



**SHIRE OF NORTHAM
BUSH FIRE ADVISORY COMMITTEE AGENDA
MONDAY 12TH MAY, 2008 at 6.30PM**

Shire of Northam Council Chambers, 395 Fitzgerald St, Northam

1. OPENING AND ANNOUNCEMENT OF VISITORS

2. ELECTION OF CHAIRPERSON

OFFICER COMMENT

As this is the first meeting of the new Advisory Committee it is necessary to elect a Chairperson. Historically this position has been held by the CBFCO however it could be any of the Council appointed Delegates.

RECOMMENDATION:

That _____ be appointed as the Chairperson of the Bush Fire Advisory Committee.

3. ATTENDANCE AND APOLOGIES

<i>R Marris</i>	<i>Chief Bush Fire Control Officer, Grass Valley Bush Fire Brigade</i>
<i>P Gentle</i>	<i>Deputy CBFCO (East), Grass Valley Bush Fire Brigade</i>
<i>G Ashman</i>	<i>Deputy CBFCO (West), Bakers Hill BFB</i>
<i>J Chitty</i>	<i>Bakers Hill Bush Fire Brigade</i>
<i>R Russell</i>	<i>Clackline/Muresk Bush Fire Brigade</i>
<i>S Kuiper</i>	<i>Inkpen Bush Fire Brigade</i>
<i>R McKenzie</i>	<i>Irishtown Bush Fire Brigade</i>
<i>L Smith</i>	<i>Jennapullin Bush Fire Brigade</i>
<i>P Antonio</i>	<i>Southern Brook Bush Fire Brigade</i>
<i>M Letch</i>	<i>Clackline/Muresk Bush Fire Brigade</i>
<i>P Reynolds</i>	<i>Grass Valley Bush Fire Brigade</i>
<i>S Nielsen</i>	<i>Inkpen Bush Fire Brigade</i>
<i>R Hertzner</i>	<i>Irishtown Bush Fire Brigade</i>
<i>T Smith</i>	<i>Jennapullin Bush Fire Brigade</i>
<i>D Saunders</i>	<i>Southern Brook Bush Fire Brigade</i>
<i>P DuBoulay</i>	<i>Northam Volunteer Fire & Rescue Service</i>
<i>G Montgomery</i>	<i>Northam Volunteer Fire & Rescue Service</i>
<i>A Brucciani</i>	<i>Wundowie Volunteer Fire & Rescue Service</i>
<i>T Buckley</i>	<i>Wundowie Volunteer Fire & Rescue Service</i>
<i>L Mincherton</i>	<i>District Manager, FESA Northam</i>
<i>K Pollack</i>	<i>DEC, Perth Hills Mundaring</i>
<i>S Pollard</i>	<i>Shire President, Shire of Northam</i>
<i>C Hunt</i>	<i>Manager Planning & Development, Shire of Northam</i>
<i>S Billingham</i>	<i>Manager Finance & Administration, Shire of Northam</i>
<i>D Andrews</i>	<i>Ranger, Shire of Toodyay</i>
<i>A Knapp</i>	<i>Ranger, Shire of Toodyay</i>
<i>S McQuistan</i>	<i>Planning Administration, Shire of Northam</i>

4. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

RECOMMENDATION:

That the minutes of the Bush Fire Advisory Committee Meeting held on 12 November 2007 be received.

5. BUSINESS ARISING FROM PREVIOUS MINUTES

Following consideration of the Bush Fire Advisory Committee Meeting Minutes from 12 November 2007, the following recommendations were passed by the Shire of Northam that require further action.

"3. That the Shire of Northam purchases a Kestral 3000 portable weather station for the Inkpen Bush Fire Brigade approx cost \$420inc gst from COA 05062062 Brigade ESL Expenses."

"6. That the items recommended by the Grass Valley Bush Fire Brigade be actioned as follows:

1. (a) That a fire hydrant is installed on Christmas Road Grass Valley. fed directly from the main pipeline. (A standpipe was removed from this location some years ago);

(b) That a hydrant is placed adjacent or near too the standpipe that is positioned on the corner of Clydesdale Road and Keane Street Grass Valley (it may be practical to remove the standpipe);

(c) That the Shire of Northam installs a two way radio system and any necessary aerials at the Grass Valley fire shed. Furthermore a telephone line is installed in the shed. It is believed the phone line cable runs in close proximity to the shed.

(d) That the letter sent to Mr Allan Middleton, (at that time Chief Executive Officer of the Shire of Northam) on 20th June .2007 regarding extensions to the Grass Valley Bush Fire Brigade shed be acknowledged and acted upon.

2. Staff obtain costings and that they be proceeded with if covered by Council's budget estimates.

3. That Council staff contact the Water Corporation to discuss the possibility of a local Water Corporation employee being delegated authority to boost water pressure in an emergency.

4. That Council consider the the purchase of a Semi-Tanker Unit when the 2008/09 budget is being considered.

5. That a letter be forwarded to Grass Valley Bush Fire Brigade in reply to their letter regarding the extension of the Grass Valley Fire Shed."

