positions change and contact numbers may be updated. This will be updated in future each time the LEMA is updated.

The committee agreed to deal with each item of the recommendation individually.

RECOMMENDATION 1

RECOMMENDATION / COMMITTEE DECISION

Minute No: BFAC.188

Moved: Mr Liam Connolly

Seconded: Mr Mathew Macqueen

That Council endorse Section 2 of the Bushfire Manual, with the inclusion of the member approved Incident Management Structure as workshopped on 26th July 2018.

CARRIED 8/0

Note: Section 1 is also presented back to Council to endorse as there has been no changes since BFAC's original acceptance at the June 21st BFAC meeting.

RECOMMENDATION 2

RECOMMENDATION / COMMITTEE DECISION

Minute No: BFAC.189

Moved: Mr Steve Gray

Seconded: Mr Liam Connolly

That Council endorse Section 4 of the Bushfire Manual with the inclusion of the member approved Incident Management Structure as workshopped on 26th July 2018.

CARRIED 8/0

RECOMMENDATION 3 (i)

RECOMMENDATION / COMMITTEE DECISION

Minute No: BFAC.190

Moved: Mr Sam Moss

Seconded: Mr Greg Montgomery

That Council endorse Section 5 of the Bushfire Manual as workshopped on 26th July 2018, with the inclusion of the following recommendation from staff:

- i) 5.1A & 5.2A – add wording for CBFCO & DCBFCO to maintain logbook in accordance with DFES SAP 3.1.k and the WAFES manual.

CARRIED 8/0

RECOMMENDATION 3 (ii)

Chris Marris entered the meeting at 5:53pm.

The Community Emergency Services Manager advised that there was a typographical error in the recommendation and this should read 5.1C & 5.2C.

Mr Sam Moss spoke against the motion on behalf of Grass Valley Bush Fire Brigade. It was raised that there should be some discretion to ensure that the right person who is willing to do the role is provided with the opportunity and discretion to fulfil the training requirements. It was also raised that there is approximately six months from being nominated to the beginning of the bush fire season in any case.

Discussion was held around what would occur if they were almost qualified however unable to do complete their training due to unforeseen circumstances (e.g. training is cancelled). The Executive Manager Development Services advised that common sense would need to prevail and the information could be presented to Council for consideration (i.e. for a decision in relation to whether they are able to continue as Chief or Deputy without the full training requirements established by Council). It was also advised that if they were not qualified and made no efforts to become qualified the Community Emergency Services Manager can be appointed to this role.

Cr Carl Della raised the liability element as a concern and also queried how the training requirements are set. The Executive Manager Development Services advised that the requirements are established by Council.

RECOMMENDATION

Moved: Mr Steve Gray
Seconded: Cr Carl Della

That Council endorse Section 5 of the Bushfire Manual as workshopped on 26th July 2018, with the inclusion of the following recommendation from staff:
ii) 5.1C & 5.2C - Remove 6 month grace period for CBFCO & DCBFCO positions as 3 year period has already been provided for interested members to obtain the qualifications.

LOST 3/5

An alternative motion put forward by Mr Sam Moss to allow for a grace period and some flexibility for newly appointed persons to obtain the necessary training certifications prior to the bush fire season, however not restrict them from being nominated or appointed into the position.

RECOMMENDATION

Minute No: BFAC.190

Moved: Mr Sam Moss
Seconded: Cr Nic Dewar

That Council endorse Section 5 of the Bushfire Manual as workshopped on 26th July 2018, with the inclusion of the following recommendation from staff:
ii. 5.1C & 5.2C – **Include '31st October each year' as the date required to** hold the training certifications for any newly appointed persons.

CARRIED 5/3

RECOMMENDATION 3 (iii)

Mr Greg Montgomery departed the Council Chambers at 6:10pm and returned at 6:11pm.

RECOMMENDATION / COMMITTEE DECISION

Minute No: BFAC.191

Moved: Mr Sam Moss
Seconded: Mr Nic Dewar

That Council endorse Section 5 of the Bushfire Manual as workshopped on 26th July 2018, with the inclusion of the following recommendation from staff:

- iii) 5.3D – Alternative Wording as Officers are ensuring that newly **appointed BFCO's are supported as they grow their skillset as Incident** Controller.

CARRIED 8/0

RECOMMENDATION 3 (iv)

RECOMMENDATION / COMMITTEE DECISION

Minute No: BFAC.192

Moved: Mr Sam Moss
Seconded: Mr Nic Dewar

That Council endorse Section 5 of the Bushfire Manual as workshopped on 26th July 2018, with the inclusion of the following recommendation from staff:

- iv) 5.5A – Alternative wording to ensure that the final decision for implementing Harvest, Vehicle Movement & Hot Works Bans rests with the Shire President and CBFCO in accordance with Regulation 38A of the Bush Fires Act 1954.

CARRIED 8/0

RECOMMENDATION 3 (v)

RECOMMENDATION / COMMITTEE DECISION

Minute No: BFAC.193

Moved: Mr Sam Moss
Seconded: Mr Nic Dewar

That Council endorse Section 5 of the Bushfire Manual as workshopped on 26th July 2018, with the inclusion of the following recommendation from staff:

- v) 5.7G – disclaimer added to ensure permits are written in accordance **with SOP's to ensure a consistent** approach to permit issuing across the entire Shire.

CARRIED 8/0

RECOMMENDATION 3 (vi)

Mr Sam Moss moved recommendation with the **addition of the words** 'Failure for Shire staff to load the permit onto the Shire website does not invalidate the permit.'

RECOMMENDATION / COMMITTEE DECISION

Minute No: BFAC.194

Moved: Mr Sam Moss
Seconded: Mr Nic Dewar

That Council endorse Section 5 of the Bushfire Manual as workshopped on 26th July 2018, with the inclusion of the following recommendation from staff:

- vi) 5.7G – replace second paragraph wording with the following;

The carbon copy of the written permit must be provided to the Shire admin building or Shire records email by the authorised BFCO the day before the burn taking place. Shire staff to ensure that the permit details are updated on the public permit register on the Shire of Northam Website prior to the permit becoming active. Failure for Shire staff to load the permit onto the Shire website does not invalidate the permit.

CARRIED 8/0

RECOMMENDATION 4

Mr Sam Moss moved recommendation item 4 with the exclusion of the word 'contact' as it was believed that not all details being updated would be related to the contact details.

RECOMMENDATION / COMMITTEE DECISION

Minute No: BFAC.195

Moved: Mr Sam Moss

Seconded: Mr Greg Montgomery

That Council endorse Section 6 of the Bushfire Manual and note the requirement for this section to be updated as required to ensure details are maintained with each update of the Local Emergency Management Arrangements (LEMA).

CARRIED 8/0

Mr Chis Marris departed the Council Chambers at 6:22pm and returned at 6:23pm.

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

Distribution List	
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

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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

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- 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

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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.

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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 ~~areas~~ ~~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~~

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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 Advises.

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.
	<ul style="list-style-type: none"> • 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



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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 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 we~~ 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.

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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 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 m³ between the hours of 18:00 (6pm) and 23:00 (11 pm) 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

In conjunction with posting of firebreak notices the Shire of Northam will endeavor to assist residents and provide community information and educational materials

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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 Northam 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.~~

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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.

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 with-in 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~~ permissions are Yongala Hills Detention Centre, Northam Army Camp, BGC Quarry and Wooroloo and ~~Accacia Prisons~~ 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~~ 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 ~~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

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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.

~~Gand~~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](#)

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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](#) you are caught in a fire.

2.2Q Community Evacuation

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~~Should~~ ~~When~~ an evacuation ~~is~~ ~~be~~ 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
- ~~Tumer Gravel Pit~~
- ~~Hampton Road~~
- Airport – collar tanks (helitacs and fixed wing)
- McNabs – Wundabiniing Rd Inkpen – large dam
- ~~Dam – boating lake Wundawie (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](https://www.google.com/maps/d/viewer?mid=14qptkbE0Yab6nsE-7CxFsEY45wE) on Google Maps. [Link](https://www.google.com/maps/d/viewer?mid=14qptkbE0Yab6nsE-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 Rrd	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 Rrd	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=14qptkbE0Yab6nsE-7CxfsEY45wE>

Street	Suburb	38mm Camlock	BIC Fitting	100mm Camlock	50mm Camlock
Chitty Rd	Bakers Hill				Yes
Warin/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 684 318
3 Shire of Northam	CESM	Daniel Hendriksen	Mobile (All Hrs)	0458 080 818
4 DFES Goldfields Midlands Region	Regional Duty Co-Ordinat	DFES Regional Duty Co-Ordinator		9690 2300

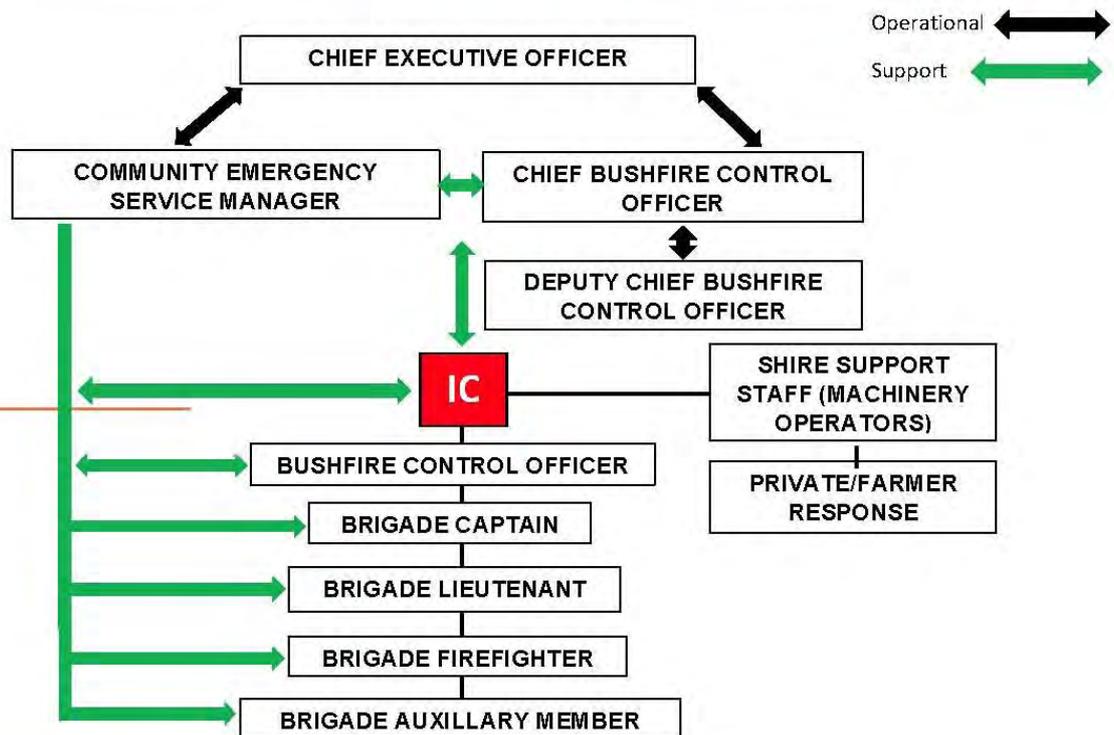
Note: Contacts may make reference to an SMS group which allows multiple pagers or mobile phones to be attached to that group. An SMS list form needs to have been completed.

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2.3C Chain of Command – Incident

2.3C Shire of Northam 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 assists the Incident Controller within the IMT for all level one incidents, Or at the request of the IC can assume the role of Incident Controller.
- The CEO authorises the CESM to assume the role of incident control in the following circumstances
 - 1) Significant threat to life and/or safety
 - 2) Significant risk to property and/or financial loss
 - 3) Other extraordinary circumstances, after consultation with the CEO of the Shire of Northam.



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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)
~~9.~~ is to be advised. The Officer in Charge will report to the Regional Duty Officer at the DFES Regional Office.
- ~~10-9.~~ DPaW is to be notified if the fire is within ~~32~~km 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, ~~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.

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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

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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 ALLMS 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 ALLMS structure. Officers should be fully competent in the roles that they will occupy at the level they are expected to operate.

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.

