



# **Bush Fire Advisory Committee**

# **MINUTES**

Section 67 of the *Bush Fires Act 1954*

Committee Brief:

*To provide advice to the local government on matters pertaining to obligations contained within the Bush Fires Act, organising, managing, resourcing and training volunteer bush fire brigades.*

**General Meeting of Bush Fire Advisory Committee**  
**Held in Council Chambers**  
**5.00 pm Tuesday 2 May 2017**

Council Members:	Cr Rayner, Cr Twine, Cr Welburn
Community Members:	Chief Bush Fire Control Officer, Deputy Bush Fire Control Officer (DBFCO) 1, Bejoording Brigade Representative, Morangup Brigade Representative, Coondle-Nunile Representative, Julimar Brigade Representative, Toodyay Central Brigade Representative, Toodyay Volunteer Fire & Rescue Representative, Fire Control Officer Representative, Representative, Department of Parks & Wildlife Representative, Department of Fire & Emergency Services (DFES) Representative
Staff Members:	S Scott - CEO, R Koch – DBFCO 2 & CESM,
Deputies:	Cr Chitty, Cr Greenway

## Distribution

These minutes of meeting were approved for distribution on 3 May 2017.



Stan Scott  
**CHIEF EXECUTIVE OFFICER**

**Please Note:** These Minutes will remain "Unconfirmed" until the next Bush Fire Advisory Committee Meeting, where the Minutes will be tabled and confirmed subject to any amendments made by the Committee.

The "Confirmed" Minutes are then signed off by the Chairperson.

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

## Confirmation

These minutes of meeting were confirmed at a meeting held on 1st August 2017.

Signed:  .....

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

Information about this Committee is located on the website at <http://www.toodyay.wa.gov.au/Council/Council-Meetings/Council-Committees/Bush-Fire-Advisory-Committee>

Minutes can be found on the website at <http://www.toodyay.wa.gov.au/Council/Council-Meetings/Agendas-Minutes-and-Notes>

## CONTENTS

<b>1.</b>	<b>OPENING PROCEDURES.....</b>	<b>1</b>
1.1	Announcement of Visitors .....	1
1.2	Record of Attendance and Apologies .....	1
<b>2.</b>	<b>TABLING OF MINUTES AND STATUS REPORT.....</b>	<b>1</b>
2.1	Minutes of Meeting held on 7 February 2017.....	1
2.2	Matters arising from previous minutes .....	2
2.3	Review of the BFAC Status Report.....	2
<b>3.</b>	<b>PRESENTATIONS OR EVENTS .....</b>	<b>2</b>
<b>4.</b>	<b>REPORTS FROM SHIRE OFFICERS.....</b>	<b>2</b>
4.1	Report(s) from CESM.....	2
4.1.1	Review of Firebreak Order .....	2
4.2	Report(s) from CEO .....	5
<b>5.</b>	<b>BRIGADE UPDATES AND REPORTS.....</b>	<b>6</b>
5.1	Roundtable discussion.....	6
5.1.1	Morangup.....	6
5.1.2	Julimar .....	6
5.1.2	Bejoording .....	6
5.1.3	Fire and Rescue Services.....	6
5.1.3	Central.....	6
5.1.4	Coondle.....	6
5.1.5	Chief Bush Fire Control Officer .....	6
5.1.4	B Rayner .....	6
5.2	Other Reports (if applicable).....	7
5.2.2	G Warburton (RMO) .....	7
5.2.3	Verge Permit Book.....	7
5.2.4	Morangup.....	7
<b>6.</b>	<b>CONFIRMATION OF NEXT MEETING.....</b>	<b>7</b>
<b>7.</b>	<b>CLOSURE OF MEETING.....</b>	<b>7</b>

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ATTACHMENT *with separate index follows Item 7*

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# Shire of Toodyay

## MINUTES

### 1. OPENING PROCEDURES

Cr Rayner, Chairperson, declared the meeting open at 6.00pm.