In response to these items the following comments let it be noted that:

- 3. The Kestral 3000 Portable Weather Station has been purchased.
- 6.1a Council staff are currently obtaining costings for this project. It will be listed in the Draft 2008/9 Budget as current funds have been allocated (refer to Resolution 2 above) Council will need to prioritise items as part of the Budget process.
- 6.1b Council staff are currently obtaining costings for this project. It will be listed in the Draft 2008/9 Budget as current funds have been allocated (refer to Resolution 2 above)
- 6.1c Two way radio system purchased. Telephone connection submitted in 2008/9 ESL Budget
- 6.1d Letter of response in the process of being sent. It is recommended by staff that the issue of extensions to shed and additional equipment needs to be considered as part of the overall planning for the entire Shire. A component of the Bushfire Organisation Review is a recommendation (No.15) that the 2004 Resource to Risk assessment be reviewed by FESA and Council in consultation with the Brigades and BFAC.
- 6.2 Council current budget estimates have been finally allocated and hence limited funds exist for additional works/equipment.
- 6.3 Council staff have contacted Water Corporation and will follow up formally in writing. It is anticipated that any formal response will be forwarded to the next BFAC Meeting.
- 6.4 Costings for this years budget have not yet been finalised.
- 6.5 See comments above.

6. CONSIDERATION OF APPOINTING PAUL DU BOULAY (NORTHAM FRS) AND ADINA BRUCCIANI (WUNDOWIE FRS) AS VOTING DELEGATES ON THE BUSH FIRE ADVISORY COMMITTEE

BACKGROUND:

The Shire of Northam resolved at its meeting held on 9 April 2008 the following:

“Subject to the Brigades advising of their agreement that the Wundowie Fire & Rescue Service and the Northam Fire & Rescue Service be allocated voting rights as members of the Bush Fire Advisory Committee, that Council appoints the following persons to be representative delegates and deputy delegates on the Shire of Northam Bush Fire Advisory Committee:

*Mr Paul DeBoulay - Northam Fire & Rescue Service;
Mr Greg Montgomery - Northam Fire & Rescue Service (Deputy).*

*Ms Adina Brucciani - Wundowie Fire & Rescue Service
Ms Thea Buckley - Wundowie Fire & Rescue Service (Deputy).”*

STAFF COMMENT:

Given the above resolution, should the Bush Fire Advisory Committee Delegates vote in favour of allocating voting rights to the Northam & Wundowie Fire & Rescue Services at this meeting they will have these rights following the vote. The Council has in essence delegated this authority to the Committee.

RECOMMENDATION:

That the Bush Fire Advisory Committee considers appointing both the Wundowie and Northam FRS as voting Delegates.

7. REPORTS (to be tabled at meeting)

7.1	CBFCO	Richard Marris
7.2	FESA	Linton Mincherton
7.3	SHIRE OF NORTHAM	President Steven Pollard/Acting CEO Chadd Hunt

BACKGROUND:

The Shire of Northam resolved at its meeting held on 19 September 2007 to commission a report on the ongoing operations of the Bush Fire Brigades. Specifically it was resolved that,

- “1. Council appoint a suitably qualified and experienced consultant to undertake a review of the Shire of Northam Fire Prevention Procedures in accordance with the attached terms of reference.*
- 2. That Council delegates the Chief Executive Officer to appoint a suitable consultant to undertake the review.*
- 3. That a sum of \$8,000 be allocated for implementation of this project.”*

Following the above resolution, Mr Bill Harris was appointed and the report submitted to Council. It is the intention of Council to obtain recommendations from this Committee in considering the Review.

A copy of the report has been forwarded to all Brigades, Fire Control Officers, Wundowie FRS, Northam FRS, Communications Officer, FESA and was available on Council's website.

The intention is for the Bush Fire Advisory Committee to consider the recommendations made within the view for consideration by Council. Council will then need to consider the review and resolutions from this Committee in implementing and of its recommendations. Given the number of recommendations made within the review it is suggested that this committee deal with each of them separately and as succinctly as possible so that all representatives have an opportunity to comment.

Attached with the Agenda is a copy of the submissions made on the Review by Irishtown and Bakers Hill Bush Fire Brigades (only ones received at the time of compiling this Agenda).

7.4	DEC	Kevin Pollack
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8. BRIGADES REPORTS (to be tables at meeting)

- 8.1 BAKERS HILL BFB
- 8.2 CLACKLINE MURESK BFB
- 8.3 GRASS VALLEY BFB
- 8.4 INKPEN BFB
- 8.5 IRISHTOWN BFB
- 8.6 JENNAPULLIN BFB
- 8.7 SOUTHERN BROOK BFB
- 8.8 NORTHAM FRS
- 8.9 WUNDOWIE FRS

9. SHIRE OF NORTHAM BUSHFIRE ORGANISATION REVIEW

9.1 RECOMMENDATION 1

The Wundowie and Northam Volunteer FRS Brigades become voting members on the Shire of Northam Bush Fire Advisory Committee.

Note: Recommendation 1 has been dealt with – refer to (6.)