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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

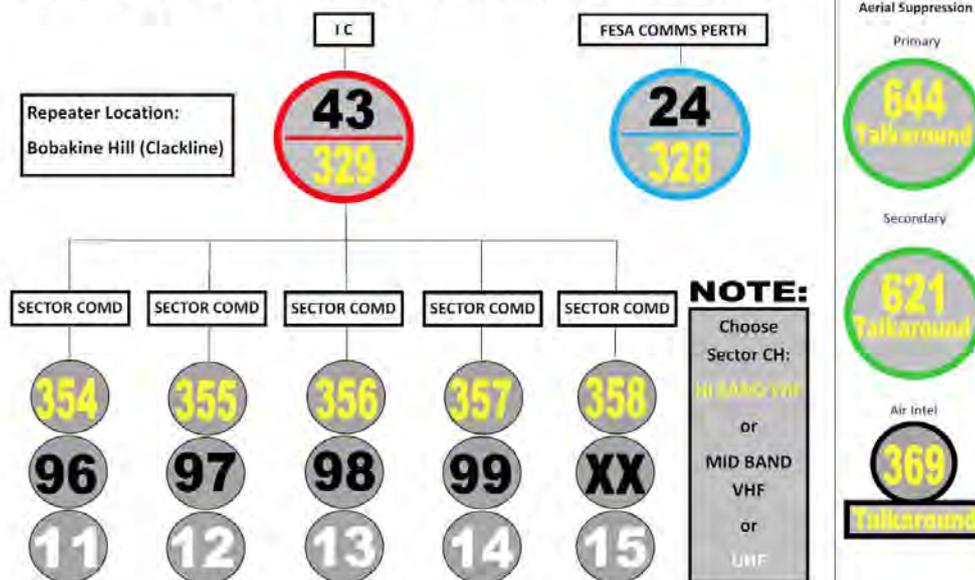
The Shire of Northam uses the DFES VHF radio network Channel 329 for normal operations. Where possible, sectorisation of the fire should take place and each sector should be allocated a Simplex channel (ie channels 354, 355, 356). In addition the Shire also monitors the UHF repeater frequency, UHF CHANNEL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

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;

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- 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.

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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.

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.

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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 committee in~~ accordance with both Standard Operating Procedures R10 (SOP R10) ~~and~~ Standard Operating Procedure R12 (SOP R12)

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.

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)

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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.

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 if 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 CESM 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).

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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/safety/information/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 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

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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.

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

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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 with 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 task ~~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.

Attachment 2

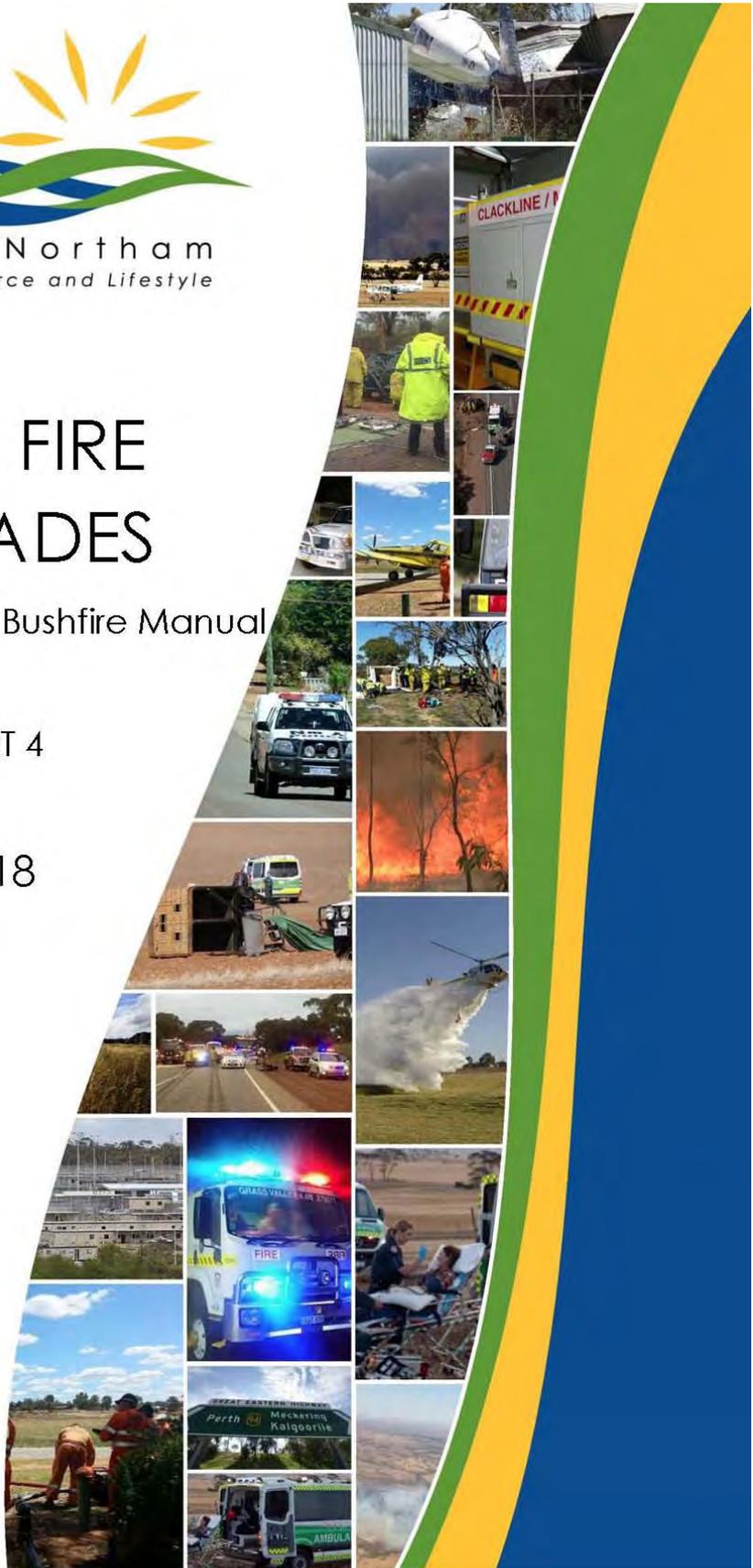


BUSH FIRE BRIGADES

Shire of Northam Bushfire Manual

PART 4

2018



Part Four – Bush Fire Brigades

4.1 Establishment of a Bush Fire Brigade

The Shire of Northam may establish a Bush Fire Brigade for the purpose of carrying out normal brigade activities in accordance with section 41 of the Bush Fires Act 1954.

On establishing a Bush Fire Brigade the Shire of Northam is to give a name to the Bush Fire Brigade, specify the area in which the Bush Fire Brigade is primarily responsible for carrying out normal brigade activities (the “brigade area”) and appoint some or all of the following:

- A Captain;
- A First Lieutenant;
- A Second Lieutenant;
- Additional Lieutenants if the brigade considers it necessary;
- An Equipment Officer;
- A Secretary; and
- A Treasurer; or
- A Secretary/Treasurer combined.

When considering the appointment of persons to the positions of the above, the Council is to have regard to the qualifications and experience that may be required to fill each position. A person appointed to a position is to be taken to be a Brigade Member.

The appointments expire at the completion of the first Annual General Meeting of the Bush Fire Brigade. If a position becomes vacant prior to the completion of the first Annual General Meeting, then the Shire of Northam is to appoint a person to fill the vacancy.



4.2 Brigade Membership

4.2A Applications for Membership

- A new member is to complete a DFES volunteer nomination form and accept the conditions for membership.
- Volunteer Nomination Forms are to be passed to the Captain for approval then forwarded on to the Shire of Northam for processing.
- A minimum of two brigade officers, including the Captain, should decide whether to recommend the application to the CBFCO.
- The Brigade Officers considering the application may recommend an application for membership unconditionally or subject to any conditions; or refuse to recommend an application for membership.
- If an application for membership is refused, as soon as practicable after the decision is made, the Captain is to give written reasons for the refusal to the applicant and the advice that the applicant has the right to object to the Shire of Northam.
- The CBFCO considering the application may approve an application for membership in accordance with the Brigade recommendation or return the application to the Captain for further consideration of any conditions that were or were not recommended by the Brigade or refuse to approve an application for membership.
- If an application for membership is refused by the CBFCO, as soon as practicable after the decision is made, the applicant is to be given written reasons for the refusal to the applicant and the advice that the applicant has the right to object to the Shire of Northam.
- If the application for membership is approved, the Secretary of the Bush Fire Brigade is to supply registration details to the CESM and the Department of Fire and Emergency Services within 14 days of this approval.

4.2B Types of Membership of Bush Fire Brigades

As a condition of membership, all members must comply with legislation that is relevant to their duties as a volunteer fire fighter.

Members must act in accordance with the Shire of Northam's Bush Fire Manual which includes relevant codes of conduct, policies and guidelines issued by the Shire of Northam as well as the policies of their local brigade.

Members must maintain the competency requirements that are relevant to their duties as a volunteer fire fighter.

Members who drive in the course of their duties as a volunteer fire fighter must maintain currency of the appropriate licenses to be able to operate brigade vehicles. Any traffic offence that results in a suspension or loss of licence must be reported to the Brigade Captain, ~~who will pass this information on to the~~ CBFCO and CESM.

Shire of Northam Bushfire Manual



The membership of a Bush Fire Brigade may consist of all or some of the following –

Fire Fighter

Fire Fighting Members are those persons being at least 16 years of age who undertake all normal Brigade activities.

Auxiliary Member

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

Cadet Member

Cadet Members are aged 11 to 15 years only, have the consent of their parent or guardian and must be supervised by a fire fighting member when undertaking normal Brigade activities including training, mop up, patrols and hazard reduction burns.

Cadet Members are ineligible to vote at Bush Fire Brigade meetings, stand for election to an office or to attend at an emergency stage of an incident.

Honorary Life Member

The Bush Fire Brigade may by a simple majority resolution, appoint a person as an Honorary Life Member in recognition of services by that person to the Bush Fire Brigade.

4.2C Nomination of Brigade Representatives to the Bush Fire Advisory Committee

At the Annual General Meeting of a Bush Fire Brigade, one Senior Brigade Member is to be nominated to the Bush Fire Advisory Committee to serve as the Brigade Representative for the brigade area; and another Brigade Member is to be nominated to serve as a proxy representative in the event that the Brigade Representative is not able to attend a Bush Fire Advisory Committee meeting.

4.2D Appointment Dismissal and Management of Members

The appointment, dismissal and management of Brigade Members by the Bush Fire Brigade are determined in accordance with the rules.

4.2E Dual Membership

A member may be a member of another Bush Fire Brigade, Fire and Rescue Brigade or State Emergency Service Unit ~~with the~~

~~A member may not be a member of another Brigade within the Shire of Northam unless they have the~~ written permission of the CBFCO. This permission may be conditional.



4.2F Suspension of Membership

Membership of the Bush Fire Brigade may be suspended at any time, if, in the opinion of the Brigade, circumstances warrant suspending the member.

The period of suspension shall be at the discretion of the Brigade.

Upon the expiry of the period of suspension the Brigade may:

- a) Extend the period of suspension;
- b) Terminate the membership; or
- c) Reinststate the membership.

The resignation, or dismissal of a Brigade Member does not affect any liability of the Brigade Member arising prior to the date of resignation or dismissal.

4.2G Termination of Membership

Membership of a bushfire brigade can be terminated if the member,

Has received two (2) official written warnings from the Shire of Northam CEO for violations;

Membership of the Bush Fire Brigade can be terminated at the discretion of the brigade executive groups if the member –

- Gives written notice of resignation to the Brigade Secretary;
- is, in the opinion of the Brigade, permanently incapacitated by mental or physical ill-health;
- Is dismissed by the Brigade; or
- Ceases to be a member or is taken to have resigned;
- ~~Has received two (2) official written warnings from the Shire of Northam CEO for violations;~~
- Has not been active with the Brigade for a period of twelve (12) months that a member will be taken to have resigned from the Bush Fire Brigade. A member may be considered inactive if they fail to attend a minimum of one (1) Brigade activity relevant to the member's role within a twelve (12) month period;
- A firefighter, who in a twelve (12) month period, does not attend at least four (4) Brigade activities relevant to their role as a firefighter, can be reclassified as an Auxiliary Member in the Brigade;
- Brigade activities that relate to the fire-fighting role include but are not limited to; Brigade training, turning out to an incident and hazard reduction burns;
- Upon re-classification as an Auxiliary Member, the member shall return any fire fighting equipment in their possession and will only be eligible to vote in Brigade meetings;
- The member may at a later time be reclassified as a firefighter by request to, and subsequent agreement of the Brigade Captain. They may be required to update or undertake additional training related to the role;
- If extenuating circumstances prevent a member from meeting his or her Brigade commitments, it is the responsibility of the member to notify the Brigade Captain or Lieutenants; or

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- Whereupon a membership is terminated, all property owned by the Shire of Northam should be returned to the Shire Administration Personnel within fourteen (14) days of giving notice. Failure to meet these conditions may require the Shire to seek reimbursement of costs against the member.

