



Attendance by Richard Burnell, Director Corporate Services Department
of Fire and Emergency Services, at the Zone Meeting in Quairading on
Friday 25 June 2021

BUSHFIRE ADVISORY COMMITTEE

AGENDA

15 June 2021

**14 White Street
Brookton, WA 6306**

7.00	pm	COMMENCEMENT OF MEETING
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1.06.21	DECLARATION OF OPENING / ATTENDANCE
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2.06.21	CONFIRMATION OF PREVIOUS MINUTES
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2.06.21.01	BUSHFIRE ADVISORY COMMITTEE MEETING- 16 MARCH 2021
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That the minutes of the Bushfire Advisory Committee meeting held in the Shire of Brookton Council Chambers, on 16th March 2021, be confirmed as a true and correct record of the proceedings.

3.06.21 ACTION LIST- UPDATED 31st MAY 2021

Updates from last meeting are shown in blue and yellow highlight.

Item	Date initiated	Item Details	Officer Update	Assigned to	Comment	Progress
1	16Mar21	Obtain list of courses and dates to all brigade members.	In progress	CESM	List sent out to captains and awaiting response for numbers and preferred dates.	80%
2	16Mar21	Brigades to send CESM confirmed minutes for each Brigade.	East Brigade Central Brigade West Brigade	CESM	Each brigade has submitted their minutes to CESM.	COMPLETED
3	16Mar21	Further information with recent changes for LGIS – Workplace Work Health & Safety Act 2020	Ongoing	CESM	Meeting held with CEO, MCC & ODO on the future changes with WHS Act and the new provisions to be released on the new regulations. LGIS will be working with internal staff to assist and provide as much information to assist and provide the required documentation on what this means for volunteers and specific to Bush Fire Brigade Members. WALGA, DFES & LGIS are working together to achieve the outcomes required. Refer to attached flyer.	10%
4	16Mar21	Water tanks – Shire to confirm the water flow and report back.	Not yet commenced	CESM	Nil.	0%
5	16Mar21	Keys to Depot for refuelling and consideration with the current process and advise members.	Ongoing	CESM	Key box in working order with correct key now provided. Most members have been notified.	95%
6	16Mar21	Review water issues and possible placement of tanks in the district.	In progress	CESM	Long term project with more consultation with brigade members on placement of tanks, also different options and costings required.	5%
7	16Mar21	Review through LGGs for maintenance on vehicles	Pending approval from DFES	CESM	LGGs has been submitted for the 2021/2022 year. Notification will come through the approval process with DFES.	25%
8	16Mar21	Review (Wearn) Radios through LGGs Scheme	Ongoing	CESM	Radio maintenance has been completed on all radios for the 20-21 Period. Next servicing is due in the 21-22 Period. Please refer to report attached.	COMPLETED
9	16Mar21	Shire to investigate better communication for	In progress	MCC/MIE/	MCC to review with the aspects of the Shire's	25%