#### 1.1 Announcement of Visitors

Nil

#### 1.2 Record of Attendance and Apologies

##### Members

Cr B Rayner	Council Member
Mr C Stewart	Chief Bush Fire Control Officer (CBFCO)
Mr R Hunter	Deputy Bush Fire Control Officer (DBFCO) 1
Mr B Grey	Bejoording Brigade Representative
Mr S Gamble	Morangup Bush Fire Brigade Representative
Mr C Stevens	Coondle-Nunile Brigade Representative
Mr P Sapwell	Julimar Brigade representative
Mr M McKeown	Toodyay Central Bush Fire Brigade representative
Mr I McGregor	Volunteer Fire & Rescue (Toodyay) representative
Mr S Scott	Chief Executive Officer

##### Staff

Mrs M Rebane	Executive Assistant
Mr G Warburton	Reserves Management Officer

##### Apologies

Mr R Koch	Community Emergency Services Manager (CESM)
Mr T Bendtsen	Department of Fire & Emergency Services (DFES)
Cr E Twine	Council Member

##### Members of the Public

D Bartels

### 2. TABLING OF MINUTES AND STATUS REPORT

#### 2.1 Minutes of Meeting held on 7 February 2017

##### **OFFICER'S RECOMMENDATION/BFAC RESOLUTION NO ##/05/17**

**MOVED** C Stewart

That the Unconfirmed Minutes of the Bush Fire Advisory Committee Meeting held on 7 February 2017 be confirmed subject to an amendment to the spelling of C Stewart's name.

**MOTION CARRIED**

## 2.2 Matters arising from previous minutes

Nil

## 2.3 Review of the BFAC Status Report

Nil

## 3. PRESENTATIONS OR EVENTS

Nil

## 4. REPORTS FROM SHIRE OFFICERS

### 4.1 Report(s) from CESM

#### 4.1.1 Review of Firebreak Order

<b>Date of Report:</b>	21 April 2017
<b>File Reference:</b>	FIR12
<b>Author:</b>	R Koch - CESM
<b>Responsible Officer:</b>	S Scott – CEO
<b>Attachments 1&amp;2 (hardcopy):</b>	1. Out of Session Feedback Log; and 2. Proposed Educational Material attachments
<b>Attachment 3 (electronic):</b>	<a href="https://www.planning.wa.gov.au/dop_pub_pdf/Bushfire_Guidelines_V1.1_appendices_Feb2017_4.pdf">https://www.planning.wa.gov.au/dop_pub_pdf/Bushfire_Guidelines_V1.1_appendices_Feb2017_4.pdf</a>
<b>Attachment 4 (electronic):</b>	<a href="http://www.toodyay.wa.gov.au/Assets/15469_Strategic_Review_of_Bushfire_Policy-Shire_of_Toodyay_Final_Jan_16_.pdf">http://www.toodyay.wa.gov.au/Assets/15469_Strategic_Review_of_Bushfire_Policy-Shire_of_Toodyay_Final_Jan_16_.pdf</a>
<b>Attachment 5 (electronic):</b>	<a href="http://www.toodyay.wa.gov.au/Profiles/toodyay/Assets/ClientData/Firebreak_Notice_2016-2017_with_bleed.pdf">http://www.toodyay.wa.gov.au/Profiles/toodyay/Assets/ClientData/Firebreak_Notice_2016-2017_with_bleed.pdf</a>

### PURPOSE

To review the new Firebreak Notice.

### BACKGROUND

At the February 2017 BFAC the CESM tabled a proposal for a new Firebreak Notice, with out of session feedback call for by 31 March 2017.

This report's attachments contain a draft report to council the outlining reasons supporting a new Firebreak Notice – please refer to the attached draft council report for particulars of the proposal.

The officer has also included the following additional attachments supporting this report:

- Appendix A - Out of Session Feedback Register
- Appendix A - Associated Educational Material

MINUTES OF BUSH FIRE ADVISORY COMMITTEE MEETING  
HELD IN COUNCIL CHAMBERS ON 6 FEBRUARY 2017

The Officer requests that BFAC resolve to make a recommendation to Council to adopt a new Firebreak notice.

Due to meeting and printing schedules ahead of issuing of rates notices (the standard distribution method) the officer requests that a recommendation to council is made during this sitting of BFAC to ensure it may be implemented for the upcoming fire season.