4.2H Member has Right of Defence

A Brigade Member is not to be dismissed without being given the opportunity to meet with the Brigade [executive group](#) and answer any charges that might give grounds for dismissal.

A person whose application for membership is refused or is terminated or suspended has the right of objection to the Shire of Northam which may dispose of the objection or dismiss the objection, vary the decision or revoke the decision, with or without substituting for it another decision, or referring the matter, with or without directions, for another decision by the Brigade.

4.3 Financial Management

4.3A Funds

The funds of the Bush Fire Brigade are to be used solely for the purpose of promoting the objectives of the Bush Fire Brigade.

4.3B Financial Year

The Financial Year for the Bush Fire Brigade is to commence on 1 July and is to end on 30 June of the following year. This report will be tabled at the following Brigade Annual General Meeting.

4.3C Banking and Procurement

The funds of the Bush Fire Brigade ~~are to be placed in a bank account can be administered by the brigade by means of.~~ The funds can be administered by Electronic [banking transfer, Bank Card, Credit Card](#), Cheque or Cash.

All major purchases or sales over a value of \$500 must be approved by a Simple Majority vote at an Executive Committee Meeting or a General Meeting.

All minor purchases under \$500 can be approved by two members of the Executive Committee. [Limits for minor purchases can be set by the brigades.](#)

4.3D Equipment

The Shire of Northam provides items within its allocated ESL Budget that are eligible under the Local Government Grants Scheme such as protective clothing, equipment and appliances. Ineligible items can be purchased using Brigade funds.

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



4.3E Funding from Local Government Grant Scheme

A request to the Shire of Northam from the Bush Fire Brigade for funding needs is to be received by the Shire of Northam by 20 February in order to be considered in the next Shire of Northam budget. A written quote from the supplier with prices will need to be provided for next year along with a brief description of the item and a justification of why it is required.

Items need to fall within either of these two categories:

- Capital items over \$5000. The justification will need to be half a page to a page and more than one quote;
- Line 9 Items between \$1200 and \$5000.

All other small items can be purchased out of the operating budget.

The Local Government Grant Scheme Manual is available from the DFES Website and contains information on eligible and ineligible items.

Consideration in the Local Government Budget.

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

4.4 Meetings of a Bush Fire Brigade

4.4A Ordinary Meetings

A General Meeting must be held pre-fire season or prior to the end of February. Further Ordinary Meetings may be called at any time by the Secretary by giving at least 7 days' notice to all Brigade Members and to the CBFCO, DCBFCO and CESM. The Secretary is to specify the business that is to be conducted at the meeting which may include but is not limited to –

- Organising and checking equipment;
- Requisitioning new or replacement equipment;
- Organising field excursions, training sessions, hazard reduction programs, and the preparation of fire-breaks;
- Establishing new procedures in respect of any of the normal brigade activities; and
- Any general business; and
- Nomination of Bush Fire Control officers (BFCO)



4.4B Special Meetings

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

4.4C Annual General Meetings

A Bush Fire Brigade is to hold its Annual General Meeting ~~prior to the end of May each year. An Annual General Meeting~~ may be called at any time ~~and advised by~~ the Secretary ~~prior to the end of May. By~~ giving at least 7 days' notice to all Brigade Members and to the CBFCO, DCBFCO and CESM. The Secretary is to specify the business that is to be conducted at the meeting which may include but is not limited to –

- Elect the Brigade Officers from among the Brigade Members;
- Nominate Chief and Deputy Chief Bushfire Control Officers;
- Consider the Captain's report on the year's activities;
- Adopt the Annual Financial Statements;
- Appoint an Auditor for the ensuing Financial Year in accordance with clause 5.6;
- or
- Any general business.

The Secretary is to forward a copy of the Minutes of the Annual General Meeting of a Bush Fire Brigade to the CESM within 14 days of the following Bush Fire Advisory Committee Meeting.

The BFAC representative is to table the Minutes of a Bush Fire Brigade's Annual General Meeting at the next meeting of the Bush Fire Advisory Committee.

4.4D Quorum

Except for Committee meetings, the quorum for a meeting of the Brigade is not less than 7 members in total, including at least 50% of the Brigade's Officers (whether present at the meeting or not). No business is to be transacted at a meeting of the Bush Fire Brigade unless a quorum of Brigade Members is present in person or by proxy.



4.4E Constitution of Executive Committee

The Executive Committee of the Bush Fire Brigade may consist of the Brigade Officers elected at the Annual General Meeting of the Bush Fire Brigade. Any Brigade Officer may be removed from office by a Simple Majority decision of the Brigade Members present in person or by proxy at a special meeting called for such a purpose.

The Executive Committee may appoint a Brigade Member to fill a vacancy in any office arising from a resolution or which has arisen for any other reason

The minimum Executive Committee of the Brigade Officers comprising of -

- Captain
- 1st Lieutenant(s)
- Equipment Officer
- Secretary
- Treasurer
- Or extra positions at the discretion of the brigade, such as Equipment Officer, Chair Person, Training Officer etc.

4.4F Executive Committee of Bush Fire Brigade

Subject to the provisions of this Manual, the administration and management of the affairs of the Bush Fire Brigade are vested in the Executive Committee.

The Executive Committee is to have the following functions –

- Recommend to the Bush Fire Advisory Committee;
- Draft the Annual Budget for the Bush Fire Brigade and present it at the Annual General Meeting of the Bush Fire Brigade;
- Propose a motion for consideration at any meeting of the Bush Fire Brigade;
- Recommend to the Shire of Northam, equipment which needs to be supplied by the Shire of Northam to the Bush Fire Brigade;
- Invest or place on deposit, any of the funds of the Bush Fire Brigade not immediately required to perform normal brigade activities;
- Delegate to a person, as from time to time thought fit, any functions (being less than the total functions of the Committee) on any conditions it thinks fit;
- All things necessary or convenient in order to perform any of its functions and to secure the performance of the normal Brigade activities by the Bush Fire Brigade; and
- Deal with membership applications, grievances, disputes and disciplinary matters.

Where a decision is to be made by the Committee, then the decision may be made by a resolution passed by a Simple Majority of the Brigade Officers who are present in person or by proxy at the meeting whether in person or via email or telephone conversation.



4.4G Voting

To be eligible to one vote a Brigade Member must have attended a minimum of 4 Brigade ~~activities~~events such as either hazard reduction burns, incidents, brigade training or DFES training within that year.

In the event of an equality of votes, the Captain (or person presiding) is to cast a second vote.

Nomination of candidates for brigade elections -

1. Any person accepting a nomination for an Executive Committee position must be competent and qualified to perform the duties and responsibilities of that position.
2. A person can only be nominated by a Brigade Member.
3. A nomination must be endorsed by a second Brigade Member.
4. Each member is only entitled to nominate one (1) person per position.
5. A nomination may be made in writing to be received by the Committee before the official close of nominations; or verbally at a General Meeting of the Brigade prior to the brigades AGM.
6. Nominees must sign or indicate acceptance of nomination.
7. Nominees for Brigade Officer positions must accept all requirements imposed by the Brigade or legislation.
8. The Committee will assist and mentor new Brigade Officers in their new roles.
9. The CBFCO or CESM or a proxy may act in the position as returning officer during the election of office bearers at the AGM if requested by the brigade.
10. All nominations must be received on the appropriate by form, seven (7) days prior to the AGM date. All nominations received beyond the deadline are void. Should only one nomination for an officer position be received by the deadline, then that nominee would be elected unopposed.

Where a decision is to be made by the Bush Fire Brigade, then the decision may be made by a resolution passed by a Simple Majority of the Brigade Members who are present in person or by proxy at the meeting.

4.4H Elections

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

Order	Officer	Term
1	President (Chair)	1 year
2	Secretary	1 year
3	Treasurer	1 year
4	Brigade Captain	1 year
5	Lieutenants	1 year
6	Equipment Officer(s)	1 year
7	<u>Training Officer</u>	<u>1 Year</u>
8	FCO nominations only	1 year
9	CBFCO nominations only	1 year
10	Deputy CBFCO nominations only	1 year
11	Bush Fire Advisory Committee Representative	1 year
12	Other	1 year



The Bush Fire Advisory Committee will consider all nominations for the positions of Bush Fire Control Officers based on the delegates nominated by the Brigades and refer those nominations to the Council for approval. See Section on [Bush fire Control Officers](#)

4.4I Financial Auditor – Secretary / Treasurer

The financial accounts of the Brigade shall be presented at the Annual General Meeting by the Treasurer or Secretary / Treasurer, as the case may be.

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

At the Annual General Meeting, a person, not being a Brigade Member, is to be appointed as the Auditor of the Bush Fire Brigade for the ensuing financial year. The Auditor is to audit the accounts of the Bush Fire Brigade not less than seven (7) days before the Annual General Meeting and is to certify to their correctness or otherwise and present a report at the Annual General Meeting.

4.4J Notices and Proxies

Notices of meetings or Executive Committee meetings of the Bush Fire Brigade are to be in writing sent by email or ordinary post to the registered email address or postal address of each Brigade or Executive Committee Member.

Any accidental omission to give notice of a meeting to, or non-receipt by a person entitled to receive such notice, is not to invalidate the meeting the subject of the notice or any resolutions passed at the meeting.

Where any notice other than a notice of meeting is to be given under this Manual, the notice is to be –

- a) In writing;
- b) Unless otherwise specified, given to or by the Secretary;
- c) Given by personal delivery, email, post, or facsimile transmission; and
- d) Taken to have been received, as the case may be, at the time of personal delivery or facsimile transmission, or two (2) business days after emailing or posting.

A Brigade Member may vote by proxy, in order for the proxy to so vote, the Brigade Member or the proxy shall give a notice in the form in [Appendix xx](#) of the Manual to the Secretary or the person presiding at the meeting before the start of the meeting at which the proxy is to be used. A proxy is to be valid for the meeting for which it is given and for any adjournments of that meeting. A proxy shall be valid for the number of votes to which the Brigade Member is entitled.

If the donor of the proxy does not give any indication of the manner in which the proxy is to vote, the proxy shall be entitled to vote or not vote as he or she thinks fit. A proxy shall be entitled to speak on behalf of the donor of the proxy.

All forms appointing proxies deposited are to be retained by the Secretary for not less than twenty eight (28) days after the conclusion of the meeting to which they relate but if there is any objection to the validity of any vote at the meeting, they are to be



retained until the determination of that objection. The form appointing a proxy shall be in writing and signed by the Brigade Member appointing the proxy and shall be in or substantially in the form in [Appendix xx](#).

4.4K Disclosure of Interests

A Brigade Member must disclose to the Bush Fire Brigade or Committee any financial interest (whether direct or indirect) he or she may have in any matter being considered by the Bush Fire Brigade or Executive Committee, as appropriate.

If a financial interest has been disclosed then the Bush Fire Brigade or Committee, as appropriate, is to decide, in the absence of the Brigade Member who has disclosed that interest, whether or not the Brigade Member is to be permitted to vote on that matter.