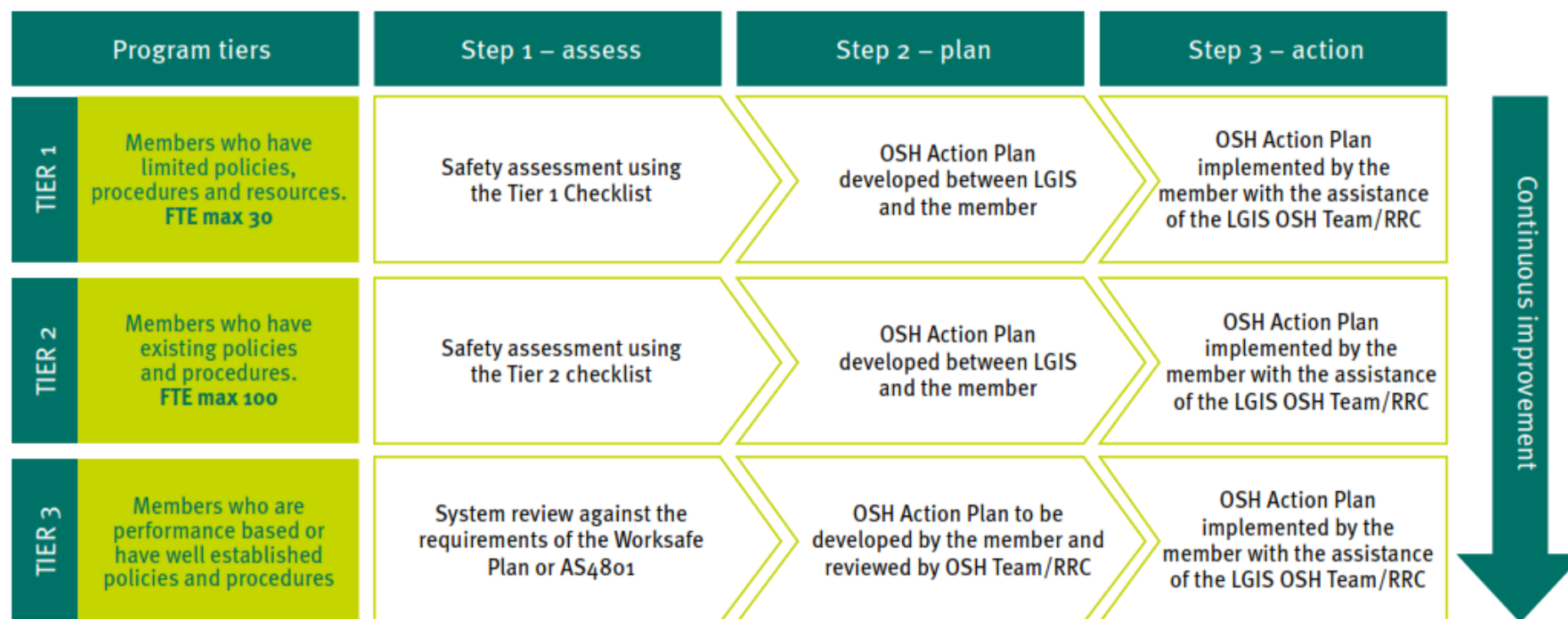
		absentee/landholders/hobby farmers.		CESM	engagement on the areas in Rates, Budget & shire website. CESM to review with the Firebreak notice. Mailouts and details will be done with the normal rating period (anticipated date: Late July/early Aug)	
10	16Mar21	Review best method for absent landholders with identification for best contact details.	Not yet commended	CESM	CESM to follow up with Rates Officer to see how the best way to combat these details. ie New Welcome Pack, emergency pack and community engagement event.	10%
11	16Mar21	Communication to absentee landholders with regards to slashing/fire bans/ fire breaks.	In progress	CESM	CESM to follow up on the current firebreaks and make sure details are noted on this pamphlet. To follow up with a separate correspondence with the SFO/CESM to advise of the understanding of contacts, fire season, harvest ban phone line.	25%



3 Steps to Safety overview

Vision: Members will utilise the 3 Steps to Safety program to achieve long term safety performance

Goal: To deliver a verification program that recognises and meets the specific needs of our members and drives safety performance across the sector



3.06.21 PRESENTATIONS

Nil.

4.06.21 REPORTS

4.06.21.01 AUTHORISATION OF DUAL FIRE CONTROL OFFICERS – SHIRE OF WANDERING, PINGELLY AND CORRIGIN

File No:	ADM 0191
Date of Meeting:	15 June 2021
Location/Address:	N/A
Name of Applicant:	Shire of Wandering, Shire of Pingelly and Shire of Corrigin
Name of Owner:	N/A
Author/s:	Jason Carrall - CESM
Authorising Officer:	Kelli Bartley – Manager Corporate and Community
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Previous Report:	N/A

Summary of Item:

In accordance with legislative requirements the Council is required to formally appoint its Bushfire Control Officers. This is done to ensure compliance and lawfully legitimise their authorisation under *Bush Fires Act 1954*, in fulfilling their duty.

Description of Proposal:

This report seeks Council's consideration to appointing Dual Fire Control Officers from the Shire of Wandering, Shire of Pingelly and Shire of Corrigin.

Background:

Council has been requested by the Shire of Beverley to appoint Dual Fire Control Officers under the *Bush Fires Act, 1954* to empower these volunteers to act in their appointed roles across the municipal boundary.

This includes the appointment of the following people in the capacity of Dual Fire Control Officer from

Shire of Wandering:

- Mr P Monk
- Mr GR Parsons

Shire of Pingelly:

- Rodney Leonard Shaddick
- Robert Alexander Kirk
- Jeffrey Bernard Edwards
- Victor Arthur Lee
- Malcolm Leslie Cunningham
- Adam Lindsay Watts

Shire of Corrigin:

- Greg Evans
- Braden Grylls

A copy of the letter from the Shire of Wandering are provided at **Attachment 15.06.20.02A**, a copy of the letter from the Shire of Pingelly at **Attachment 15.06.20.02B**, and a copy of the letter from the Shire of Corrigin at **Attachment 15.06.20.02C**.

