



## Bushfire Advisory Committee Meeting

3 May 2023

# Minutes

To: Bushfire Advisory Committee Meeting Members and Councillors.

Here within are the Meeting Minutes of the Bushfire Advisory Committee Meeting, held on the above-mentioned date in the Shire of Toodyay Council Chambers, 15 Fiennes Street, Toodyay WA 6566.



Suzie Haslehurst

**CHIEF EXECUTIVE OFFICER**



### Preface

When the Chief Executive Officer approves these Minutes for distribution they are in essence "Unconfirmed" until the next Committee Meeting, where the Minutes will be confirmed subject to any amendments made by the Committee.

The "Confirmed" Minutes are then signed off by the Presiding Person.

Attachments that formed part of the Agenda, in addition to those tabled at the Meeting are incorporated into separate attachments to these Minutes.

### Unconfirmed Minutes

These minutes were approved for distribution on 9 May 2023.



Suzie Haslehurst

**CHIEF EXECUTIVE OFFICER**

### Confirmed Minutes

These minutes were confirmed at a meeting held on 2 August 2023.

Signed:           m v m e k e a n          

*Note: The Presiding Member at the meeting at which the minutes were confirmed is the person who signs above.*

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## 1 DECLARATION OF OPENING

Cr M McKeown, Chairperson, declared the meeting open at 5.59pm.

### 1.1 ANNOUNCEMENT OF VISITORS

Three visitors in the public gallery noted by the Chair.

### 1.2 RECORD OF ATTENDANCE AND APOLOGIES

#### Members

Cr M McKeown	Councillor (Chair)
Mr C Stewart	Chief Bush Fire Control Officer
Ms S Haslehurst	Chief Executive Officer
Mr R Koch	Deputy 2 CBF CO / CESM
Mrs E Francis	Emergency Management Officer
Mr L Hayward	Bejoording Brigade Representative
Mr S Gamble	Morangup BFB Representative
Mr S Tunncliffe	Coondle-Nunile Brigade Representative
Mr I MacGregor	Toodyay Volunteer Fire & Rescue
Mr G Warburton	Reserves Management Officer
Mr P Hay	DFES District Officer

#### Staff

Mrs M Rebane	Executive Assistant
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#### Visitors

Mr K Bower  
Mr J Norgate  
Ms S Anderson

#### Apologies

Ms T Martin	Julimar Brigade Representative
Mr P Brennan	Toodyay Central Bush Fire Brigade Rep
Mr J Venn	Toodyay SES Representative / Morangup BFB representative
Mr N Griggs	Deputy 1 CBF CO ( <i>departed at 6.05pm</i> )

### 1.3 DISCLOSURE OF INTEREST

The Chairperson advised that no disclosures of interest in the form of a written notice had been received prior to the commencement of the meeting.

## 2 MINUTES AND ADDITIONAL INFORMATION

### 2.1 CONFIRMATION OF MINUTES

#### 2.1.1. Minutes of Meeting held on 1 February 2023

**OFFICER'S RECOMMENDATION/BFAC RESOLUTION NO.  
BFAC005/05/23**

**MOVED** Mr S Tunncliffe

**SECONDED** Mr L Hayward

That the Unconfirmed Minutes of the Bushfire Advisory Committee Meeting held on 1 February 2023 be confirmed subject to amending the following:

- a) 4.1.2 pallets instead of pellets.

**MOTION CARRIED 11/0**

### 2.2 REVIEW OF STATUS REPORT

#### 2.2.1 Updated Status Report

Attachments:	1. Updated Status Report
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The BFAC Status report was provided for review and updated.

***The Presiding Person requested that people in the gallery who were not members of the committee leave the room at 6.17pm so that confidential matters could be discussed.***

At 6.23pm the public gallery returned.

*The Emergency Management Officer departed at 6.28pm.*

*The Emergency Management Officer returned at 6.30pm.*

## 2.3 INWARD/OUTWARD CORRESPONDENCE

### 2.3.1 Coondle Nunile Station Boundaries

Committee Member details:	Steve Tunnicliffe
Organisation representing:	Coondle Nunile VBFB
Attachments:	Nil

#### Background

In recent months the area to the rear of Coondle-Nunile Station has been used by Shire and multiple contractors with respect to the local roadworks and upgrades.

Active Plant & Machinery, plus Large Vehicle movements have been significant and product being dropped and reclaimed being the main activity.

This has seen the small area we were allowed to use, become a dangerous area for our volunteers when turning out to incidents; access and parking have been compromised by the above activities.

Piles of stone were not only unloaded in the area, the stone piles also compromised the railway (within 3 meters) some of which was over the rail...

Both Coondle appliances were also at risk of damage when returning to station due to the limited space to turn into the rear doors.

#### Comments and Details

We are all volunteers who turnout in our own private vehicles to protect the community with the hope that we can firstly access the station safely and also leave our vehicles parked safely whilst we are out on the fire grounds.

Coondle would like to request that boundaries are made and communicated in order to separate the live working site from the VBFB Station, some means of physical demarcation/bollards/fencing would be helpful in making the area safer and reduce the risk of volunteer workplace injuries and damage to private vehicles.

#### VOTING REQUIREMENTS

Simple Majority

#### OFFICER'S RECOMMENDATION/BFAC RESOLUTION NO. BFAC006/05/23

**MOVED** Mrs E Francis

**SECONDED** Mr C Stewart

That the incoming correspondence from the Coondle-Nunile VBFB, raised by S Tunnicliffe, be received and noted.

**MOTION CARRIED 11/0**

**3 BUSINESS LEFT OVER FROM PREVIOUS MEETING**

Nil.

**4 OFFICER REPORTS****4.1 Updates to Shire of Toodyay Bush Fire Operating Procedures Document**

Date of Report:	28 April 2023
Applicant or Proponent:	Shire of Toodyay
File Reference:	FIR3
Author:	R Koch – Community Emergency Services Manager
Responsible Officer:	J Augustin – Manager Infrastructure and Assets
Previously Before Council:	246/11/22
Author's Disclosure of Interest:	Nil
Council's Role in the matter:	Executive
Attachments:	1. Excerpt of Propose Changes to Shire of Toodyay Bush Fire Operating Procedures (Items 11.4 & 11.5)

**PURPOSE OF THE REPORT**

To consider proposed amendments to the Shire of Toodyay Bush Fire Operating Procedures and to make a recommendation to Council with respect to the proposed changes.