**OFFICER COMMENT**

As per our discussion yesterday I have attached the following:

- Report for BFAC (requesting consideration of the draft council report)
- Draft Council Report
- Register of Feedback request from BFAC (Out of Session)
- Draft Fuel Load Educational Material

As foreshadowed above I'm seeking a recommendation from BFAC with the intent of putting a recommendation to Council's May meeting.

As I will be on leave for BFAC (and council agenda settlement) I will be making arrangements with Maria for inclusion in both BFAC and Council agendas.

There is a risk of BFAC making a differing recommendation thus I may need to touch base during my leave should we need to present a BFAC and Officers recommendation to council.

I will be present for Council's May meeting.

Should you have any further comment, please let me know ASAP so I can have it reflected in the relevant agendas'.

**OFFICER'S RECOMMENDATION**

**MOVED**

The Bush Fire Advisory Committee recommends to Council the following:

That Council endorses the new Firebreak Notice, to commence 1 November 2017, detailed as follows:

*Pursuant to Section 33 of the Bush Fires Act 1954, all residents and ratepayers within the Shire of Toodyay are required to comply with the requirements set out in this notice.*

**Due Date:** 1 November Annually

**Maintained Until:** 30 April Annually

**NB:** If you purchase land during this period you have 14 days from purchase to comply with this order.

**Failure to comply may result in a fines or prosecution**

**All land less than or equal to 1 hectare**

1.1 All land with an area less than 1 hectare (2.47 acres) are required to be fire hazard reduced by ensuring:

MINUTES OF BUSH FIRE ADVISORY COMMITTEE MEETING  
HELD IN COUNCIL CHAMBERS ON 6 FEBRUARY 2017

- grass height does not exceed 100mm; and
- no tree crowns overhang the building; and
- total available fuel load is maintained at 2 tonnes per hectare or lower.

All land greater than 1 hectare

2.1 Land up to and including 200 hectares in size shall have a fire break cleared and maintained within 10 metres of the external boundary.

2.2 Land exceeding 200 hectares in shall have fire breaks cleared and maintained as to divide the property into 200 hectare parcels of land.

2.3 A firebreak shall be cleared and maintained within 7 metres from external walls of buildings and around haystacks and fuel storage areas.

2.4 A 20 metre wide Asset Protection Zone (low fuel area) shall be maintained from external walls of buildings and around haystacks, fuel storage areas such that:

- grass height does not exceed 100mm; and
- no tree crowns overhang the building; and
- total available fuel load is maintained at 2 tonnes per hectare or lower.

2.5 A fire break shall be cleared and maintained immediately surrounding a stationary motor.

**DEFINITION:** Fire break – An area cleared of all inflammable materials 3 metres horizontally (wide) and 4 metres vertically (high).

C Stewart moved the Officer's Recommendation with an amendment as follows:

**That at Point 2.3 the words "solar panels" be inserted preceding the words "and fuel storage areas"**

Clarification was sought.

R Hunter seconded the motion.

The motion was put.

**OFFICER'S RECOMMENDATION/BFAC RESOLUTION NO 02/05/17**

**MOVED** C Stewart

**SECONDED** R Hunter

The Bush Fire Advisory Committee recommends to Council the following:

That Council endorses the new Firebreak Notice, to commence 1 November 2017, detailed as follows:

*Pursuant to Section 33 of the Bush Fires Act 1954, all residents and ratepayers within the Shire of Toodyay are required to comply with*



*the requirements set out in this notice.*

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**DEFINITION:** Fire break – An area cleared of all inflammable materials 3 metres horizontally (wide) and 4 metres vertically (high).

**MOTION CARRIED**

#### **4.2 Report(s) from CEO**

Nil

## **5. BRIGADE UPDATES AND REPORTS**

### **5.1 Roundtable discussion**

#### **5.1.1 Morangup**

Nil

#### **5.1.2 Julimar**

AGM on 10 June 2017.

Posting positions up. Closing a week before and allowing proxy votes.

#### **5.1.2 Bejoording**

AGM 18 July 2017 6.00pm

#### **5.1.3 Fire and Rescue Services**

Lost some younger members.