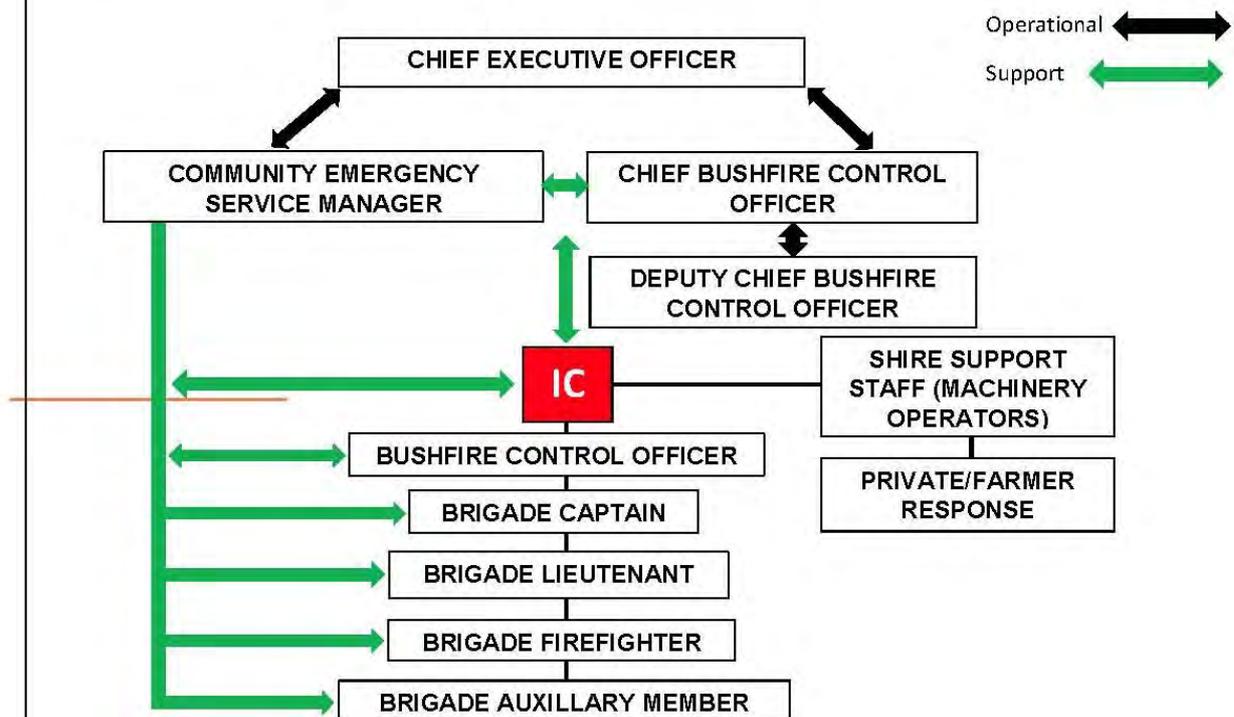
Where the Bush Fire Brigade or Executive Committee, as appropriate, decides that a Brigade Member is not to be permitted to vote on a matter, and the Brigade Member votes on the matter, then her or his vote is to be taken to have no effect and is not to be counted.

4.4L Disagreements

Any disagreement between Brigade Members may be referred to either the Captain or to the Executive Committee. Where a disagreement considered by the Captain or the Executive Committee to be of importance to the interests of the Bush Fire Brigade, ~~or involves the Captain, then the Captain or the Executive Committee or involves the Captain the disagreement~~ is to refer to the ~~disagreement to the~~ Chief Bushfire Control Officer and Community Emergency Service Manager to resolve. The ~~Shire~~ Council is the final authority on ~~matters affecting disagreements within~~ the Bush Fire Brigade, and may resolve any disagreement which is not resolved.

4.5 Bush Fire Brigade Structure

4.5A Shire of Northam Incident Management Structure/Chain of Command

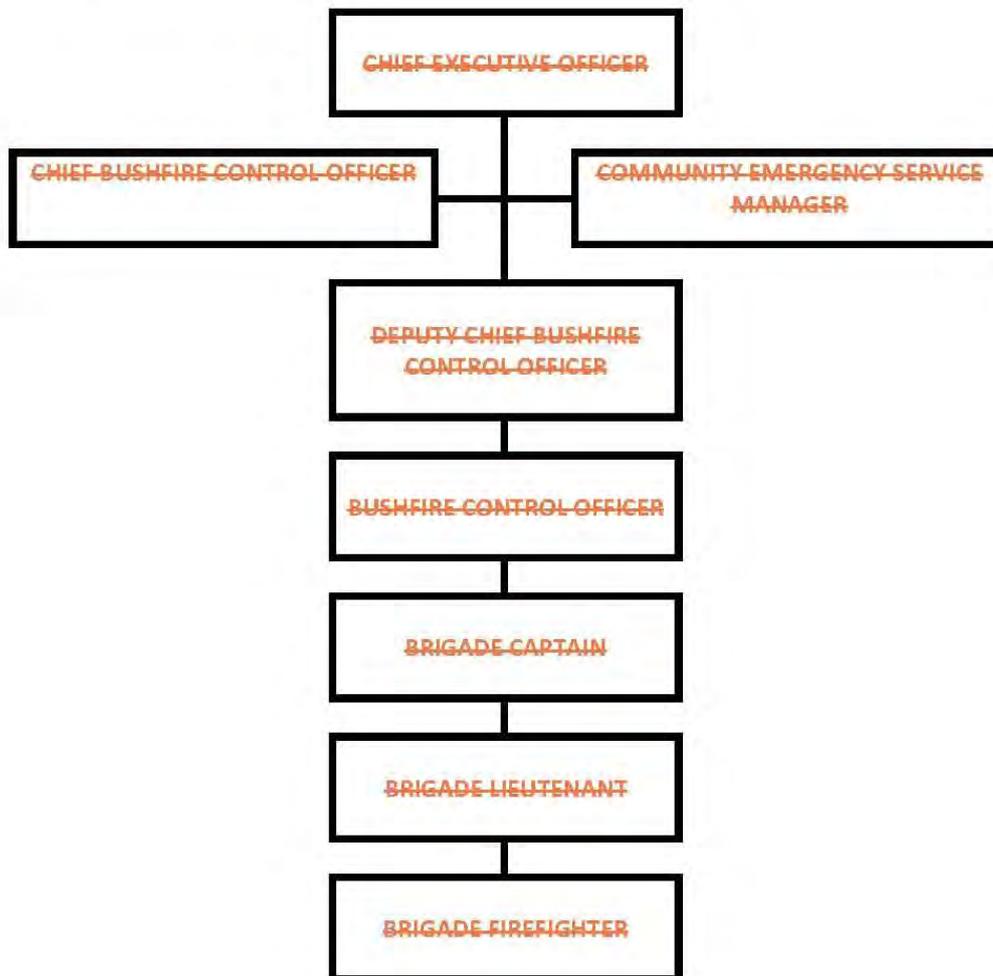


Role of the CESM.

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

- The CESM assists the Incident Controller within the IMT for all level one incidents, Or at the request of the IC can assume the role of Incident Controller.
- The CEO authorises the CESM to assume the role of incident control in the following circumstances
 - 1) Significant threat to life and/or safety
 - 2) Significant risk to property and/or financial loss
 - 3) Other extraordinary circumstances, after consultation with the CEO of the Shire of Northam.

4.5A Chain of Command



4.5B Ranks ~~Within~~within the Bush Fire Brigade

The chain of command at a fire which is burning within the Shire of Northam will be as set out in Section 44 of the Bush Fires Act 1954.



4.5C Bush Fire Brigade to Abide by Shire Policy and Procedures

This Manual provides Brigades with policies and procedures which apply to the operation of all bush fire brigades established by the Shire of Northam.

A Bush Fire Brigade and each Brigade Member is to comply with the policy and procedure in this Manual.

4.5D Dissolution of Bush Fire Brigade

In accordance with section 41(3) of the Act, the Shire of Northam may cancel the registration of a Bush Fire Brigade if it is of the opinion that the Bush Fire Brigade is not complying with the Act, the Regulations, or the Rules in this Manual, or is not achieving the objectives for which it was established. Formal notice will be provided to the brigade to effect change within a specified time frame.

4.5E New Arrangement After Dissolution

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

4.5F Local Government Responsible for Structure

The Shire of Northam is to ensure that there is an appropriate structure through which the organisation of Bush Fire Brigades is maintained.

4.5G Officers to be Supplied with Copy of Act

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

4.6 Functions of Brigade Executive Officers

Members of a Bush Fire Brigade who take ~~supreme~~ control and charge of all operations at a fire that is burning within the Shire of Northam, must act in accordance with the powers and level of authority set out in Section 44 of the Bush Fires Act 1954 Act.

Where a Bush Fire Brigade is present at a fire that is burning within the Shire of Northam, if a Bush Fire Control Officer is not present, the Captain, or in his/her absence the next Senior Officer of the Brigade, or in the absence of the Captain and all other officers of that Brigade, any other member of the Brigade can take charge of all operations until a Bush Fire Control Officer is in attendance.

4.6A Executive Committee (Office Bearers)

The Office Bearers of a Volunteer Bush Fire Brigade must be able to demonstrate current competencies for the position of office they are nominated prior to accepting the nomination or undertaking the duties and responsibilities of the said position.



4.7 Captain

4.7A Role of a Captain

The Captain of a Volunteer Bush Fire Brigade shall be responsible for the leadership and management of Brigade fire-fighting activities. The Captain will also act as a role model and mentor for members of the Brigade ~~the Captain and~~ should always act with integrity and consider each member equally. All decisions should be in the interest of the Brigade and its membership.

The position reports to the CBFCO on Brigade related matters, ~~and represents the Brigade at Bush Fire Advisory Committee (BFAC). The Captain may delegate authority to another operational Brigade member to represent the Captain at BFAC.~~

4.7B Duties and Responsibilities of a Captain

Duties and responsibilities of the Brigade Captain include:

- Demonstrate positive leadership and mentor Lieutenant and Brigade members;
- Command, control and confidently manage fire-fighting activities at emergency incidents;
- To ensure ALLMS Incident Control System is implemented and maintained during all emergency incidents;
- Maintain a personal log book with a record of events and decisions that occur at an incident;
- Conduct Brigade briefings and post incident analysis of any incident involving fire-fighting or Brigade management issues;
- To ensure Brigade Members deployed for operational duties have the competencies to complete the task or duty assigned and hold current qualifications to carry out the functions required, in accordance with this document and DFES Standard Operating Procedures;
- To undertake responsibility for the proper management and maintenance of Brigade property and equipment;
- Ensure conduct of Bush Fire Brigade Members is in accordance with the policies, procedures, operating guidelines and SOP's; and
- Report any injuries of personnel or damage to fire fighting vehicles as soon as possible to the Shire;

4.7C Criteria of a Captain

- Effective Interpersonal Skills
- Good written and verbal communication skills
- Leadership skills
- Management skills
- Experience in managing operations
- Ability to perform under stressful conditions



4.7D Qualifications of a Captain

Completion of the DFES training core modules along with five (5) years fire-fighting experience and preferably time spent as a Lieutenant.

Current members will have until 2025 to comply with the below training requirements or equivalent current courses.
A newly elected Captain must complete this training within 3 years of being elected.

Completion of required courses are:

- AllMS Awareness
- Introduction to Fire Fighting
- Bush Fire Fighting
- Structural Fire Fighting
- Advanced Bush Fire Fighting
- Crew Leader
- Sector Commander
- AllMS 2017
- Incident Control Level 1

4.8 Lieutenant

4.8A Role of a Lieutenant

The Lieutenant of a Volunteer Bush Fire Brigade is responsible for the operational management of Volunteer Bush Fire fighters during Brigade activities. The position is required to provide both operational and administrative support to the Captain in managing the Brigade. The position reports to the Captain on all matters pertinent to the functioning of the Brigade and/or personnel whom they are supervising.

~~The Brigade should appoint a maximum of 3 Lieutenant positions~~

- In the absence of the Brigade Captain the Lieutenant assumes all powers, responsibilities and duties of that officer; and
- The Brigade must rank all Lieutenants in seniority. This will be determined by resolution at the Annual General Meeting. ~~The Captain may exercise a casting vote, if required.~~

4.8B Duties and Responsibilities of a Lieutenant

Duties and responsibilities of a Brigade Lieutenant include:

- Provide support to the Captain and assist with the management of the Brigade;
- demonstrate positive leadership and mentor Brigade Members;
- In the absence of the Captain, administer all powers and responsibilities of the Bush Fires Act. (Bush Fires Act 1954, Part iv Section 44(1));
- Command and manage Volunteer Bush Fire fighters during emergencies and other Brigade related activities;

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- Maintain a personal log book with a record of events that occur during all incidents;
- Conduct briefings during and after incidents and maintain open lines of two way Communications between fire fighters and management;
- Encourage positive interaction and teamwork between Volunteer Fire Fighters;
- Ensure Shire, DFES and Brigade standing operating procedures are adhered to at Brigade activities;
- Ensure Fire Fighters engaged in fire-fighting activities hold competencies relevant to the task;
- Work cohesively with the Brigade Training Officer to conduct training activities for Volunteer Fire Fighters; and
- To ensure the behaviour of Fire Fighters is in accordance with the Shire and DFES codes of conduct.

4.8C Criteria of a Lieutenant

- Knowledge of managing a volunteer organisation;
- Ability to attend further fire and emergency management training;
- Effective Interpersonal skills;
- Good written and verbal communication skills;
- Leadership skills;
- Management skills;
- Experience in managing operations; and
- Ability to perform under stressful conditions.