Consultation:

There has been no consultation in relation to this matter.

Statutory Environment:

As mentioned the appointment of a Dual Fire Control Officer for the 2021/22 Bush Fire season is undertaken in accordance with Section 38 of the *Bush Fires Act, 1954*.

Relevant Plans and Policy:

There are no plans or policies applicable to this proposal.

Financial Implications:

There is no impost on the Shire's finances in relation to this matter.

Risk Assessment:

Without the required authorisation from Council there is a perceived high level risk in relation to the duties performed by the newly appointed Dual Fire Control Officers, which could be deemed unlawful and potentially invalid should their actions be challenged through a judicial process. Therefore, the level of risk is assessed against the following matrix table as 'Medium'.

Consequence	Insignificant	Minor	Moderate	Major	Extreme
Likelihood					
Almost Certain	Medium	High	High	Severe	Severe
Likely	Low	Medium	High	High	Severe
Possible	Low	Medium	Medium	High	High
Unlikely	Low	Low	Medium	Medium	High
Rare	Low	Low	Low	Low	Medium

Risk Rating	Action
LOW	Monitor for continuous improvement.
MEDIUM	Comply with risk reduction measures to keep risk as low as reasonably practical.
HIGH	Review risk reduction and take additional measures to ensure risk is as low as reasonably achievable.
SEVERE	Unacceptable. Risk reduction measures must be implemented before proceeding.

Community & Strategic Objectives:

This proposal relates to the delivery of core business and services detailed in the Shire of Brookton Corporate Compendium – October 2020, duly appended to the Next Generation BROOKTON Corporate Business Plan <2021.

Specifically, this appointment aligns to:

8. Emergency Management

8.7 Support Bushfire Volunteer Brigades / Volunteer Emergency Services

Comment

Nil.

OFFICER RECOMMENDATION

That the Bushfire Advisory Committee recommend Council appoints under Section 38 of the Bush Fires Act, 1954 the following fire control officers from the:

Shire of Wandering:

- ***Mr P Monk***
- ***Mr GR Parsons***

Shire of Pingelly:

- ***Rodney Leonard Shaddick***
- ***Sam MacNamara***
- ***Brodie Cunningham***
- ***Jeffrey Bernard Edwards***
- ***Victor Arthur Lee***
- ***Malcolm Leslie Cunningham***
- ***Adam Lindsay Watts***

Shire of Corrigin:

- ***Greg Evans***
- ***Braden Grylls***

as authorised officers in the capacity of Dual Fire Control Officer for 2021/2022 Bush Fire Season.

Attachment

4.06.21.01A – Letter from Shire of Wandering

4.06.21.01B – Letter from Shire of Pingelly

4.06.21.01C – Letter from Shire of Corrigin

SHIRE OF WANDERING

22 Watts Street, Wandering, WA. 6308

Ph: 08 9884 1056

www.wandering.wa.gov.au



Our Ref: 05.051.05108 / BF153

Your Ref:

Enquiries: Belinda Knight

Ian D'Arcy
Chief Executive Officer
PO Box 42
BROOKTON WA 6306

Dear Ian,

DUAL FIRE CONTROL OFFICER APPOINTMENTS - 2021/2022

Council wishes to inform you of the following Dual Fire Control Officers with the Shire of Brookton:

Mr Peter Monk

Mr Graeme Parsons

If Council's request is approved, please arrange the necessary local advertising.

Should you have any questions in regard to this matter, please contact the Shire Office on (08) 9884 1056 or email admin@wandering.wa.gov.au.

Kind Regards,

Belinda Knight
CHIEF EXECUTIVE OFFICER

14 May 2021

Wandering Road District
Established 1874

YOUR REF:

OUR REF: ADM0313/OWS213423

ENQUIRIES: Sheryl Squiers



21 May 2021

Mr I D'Arcy
Chief Executive Officer
Shire of Brookton
PO Box 42
BROOKTON WA 6306

Dear Ian

Appointment of Dual Fire Control Officers 2021/22

Council is seeking the appointment of the following Dual Fire Control Officers with the Shire of Brookton for the 2021/22 fire season:

**Rodney Leonard Shaddick
Sam MacNamara
Brodie Cunningham
Jeffrey Bernard Edwards
Victor Arthur Lee
Malcolm Leslie Cunningham
Adam Lindsay Watts**

Should you have any questions in regard to this matter, please contact Sheryl Squiers, Administration Officer Technical on (08) 9887 1066 or email sheryl.squiers@pingelly.wa.gov.au.