#### **5.1.3 Central**

23 May 2017 AGM. Several new members. Early opening.

#### **5.1.4 Coondle**

- AGM in April. All positions stayed the same.
- One lieutenant swapped with someone else.
- New 1.4 very good.

#### **5.1.5 Chief Bush Fire Control Officer**

- Permits restricted for small landholders.
- Restricted and Prohibited Burning Periods.
- Good incident turnouts.
- Younger people mentored into positions.
- Brigades maintaining rosters.
- Feedback to Council regarding burning trees.

#### **5.1.4 B Rayner**

- Liaison with Northam Shire regarding Fire Incidents.
- Permits being issued. Permit holders abiding by rules.
- Possible condition on Permit – notification when burn is undertaken.
- Software being investigated – mapping that may include notice when starting. Permit to be on-line.
- Unrestricted burning – provisions in the Act where Officers can attend a fire if it is unsafe or dangerous.

## **5.2 Other Reports (if applicable)**

### **5.2.2 G Warburton (RMO)**

Verge permit season. Event today occurred where a tree was burnt and fell across the road. Traffic management was non-existent along the school bus route. Inherent dangers with permitted verge burning. Tree was pushed off the road.

*At 6.35pm a power-point presentation was given by the RMO at this stage of the meeting.*

### **5.2.3 Verge Permit Book**

Not a lot of room to put in conditions manually.

PPE or high-vis. not provided for as a condition at present.

### **5.2.4 Morangup**

- New 2<sup>nd</sup> Lieutenant and Treasurer and an option for a third Lieutenant.
- FCO's first on the scene. Radio in vehicle but once they leave they are not contactable. What strategy can we have to make them still be contactable (i.e. handhelds from Station). Assess and Report (from vehicle). Reliability of hand-held devices questioned. Other product may be on the market that will connect with the car radio.
- Fittings to resident tanks – cannot be utilised by Fire Trucks. Tanks are not retro-fitted to current legislation regarding water tanks.
- Availability of universal fittings carried on trucks attending incidents. Skill of drafting water to fight fire. Training required.

## **6. CONFIRMATION OF NEXT MEETING**

The next meeting of the Bush Fire Advisory Committee is scheduled to be held on 1 August 2017 commencing at 6.00pm.

## **7. CLOSURE OF MEETING**

The Chairperson declared the meeting closed at 6.52pm.



# **ATTACHMENTS**

to Minutes of the

**Bush Fire Advisory  
Committee Meeting**

**2 May 2017**

**ATTACHMENTS**  
TO AGENDA OF BUSH FIRE ADVISORY COMMITTEE MEETING  
TO BE HELD IN COUNCIL CHAMBERS ON 2 MAY 2017

## **CONTENTS**

### **TABLING OF MINUTES AND STATUS REPORT**

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<b>2.3</b>	<b>Updated Bush Fire Advisory Committee Status Report</b>	<b>1</b>
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### **REPORTS OF SHIRE OFFICERS**

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<b>4.1</b>	<b>Review of Fire Break Order</b>	<b>4</b>
	Hardcopy Attachment 1 – Out of Session Feedback Log;	4
	Hardcopy Attachment 2 - Proposed Educational Material attachments	6
	Electronic Attachment 3 - . <a href="https://www.planning.wa.gov.au/dop_pub_pdf/Bushfire_Guidelines_V1.1_appendices_Feb2017_4.pdf">https://www.planning.wa.gov.au/dop_pub_pdf/Bushfire Guidelines V1.1 appendices Feb2017 4.pdf</a>	
	Electronic Attachment 4 - . <a href="http://www.toodyay.wa.gov.au/Assets/15469_Strategic_Review_of_Bushfire_Policy-_Shire_of_Toodyay_Final_Jan_16_.pdf">http://www.toodyay.wa.gov.au/Assets/15469 Strategic Review of Bushfire Policy- Shire of Toodyay Final Jan 16 .pdf</a>	
	Electronic Attachment 5 - . <a href="http://www.toodyay.wa.gov.au/Profiles/toodyay/Assets/ClientData/Firebreak_Notice_2016-2017_with_bleed.pdf">http://www.toodyay.wa.gov.au/Profiles/toodyay/Assets/ClientData/Firebreak Notice 2016-2017 with bleed.pdf</a>	