4.8D Qualifications of Lieutenant

Completion of the DFES training core modules along with two (2) years fire-fighting Experience preferable - time spent as a Senior Fire Fighter.

Current members will have until 2025 to comply with the below training requirements A newly elected Lieutenant must complete this training within 3 years of being elected.

Completion of required courses are:

- AIMS Awareness
- Introduction to Fire Fighting
- Bush Fire Fighting
- Structural Fire Fighting
- Advanced Bush Fire Fighting
- Crew Leader
- Sector Commander
- AIMS 2017

If a member has not done a course they must endeavour to complete the next available course and in this situation the appointment will be at the discretion of the CBFCO and/or CEO.



4.9 Equipment Officer

4.9A Role

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

4.9B Duties and Responsibilities

Duties and responsibilities of a Brigade Equipment Officer include:

- Ensure vehicle and equipment checks are being conducted;
- Audit the vehicle and equipment checks;
- Report any damaged or lost equipment to the CESM;
- Report any damage or mechanical failure of appliance/s to the CESM;
- Create or maintain appliance check lists;
- Review completed checklists;
- Maintain accurate records of Brigade personal protective equipment on form supplied including all serial numbers and date of issue;
- Conduct inspections of Brigade Members PPE whilst on the ground to ensure no damage or wear and tear and is correctly worn;
- Provide, no later than 20 February, a report to the Captain describing the nature, quantity and quality of all protective clothing, equipment and appliances of the Bush Fire Brigade which are generally available within the Bush Fire Brigade area (or at a Station of the Bush Fire Brigade); and
- Store all additional equipment of the Bush Fire Brigade at a place approved by the Captain (the "Station") keep a record of the equipment and ensure it is secure.

4.9C Criteria of an Equipment Officer

- Knowledge of fire fighting equipment, appliances and PPE;
- Records keeping and administration;
- Effective Interpersonal skills;
- Good written and verbal communication skills;
- Leadership skills;
- Management skills;
- Experience in managing operations; and
- Ability to perform under stressful conditions.

4.9D Qualifications of an Equipment Officer

The completion of the core modules of DFES is desirable but not a necessary requirement unless the officer is also an active Bush Fire Fighter then the requirements in [Section 4.12 Bush Fire Fighter](#) apply.

4.10 Secretary

4.10A Role of a Secretary

The Secretary is to manage administrative matters of the Brigade. The position is not required to perform active operational duties and may be inclusive to an operational position held within the Brigade. The position reports to the Captain/Chairperson on administrative matters pertinent to the Brigade.

4.10B Duties and Responsibilities of a Secretary

The Secretary shall perform the following functions:

- Ensure members receive notification of Brigade meetings in accordance with this procedure manual;
- Prepare an agenda for Brigade meetings and distribute to members;
- Attend at all meetings and keep a correct minute and account of the proceedings of the Bush Fire Brigade in a book which shall be open for inspection by Brigade Members at any reasonable time;
- Ensure Minutes of Brigade Meetings are recorded and distributed to all members and the Shire within fourteen (14) days;
- Disseminate circulars and other information to all Brigade Members;
- Work cohesively with Shire Management and Administration staff on matters pertinent to Brigade administration;
- ~~Complete and forward~~ insure an incident report form in the form required ~~by the Department~~ to the ~~CBFCO~~, CESM and the ~~DFES department~~ within fourteen (14) days after attendance by the Bush Fire Brigade at an incident. Unless entered into IRS system.
- Maintain a register of all current Brigade Members that includes each Brigade Member's contact details and type of membership;
- Receive membership fees, donations and other monies on behalf of the Bush Fire Brigade, and remit them to the Treasurer upon receipt; and
- ~~Provide a report for the Annual General Meeting to the CBFCO/ CESM detailing the name, contact details and type of membership of each Brigade Member.~~

Note: The position of Secretary and Treasurer may be combined.

4.10C Qualifications of a Secretary

- An understanding of meeting procedure and Minute taking
- Computer skills

The completion of the core modules of DFES is desirable but not a necessary requirement unless the Officer is also an active Bush Fire Fighter then the requirements in Section 4.12 Bush Fire Fighter apply.



4.11 Treasurer

4.11A Role of a Treasurer

The role of the treasurer is to manage and report to the Brigade on all financial matters. The position is not required to perform active operational duties and may be inclusive to an operational position held within the Brigade. The position reports to the Captain/[Chairperson](#) on financial matters pertinent to the Brigade.

4.11B Duties and Responsibilities of a Treasurer

The Treasurer shall perform the following functions:

- Manage financial affairs of the Brigade;
- Maintain Brigade financial records and provide detailed report of income and Expenditure, keep a record of all monies received and payments made, maintain the accounts and prepare the balance sheet for each financial year;
- Ensure that the Brigade financial records are audited by an external body or agency annually [if required](#);
- Provide the Shire with financial statements of Brigade income and expenditure after each financial year;
- Work cohesively with Shire Management and Administration Staff on matters pertinent to Brigade financial matters;
- Receive donations and deposits from the Secretary, and deposit all monies to the credit of the Bush Fire Brigade's bank account;
- Pay accounts as authorised by the Committee;
- Be the custodian of all monies of the Bush Fire Brigade; and
- Report on the financial position at meetings of the Bush Fire Brigade or Committee.

Note: As mentioned above the position of Secretary and Treasurer may be combined.

4.11C Qualifications of a Treasurer

- [knowledge](#)~~Knowledge~~ and understanding of accounting principles
- [computer](#)~~Computer~~ skills

The completion of the core modules of DFES is desirable but not a necessary requirement unless the officer is also an active Bush Fire Fighter then the requirements in [Section 4.12 Bush Fire Fighter](#) apply.



4.12 Bush Fire Fighter

4.12A Role of a Bush Fire Fighter

The Bush Fire Fighter is over the age of 16 and is able to follow instructions from their direct leader in the chain of command on the fire ground unless they is deemed it to be unsafe. They must make sure that the personal protective equipment issued to them is of good condition and is in working order. Make sure they are fit for the task at hand and let your direct leader know if they are not comfortable with an operation or you feel they are fatigued. Look after their own wellbeing and health by remaining hydrated and rested. Look after their fellow fire fighters and report any "near misses" or incidents up the chain of command.

4.12B Duties and Responsibilities

Duties and responsibilities of a Bush Fire Fighter include:

- Attend training and brigade events where possible;
- Provide support to other Brigade Members;
- Report any "near miss" or incident to your supervisor and fill in the incident "near miss" form on return to the Station;
- Follow instructions from the chain of command unless you believe them to be unsafe;
- Maintain a personal log book with a record of events that occur during all incidents;
- After incidents ask questions of Senior Fire Fighters and Management to improve your knowledge;
- Encourage positive interaction and teamwork between Volunteer Fire Fighters;
- Ensure Shire, DFES and Brigade standing operating procedures are adhered to at Brigade activities;
- Learn from Senior Fire Fighters on the ground;
- Work cohesively with other Brigade Members; and
- Ensure the behaviour of Fire Fighters is in accordance with the Shire and DFES codes of conduct.

4.12C Criteria of a Bush Fire Fighter

- Over the age of 16 years;
- Ability to attend further Fire and Emergency Management training;
- Effective interpersonal skills;
- Good written and verbal communication skills;
- Motivated;
- Volunteer personal and work time (speak to employer about releasing you from work in the event of an emergency); and
- Ability to perform under stressful conditions.

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4.12D Qualifications of Bush Fire Fighter

Completion of the DFES training core modules along with minimum entry level fire-fighting experience and attendance at two prescribed burns or mop ups and Brigade training and drills.

Current members will have until 2025 to comply with the below training requirements.

Completion of required courses are:

- AIMS Awareness
- Introduction to Fire Fighting
- Bush Fire Fighting

Personnel Protective Equipment will be issued to an Active Bush fire fighter on completion of the DFES modules, AIMS Awareness, Introduction to Fire Fighting and Bushfire fighting. ~~A~~ Fire Fighter will receive the recommended standard of new PPE. Until completion of the above training a Brigade Member will utilise ~~the~~ available PPE. All PPE is the property of the Shire of Northam and must be returned on the completion of service.

Part Five – Bush Fire Control Officers

Where a Bush Fire Control Officer is present at a fire which is burning within the Shire of Northam and the members of a bush fire brigade have command of the fire under the Act, ~~the most senior~~ Bush Fire Control Officer of that locality or by mutual agreement has full control over other persons fighting the fire and is to issue instructions as to the methods to be adopted by the fire fighters.

5.1 Chief Bush Fire Control Officer (CBFCO)

5.1A Role of a Chief Bush Fire Control Officer

The role of the Chief Bush Fire Control Officer is that of a leader, decision maker, planner and manager of the Bush Fire Organisation in the Shire and not as a 'hands on' fire fighter. The CBFCO is to ensure that the organisation is functioning to a standard commensurate to the risks within the Shire and is to ensure that the following tasks are achieved.

- During wildfire incidents, manage the fire resources of the Shire and Brigades and when necessary act as the Incident Controller in accordance with Legislation.
- Promote the AllMS Incident Management system to all BFCO's, Brigades and volunteer fire fighters within the Shire and ensure an Incident Controller is appointed for all Incident Levels (1-3).
- ~~Encourage that~~ BFCO's, Brigade Officers ~~and~~ volunteers are trained to a standard commensurate to the risk and equipment within the Brigade and Council area.
- Demonstrate positive leadership and mentor DCBFCOs, BFCO's, Captains and Brigade members.
- Promote Community fire prevention as a priority, to identify and reduce fire hazards.
- Develop the fire organisation to effectively and efficiently control wildfires
- Develop and promote the use of Standard Operating Procedures and Guidelines, minimum training standards, identify hazards and assess risk to prevent injury ~~to~~ volunteers and implement the principals of OHS for volunteers to develop a safe working environment for fire fighters.
- Ensure welfare preparedness is arranged for the provision of food, medical aid and counselling services for volunteers.
- Establish and maintain effective communication and liaison with the Shire, BFCO's, Brigades, DFES, ~~F&WDP&W~~, emergency services, statutory authorities and facilitate prompt response to fire incidents.
- Ensure that Brigades are involved in the development of Policy for the preparation of ESL Fire Appliance program, maintenance programs for Shire and Brigade owned equipment, incident de-briefing of wildfires, welfare and safety of volunteers.
- Promote the values of Volunteer Fire Brigades to the community and within the Brigades.
- Delegate specific tasks to DCBFCO'S, BFCO'S or Brigades.

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- Liaise with the Shire of Northam, DFES and other organisation concerning fire prevention / suppression matters and directions to be issued by the Shire of Northam to bush fire control officers (including those who issue permits to burn), bush fire brigades or brigade. Subject to any directions by the Shire of Northam, the CBFCO has responsibility for the general co-ordination of normal brigade activities carried out by members of bush fire brigades.
- Maintain a personal log book to include a record of events and decisions during an incident as per DFES SAP 3.1.K and the WAFES manual.

5.1B Criteria of a Chief Bush Fire Control Officer

- Knowledge of managing a volunteer organisation.
- Knowledge of all Fire Response Plans in the Shire
- Working knowledge of the Local Emergency Management Arrangements
- Knowledge of the Bush Fires Act 1954 and Bush Fires Regulations 1954
- Knowledge of the State Emergency Management Policy No 4.8 (Traffic Management During Emergencies)
- Ability to attend further fire and emergency management training.
- Effective Interpersonal Skills.
- Good written and verbal communication skills.
- Leadership skills.
- Management skills.
- Experience in managing operations.
- Ability to perform under stressful conditions.
- Current appointment as Fire Control Officer.
- Experienced in firefighting operations within the Shire.
- Holds all of the preferred qualifications of the Fire Control Officer.
- Be a member of the DOAC, BFAC and LEMC

5.1C Qualifications of Chief Bush Fire Control Officer

Completion of the DFES training core modules and a minimum of 3 years as a BFCO and 5 years firefighting experience in the last 3 years preferably as an executive officer within ~~the~~ brigade within the Shire of Northam.

Persons currently holding the CBFCO's position will have until 2020~~5~~ to comply with the below training requirements. Any persons newly appointed must hold the below training certifications ~~prior to appointment~~ prior to 31st October each year. Add 6 month grace period for newly appointed chief to complete required additional training. Preferred option is to already be completed.