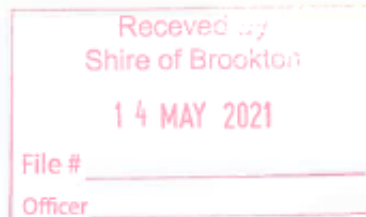
Yours sincerely

Julie Burton
Chief Executive Officer



PO Box 221, Corrigin WA 6375
T: 9063 2203
F: 9063 2005
E: shire@corrigin.wa.gov.au

Our Ref: ES 0001
Contact: Kirsten Biglin
eso@corrigin.wa.gov.au



5 May 2021

Mr Ian D'Arcy
Chief Executive Officer
Shire of Brookton
PO Box 42
BROOKTON WA 6306

Dear Ian

RE: APPOINTMENT OF DUAL FIRE CONTROL OFFICERS 2021/2022

The Shire of Corrigin requests the following people be appointed as Dual Bush Fire Control Officers by the Shire of Brookton for the 2021/2022 bush fire season:

- **Greg Evans**
- **Braden Grylls**

Yours sincerely

Natalie Manton
Chief Executive Officer

4.06.21.02 COMMUNITY EMERGENCY SERVICES MANAGER (CESM)

Report from Brookton's CESM and update of:

- Volunteer memberships
- Training (Timetable will be available at the meeting)
 - FCO's
 - Ground Controller
 - Bushfire Safety and Awareness
 - Firefighting skills
 - Farmer Response (when Available)
- Exercise with FCO's, Captains and Chief's – to be discussed
- Insurance implications regarding training (LGIS)
 - Flyers attached for reference and to be distributed to members
 - LGIS – will be working with the Shire Officers to make sure going for the Volunteers are well informed of the changes.
 - WALGA, DFES & LGIS are all working on the new changes under the WHS Act and new regulations to be released in later this year.
 - Refer to **Attachment 1 (3 Steps to Safety overview) & 2 (LGIS Bush Fire Insurance Info Sheet)**
- Brookton East & West fire sheds
 - To be submitted to DFES by 26th March 2021 (2021/22 financial year, to go through Council budgeting process) – still awaiting approval from DFES.
- Balco's request to extend Permit area exemptions (*For Harvest and Vehicle movement bans*)
 - To be applied for annually by Balco – No response to date from Balco
- 2021/2022 ESL Budget
 - Finalised
 - Safety/PPE gear (increased)
 - Maintenance on fast fill trailers (to be covered under ESL)
- **DUAL Bush Fire Officers**
 - As per attached agenda item and officer's recommendation
- **Bush Fire Notice & Absentee landholders**

Section 33 of the Bush Fires Act 1954 provides a local government the ability to make a Notice requiring all owners or occupiers of land within the district to take measures for preventing the outbreak of a bush fire, or for preventing the spread or extension of a bush fire which may occur.

The Shire Officers has reviewed the current Firebreak Notice, with minor changes made to include comment for Absentee Landholders/Hobby Farmers. The 2021/22 Shire of Brookton Firebreak Notice is contained in **Attachment 4.06.21.02A**.

OFFICER'S RECOMMENDATION

That Bush Fire Advisory Committee pursuant to section 33 of the Bush Fires Act, 1954 recommends to Council to adopt the Shire of Brookton Firebreak Notice for 2021/2022 season as contained in Attachment 4.06.21.02A.

Attachment

4.06.21.02A – 2021/22 Firebreak Notice

DATES TO REMEMBER

Due to unseasonal weather conditions, these dates may be extended or shortened. You must check with the Shire of Brookton for further details.

RESTRICTED BURNING TIMES

19th September to 14th November

NO BURNING WITHOUT A PERMIT

Contact your local Fire Control Officer

PROHIBITED BURNING PERIOD

15th November to 28th February

All burning and fires are prohibited during this time

RESTRICTED BURNING TIMES

1st March to 14th April

NO BURNING WITHOUT A PERMIT

Contact your local Fire Control Officer

BURN WITH CARE

15th April to 18th September

Subject to weather conditions

Note: Fire Danger Rating for a particular day can overrule permits

BURNING PERMITS can be obtained from your local Fire Control Officer. Please remember the Fire Control Officers are volunteers.

PLEASE PLAN AHEAD do not contact a Fire Control Officer on the day you intend to burn and expect a permit, as it may not be granted. You must give notice to your neighbours and the Shire once the permit is granted.