**BACKGROUND**

Council adopted the Bush Fire Operating Procedures document as Council's interim Policy on 24 June 2014 (155/06/14) with several amendments considered by BFAC and ultimately endorsed by Council since initial adoption. The most recent adopted update occurred at the November 2022 OCM (247/11/22, 248/11/22).

However, at the November 2022 OCM, Council did not endorse BFAC proposed changes to Item 11 of the Shire of Toodyay Bush Fire Operating Procedures (relating to Bushfire Control Officers recommendation process). Council resolved (246/11/22) to request a report with a revised proposal to be brought to a future meeting.

**COMMENTS AND DETAILS**

Review of both existing and November 2022 proposed changes to Item 11.5 of the Shire of Toodyay Bush Fire Operating Procedures indicated a need to make changes to the wording to ensure compliance with Committee requirements which are governed by the *Local Government Act*.

The attached excerpt (Item 11) of the Shire of Toodyay Bush Fire Operating Procedures constitutes the proposed procedure. There are two parts to this:



1. New nominations are accompanied by a cover letter from the nominated individual. This provides further background information to committee members (and by extension Council) in assessing suitability for recommendation or appointment. This came out of previous BFAC discussion. Specifically, these changes can be found in 11.4.5 with associated modification to 11.5.1e.
2. Alignment of recommendation process wording as to how the committee has and is required to operate. The existing wording of item 11.5 was prescriptive to the result of a confidential ballot as being the recommendation to Council. If followed to its full extent, this would have implications on the moving/seconding of a motion and open (public display) of voting on such a recommendation.

Proposed changes to 11.5.2, 11.5.3, 11.5.4 and 11.5.5 use a survey method to inform the committee in drafting a recommendation(s). Such recommendations are then moved/seconded and voted upon via normal committee procedures. In doing so aligning the Shire of Toodyay Bush Fire Operating Procedures with the conduct of previous BFAC meetings.

## IMPLICATIONS TO CONSIDER

### **Consultative:**

Consultation with the Shire of Toodyay Executive Services Officer and WALGA occurred prior to redrafting.

### **Strategic:**

Nil.

### **Policy related:**

This report aims to strengthen Shire policy in line with relevant legislation (Local Government Act 1995).

### **Financial:**

Nil.

### **Legal and Statutory:**

This report aims to strengthen Shire policy in line with relevant legislation (*Local Government Act 1995*).

The *Bush Fires Act 1954* makes requirement on Local Government to appoint Bush Fire Control Officers.

### **Risk related:**

Safe and effective management of Bush Fire is a responsibility of Local Government under the *Bush Fires Act 1954* and other legislation. Improving and reviewing procedures and standards in relation to the operation of the Bush Fire Service, supports compliance with relevant legislation (in this case the *Local Government Act 1995*) and in doing so reduces exposure to risk.

There is a risk that insufficient or inaccurate documented procedures could result in a negative compliance finding against the Shire.

*Consequence:* Unlikely (2)

*Likelihood:* Minor (2)

*Calculated Risk:* Low (4)

There is a risk that insufficient or inaccurate documented procedures could result in a negative public perception (reputation) of the Shire.

*Consequence:* Major (4)

*Likelihood:* Unlikely (2)

*Calculated Risk:* Moderate (8)

**Workforce related:**

Nil.

**VOTING REQUIREMENTS**

Simple Majority

**OFFICER'S RECOMMENDATION/BFAC RESOLUTION NO. BFAC007/05/23**

**MOVED** Mr C Stewart

**SECONDED** Mr I MacGregor

That the Bushfire Advisory Committee recommends to Council the following:

That Council approves and adopts changes to Item 11.4 and 11.5 of the Shire of Toodyay Bush Fire Operating Procedures, as per Attachment 1.

**MOTION CARRIED 11/0**

## 4.2 Request for Feedback Regulation 24ZC - TFB Prescribed Activity - Road Works

Date of Report:	2 May 2023
File Reference:	FIR3
Author:	R Koch – Community Emergency Services Manager
Responsible Officer:	J Augustin – Manager Infrastructure and Assets
Attachments:	<ol style="list-style-type: none"> <li>1. Email from DFES; and</li> <li>2. Total Fire Ban Exceptions Brochure.</li> </ol>

### PURPOSE

To consider supporting the current provisions of the Bush Fire Regulation 24ZC and the need for a review of the Australian Fire Danger Rating System with respect to declaration of total fire bans.

### BACKGROUND

DFES is conducting a review regarding roadwork regulations during a total fire ban (TFB).

Road works are defined as *grading and bituminising works*.

The primary requirements of the prescribed activity are:

- Notification to DFES (24 hours - 30 min) prior to works;
- Minimum 5m clearance of works to vegetation; and
- Firefighting water requirement where less than 30m of separation to vegetation.

Incident No. 608854 proved to be an example of a grader causing a fire where there was no separation to vegetation.

Some local governments have experienced an increase in the number of TFBs since introduction of the AFDRS, which has increased the frequency of disruption to road work activities. The Shire of Toodyay experienced a small increase on a mild summer.

### COMMENTS AND DETAILS

Incident number 608854 is an example of fire ignition by grading works, where there was insufficient separation to vegetation, and justifies the minimum separation distance currently specified under Bush Fire Regulation 24ZC.

Furthermore, with particular respect to maintenance grading, the officer notes this is generally a single operator task. Thus, there is not a spotter or second set of eyes to identify ignition of a fire, where the operator's concentration is forward, not rearward where a fire would establish. Even if separation distances would be overcome the firefighting water provisions would still be required - necessitating extra resource/personnel.

The occurrence of a fire on a TFB (bad fire behaviour day) stemming from a non-critical function, represents an unacceptable risk to the community and those who have responsibility for control and containment (Shire & Firefighters). Thus, the Officer recommends support of and no change to Regulation 24ZC.

However, given Toodyay experienced an (albeit a small) increase in TFBs on a mild summer, and noting that other LGs experienced significant (three digit percentage growth) in TFB over the 2022/23 summer period (the first season of the new AFDRS), the application of TFBs should be examined to ensure that only true high risk forecast conditions, or state resource restrictions, form exclusion of such works.