** A grace period is not advised at this high level, and officers will put an alternative proposal to BFAC and Council **

Completion of required courses are:

- AAIMS Awareness
- Introduction to Fire Fighting
- Bush Fire Fighting
- Machine Supervision
- Structural Fire Fighting

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- Advanced Bush Fire Fighting
- Crew Leader
- Ground Controller
- Sector Commander
- AIMS 4 or 2017
- Incident Controller Level 1
- Fire Control Officer (in the Last 5 Years)

5.2 Deputy Chief Bush Fire Control Officer (DCBFCO)

5.2A Role of a Deputy Chief Bush Fire Control Officer

- The role of Deputy Chief Bush Fire Control Officer is that of a leader, decision maker, and planner and assists the CBFCO in managing the Bush Fire Organisation.
- The Deputy Chief Bush Fire Control Officer may deputise in the absence of the Chief Bush Fire Control Officer.
- Demonstrate positive leadership and mentor BFCOs, Captains and Brigade members
- Maintain a personal log book to include a record of events and decisions during an incident as per DFES SAP 3.1.K and the WAFES manual.
- If more than one BFCO or Brigade is in attendance, the DCBFCO may take control of fire operations and become Incident Controller or be part of the Incident Manager Team as delegated by the Incident Controller.
- The Deputy Chief Bush Fire Control Officer is responsible to the Chief Bush Fire Control Officer.

5.2B Criteria of a Deputy Chief Bush Fire Control Officer

- Knowledge of managing a volunteer organisation.
- Knowledge of all Fire Response Plans in the Shire
- Working knowledge of the Local Emergency Management Arrangements
- Knowledge of the Bush Fires Act 1954 and Bush Fires Regulations 1954
- Knowledge of the State Emergency Management Policy No 4.8 (Traffic Management During Emergencies)
- Ability to attend further fire and emergency management training.
- Effective Interpersonal Skills.
- Good written and verbal communication skills.
- Leadership skills.
- Management skills.
- Experience in managing operations.
- Ability to perform under stressful conditions.
- Current appointment as Fire Control Officer.
- Experienced in firefighting operations within the Shire.
- Holds all of the preferred qualifications of the Fire Control Officer.
- Be a member of the DOAC, BFAC and LEMC
- Effective interpersonal skills.
- Good written and verbal communication skills.
- Leadership skills.
- Management skills.

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- ~~• Experience in managing operations.~~
- ~~• Ability to perform under stressful conditions~~
- ~~• Current appointment as Fire Control Officer.~~
- ~~• Experienced in firefighting operations within the Shire.~~
- ~~• Currently holds all of the preferred qualifications of the Fire Control Officer.~~
- ~~• Knowledge of managing a volunteer organisation.~~
- ~~• Knowledge of all Fire Response Plans~~
- ~~• Knowledge of the Bush Fires Act 1954 and Bush Fires Regulations 1954~~
- ~~• Knowledge of the State Emergency Management Policy No 4.8 (Traffic Management During Emergencies)~~
- ~~• Ability to attend further fire and emergency management training.~~

5.2C Qualifications of a Deputy Chief Bush Fire Control Officer

~~Completion of the DFES training core modules and a minimum of 3 years as a BFCO and 5 years firefighting experience in the last 3 years preferably as an executive officer within a brigade within the Shire of Northam.~~

~~Persons currently holding the CBFCO's position will have until 2020 to comply with the below training requirements. Any persons newly appointed must hold the below training certifications prior to appointment 31st October each year. Add 6 month grace period for newly appointed chief to complete required additional training. Preferred option is to already be completed.~~

~~**** A grace period is not advised at this high level, and officers will put an alternative proposal to BFAC and Council ****~~

~~Completion of the DFES training core modules and a minimum of 3 years as a BFCO and 5 years firefighting experience in the last 3 years preferably as an executive officer within the brigade.~~

~~Persons currently holding the DCBFCO's position will have until 2025 to comply with the below training requirements. Any persons newly appointed must comply prior to appointment.~~

Completion of required courses are:

- AllMS Awareness
- Introduction to Fire Fighting
- Bush Fire Fighting
- Machine Supervision
- Structural Fire Fighting
- Advanced Bush Fire Fighting
- Crew Leader
- Ground Controller
- Sector Commander
- AllMS 4 or 2017
- Incident Controller Level 1
- Fire Control Officer (in the Last 5 Years)



5.3 Bush Fire Control Officer (BFCO)

5.3A Role of a Bush Fire Control Officer

A Bush Fire Control Officer is a delegated representative of the Local Government responsible for the administration of provisions within the Bush Fires Act 1954. The person in this position is required to perform active operational duties in relation to both firefighting and fire prevention strategies within the local community.

A Bush Fire Control Officer must be able to demonstrate experience in wild-fire behaviour, AllMS and knowledge of the area. The person in this position must be able to interpret provisions of the Bush Fires Act 1954 and the Bush Fires Regulations 1954 and be confident with communication skills.

This position reports to the Chief Bush Fire Control Officer on all matters pertinent to bush fire management.

A Bushfire Fire Control Officer may hold jointly any other position within a brigade.

5.3B Duties and Responsibilities of a Bush Fire Control Officer

Duties and responsibilities of the Bush Fire Control Officer are to:

- Authorise permits for hazard reduction burns within the Shire in accordance with the Bush Fires Act 1954 and Environmental Act.
- Identify and conduct risk assessments of fire hazards
- Perform duties prescribed by the Bush Fires Act 1954 and authorised by Local Government.
- Maintain a personal log book to include a record of events and decisions during an incident.
- Take control, command and manage resources during wildfire or hazard reduction burns within the Brigade area they are appointed.
- To take control of firefighting operations at a wildfire outside their Brigade area where no other Brigade Captain or Fire Control Officer is present.
- Demonstrate positive leadership and mentor ~~Captains and~~ Brigade members.
- ~~May~~ Provide advice to the CBFCO ~~and CESM~~ as to when harvest bans and or movement of vehicle bans should be applied.

5.3C Criteria of Bush Fire Control Officer

- Knowledge of managing a volunteer organisation
- Knowledge of all Fire Response Plans
- Knowledge of the Bush Fires Act 1954
- Ability to attend further fire and emergency management training.
- Effective interpersonal skills
- Good written and verbal communication skills
- Leadership skills
- Management skills
- Experience in managing operations
- Ability to perform under stressful conditions

5.3D Probationary Period First Year BFCO

~~A BFCO appointed for the first time as BFCO will be on a probationary basis for the first year. At the end of the year, the BFCO appointment panel may appoint them "Active" or choose to continue the probation period.~~

~~The conditions of the probation are, they may only assume control of an incident if they are the highest ranking officer on scene or in constant communication and instruction with either the CESM, CBFCO or DBFCO. Once a senior BFCO arrives they are to operate under their direction.~~

** Alternative wording **

5.3D First year appointment as Bush Fire Control Officer

A Bush Fire Control Officer appointed for the first time must be provided the opportunity to manage smaller incidents to assist them in the development of their incident control skills.

Should a newly appointed BFCO find themselves in a situation where they are the IC, they should seek support from a senior BFCO including but not limited to the CBFCO, DCBFCO or CESM.

5.3E Qualifications of Bush Fire Control Officer

A minimum of 3 years firefighting experience in the last 5 years.

Completion of required courses are:

- AllMS Awareness
- Introduction to Fire Fighting
- Bush Fire Fighting
- Structural Fire Fighting
- Advanced Bush Fire Fighting
- Crew Leader or Sector Commander
- Fire Control Officer (in the Last 5 Years)

5.4 Permit Officers (Permit Only Bush Fire Control Officers)

5.4A Criteria of Permit Officer

The appointment as BFCO Permit Only gives the officer the power for administration purposes to write permits for the Shire of Northam. Under no circumstances does this appointment allow the officer to conduct any other roles in the capacity of a Bush Fire Control Officer set down under the Bushfires Act 1954.



5.4B Qualifications of Permit Officer

The minimum requirement to be Permit Issuing BFCO or Fire Weather Officer is to have undertaken the BFCO Course or refresher within the last 10 years.

5.5 Harvest Ban Weather Officers

5.5A Criteria of Harvest Ban Weather Officers

The appointment as Harvest Ban Weather Officer provides weather readings from their locations. On days of adverse extreme weather conditions, the Up to 4 weather officers preferably representing all parts of the Shire of Northam will deliberate with the CBFCO or proxy and based on the condition make a recommendation on implementing ~~set a decision on~~ a Harvest Ban for the Shire. The final decision is made by the CBFCO and the Shire President.

It is preferable that there is some form of agricultural representation.

All weather officers should have some local knowledge of their designated district

The Harvest Ban Weather Officer may also hold a separate position of BFCO or Permit officer.

Under no circumstances does this appointment allow the officer to conduct any other roles in the capacity of a Bush Fire Control Officer set down under the Bushfires Act 1954.

5.5B Qualifications of Harvest Ban Weather Officers

The minimum requirement to be Permit Issuing FCO or Fire Weather Officer is to have undertaken the FCO Course or refresher within the last 10 years.

5.6 Appointment Process

All of the above positions will go through the following process prior to appointment.

5.6A Bushfire Brigades to Nominate Officers

Brigades will be asked to vote in a formal secret ballot prior to the March BFAC meeting to nominate up to a maximum of 5~~select 5~~ members as BFCO and other officers that meet the training criteria to be appointed as a BFCO.

The nominations are to be in writing and received by the brigade secretary seven (7) days prior to the meeting. In the instance that no nominations are received by the due date, the presiding member can call for nominations from the floor. **Copy wording from section 4**. **checked Section 4, no votes from the floor have been accepted from the working group, see below in italics** The list of nominees for each brigade will be submitted in order of preference 1 to 5. They will also include any nominees for CBFCO and DCBFCO.

All nominations must be formally received in writing to the Executive Officer of The Bush Fire Advisory Committee a minimum of 14 days prior to the March BFAC meeting.

All nominations should indicate acceptance, or non-acceptance, if nominated, for Chief or Deputy Roles. No indication will be deemed as non-acceptance.

4.4G Voting

To be eligible to one vote a Brigade Member must have attended a minimum of 4 Brigade activities such as hazard reduction burns, incidents, brigade training or DFES training within that year.

In the event of an equality of votes, the Captain (or person presiding) is to cast a second vote.

Nomination of candidates for brigade elections -

1. Any person accepting a nomination for an Executive Committee position must be competent and qualified to perform the duties and responsibilities of that position.
2. A person can only be nominated by a Brigade Member.
3. A nomination must be endorsed by a second Brigade Member.
4. Each member is only entitled to nominate one (1) person per position.
5. A nomination may be made in writing to be received by the Committee before the official close of nominations; or verbally at a General Meeting of the Brigade prior to the brigades AGM
6. Nominees must sign or indicate acceptance of nomination.
7. Nominees for Brigade Officer positions must accept all requirements imposed by the Brigade or legislation.
8. The Committee will assist and mentor new Brigade Officers in their new roles.
9. The CBFCO or CESM or a proxy may act in the position as returning officer during the election of office bearers at the AGM if requested by the brigade.
10. All nominations must be received on the appropriate by form, seven (7) days prior to the AGM date. All nominations received beyond the deadline are void. Should only one nomination for an officer position be received by the deadline, then that nominee would be elected unopposed.

Where a decision is to be made by the Bush Fire Brigade, then the decision may be made by a resolution passed by a Simple Majority of the Brigade Members who are present in person or by proxy at the meeting.

5.6B Number of Bush Fire Control Officers

The set maximum number of BFCO's to effectively manage bush fires within the Shire is:

- 1 CBFCO
- 1 DCBFCO
- A maximum of ~~32~~ Active FCO's per Brigade
- A maximum of 2 Permit Only FCO's per Brigade

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- 4 Harvest Ban Weather Officers (based generally on 2 in the Eastern Sector and 2 in the Western Sector)
- 1 Active FCO Northam FRS (Northam Gazetted townsite)
- 1 Active FCO Wundowie FRS (Wundowie Gazetted Townsite)

5.6C Bush Fire Control Officer Appointment Panel

A panel comprising of the Brigade Captains and CESM, CBFCO, DCBFCO and two representatives of the Local Government will form a panel to deliberate on the nominees ~~and probationary BFCO's~~ based on their training, experience, management skills, and leadership skills.