FIREBREAKS must be completed before the 1st November and maintain compliance until the 15th April for each and every year.

COMMUNICATIONS OF FIRE BAN – All bans will be communicated via the Shire's SMS system, Harvest and Ban Hotline (phone 9487 8128) or on the ABC local radio. If you are a farmer or contractor and would like to receive notification by SMS on Harvest and Vehicle Movement Bans please phone the Shire office on 9642 1106 with your name, organisation and mobile phone number.

BRIGADE CONTACT DETAILS

FOR ALL EMERGENCIES		000
SHIRE OF BROOKTON		08 9642 1106
HARVEST BAN HOTLINE		08 9487 8128
Chief Bush Fire Control Officer Murray Hall		0428 421 367
Deputy Chief Bush Fire Control Officer – Travis Eva		0428 421 642
Shire Ranger		0459 678 154
CENTRAL BRIGADE	Troy Bassett	0488 190 870
	Andrew Pike	0428 421 072
	Les Eyre	0418 946 910
	Ashley Hobbs	0429 421 379
	William Wilkinson	0429 426 022
	Neville Messenger	0417 180 830
	Blair Montague	0428 929 421
EAST BRIGADE	Bevan Walters	0427 426 061
	Darrell Turner	0429 426 014
	Dennis Wilkinson	0428 426 022
WEST BRIGADE	Tim Evans	0439 424 010
	Ross Evans	0418 935 927
	Len Simmons	0409 301 022
	Mark Whittington	0417 954 061
	Jamie Blight	0428 584 256

Please ensure you have the following information before calling a Fire Control Officer.

- Name & contact details of no less than three (3) able bodied persons who will be attending the fire at all times.
- The address the permit is to apply to.
- Firefighting equipment and resources to be present at the fire front.
- Size of burn to take place (area).
- Confirm that firebreaks are installed & a fire unit can access the area.



FIRE CONTROL INFORMATION 2021/2022

**FIRST AND FINAL NOTICE IS HEREBY SERVED TO ALL
SHIRE OF BROOKTON RATE PAYERS AND RESIDENTS**

This Order sets out the measures that you must take to prepare your property for the fire season.

They are aimed at preventing the outbreak of a bush fire or preventing the spread or extension of a bush fire.

All owners and occupiers of land within the Shire's district are required to, before 1st of November in each year, clear fire breaks and take measures in accordance with this order up to and including the 14th of April the following year.

This Order constitutes the Shire of Brookton Fire Control Information Notice and is issued under Section 33(1) of the Bush Fires Act 1954.

Failure to comply may result in a \$5,000.00 penalty.

**HARVEST BAN HOTLINE
08 9487 8128**

**TO REGISTER FOR SMS ALERTS
08 9642 1106**

TOWNSITE LAND:- *Is all land within the Brookton Townsite.*

All townsite properties **equal** to or less than 2,023m² in size are required to be fire hazard reduced by:

- A. Reduction of the vegetation fire hazard to a maximum height of 75mm. All slashed material is to be removed.

All townsite properties **over 2,023m²** in size are required to be fire hazard reduced by:

- A. Construction and maintenance of a 3m wide minimum bare earth unobstructed trafficable firebreak within 3.0m of the property boundaries (footpaths and roads or road verges are not to be accepted as firebreaks).
- B. Reduction of the vegetation fire hazard to a maximum height of 75mm including the removal of slashed material, unless an exemption is granted by the Chief Executive Officer in consultation with the Chief Bush Fire Control Officer and VFRS Captain.

RURAL LAND:- *Is all land outside the Brookton Townsite*

All rural properties **equal to or less than 100 hectares** in size are required to be fire hazard reduced by:

- A. Construction and maintenance of a 3.0m wide minimum bare earth unobstructed trafficable firebreak within 30.0m of the boundary of the property.
- B. Any activity that may start a fire on the property requires an operational independent mobile water filled firefighting unit with a water capacity of not less than 450 litres to be at the ready *throughout the restricted and prohibited burning period*. Trailer type units must be attached to a towing vehicle and slip-on units must be attached to the tray of the vehicle in accordance with manufacturer's instructions.
- C. Construction of a 5.0m wide minimum bare earth unobstructed trafficable firebreak within 15.0m of and surrounding all buildings, sheds, fuel storage including drums and flammable chemicals, silos and fodder stacks as well as hay stacks within a shed or within 400.0m from any infrastructure including operational generators and stationary motors.