Recent community concern over elevated Fire Danger Rating resulting from the AFDRS, appear justified and as a result it stands to reason that TFB declarations have also been similarly affected. The Officer recommends that application of TFBs and any effect of the ADFRS on declarations of TFB is reviewed prior to the 2023/24 southern fire season.

**OFFICER'S RECOMMENDATION/BFAC RESOLUTION NO.BFAC008/05/23****MOVED** Mrs E Francis**SECONDED** Mr S Tunncliffe

That the Bushfire Advisory Committee recommends to Council the following:

That Council requests the CEO to communicate to DFES:

1. Support for the current provisions of Bush Fire Regulation 24ZC; and
2. Need for review of the Australian Fire Danger Rating System with respect to declaration of Total Fire Bans.

Voted For: Cr M McKeown, Mr R Koch, Ms S Haslehurst, Mr C Stewart, Mrs E Francis, Mr G Warburton, Mr I MacGregor, Mr L Hayward, Mr S Gamble, and Mr S Tunncliffe

Voted Against: Mr P Hay

**MOTION CARRIED 10/1**

**5 OTHER BUSINESS / NEW BUSINESS OF AN URGENT NATURE****5.1 RISK MANAGEMENT**

Nil.

**5.2 PRESENTATIONS OR EVENTS**

Nil.

**5.3 INCIDENT/EXERCISE REPORTS**

Nil.

**5.4 PROJECTS AND GRANT FUNDING**

Nil.

**5.5 STRATEGIC REVIEW / PLANNING**

NIL.

**5.6 ROUNDTABLE DISCUSSION AND AGENCY UPDATES**

Roundtable discussion provided as follows:

**5.6.1 RMO Update**

Mr G Warburton advised as follows:

- Permit season and new AFDRS combined with early rain precluded farmers from burning. Few calls received from frustrated farmers. Zero incidents associated with Restricted Burning Period.
- Mitigation Activities: acquittal of the last round of mitigation funding activities just completed. Next activity ready to go. In the next month discussion move forward to the next round on chemical mitigation and ensuring good outcomes.
- Productive landholder engagement. Potential for using controlled sheep grazing on some reserves.

**5.6.2 EMO Update**

Mrs E Francis advised as follows:

- Verge Spray Program contractor has been secured for the 23/24 Financial year.
- Previous BFAC 2022 – DBFCO raised the topic of Fire-break Inspections and suggested a Triage method, whereby properties are assessed on the front facing portion of a property. Discussion resulted in the decision to collect data throughout the 22/23 Firebreak Inspections seasons to determine how effective or otherwise this method would be. EMO to detail the results of the data collection.

**Attachments**

- 1 Tabled document - Fire Break Triage Inspection Analysis.

### 5.6.3 Coondle-Nunile Brigade

Steve Tunnicliffe provided the following information for Roundtable discussion and agency update:

- In terms of fires and incidents since Februarys BFAC; it has been relatively quiet, minimum incidents since Cobbler Pool and only 1 actual incident since the restricted burning period ended just over a week ago.
- We anticipate an increase of incidents where the community and agriculture-sector will be burning prior to the forecasted rainfall; rosters are still in place and brigade training is still a priority as to be prepared for such events.
- The brigade has had 2 retirements from active duty: Richard Broadwood and Mark Middleton have called it a day after notable lengthy services, we thank them both for their efforts over the years.
- 3 new members have joined, 1 of which was picked up during our fundraiser raffle at the IGA on 25<sup>th</sup> March, and Coondle would like to acknowledge the Community for their support and generosity of the VBFB and raffle.
- The rear of Coondle Fire Station had seen some considerable activity of works which has impacted our operational ability, this is an agenda item so won't continue during this roundtable discussion.
- AGM first Saturday in July. CESM asked for Brigades to notify him when their AGM's are.

### 5.6.4 Morangup Brigade/Julimar Brigade Update

Mr S Gamble advised as follows:

- Struggling with numbers of drivers due to FIFO.
- Julimar Brigade having their AGM 24 June 2023.

### 5.6.5 Bush Fire Volunteer Fire And Rescue (Toodyay)

Mr I MacGregor advised as follows:

- The Emergency Management Services dinner is being held on 8 July 2023. Partners are encouraged to attend also. The Minister will be there for the dinner.

*CESM asked that all brigades submit their medal nominations ASAP.*

**5.6.6 CBFCO Update**

CBFCO:

- Thanked the CEO for the proactive action re operational issues.
- Thanked the RMO and all issuing officers for permits.
- Advised that there was training that occurred around the issuing of permits.
- Thanked the brigades for the maintenance of rosters, and mentioned that it appears that brigades are becoming busy again.
- Reasonably mild conditions have been experienced lately.
- Thanks to 12:2 roster crew.
- A lot of things happening with the AFDRS. Meeting at local government level. Meetings at State level. Has not worked well in permit season. Worked reasonably well beforehand, but not in permit season. Fine tuning of indexing vs ratings. Lobbied at all levels. Minor political influence.

**5.6.7 Toodyay Central BFB Update**

Cr M McKeown advised the following:

- AGM for Central is the 9<sup>th</sup> of May 2023.
- Central picked up extra members and extra drivers.
- The 4:4 out of action but other vehicles available.
- ~~United Arab Emirates donated to the brigade a 12:2 appliance.~~
- **United Arab Emirates donated 12:2 appliance to Australia and it is being used by Central Brigade."**

Signed: 

Presiding Member

Date: 2 AUGUST 2023

**5.6.8 Fire Danger Rating Signs**

Cr Michael McKeown asked:

Question

When will the Shire's fire danger rating sign be replaced with the electronic one?

Response

*The CESM confirmed the new sign will be installed soon.*

**5.6.9 CESM Update**

Mr R Koch advised the following:

- Funding application has been submitted in regard to Bejoording Station. Application as strong as possible. Decision will come late August from the funding body.
- Found out through fleet the 4:4 for Bejoording is being built.
- The Julimar truck sits in the same financial year program. I intend to follow up on that. (*P Hay advised the timeline is four weeks from the time they get the chassis*).
- FCO Nominations: Next BFAC meeting in August 2023 will deal with FCO nominations. CESM asked Captains and others present to identify members in the brigade who have potential and give them a nudge to nominate.
- No foundation training until August. Set of foundation courses set to occur. CESM to liaise with Captains.

