



BUSHFIRE ADVISORY COMMITTEE MEETING

AGENDA

30 MARCH 2022

**14 White Street
Brookton, WA 6306**

7.00	pm	COMMENCEMENT OF MEETING
8.00	pm	CLOSURE OF MEETING



NOTICE OF MEETING

BUSHFIRE ADVISORY COMMITTEE MEETING

30 MARCH 2022

**14 White Street
Brookton, WA 6306**

Dear Councillor, Resident or Ratepayer,

Notice is hereby given that the Bushfire Advisory Committee Meeting of the Brookton Shire Council will be held on 30th March 2022 in the Council Chambers at the Shire Administration Centre commencing at 7.00pm.

The business to be transacted is shown in the Agenda.

A handwritten signature in blue ink, appearing to be "G Sherry", is positioned above the printed name.

Gary Sherry
CHIEF EXECUTIVE OFFICER
24 March 2022

TABLE OF CONTENTS

1.03.22	DECLARATION OF OPENING / ATTENDANCE	3
2.03.22	CONFIRMATION OF PREVIOUS MINUTES.....	3
3.03.22	STATUS TABLE.....	4
4.03.22	PRESENTATIONS	2
5.03.22	REPORTS.....	2
5.03.22.01	COMMUNITY EMERGENCY SERVICES MANAGER (CESM) – JASON CARRALL.....	2
6.03.22	GENERAL BUSINESS.....	3
6.03.22.01	CHIEF BUSHFIRE CONTROL OFFICER – MURRAY HALL.....	3
7.03.22	END OF SEASON REPORTS.....	3
7.03.22.01	WEST BRIGADE – CAPTAIN: TIM EVANS	3
7.03.22.02	CENTRAL BRIGADE – CAPTAIN: TROY BASSETT.....	3
7.03.22.03	EAST BRIGADE – CAPTAIN: BEVAN WALTERS	3
8.03.22	NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING	4
9.03.22	CLOSURE OF MEETING	4

1.03.22 DECLARATION OF OPENING / ATTENDANCE

The Presiding Member opened the meeting at 7.00pm, and welcomed Councillors, Committee Members and Staff.

On behalf of the Committee, I would like to acknowledge that this meeting is being held on the traditional lands of the Nyoongar People, and pay respect to all Elders; past, present, and emerging. I wish to acknowledge and respect local people’s continuing culture, and the contribution they make to Country, and it’s life.

2.03.22 CONFIRMATION OF PREVIOUS MINUTES

That the minutes of the Bushfire Advisory Committee meeting held in the Shire of Brookton Council Chambers, on 5th October 2021, be confirmed as a true and correct record of the proceedings.

3.03.22 STATUS TABLE

Black – No changes from previous reports Yellow – Updated from previous report Blue – Additions from latest Bushfire Advisory Committee meetings

Item #	Date Initiated	Item Details	Officer Status Update	Assigned to	Comment	% Completed
1.	16Mar21	Obtain list of courses and dates to all brigade members.	In progress	CESM	<p>List sent out to captains and awaiting response for numbers and preferred dates.</p> <p>1st FCO course completed, 2nd course (Bushfire Safety Awareness) cancelled due to lack of numbers; 3rd Course (Ground Controller) cancelled due to DFES trainer required to Emergency.</p> <p>Bushfire Safety Awareness has been rescheduled for Friday evening 8th October & Saturday 9th October to be held at Brookton Fire Station.</p> <p>05.10.2021 – course has been cancelled due to lack of numbers</p> <p>21.03.2021 – Course scheduled for 9th February was cancelled, due to the Corrigin fire.</p>	90%
2.	16Mar21	Further information with recent changes for LGIS – Workplace Work Health and Safety Act 2020	Ongoing	CESM	<p>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.</p> <p>Refer to attached flyer.</p> <p>Webinar held on 31st August 2021, with WALGA, DFES, LGIS on matters associated with new changes for Volunteer Bush Fire members.</p> <p>Review of Webinar with Senior Officers and CESM is required and will be tabled at a BFAC special meeting to be arranged.</p> <p>21.03.22 - Legislation is scheduled to come into effect from 31st March 2022.</p>	40%