The Shire shall prepare a report for the consideration of BFAC which includes:

- ** Build in a requirement for the panel to develop a support plan for fire time appointed BFCO's ** ****This will be in the form of an SOP****
- All nominations received in line with 5.6A including acceptance or non-acceptance of any potential CBFCO or DCBFCO nominations.
- A summary of training in line with the requirements stated in this section for each position.
- A history of BFCO role related turnout activity related to current and re-nominated BFCOs.
- Include acknowledgment of any discrepancy of a candidate.
- Include any other information which may be considered pertinent to the assessment of the nomination.
- This report will be circulated to Appointment Panel members prior to the meeting and;
- The Appointment Panel will then put forward to BFAC the BFCO nominees.

5.6D Endorsement by Bush Fire Advisory Committee and Council

At the March BFAC Meeting, BFAC can then choose to accept the findings or challenge them. Once a decision has been made, the item will be put forward at the next and Council Meeting.

The BFAC Committee will vote by way of formal secret ballot indicating which candidates it endorses.

Candidates receiving a simple majority shall be recommended to Council for appointment.

5.6E CBFCO and DCBFCO

Bush Fire Brigades will vote on the positions of CBFCO and DCBFCO at their AGMs prior to the June BFAC meeting, nominating BFCOs from the Council endorsed list.

The nomination are to be made in writing and received by the ~~brigade CESM/secretary seven (7) days~~ prior to the ~~meeting/brigade's~~ AGM. All nominees should indicate acceptance, or non-acceptance, if nominated, for Chief or Deputy Roles. No indication will be deemed as non-acceptance.



The list of nominees for both positions Chief BFCO and Deputy Chief BFCO will be provided. Election shall be by secret ballot in order of preference 1 to 5 of nominated candidates where the highest number of votes is elected with Chief being voted on first then Deputy. In the case of a tie, the chair will have the casting vote.

All voting tallies from each brigades AGM must be received in writing to the Executive Officer of The Bush Fire Advisory Committee a minimum of 14 days prior to the June BFAC meeting.

At each June BFAC, the ~~delegate will cast a vote as directed by their brigade. The BFAC committee will receive the brigade tallies and a total across all the brigades which they can choose to accept will and~~ put forward a recommendation to Council that the nominees be endorsed ~~based on the outcome of the vote.~~

Nominees can be candidates for both positions firstly Chief BFCO and secondly Deputy Chief BFCO. If elected to the position of Chief the nominee will be removed as a candidate from the position of Deputy.

5.6F Local Government to have regard to Nominees

When considering persons for the position of a Bush Fire Control Officer, the nominees must meet the minimum training standard set by Council. The Council is to have regard to those persons nominated by the Bush Fire Advisory Committee, but is not bound to appoint the persons nominated.

5.6G Termination of BFCO, DBFCO and CBFCO designation

Any BFCO appointment may be terminated by the following methods:

- As per Item 4.2G of this document.
- By recommendation of BFAC which gains simple majority of the committee in a secret ballot which is subsequently upheld by Council resolution.
- Failure of an existing BFCO to be reappointed by Council in the annual process.
- A successful motion from a Committee member who must provide a full report in writing on the recommendation to the Executive Officer of BFAC prior to the circulation of agendas to the committee members.
 - The BFCO(s) for which the motion is to be moved must be provided a copy of the report and informed of the intent at the time of circulation of agendas to committee members.
 - The BFCO(s) for which the motion is to be moved shall be afforded the opportunity to address BFAC prior to the ballot

5.7 Ancillary Items

5.7B WAERN Radios issued to BFCO's

~~Department of Fire and Emergency Services (DFES/DFES)~~ provide a WAERN radio to active Bush Fire Control Officers (BFCO's) being either vehicle mounted or base station style radios. The Shire of Northam manage the distribution and return of these radios.

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On retirement from the BFCO position the radio must be returned to the Shire of Northam so that they can be redistributed.

Vehicle mounted radios will only be fitted/installed to a vehicle deemed suitable for the role, and must be capable of use in difficult terrain (4WD). Vehicle must also have a minimum of 1 amber beacon in operation at all times whilst on the fire ground.
Beacon will be supplied by the Shire.** Subject to council approval**

5.7C Bush Fire Control Officer Radio Call signs

In the Shire of Northam area the radio call signs for BFCO's will be:

- Northam Chief
- Northam Deputy
- Northam CESM

All other BFCO's on the Northam network will be:

- Northam FCO and their Surname - example "Northam FCO Bloggs"

5.7E Fire Support Vehicle & CESM Vehicle

The Shire of Northam will provide a fire support vehicle to be utilized as an incident command vehicle.

The vehicle and all of the equipment is to be used for the purposes of official duties carried out on behalf of the Shire of Northam and is not for private use. The Vehicle and all associated equipment remains the property of the Shire of Northam and is to be maintained in a clean and tidy manner at all times.

Insurance for the detailed vehicle is administered by the Shire of Northam and covers all accidents and accidental damage.

The vehicle is allocated to the CBFCO by the CESM. If at any time the CBFCO is on leave or incapacitated, the vehicle is to be given to the next appropriate BFCO to be decided at the time by the CESM. The vehicle comes with a full complement of tools needed for the job including FLIR Camera, AVL vehicle locator, Police lighting tower.

A checklist will be provided with the vehicle to monitor the vehicles inventory and must be completed at vehicle handover and a copy provided to the CESM.

5.7F Mobile Phones and Tools of the trade

The CBFCO & DCBFCO for the Shire of Northam will be issued with a mobile phone. The smart phones are to be used only for purposes that relate to the position. They will be installed with mapping software, BART app and their own Shire email.

Each BFCO will receive:

- a leather bound file with all the required paperwork and forms
- a copy of the latest Emergency Service Directory for the area

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- a BFCO name badge
- a Bushfire Service dress shirt and epaulettes – ~~should~~**must** be worn at official functions
- Shire of Northam paper based Permit Book

Where a BFCO retires or is terminated, all property owned by the Shire of Northam should be returned to the Shire administration personnel within fourteen (14) days of giving notice. Failure to meet these conditions may require the Shire to seek reimbursement of costs against the member.

5.7G Permits to set fire to the Bush

For fire permits please refer all residents to the Shires online permit application in the first instance. The application may be issued to the relevant FCO to sign off and issue to the resident. If the applicant does not wish/**is not able** to use the online permit application, then the paper version can be completed. All Paper permits must be written in accordance with the relevant SOP, subject to written approval of the CBFCO and/or the CESM. *Failure to do so will render the permit invalid, and will be cancelled by the CBFCO, CESM or Shire of Northam CEO.*

~~The carbon copy of the written permit must be provided to the Shire admin building/records email by the authorised BFCO the day before a minimum of 24hrs prior to the burn taking place. The Permit will not be considered valid until received such a time as has been received by Shire staff and details updated on the Permit register on the Shire of Northam Website.~~

The carbon copy of the written permit must be provided to the Shire admin building or Shire records email by the authorised BFCO the day before the burn taking place. Shire staff to ensure that the permit details are updated on the public permit register on the Shire of Northam Website prior to the permit becoming active. Failure for Shire staff to load the permit onto the Shire website does not invalidate the permit.

Permits cannot be issued on the same day as the planned burn, all permits are required to be issued 24hrs prior to burning to allow adequate time for the permit holder to comply with all conditions.

BFCO's are to follow the standard conditions for permits set in the policy section of this document. The CBFCO or CESM may cancel a permit or ask the BFCO to reevaluate the conditions on the permit to ensure a consistent and professional approach.

CBFCO & CESM are exempt from the above conditions for permits that may require deviation from the above.

Should a BFCO receive two (2) official written warnings from the Shire of Northam CEO for violations in regard to the issuing of permits or any inappropriate use of power of a BFCO permit officer, they will be terminated from the position ~~of Permit Issuing Officer and return their Shire of Northam Permit Book, as per the termination process outlined in this document.~~



5.8 Bush Fire Advisory Committee Representative

5.8A Functions of the Bush Fire Advisory Committee

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

5.8B Duties ~~and r~~Responsibilities and appointment of a BFAC Representative

The BFAC Representative is a role which communicates between BFAC and the Bush Fire Brigade. The BFAC Representative is recommend by the Brigade and appointed by Council.

Bush Fire Brigades will vote on the position of BFAC Representative at the Bush Fire Brigades AGM's prior to the June BFAC meeting. The nomination for the position are to be made in writing and received by the brigade secretary seven (7) days prior to the meeting. ** Add paragraph from section 4 **** As per above**. The list of nominees for each brigade will be submitted in in a formal secret ballot. Candidates receiving a simple majority shall be recommended to Council for appointment.

The BFAC ~~FCO~~ Representative must:

- Actively invite discussion/feedback, to be conveyed either in person or by out of session feedback to all Brigade Members at an interval no less regular than the BFAC schedule.
- Shall inform all Brigade Members of BFAC meetings.
- Shall distribute all public BFAC agendas and minutes to Brigade Members. ** As per terms of reference, or council resolution for notice of meetings.

5.8C Bush Fire Brigade Motions to BFAC

Motions received from Bush Fire Brigades need to be received 14 days prior to The Bush Fire Advisory Committee Meeting.

The Bush Fire Advisory Committee Meeting is to make recommendations to the Council on all motions from ~~the~~ Bush Fire Brigades.

5.8D Bush Fire Advisory Committee Terms of Reference

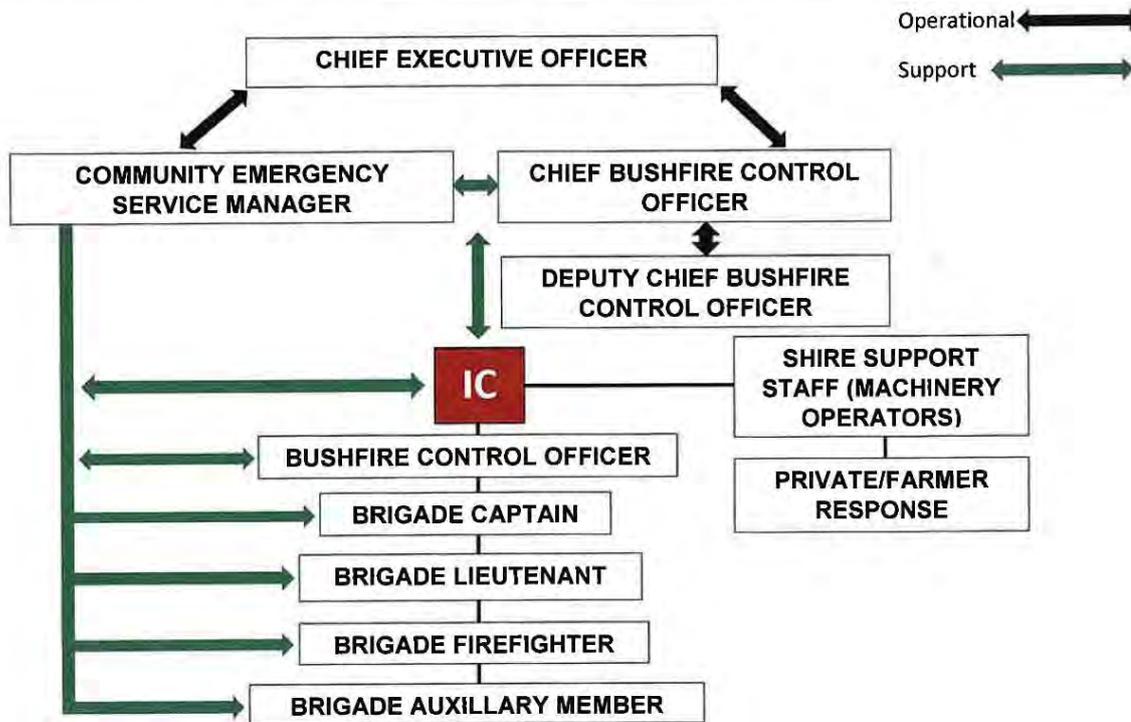
The Terms of Reference for The Bush Fire Advisory Committee are set by Council. See Appendix

Attachment 4

PROVIDED AS A SEPARATE CONFIDENTIAL
ATTACHMENT TO THESE MINUTES

Attachment 5

Shire of Northam 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 assists the Incident Controller within the IMT for all Level one incidents, or at the request of the IC can assume the role of Incident Controller.
- The CEO authorises the CESM to assume the role of incident control in the following circumstances,
- 1) Significant threat to life and/or safety
- 2) Significant risk to property and/or financial loss
- 3) Other extraordinary circumstances, after consultation with the CEO of the Shire of Northam.