**5.6.10 CEO UPDATE**

*The CEO thanked our CBFCO for his input when fielding farmers and politician's phone-calls about neighbouring Shire property owners being able to burn off when properties within the Shire of Toodyay were not allowed to. Information was posted to Facebook. The issue is that people think that Toodyay is located in the Avon region when referring to the fire danger rating. We have asked for a meeting with DFES and LGIS as well as our CBFCO and also Agricultural Alliance representatives and our Shire President to talk through the effects, issues, risk management and strategies associated with the AFDRS.*

**6 CONFIRMATION OF NEXT MEETING**

The next meeting of the Bushfire Advisory Committee Meeting is scheduled to be held on 2 August 2023 commencing at 6.00pm.

**7 CLOSURE OF MEETING**

The Chairperson closed the meeting at 7.47pm.





# **ATTACHMENTS MINUTES**

**Bushfire Advisory Committee Meeting**

**Wednesday, 3 May 2023**



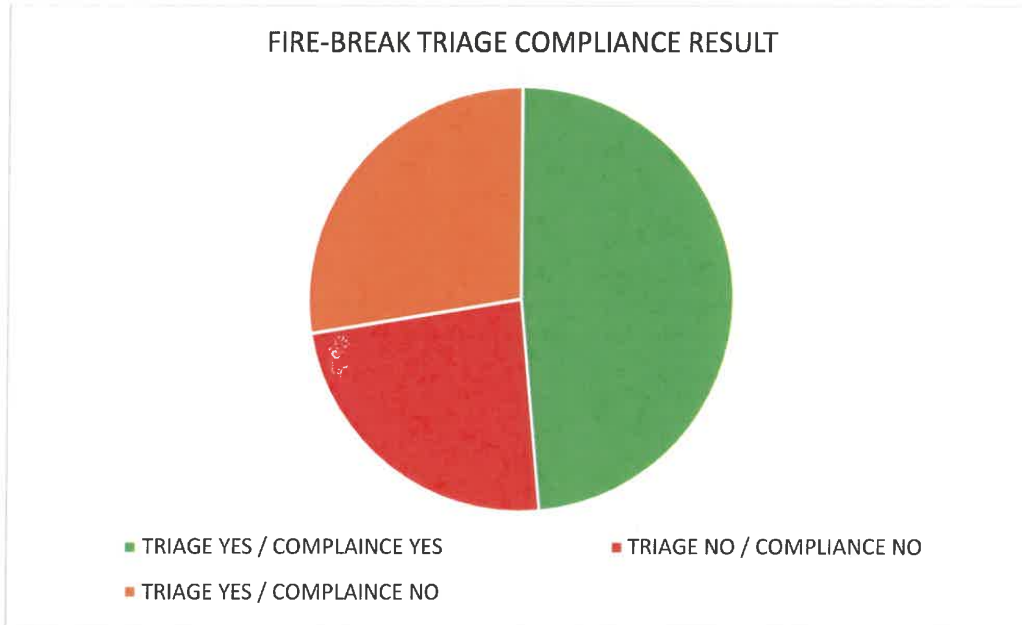
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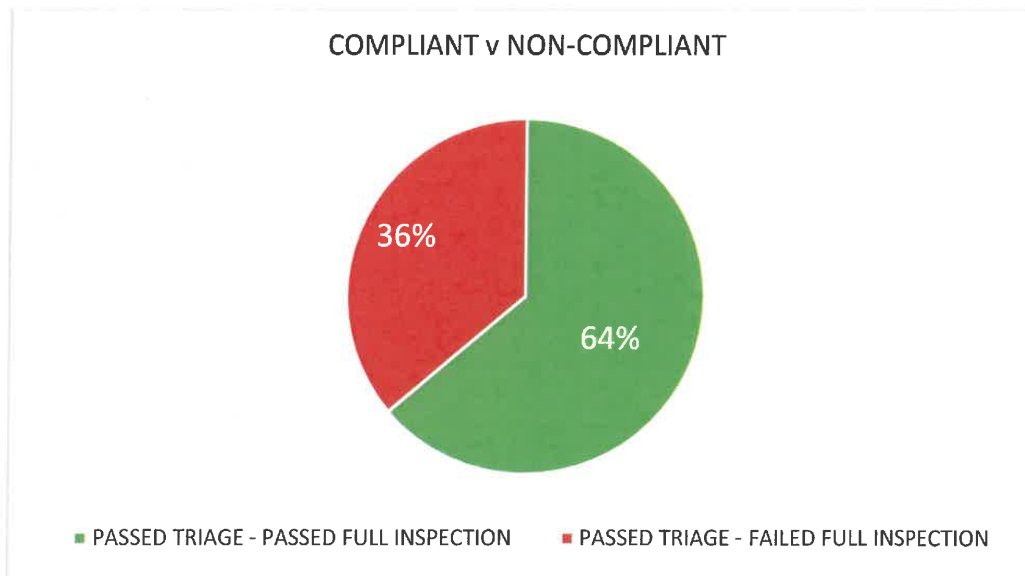
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**FIRE-BREAK TRIAGE INSPECTION ANALYSIS**

INITIAL STREET FRONTAGE TRIAGE	FULL PROPERTY INSPECTION COMPLIANCE RESULT	NUMBER OF PROPERTIES
YES	YES	169
NO	NO	83
YES	NO	96



Of the 265 properties that passed the initial triage inspection – the below data represents the statistics of properties that passed or failed compliance, based on the subsequent full property inspection.



Assessment using the triage method, would result in over 1 in 3 properties being inaccurately deemed compliant.

**BFAC STATUS REPORT**  
**Bush Fire Advisory Committee**

*Supporting Officer / Responsible Officer*  
*Community Emergency Services Manager /*  
**CEO**



Meeting Date	Purpose	Resolution / Action	Target date for completion	Actioned by	Completion Date	Meeting Commentary
Updated on 2/11/2021 from previous meeting held in August 2021.	Item 6.1.8 of the Minutes from last month re FCO Nominations and request for one page cover letter – to say why they are intending to take on the role - Change to SOP's would be applicable.	CESM advised on 2/2/22: Task to be deferred to the next meeting.	In progress	CESM	Partially completed.	3.5.23 – This is part of a report to BFAC at this meeting.
27/04/2022 Council Meeting	Bush Fire Operational Procedures	Authorises the CEO to arrange for the Bush Fire Operational Procedures to be reviewed and brought back to Council through the Bush Fire Advisory Committee (BFAC) by December 2022.	Dec 2022	CESM	Progress being made	3.5.23 Ongoing. Needs significant work.
03/08/2022 Committee Meeting	Fire Breaks	The CEO will investigate what processes are in place and find out what strategies are to address this issue.	ASAP	CEO	Completed	3.5.23 – EMO done a lot of work around this subject.