3.	16Mar21	Water tanks – Shire to confirm the water flow and report back.	Not yet commenced	CESM	Nil. Requires further investigation on commencement with MIE. 21.03.22 - Manger of Infrastructure & Works scheduled to commence 2 May 2022.	0%
4.	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. Extra Water tank approved to be constructed with the West Brookton Fire Shed and will be completed in the 2 year approved DFES cycle. Planning and land assessments will be commenced in 2 nd quarter.	25%
5.	16Mar21	Review through LGGS for maintenance on vehicles	Approval from DFES 2021/22 financial year	CESM	LGGS has been submitted for the 2021/2022 year. Notification will come through the approval process with DFES. CESM to arrange for relevant maintenance schedule for the vehicles.	25%
6.	16Mar21	Review (Wearn) Radios through LGGS Scheme	2 radio transfers pending, East & Central (tender 5)	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. CESM has submit application to DFES awaiting approval to proceed.	90%
7.	16Mar21	Shire to investigate better communication for absentee/landholders/hob by farmers.	In progress	MCC/MIE/ CESM	MCC to review with the aspects of the Shire’s 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) Mail to residents has been completed with the annual rates procedures. Further engagement to occur through community events, social media, welcome packs to new owners.	75%
8.	16Mar21	Review best method for absent landholders with identification for best	In progress	CESM	CESM to follow up with Rates Officer to see how the best way to combat these details. I.e. New Welcome Pack, emergency pack and community engagement event.	25%

		contact details.			CESM, Local Recovery Coordinators and MCC has action plan for engagement in the community to be held and detailed for the 2021/2022 financial year.	
9.	05Oct21	CESM/DFES to activate training for farmworkers and bush fire brigade members as soon as possible. DFES providing the training modules to accommodate the regions.	In progress	CESM/DFES/All Brigades	CESM to activate training programs with the recent changes to the WHS Act and the provisions to maintain. 21.03.2021 – Course was scheduled for 9 th February was cancelled, due to the Corrigin fire. Has not yet been rescheduled.	0%
10.	05Oct21	CESM/Shire Officers to review West Brookton Bushfire Brigade approval for 2 bay facility. To be constructed over a 2-year process. To be finalised by 30 June 2023.	In progress	CESM/West Brigade/Chief/Shire Officers	CESM to have site meeting and discuss with relevant parties. Work needs to be completed by Shire to progress to next stage	10%
11.	05Oct21	CESM to review access to fuel for new site at West Brookton BFB site.	Not yet progressed	CESM	CESM to investigate and report back to BFAC.	0%
12.	05Oct21	CESM and CEO to follow up on Policy and/or operating procedures	In progress	CESM/CEO	21.03.2021 – CEO has recently had a new delegation approved by Council “Delegation 1.50 – Amendment to Prohibited and Restricted Burning Periods – Bush Fires Act”. See attachment below.	10%
13.	05Oct21	CESM to readvertise burning season periods for all residents and ratepayers	In progress	CESM	Social media is required to be advocated. 21.03.2021 – This has not occurred due to conversations with the CBFCCO, regarding extension of the prohibited burning period.	10%
14.	05Oct21	CESM to arrange relevant training to support new changes.	In progress	CESM/Farmers /all brigade members	CESM to work with relevant brigades and farmers with the training set by DFES	20%

1.50 Amendment to Prohibited and Restricted Burning Periods – Bush Fires Act

Delegator:	Council		
Express Power to Delegate:	<i>Local Government Act, 1995</i> ✓ S.5.42 Delegation of some powers or duties to the CEO ✓ S.5.43 Limitations on delegations to the CEO		
Delegated to:	Chief Executive Officer		
Delegated Function:	To vary the: <ol style="list-style-type: none"> 1. Prohibited burning times 2. Restricted burning times in Shire of Brookton by shortening, extending, suspending, or reimposing a period of prohibited burning times; or imposing a further period of prohibited burning times.		
Conditions of Delegation:	The Chief Executive Officer will only exercise this delegation after consultation with Council's Chief Bushfire Control Officer.		
Delegation adopted by Council:	Meeting: Ordinary Meeting of Council	Date: 17 February 2022	Minute: OCM 02.22-07
Delegation reviewed by Council:	Meeting:	Date:	Minute:

Sub-delegator:	Chief Executive Officer		
Express Power to Sub-delegate:	<i>Sub-delegation is prohibited by s.48(3)</i>		
Subdelegated to:	Nil.		
Additional conditions of Sub-delegation:	Nil.		
Sub-delegation approved by:	Name:	Signature:	Date:

Compliance References:	✓ <i>Bush Fires Act, 1954 s.17</i> ✓ <i>Bush Fires Act, 1954 s.18</i>		
Record Keeping:	The delegate (or sub-delegate) must keep a written record of the exercise the power or discharge the duty including the persons or classes of persons directly affected and ensure all evidentiary documents accord with Regulation 19 of the Local Government (Admin) Regulations, 1996.		
Version No.	1		

4.03.22 PRESENTATIONS

Nil.