All rural properties and aggregated land within the Shire of Brookton **over 100 hectares** in size are required to be fire hazard reduced by:

- A. Construction of a 5.0m wide minimum bare earth unobstructed trafficable firebreak within 15.0m of and

surrounding all buildings, sheds, fuel storage including drums and flammable chemicals, silos and fodder stacks as well as hay stacks within a shed or within 400.0m from any infrastructure including operational generators and stationary motors. Excluding seed cleaners as they are deemed part of the harvest operations.

- B. Provision on the property of an operational independent mobile water filled firefighting unit with a water capacity of not less than 450 litres to be at the ready *throughout the restricted and prohibited burning period*. Any activity that may start a fire must be accompanied by a trailer type unit that must be attached to a towing vehicle and/or a slip-on unit that must be attached to the tray of the vehicle in accordance with manufacturer's instructions.

Note:

- Hay and straw stacks in open paddock areas awaiting pickup and removal are not required to be surrounded by a firebreak.
- During any period when harvesting operations are being conducted an operational independent mobile firefighting unit must be located in the same paddock, or within 50.0m of the paddock and be kept full of water at all times. The responsibility to supply the firefighting unit is that of the landowner.
- Harvesting operations includes the use of augers and seed cleaning units, other than when used in a silo compound where surrounded by more than 15 metres cleared area.

PLANTATIONS:- *Is an area of planted trees, other than a windbreak, within the gazetted townsites exceeding 3 hectares and outside of a townsite exceeding 10 hectares.*

- A. Boundary firebreaks: a 15.0m clear area is required on all boundaries of plantations and along public roads. This clear area must have a minimum trafficable surface of 5.0m minimum of clear bare earth and a minimum vertical clearance of 4.0m. The remaining 10m must be maintained in a low fuel condition, ie. Closely mowed, grazed or sprayed.
- B. Compartment firebreaks: internal firebreaks between compartments of up to 30 hectares must be a minimum of 6.0m wide and for compartments over 30 hectares a minimum of 10.0m wide. In all cases a 5.0m trafficable surface and a minimum 4.0m vertical clearance should be maintained to allow access by firefighting appliances.
- C. Firefighting water supplies: must be designed and constructed to enable heavy duty firefighting equipment to access the water supply in accordance with DFES

Guidelines for Plantation Fire Protection 2011 or as revised.

A copy of these Guidelines is available from the Shire Administration office upon request.

- D. Firefighting equipment must be provided by the plantation owner to the minimum standards recommended in the DFES Guidelines for Plantation Fire Protection 2011 or as revised.
- E. Paragraphs A to D do not apply to established plantations which have received planning approval and have an approved fire management plan as part of the planning approval. Owners and managers of such plantations must comply with the conditions of their fire management plan.

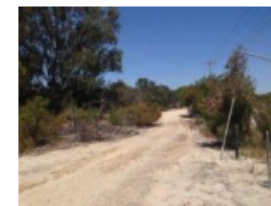
HARVESTING MACHINES & HEADERS – REGULATIONS 38

Pursuant to regulations 38 of the Bush Fires regulations 1954, a person shall not operate harvesting machinery or header in any crop during the prohibited burning times or restricted burning times set out unless a fire extinguisher is carried on the machine.

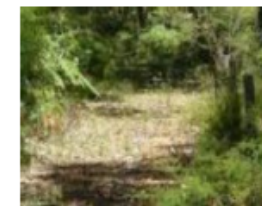
SLASHER AND ROTARY MOWER BAN

A ban applies to the use of slasher and rotary mowers from 1st December to 28th February during the hours of 6:00am to 6:00pm and from 6:00pm on the day before an extreme or above, fire danger rating is forecast from Bureau of Meteorology, unless the use is:

- A. On a property within a townsite, of any size that is reticulated or;
- B. On a property outside the townsite, with the area being slashed or mowed is irrigated or reticulated and is less



Compliant Firebreak



Non compliant firebreak due to regrowth

ABSENTEE LANDHOLDERS / HOBBY FARMERS

- Landowners, must ensure contractor work complies to the standard required and not rely on the contractor's word. Ultimately it is the land owner's responsibility to ensure their property complies with the annual Fire Hazard Reduction Notice.

5.06.21	GENERAL BUSINESS
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6.06.21	NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING
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7.06.21	NEXT MEETING AND CLOSURE
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Possible next meeting dates:

- Tuesday 21st September 2021 at 7.00pm.
- Tuesday 28th September 2021 at 7.00pm
(after Queen's Birthday long weekend, also, school holidays)