**BFAC STATUS REPORT**  
**Bush Fire Advisory Committee**

*Supporting Officer / Responsible Officer*  
*Community Emergency Services*  
*Manager / CEO*



Meeting Date	Purpose	Resolution / Action	Target date for completion	Actioned by	Completion Date	Meeting Commentary
2.11.22	Updates to Shire of Toodyay Bush Fire Operating Procedures Document	That the Bushfire Advisory Committee recommends to Council the following:  That changes to Section One, Item 11 of the Shire of Toodyay Bush Fire Operating Procedures, relating to the nomination and recommendation process for Bush Fire Control Officers, as per Attachment 1 of this report are adopted subject to an amendment to the SOP that the word 'be' at 11.5.3(a)(ii) be removed.	Went to the Nov. 2022 OCM and Council Resolved differently – see meeting commentary	CESM	Completed.	Council Resolution: <b>CRN OCM246/11/22</b> That Council: 1. Does not consider the Bush Fire Advisory Committee Recommendation relating to update of Item 11.5 of the Shire of Toodyay Bush Fire Operating Procedures (Bush Fire Control Officers recommendation process) at this meeting; and 2. Requests that a report with a revised proposal is brought to the 22 February 2023 Ordinary Council Meeting.  <i>At BFAC Meeting on 08/02/2023 CESM Noted this as ongoing.</i>  <i>3.5.23 – part of this meetings report</i>
2.11.22	Updating landowner information	The Bush Fire Advisory Committee Meeting recommend to Council the following:  That Council requests the Chief Executive Officer to introduce a procedure whereby all landholders without a mobile number on their rates contacts are contacted by the Shire, to request an update of their	Went to the Nov. 2022 OCM	CESM	Completed	Council Resolution No. OCM248/11/22  03/05/2023: CESM advised that there was no further action on this one.

**BFAC STATUS REPORT**  
**Bush Fire Advisory Committee**

*Supporting Officer / Responsible Officer*  
*Community Emergency Services*  
*Manager / CEO*



Meeting Date	Purpose	Resolution / Action	Target date for completion	Actioned by	Completion Date	Meeting Commentary
		details that will benefit emergency response in emergency situations.				
08/02/2023	preventative building maintenance program	That Council requests the CEO to provide a comprehensive preventative building maintenance program to the BFAC meeting in May 2023 that includes, but is not limited to the following: <ul style="list-style-type: none"> <li>• Pest management;</li> <li>• Roller and personnel door maintenance for security;</li> <li>• Water filter servicing;</li> <li>• Pest filters;</li> <li>• Gutter cleaning.</li> </ul>	March 2023 OCM	CESM on 10/02/2023	Completed	This matter was included in the March 2023 OCM Agenda and at this meeting Council received the extract of the BFAC Minutes of meeting held on 8 Feb 2023.  3.5.23 – CEO was requested by Presiding Person to provide an update. Formal request to MIA to include those items that have been raised in the program and have been assured that they are being. I am about to request an update on that, and one will be provided to the next BFAC Meeting.
08/02/2023	Drinking Water Shortage	That Council:  Ensures short-term / long-term clear and safe access to those	March 2023 OCM	CESM on 10/02/2023	Completed	This matter was included in the March 2023 OCM Agenda and at this meeting Council received the

**BFAC STATUS REPORT**  
**Bush Fire Advisory Committee**

*Supporting Officer / Responsible Officer*  
*Community Emergency Services*  
*Manager / CEO*



Meeting Date	Purpose	Resolution / Action	Target date for completion	Actioned by	Completion Date	Meeting Commentary
		<p>items mentioned at point 1 from the Shire depot site in an appropriate and safe location (i.e. not back in a sea container and not stored in the sun and able to be accessed 24/7);</p> <p>Ensures short-term / long-term 24/7 clear and safe access to the Shire depot wash bay; and</p> <p>Ensures prompt, in-person accessibility at the Shire Depot to contact and liaise with the Community Emergency Services Manager and the Emergency Management Officer;</p> <p>Requests the Chief Executive Officer to provide Toodyay VFRS with two key fobs for emergency access to the Shire depot for their fire fighting vehicles.</p>				<p>extract of the BFAC Minutes of meeting held on 8 Feb 2023.</p> <p>3.5.23 – CEO was requested by Presiding Person to provide an update. The CEO requested through the Chair that any discussion on the matter remains confidential. Presiding Person requested all non-members to leave at 6.17pm.</p> <p><b>Mail out to BFAC</b> when the operational matters have been addressed by the CEO.</p> <p>The gallery returned at 6.23pm.</p>
08/02/2023	Chainsaw Course Funding	<p>That Council:</p> <p>1. requests the Chief</p>	March 2023 OCM	CESM on 10/02/2023	Completed	This matter was included in the March 2023 OCM Agenda and at



**BFAC STATUS REPORT**  
**Bush Fire Advisory Committee**

*Supporting Officer / Responsible Officer*  
*Community Emergency Services*  
*Manager / CEO*



Meeting Date	Purpose	Resolution / Action	Target date for completion	Actioned by	Completion Date	Meeting Commentary
		<p>Executive Officer write to the District Operations Advisory Committee requesting that the DOAC write to the State Bush Fire Operations Committee, seeking that the Minister allow for Chainsaw Course Funding to be funded through the LGGs system as an eligible funding source for the reason that brigades operate in a remote environment and chainsaw use is included in the Shire of Toodyay's Standard Operating Procedures and business of the brigades; and</p> <p>2. approves expenditure for training to be offered to at least six members and up to 50% of any brigade equipped with chainsaws in the interim; and</p> <p>3. requests the Chief</p>				<p>this meeting Council received the extract of the BFAC Minutes of meeting held on 8 Feb 2023.</p> <p>3.5.23 – CESM advised communications occurred with the CEO confirming we could proceed.</p> <p>CESM will liaise with the brigades who wish to attend the training.</p> <p>The CEO advised there were no financial implications for the Shire and correspondence will be sent to the DOAC by the CEO in due course.</p> <p>Clarification was sought in relation to chain saw procedures in the SOP.</p>