9.2 RECOMMENDATION 2

That procedures for the callout of backup resources be contained in the Shire of Northam Bush Fire Response Plan.

9.3 RECOMMENDATION 3

- a) That CBFCO & DCBFCO positions can only be appointed for a period of 2 years and then be appointed for a further 2 years and they must have a break of 2 years before they can seek renomination.
- b) That the current CBFCO and DCBFCO be appointed until April 2009.
- c) Council should only appoint Harvest Ban Officers who are FCO's and have the necessary expertise and weather meter equipment on the same basis as the CBFCO and DCBFCO.

9.4 RECOMMENDATION 4

That the Shire of Northam write to each FCO with a copy of the duties and responsibilities of FCO, training requirements and asking if they are prepared to take on the duties and responsibilities or just to be a permit issuing officer. Also are permit issuing officers prepared to assist with support roles during wildfire operation?

9.5 RECOMMENDATION 5

That the Draft Training requirements, Roles & Responsibilities of CBFCO, DCBFCO and FCO's be adopted by Council Policy and that these officers attend Refresher Courses on a five yearly basis.

9.6 RECOMMENDATION 6

That where more than one FCO is appointment to a brigade, Council at the time of the appointment is to nominate the seniority of the FCO's. This would be done after Recommendation 4 is completed.

9.7 RECOMMENDATION 7

That the Captain of a brigade be appointed as Fire Control Officer.

9.8 RECOMMENDATION 8

That the Draft Bush Fire Advisory Committee Meeting Rules is agreed top by the BFAC and recommend to Council that they are adopted and the previous rules repealed.

9.9 RECOMMENDATION 9

That the draft Brigade Constitution (See Appendix 3) be agreed to by all brigades.

9.10 RECOMMENDATION 10

That the BFAC recommend to Council that the Draft Brigade Constitution be approved by Councils and be adapted by all brigades.

9.11 RECOMMENDATION 11

That the BFAC and FESA review the boundaries of the, both Bushfire and FRS Brigade's, to ensure that they reflect the most effective brigade structures for the Shire of Northam. Recommendation 10 should be done in conjunction with Recommendation 11. The new boundaries would then be agreed to by Council and FESA Regional Office.

9.12 RECOMMENDATION 12

That FCO's and Brigade Officers undergo training in sectorisation of wildfires and that development of communication plans.

9.13 RECOMMENDATION 13

That brigades identify areas where pagers and SMS system is not reliable and that FESA investigate the identified faulty areas to improve pager and SMS services.

9.14 RECOMMENDATION 14

That the Shire of Northam conducts an audit of who has Shire owned VHF radios, pagers and SMS, their location to ensure that some Shire owned are located in the most effective and workable area.

9.15 RECOMMENDATION 15

FESA and the Shire of Northam review the 2004 Resource to Risk Assessment for the Shire of Northam involving Brigades and the Bush Fire Advisory.

9.16 RECOMMENDATION 16

Each brigade should prepare a prioritized Operational and Equipment Budget which should be collated by the Rangers into a Shire wide budget for consideration by the Bush Fire Advisory Committee. Items not covered by the ESL Operation Budget should have possible funding sources identified and grants applied for.

9.17 RECOMMENDATION 17

That FESA and the Shire of Northam conduct an information/training session on the Role & Duties of Brigades Training Officers, and that an annual meeting of Brigade Training Officers, FESA and Shire Representative be held to develop an annual training program for the Shire of Northam. This should include the FRS Brigades. This is to be initiated by the Shire of Northam.

9.18 RECOMMENDATION 18

It is essential that Brigade Officers and mandatory for FCO's to attend training on AIIMS, Incident Management Teams, advanced levels of fire fighting and fire behaviour, use of aircraft and water bombers, sectorisation and the development of radio communication plans.

9.19 RECOMMENDATION 19

That FESA and the Shire of Northam clearly define the purpose of the Bush Fire Response Plan that it is a strategic document supported by Standard Operating Procedures.

9.20 RECOMMENDATION 20

That the Shire of Northam adopts the FESA Brigade callout protocol through the use of Pagers and SMS. This is being implemented from the 2007-2008 fire season.

9.21 RECOMMENDATION 21

That the Shire of Northam adopts as Policy the AIIMS Management System for the Management of Incidents within the Shire and direct all Bush Fire Brigades that they are to use AIIMS Management System to manage the control and extinguishment of wildfires. See also Bush Fire Control Officer Section 9.2 of Bush Fire Brigade Constitution.

9.22 RECOMMENDATION 22

The Shire of Northam develops a policy of children attending wildfires under the age of 16 years and advises their insurer to cover persons in accordance with the Policy.

9.23

RECOMMENDATION 23

The Shire of Northam develops a Policy on wearing protective clothing a wildfires and hazard reduction burning. This Policy is to cover Brigade personnel issued with Protective Clothing and farmers attending in private appliances.

10. CLOSURE OF MEETING

Please refer to the attached documents:

*Irishtown Volunteer Bush Fire Brigade
- response to 'Harris Report' Recommendations*

*Bakers Hill Volunteer Bush Fire Brigade
- response to 'Harris Report' Recommendations*