Handwritten signatures:
 - A Burns
 - [Signature]
 - [Signature]
 - [Signature]
 - [Signature]
 - [Signature]

Attachment 6



395 Fitzgerald St
Northam WA 6401

August 4, 2018

Dear Mr Rutter

Further to our conversation last week re Grass Valley's feedback on Part 5 of the Bush Fire Manual, herein is our feedback in writing based on the highlighted notes made post the workshop:

5.1C – as discussed at the workshop, Grass Valley believes that there needs to be some grace period for the CBFCO to complete his/her training. We do want to stress however it would be preferred that they have this training already and/or that they must complete this training prior to the commencement of the forthcoming fire season (which is what we believe the six month grace period provides).

Whilst we appreciate the high level nature of this role, having no flexibility in this regard may prevent a suitably experienced and willing person from being nominated, for example, if they had not done their FCO course within the last 5 years, but was more than willing to do a refresher at the first opportunity post their appointment. Or someone who has done all the training, but according to DFES records, for example, are not shown to have completed a course due to a name change/course content being updated. Again the person may be more than willing to redo the course.

With this short grace period allowed for, the selection committee, BFAC and the Council still have the ability to then make the decision on suitability based on the nominee. I.e. if someone nominated with no courses completed, we suspect they would not be approved as a suitable candidate.

Failure to have any flexibility we believe may be inhibit appointing a suitable CBFCO, a task that can already be difficult.

5.2C – as per above.

5.3D – we still believe this is covered elsewhere within the document, but are supportive of its intention as worded in red. Again, as noted at the workshop, we do not support the terminology of probation.

5.5A – We do not believe this makes sense, in particular "The final decision is made by the CBFCO the Shire President". Believe it should finish after CBFCO.

Grass Valley Bush Fire Brigade
ABN: 49 257 978 220 Email: grassvalleybfb@northam.wa.gov.au

Again our brigade wants to confirm our support of having weather officers representing all parts of the Shire (i.e. East and West) and that there is agricultural representation among these people.

5.6A – Thank you for the inclusion of section 4.4G for our reference. You are correct, on reflection that we did not make provisions specifically to call for nominations from the floor at the AGM, however, importantly we allowed for them to come from the floor at the General Meeting.

As discussed in 4.4G, it is standard practice for the AGM and General meeting of the Brigades to occur on the same day, and as such, essentially allows for nominations from the floor on the day of the meeting should no nominations have been received.

In regards to 5.6A, given that BFCO nominations must be made prior to the March BFAC meeting, these nominations will be considered by Brigades at either a general meeting (perhaps in October/November) or at a special general meeting, not in conjunction with the Brigades AGM.

As such, if there were no nominations received in writing prior to the seven day cut-off, Brigades would be forced to call a further meeting, providing due notice to members, to allow for nominations to be made. Not only does this add to the administrative burden of the Brigades, the timing of a second meeting may mean that this cannot occur prior to the March BFAC meeting. All because, perhaps, a BFCO was unable to renominate in writing in time for a position they have held for an extended period.

As such, Grass Valley BFB is of the strong opinion that should no nominations be received for all BFCO position in writing by the nominated time, then nominations should be allowed from the floor of a general meeting. All other nomination criteria should still apply.

5.7G – We do not believe the intent has been captured correctly for this section, specifically "The Permit will not be considered valid until such a time as has been received by Shire staff and details updated on the Permit register on the Shire of Northam Website".

Specifically our concern is in regards to "and details updated on the Permit register on the Shire of Northam Website". We believe that this must be removed from the manual. Failure to do so means that a BFCO and permit holder will have to wait and frequently check the online register to know when their permit becomes 'valid'. Likewise, should the Shire not update/be delayed in updating the online register, due to holidays, training, technical issues, weekends or other priorities, all permit holders are held to ransom.

We need a fair but responsive permit application process. We are supportive that the Shire must receive a copy of the permit on the same day that it is issued (ideally simultaneously with the permit holder) and that the permit must not be valid until at least 24hours after issuing.

Such notification to the Shire allows the Shire approximately 24 hours at the minimum to ensure it is put online. The BFCO has the ultimate responsibility to meet their regulatory requirements, but the onus of putting it online, should the Shire wish to, is on the Shire. The Shire thus must have the systems and capabilities in place to ensure that occurs in a timely manner no matter the day of the week. As noted in the DFES FCO course, the expectation of the community of a BFCO is that they are available 24/7. The BFCO and permit holder must not be penalised for any inefficiencies or failings on the Shire's part. We want to avoid the situation where it took days, in some instances, for permits to be processed.

Further to the above, the Grass Valley BFB wants to reiterate our desire and intention ongoing to see all permits to burn within our fire district to go before our BFCO's for issuing. We want our BFCO's to have control and visibility of what permits are being issued within our district.

Grass Valley Bush Fire Brigade
ABN: 49 257 978 220 Email: grassvalleybfb@northam.wa.gov.au

5.8B – Given that the BFAC appointments are to occur at the Brigade's AGM, we believe it is appropriate to include provision for nominations from the floor at the general meeting as per 4.4G, point 5.

Yours sincerely



Chris Marris
Secretary
Grass Valley Bush Fire Brigade
0477 437 212

5.2 APPOINTMENT OF SHIRE OF NORTHAM RANGERS AS FIRE CONTROL OFFICERS (FCO), PERMIT ISSUING ONLY

Address:	N/A
Owner:	N/A
File Reference:	5.1.5.1
Reporting Officer:	Brendon Rutter Community Emergency Services Manager
Responsible Officer:	Chadd Hunt Executive Manager Development Services
Voting Requirement	Simple Majority

BRIEF

Appoint Shire of Northam Rangers as administrative only (permit issuing) Bush Fire Control Officers.

ATTACHMENTS

Nil.

BACKGROUND / DETAILS

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 financial implications associated with this report.

Legislative Compliance

Bushfire Act 1954.

Policy Implications

Nil.

Stakeholder Engagement / Consultation

Advertising will be undertaken in accordance with the *Bushfire Act 1954.*

Risk Implications

Nil.

OFFICER'S COMMENT

On behalf of Council, the Shire Rangers each year conduct many of the fire hazard and firebreak inspections and deal with any compliance issues under the Bush Fires Act such as illegal burning or firebreak non-compliance. The Shire Rangers also inspect and endorse alterations to the firebreak orders as requested by the property owner. Currently they are given the delegated authority under the Act through the CEO. Both current Shire of Northam Rangers have recently completed their FCO training as part of their ongoing professional development. It is the view of Officers after discussions with the CBFCO that appointing the Rangers as administrative only FCO's will enhance the response capabilities of the Shire during both the restricted (permit) seasons and through the high fire season in a support only role to the current incident management structure. Currently the rangers are called upon to perform a variety of support tasks including emergency road closures, escorting machinery, fire ground welfare as well as other logistical requirements on the fire ground.

RECOMMENDATION / COMMITTEE DECISION

Minute No: BFAC.196

Moved: Mr Mathew Macqueen

Seconded: Mr Greg Montgomery

That Council appoint the Shire of Northam Rangers, Kellee Walters & Chris Turkich as Fire Control Officers (Administration Only) for the 2018/19 bush fire season.

CARRIED 7/1

Clarification was sought in relation to whether the Officers were trained for the role. The Community Emergency Services Manager confirmed they are qualified.

The committee were advised that this matter is formalising what is in place as the Chief Executive Officer can grant delegated authority. It was advised that the intent of this item is for them to undertake administrative and enforcement functions.

Debate was held around the motion. At the conclusions of the debate with the approval of the mover and seconder the word 'Permit' was replaced with 'Administration'.

6. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

6.1 PERMIT BURNS

Grass Valley Bush Fire Brigade have given notice of their intent to move the following motion:

MOTION

That Council request the Shire of Northam Bush Fire Brigade's to broadcast the street names for fire permits on the morning skit to increase awareness of non-authorized burns taking place.

Background

Grass Valley Bush Fire Brigade have submitted a request regarding permit burns and whether street names can be broadcasted on the morning skit to increase awareness of non-authorized burns taking place? This would need to be made on a proviso on the actual permit when they are filled out and signed for privacy reasons.

Staff Comment

Officers do not believe this would be appropriate based on the often large numbers of permits that can be active at any one time. It would be onerous on the communications officers conducting their morning Sked calls to read out all street names. All street names are published on the permit register on the Shire of Northam website, and are available to the public.

All BFCO's have a separate group within BART that has the full permit register, that has all details of the permits, including contact details of permit holder.

MOTION

Moved: Mr Sam Moss
Seconded: Greg Montgomery

That Council request the Shire of Northam Bush Fire Brigade's to broadcast the street names for fire permits on the morning skit to increase awareness of non-authorized burns taking place.

LOST 1/7

The Community Emergency Services Manager advised that staff are currently exploring options to show permit details in addition to BART. Discussion was held around the excessive number of addresses to be read/broadcasted should this motion be passed.

6.2 RESOURCE TO RSK ASSESSMENT

Grass Valley Bush Fire Brigade have gave notice of their intent to move the following motion:

MOTION

That Council request the Chief Executive Officer to finalise and implement the Risk to Resource Assessment and Strategy prior to the 2018/19 bush fire season; and

Background

Grass Valley Bush Fire Brigade would like to see the Risk to Resources plan implemented prior to the onset of this year's fire season. All bush fire and town brigades need to get on board to help this happen, so we are all organised and better prepared to meet the upcoming season.

Staff Comment

The Resource to Risk process began in July 2018, Staff will endeavour to have the document completed for the 2018/19 bushfire season, however cannot guarantee that it will be ready to implement prior to the 2018/19 season. A more realistic timeframe for the implementation would be the 2019/2020 season.

MOTION

Moved: Mr Sam Moss
Seconded: Mr Mathew Macqueen

That Council request the Chief Executive Officer to finalise and implement the Risk to Resource Assessment and Strategy prior to the 2018/19 bush fire season.

LOST 4/4

BY PRESIDING MEMBER CASTING VOTE

Discussion was held around the 2011 Assessment never being implemented for reasons unknown. Mr Sam Moss explained that the purpose of this motion was to ensure this didn't happen again.

The Community Emergency Services Manager advised that almost all of the brigades have made a submission however it is believed that a more realistic timeframe would be 2019/20 as staff are not yet sure of the outcomes.

6.3 STATEMENT OF INTENT - GRASS VALLEY BUSH FIRE BRIGADE SECOND APPLIANCE

Grass Valley Bush Fire Brigade have gave notice of their intent to move the following motion:

MOTION

That Council acknowledge that the Grass Valley Bush Fire Brigade are requesting a second appliance based on historical and current requirements and acknowledge their campaign for a second appliance.

Background

Grass Valley Bush Fire Brigade have requested a second appliance based on historical and current requirements. The Grass Valley Bush Fire Brigade have forwarded this item to notify the Council and BFAC of their intent as demonstrated by their Risk to Resource submission.

Staff Comment

Staff are aware of the current awareness campaign that the Grass Valley Bush Fire Brigade are conducting at the moment. Staff encourage the brigade members to continue work with the Resource to Risk process. Additional to this staff encourage open communication between the brigade members, and Council, the CBFCO & the DCBFCO through this process.

MOTION / COMMITTEE DECISION

Minute No: BFAC.197

Moved: Mr Sam Moss

Seconded: Mr Steve Gray

That Council acknowledge that the Grass Valley Bush Fire Brigade are requesting a second appliance based on historical and current requirements and acknowledge their campaign for a second appliance.

CARRIED 8/0

Discussion was held around linking this with the Resource to Risk Assessment.

Mr Sam Moss advised that their district is heavily reliant on farm appliances as their truck is too big to reach all incidents and in some cases has caused damage as a result. In addition they are attending incidents in other areas which leaves them exposed without an appliance. It was also raised that their

district is growing with significant developments over the past couple of years (solar farm and poultry farm).

Discussion was also held around an agreement between Southern Brook who may be able to assist/share their appliance should Grass Valley's be at an incident in another locality.

The Community Emergency Services Manager advised that he has made a request to DFES for a high season vehicle.

7. URGENT BUSINESS APPROVED BY PERSON PRESIDING OR BY DECISION

Nil.

8. DATE OF NEXT MEETING

23rd October 2018.

9. DECLARATION OF CLOSURE

There being no further business the Presiding Member, Robert Herzer declared the meeting closed at 7:00pm.

"I certify that the Minutes of the Bush Fire Advisory Committee meeting held on Monday, 20th August 2018 have been confirmed as a true and correct record."

_____ Presiding Member

_____ Date