**BFAC STATUS REPORT**  
**Bush Fire Advisory Committee**

*Supporting Officer / Responsible Officer*  
*Community Emergency Services*  
*Manager / CEO*



Meeting Date	Purpose	Resolution / Action	Target date for completion	Actioned by	Completion Date	Meeting Commentary
		Executive Officer arrange for recognised nationally accredited training, in accordance with Shire of Toodyay Standard Operating Procedures, for relevant brigade members by 31 March 2023.				
03/05/2023	Updates to Shire of Toodyay Bush Fire Operating Procedures Document	That the Bushfire Advisory Committee recommends to Council the following:  That Council approves and adopts changes to Item 11.4 and 11.5 of the Shire of Toodyay Bush Fire Operating Procedures, as per Attachment 1.	8 May 2023	CESM	Tba	tba
03/05/2023	Request for Feedback Regulation 24ZC - TFB Prescribed Activity - Road Works	That the Bushfire Advisory Committee recommends to Council the following:  That Council requests the CEO to communicate to DFES:  1. Support for the current provisions of Bush Fire	8 May 2023	CESM	Tba	tba

**BFAC STATUS REPORT**  
**Bush Fire Advisory Committee**

*Supporting Officer / Responsible Officer*  
*Community Emergency Services*  
*Manager / CEO*



Meeting Date	Purpose	Resolution / Action	Target date for completion	Actioned by	Completion Date	Meeting Commentary
		Regulation 24ZC; and  2. Need for review of the Australian Fire Danger Rating System with respect to declaration of Total Fire Bans.				



*Section One - Administrative Procedures*

*For Bush Fire Brigades and Operations*

**11.4 Nomination of Fire Control Officer Candidates (to BFAC)**

11.4.1 Nominations for appointment for FCO must come from:

- a) A brigade AGM, ordinary or special meeting where the nomination is made in writing and received by the brigade secretary seven (7) days prior to the meeting and the nomination achieves a simple majority of firefighters or their proxy in a formal secret ballot and the CBFCO or CEO (or their delegate) is present; or
- b) A member of BFAC; or
- c) Self-nomination of a current FCO

11.4.2 All nominations must be formally received in writing to the Executive Officer of ~~The~~ the Bush Fire Advisory Committee a minimum of 21 days prior to the August BFAC.

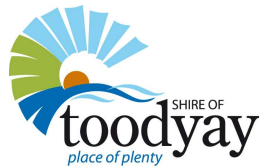
11.4.3 All nominees must be a member of a registered Bushfire Brigade of the Shire of Toodyay (as per Item 2 of this Section) 21 days prior to the August BFAC.

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

11.4.5 A nomination acceptance from a non-appointed FCO (i.e. new nomination), shall include a cover letter indicating:

- a) Their reason for seeking the role; and
- b) The qualities they bring to the role; and
- c) Their capacity to carry out such duties.

11.4.56 The CEO, within his/her delegated authority from Council, will appoint FCO to such staff or contractors which require it for their roles without need to nominate via BFAC.



*Section One - Administrative Procedures*

*For Bush Fire Brigades and Operations*

**11.5 Recommendation of Nominations (to Council)**

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

- a) Include all nominations received in line with 11.4 including acceptance or non-acceptance of any potential CBFCO or DCBFCO nominations.
- b) Include a summary of training in line with the requirements of 11.1, 11.2 and 11.3.
- c) Include a history of FCO role related turnout activity related to current and re-nominated FCOs.
- d) Include acknowledgment of any discrepancy of a candidate with any requirement of 11.1, 11.2, 11.3.
- e) Include any other information which may be considered pertinent to the assessment of the nomination, for example, (but not limited to), cover letters of new applicants-
- f) Be circulated to BFAC members no less than 14 days prior to the August meeting with the agenda.

11.5.2 At each August BFAC, the committee will consider the report (11.5.1) and each member present will vote ~~inparticipate in a survey in~~ the following manner to assist the committee in drafting a determine a recommendation to Council:

- a) By indicating which candidate(s) (zero or more) ~~it~~ they endorse ~~by way of formal secret ballot on the provided candidate survey form.~~
- b) Candidates receiving endorsement on an absolute majority of ~~ballots-survey responses~~ returned shall be disclosed to the committee ~~recommended to Council for appointment~~ in descending order based on the number of ~~votes~~ survey endorsements received up to a maximum of 11 candidates.
- c) In the case of a tie where the 12<sup>th</sup> or subsequent candidates share the same number of ~~votes~~ survey endorsements as the 11<sup>th</sup> placed



*Section One - Administrative Procedures*

*For Bush Fire Brigades and Operations*

candidate, process 11.5.3(d) and if required (e) shall be followed to determine the 11<sup>th</sup> candidate.

11.5.3 At each August BFAC, the committee will consider the report (11.5.1), and the results of the survey (11.5.2) and each member will ~~vote in the~~participate in the following manner to ~~determine~~assist the committee in drafting a CBFCO recommendation to Council:

- a) Nominations for CBFCO will be called from the BFAC membership. Nominations ~~must~~may come from either:
  - i. candidates recommended in 11.5.2, or;
  - ii. a member of staff who has been appointed an FCO as part of their employment duties under council delegated authority to the CEO.
- b) Nominees must have expressed their acceptance of the nomination by:
  - i. In writing along with their FCO nomination; ~~or~~
  - ii. In person as a member or guest at the August BFAC.
- c) Where there are more than two accepted nominations, each member present will participate in a survey of the nominees. The membership will be advised of the survey results in descending order based on the number of survey endorsements to assist the committee in drafting a recommendation to Council. Election shall be by secret ballot of nominated candidates where the highest number of votes is elected.
- d) In the case of a tie, the tied candidates ~~only~~ shall ~~be voted on~~become the subject of a subsequent survey again in the form of secret ballot, and so on until a result.
- e) In the case process (d) results in a tie of two candidates the BFAC chair shall have the casting ~~votes~~survey response.

11.5.4 At each August BFAC, the committee will consider the report (11.5.1), and the results of the survey (11.5.2)

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*For Bush Fire Brigades and Operations*

and each member will ~~vote in the~~participate in the following manner to ~~determine~~assist the committee in ~~drafting a~~DCBFCO recommendation(s) to Council:

- a) The process followed shall be the same as 11.5.3, substituting the term CBFCO for DCBFCO.
- b) The process may be repeated to appoint desired number of DCBFCOs by ascending number designation.
- c) Candidates previously recommended to the CBFCO or a DCBFCO role shall be ineligible to be nominated.