5.03.22 REPORTS

5.03.22.01 COMMUNITY EMERGENCY SERVICES MANAGER (CESM) – JASON CARRALL

1. Upcoming and Completed Training

- a. Ground Controller
 - i. *This has been rescheduled for 4 weeks' time. Advert to go out in coming days.*
- b. Bushfire Safety and Awareness
 - i. *Time and Date to be agreed on by Members*
- c. Firefighting Skills
 - i. *Time and Date to be agreed on by Members*
- d. Farmer Response
 - i. *Will be rescheduled due to the Corrigin Bushfire taking place when the course was scheduled.*
- e. Community Disaster Recovery Training

2. Fire Mitigation

- a. Creating burn prescriptions for Prescribed Burning Areas
- b. Planning Control Burns on Unallocated Crown Land.
- c. Cemetery Bush Mitigation Works
 - i. Community Engagement is still required to be undertaken, have had conflicting priorities.
 1. Indigenous engagement to occur due to cultural reasons
 - ii. Sections do require hand clearing.
- d. Brookton Refuse Site
 - i. The Shire engaged a contractor to complete a Flora and Fauna survey of the Brookton Refuse Site, this report was received in January 2022, and has been waiting on the commencement of the Manager of Infrastructure and Works to progress.
 1. Application for mitigation funding currently underway with controlled burns, larger firebreaks and tree lopping.
 2. *A plan will be presented to the BFAC meeting.*

3. Bushfire Sheds – West Brookton Bushfire Brigade – Funding required shed to be finalised by 30 June 2023.

- a. Location Site of shed has been selected.
- b. Aboriginal heritage site search completed, local Aboriginal Heritage consultation to occur.
- c. Agreement executed by Shire CEO, waiting on update from DFES.
 - i. *Provision of a 40,000 Litre water tank.*
 - ii. *Provisions for fuel storage in the long term*

4. Stand NBN Satellite Communications

- a. 2 applications have both been approved to proceed for Brookton. Brookton Shire Office & WB Eva Pavilion. To be installed over the next 12 months.
 - i. Have been installed at both locations and are operational.

5. Community Engagement

- a. An update please.

- i. Current Action plan to engage community, CESH processing with Local Recovery Coordinator

6. Work Health and Safety Act 2020 (WHS Act)

- a. This legislation will come into effect from **31st March 2022**.
 - i. A copy of the act can be viewed here: https://www.legislation.wa.gov.au/legislation/statutes.nsf/law_a147282.html
 - ii. Update on training requirements to be covered for Insurance.
 - 1. Gary Sherry – CEO will provide an update at the meeting on this.

7. Volunteers Register

- a. CESH provided to Captains, a list of brigade members, and levels of current training for their understanding of brigade members capacity.

6.03.22 GENERAL BUSINESS

6.03.22.01 CHIEF BUSHFIRE CONTROL OFFICER – MURRAY HALL

1. Current “000” Service Agreement for Brookton

- a. Update on updated group calling groups.
 - i. CBFCO, DCBFCO, CESH, CEO
 - ii. CESH to confirm all other groups

7.03.22 END OF SEASON REPORTS

7.03.22.01 WEST BRIGADE – CAPTAIN: TIM EVANS

7.03.22.02 CENTRAL BRIGADE – CAPTAIN: TROY BASSETT

7.03.22.03 EAST BRIGADE – CAPTAIN: BEVAN WALTERS

8.03.22 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING

9.03.22 CLOSURE OF MEETING

- **Next BFAC Meeting:** Wednesday 15th June 2022 at 7.00pm
 - Authorisation of Dual Fire Control Officers – Shires of Wandering, Pingelly, and Corrigin
 - Brookton - Fire Break Notice 2022/2023 Season