11.5.5 The drafted recommendation(s) resulting from 11.5.2, 11.5.3 and 11.5.4 shall be moved/voted on by the committee membership present as per normal committee procedures.

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**Rob Koch**

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**From:** RAMPONI Tanya [Redacted Information](#) @dfes.wa.gov.au >  
**Sent:** Thursday, 27 April 2023 3:33 PM  
**Cc:** REGULATION compliance  
**Subject:** [External]-DFES ROAD WORK REVIEW 2023 (GRADING AND BITUMINISING) – TOTAL FIRE BANS - SURVEY (local governments)  
**Attachments:** DFES-BUSHFIRE-REGULATIONS-FACT-SHEET-ROAD-WORK.pdf  
**Follow Up Flag:** Flag for follow up  
**Flag Status:** Flagged

Good afternoon

**DFES ROAD WORK REVIEW 2023 (GRADING AND BITUMINISING) – TOTAL FIRE BANS**

You are receiving this email because this email address is listed to receive notifications from stakeholders via the “TFB Prescribed Activity Notification Form” when conducting *grading and bituminising work (road work)* during a total fire ban in your local government area, or you contacted DFES in relation to the impacts of total fire bans on grading and bituminising work.

Based on feedback received from operators, DFES is conducting a review of the regulatory requirements to conduct road work during a total fire ban. The main issue reported impacting road work was when a worksite was unable to comply with regulation 24ZC of the *Bush Fires Regulations 1954* which requires *the ground within a five metre radius of the grading or bituminising equipment to be clear of flammable material while the equipment is in use.*

**For example:** some local governments conduct maintenance grading on their gravel roads, where the 5m radius could not be achieved at the worksite, and the grading work had to stop when a total fire ban was declared for the area.

DFES encourages relevant stakeholders within your local government area to provide feedback in relation to conducting road work (grading and bituminising) during a total fire ban, the feedback will be used to determine if changes are required to the conditions to conduct road work during a total fire ban.

Please complete the survey by 12 May 2023 - [SURVEY LINK CLICK HERE](#) – please pass this email on to relevant stakeholders to complete the survey.

Please see the attached road work fact sheet for a refresher on the total fire ban conditions when conducting road work, or please refer to the *Bush Fires Regulations 1954* regulations 24Y to 24ZG.



**KEY ROAD WORK DEFINITIONS:**

**road work** means any of, or any combination of, the following undertaken for the purposes of the construction, maintenance or repair of a road —

- (a) the lighting, maintenance or use of a fire in the open air to heat bitumen in bituminising equipment;
- (b) the loading of heated bitumen onto or the unloading of heated bitumen from bituminising equipment;
- (c) the application of heated bitumen to the surface of the road using bituminising equipment;
- (d) the grading of the surface of the road using grading equipment;

**bituminising equipment** means: a bitumen tanker, bitumen sprayer, bitumen storage unit, mobile asphalt plant, mobile asphalt paver, pavement recycling machine or other similar piece of equipment;

**grading equipment** means a grader, bulldozer, scraper or other similar piece of equipment.

Best regards

TANYA

**RAMPONI**

**MANAGER REGULATION & COMPLIANCE (Acting)**

Regulation and Compliance | Legal, Policy and Compliance | Strategy and Emergency Management Command  
Department of Fire and Emergency Services | 20 Stockton Bend Cockburn Central WA 6164  
Whadjuk Country

P. 08 9395 9359 | **Redacted Information**

Regulation and Compliance Team Line: [E. regulation.compliance@dfes.wa.gov.au](mailto:regulation.compliance@dfes.wa.gov.au) | P. 08 9395 9911

Exemption Enquiries: [E. exemptions@dfes.wa.gov.au](mailto:exemptions@dfes.wa.gov.au) | P. 08 9395 9911

False Fire Alarm Enquiries: [E. falsefirealarms@dfes.wa.gov.au](mailto:falsefirealarms@dfes.wa.gov.au) | P. 08 9395 9823

[www.dfes.wa.gov.au](http://www.dfes.wa.gov.au)



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TOTAL FIRE BAN EXCEPTIONS

-BUSH FIRES REGULATIONS 1954 (regulations 24Y-24ZG)

# Road Work

## Prescribed activity and conditions

This information is to assist persons who would otherwise require an exemption under section 22C of the *Bush Fires Act 1954* to carry out road work in the open air during a total fire ban (TFB).



## What conditions do I need to comply with to carry out road work during a TFB?

During a total fire ban, road work (see definition next page) may only be carried out:

- in the course of trade or commerce; or
- by (or on behalf of) a public authority,

**AND ONLY WHEN:**

- the Fire Danger Rating is not Catastrophic, and
- all of the following conditions are complied with:

Note: essential services can continue road work during catastrophic FDR if the work is urgent work (see definition).

- ✓ Notification is provided to DFES and the relevant local government between 24 hours and 30 minutes prior to the road work activity commencing using the online notification form on the DFES website.
- ✓ If the road work is to be conducted within 3 km of land managed by the Department of Biodiversity, Conservation and Attractions' Parks and Wildlife Service, then notification to the respective local District and Regional Duty Officer of the Parks and Wildlife Service must be provided between 24 hours and 30 minutes prior to the commencement of the road work.
- ✓ There must be at least two approved fire extinguishers (see definition next page) in proper working order located in close proximity to the grading and/or bituminising equipment whenever that equipment is being used.
- ✓ The bituminising and/or grading equipment (see definition next page) must not be used within 5 m of any inflammable material.
- ✓ If there is less than 30 m between the road work and any bush, crop, stubble or grassland, then the amount of firefighting water set out in the table above must be provided on the road site, in a water tank(s) mounted to a road site firefighting vehicle(s), (see definition next page).

Fire danger forecast for the work site	Volume of firefighting water required (litres)
No rating	500L
Moderate	1000L
High	1500L
Extreme	2500L

- ✓ Each road site (see definition next page) firefighting vehicle must:
  - be on the road site at all times during the road work; and
  - remain on the road site for 30 minutes after the road work is complete.
- ✓ If there is no reticulated water supply available within 1 km of the grading and/or bituminising equipment at any time that equipment is being used, a bulk water supply tanker carrying at least 5000 L of additional water must:
  - be located on the site at all times when the road work is being carried out; and
  - remain on the road site for at least 30 minutes after the road work is complete.
- ✓ If the grading and/or bituminising equipment is moving along the road, a road site firefighting vehicle manned by a fire detection officer (see definition next page) must:
  - travel with the equipment; and
  - remain within 30 m of the equipment at all times while it is moving.
- ✓ At any time, the grading and/or bituminising equipment is being used, even if it is not moving (for example, when loading / unloading heated bitumen), the road site firefighting vehicle must be located in close proximity to the equipment. However, the road site firefighting vehicle does not need to be manned if the grading and/or bituminising equipment is not moving.

Continued next page...

- ✓ At all times when the road work is being carried out, there must be at least one fire detection officer (see definition) in close proximity to the equipment, who is dedicated solely to detecting and suppressing any fire caused by the road work.

Note: If the bituminising or grading equipment is moving along the road, the fire detection officer may be the person manning the road site firefighting vehicle moving with the equipment.

- ✓ Whenever the grading and/or bituminising equipment involved in the road work is not being used, it must be parked or located on an area that is clear of inflammable material.
- ✓ For at least 30 minutes after the road work is completed, the fire detection officer and at least one other able-bodied person must remain on the site with the road site firefighting vehicle(s), and they must not leave until they are satisfied there is no fire or anything likely to cause a fire on the road site.

## Definitions

**Road work** means any (or a combination) of the following undertaken for the purposes of the construction, maintenance or repair of a road:

- the lighting, maintenance or use of fire in the open air to heat bitumen in bituminising equipment;
- the loading of heated bitumen onto or the unloading of heated bitumen from bituminising equipment;
- the application of heated bitumen to the surface of the road using bituminising equipment;
- the grading of the surface of the road using grading equipment.

Note: The use of any engine, vehicle, plant, equipment or machinery on any part of a road reservation, median strip or traffic island on which there is bush, crop, pasture, stubble or grassland is subject to the prescribed conditions for off-road activity.

**Approved fire extinguisher** for an activity means a fire extinguisher suitable to extinguish a fire likely to occur in relation to the activity; and has a capacity of at least 9 kg or 9 L; and complies with the current Australian Standards.

**Bituminising equipment** means a bitumen tanker, bitumen sprayer, bitumen storage unit, mobile asphalt spray plant, mobile asphalt paver, pavement recycling machine or other similar piece of equipment.

**Grading equipment** means a grader, bulldozer, scraper or other similar piece of equipment.

**Road site firefighting vehicle** means a vehicle that:

- has one or more water storage tanks mounted upon it;
- and is capable of traversing the road site;
- and is equipped with:
  - at least 20 m of 19 mm diameter fire hose fitted with an adjustable nozzle in proper working order, having a full spray pattern capable of projecting a 6 m jet of water; and
  - a pump in proper working order that is capable of delivering a minimum of 120L of water per minute at 700 kPa through the hose.

**Private road** means a driveway, or a road or track that is not open to, or used by, the public.

**Road site**, in relation to road work, means the place at which the road work is carried out.

**Fire detection officer** means an able-bodied person, other than the person carrying out the road work, who is trained in:

- the operation of approved fire extinguishers; and
- the operation of the road site firefighting vehicle(s); and
- the suppression and fighting of bush fire.

**Road** means a road as defined in the Road Traffic (Administration) Act 2008 section 4; or a private road; but does not include any part of a reservation, median strip or traffic island on which there is bush.

**Essential Service** means any of the following: water supply, sewerage or drainage services; electricity or gas services; telecommunications services; public transport services; rubbish collection or disposal services

**Urgent works**, in relation to the provision of an essential service, means repairs or maintenance necessary for the continued provision, or restoration, of the service

### Ways to keep informed of a TFB:

A TFB is declared the evening before it is to take effect. You can check after 6.00pm to see if a TFB has been declared for the following day.

- Call TFB hotline 1800 709 355
- Visit <https://www.emergency.wa.gov.au>
- Call 13 DFES (133 337)
- Listen to ABC local radio and other media outlets
- Check roadside Fire Danger Rating signs
- Follow DFES on Facebook or Twitter
- Subscribe to RSS at the following link to receive email notifications  
<https://www.emergency.wa.gov.au/#cap-rss>





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- Subscribe to RSS at the following link to receive email notifications  
<https://www.emergency.wa.gov.au/#cap-rss>



## Follow the steps!

<b>Check</b>	<ul style="list-style-type: none"> <li>• Confirm if it's a TFB</li> <li>• DFES Total Fire Ban + <a href="http://www.emergency.wa.gov.au/#totalfirebans">www.emergency.wa.gov.au/#totalfirebans</a></li> <li>• Phone: TFB hotline 1800 709 355</li> </ul>
<b>Notify</b>	<ul style="list-style-type: none"> <li>• Notify DFES and the relevant local government by completing the DFES online notification form between 24 hours and 30 minutes prior to the activity commencing.</li> <li>• Notify Parks and Wildlife Service (P&amp;W) between 24 hours and 30 minutes prior to the activity commencing where the activity is occurring within 3 kms of land managed by P&amp;W.</li> </ul>
<b>Proceed</b>	<ul style="list-style-type: none"> <li>• Subject to prescribed activity conditions, proceed with the activity as required.</li> </ul>

### Can anyone carry out this activity during a TFB?

**No** – the prescribed activity can only be carried out in the course of trade or commerce, or by (or on behalf of) a public authority. This activity is NOT allowed to be carried out during a TFB by the general public. For more information on restrictions during a TFB, please refer to the DFES website [www.dfes.wa.gov.au/totalfirebans](http://www.dfes.wa.gov.au/totalfirebans)

### Penalties for non-compliance with activity conditions:

Stakeholders who do not comply with the conditions within the Regulations may receive an infringement of \$1,000, or upon conviction receive a penalty of \$25,000 and/or be jailed for 12 months.

### Who should I contact if I need further information?

Please call the Total Fire Ban Hotline (available 24/7) on 1800 709 355 or email [exemptions@dfes.wa.gov.au](mailto:exemptions@dfes.wa.gov.au) during business hours.

[dfes.wa.gov.au](http://dfes.wa.gov.au)



**FOR A SAFER STATE**