### **BRIGADE UPDATES AND REPORTS**

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<b>5.1</b>	<b>Roundtable Discussion –G Warburton</b>	<b>7</b>
	Hardcopy Attachment 1 –Presentation;	7



# STATUS REPORT Bush Fire Advisory Committee

Including Recommendations made to Council, Action List and Completed items

<b>Recommendations made to Council</b>					
Meeting Date	Item	Title/Description of Item	Resp. Officer	Proposed / Notes / Actions to be taken	Comment
2/5/17	4.1	Review of Fire Break Order	CESM	Recommendation made to Council (Below)	
<p><b>BFAC RESOLUTION NO 02/05/17 MOVED</b> C Stewart     <b>SECONDED</b> R Hunter</p> <p>The Bush Fire Advisory Committee recommends to Council the following:</p> <p>That Council endorses the new Firebreak Notice, to commence 1 November 2017, detailed as follows:</p> <p style="padding-left: 40px;"><i>Pursuant to Section 33 of the Bush Fires Act 1954, all residents and ratepayers within the Shire of Toodyay are required to comply with the requirements set out in this notice.</i></p> <p><b>Due Date:</b> 1 November Annually</p> <p><b>Maintained Until:</b> 30 April Annually</p> <p><b>NB:</b> If you purchase land during this period you have 14 days from purchase to comply with this order.</p> <p><b>Failure to comply may result in a fines or prosecution</b></p> <p><b>All land less than or equal to 1 hectare</b></p> <p>1.1 All land with an area less than 1 hectare (2.47 acres) are required to be fire hazard reduced by ensuring:</p> <ul style="list-style-type: none"> <li>- grass height does not exceed 100mm; and</li> <li>- no tree crowns overhang the building; and</li> <li>- total available fuel load is maintained at 2 tonnes per hectare or lower.</li> </ul>					





# STATUS REPORT Bush Fire Advisory Committee

Including Recommendations made to Council, Action List and Completed items

<b>Recommendations made to Council</b>							
<b>Meeting Date</b>	<b>Item</b>	<b>Title/Description of Item</b>	<b>Resp. Officer</b>	<b>Proposed / Notes / Actions to be taken</b>	<b>Comment</b>		
		<p>All land greater than 1 hectare</p> <p>2.1 Land up to and including 200 hectares in size shall have a fire break cleared and maintained within 10 metres of the external boundary.</p> <p>2.2 Land exceeding 200 hectares in shall have fire breaks cleared and maintained as to divide the property into 200 hectare parcels of land.</p> <p>2.3 A firebreak shall be cleared and maintained within 7 metres from external walls of buildings and around haystacks, solar panels and fuel storage areas.</p> <p>2.4 A 20 metre wide Asset Protection Zone (low fuel area) shall be maintained from external walls of buildings and around haystacks, fuel storage areas such that:</p> <ul style="list-style-type: none"> <li>- grass height does not exceed 100mm; and</li> <li>- no tree crowns overhang the building; and</li> <li>- total available fuel load is maintained at 2 tonnes per hectare or lower.</li> </ul> <p>2.5 A fire break shall be cleared and maintained immediately surrounding a stationary motor.</p> <p><b>DEFINITION:</b> Fire break – An area cleared of all inflammable materials 3 metres horizontally (wide) and 4 metres vertically (high).</p>					

<b>Action List</b>					
<b>Meeting Date</b>	<b>Item</b>	<b>Title/Description of Item</b>	<b>Resp. Officer</b>	<b>Proposed / Notes / Actions to be taken</b>	<b>Comment</b>



# STATUS REPORT Bush Fire Advisory Committee

Including Recommendations made to Council, Action List and Completed items

<b>COMPLETED RECOMMENDATIONS THAT HAVE GONE TO COUNCIL (and ACTIONS Completed)</b>					
Meeting Date	Item	Title/Description of Item	Resp. Officer	Status / Action / Notes	RESOLUTION NO.
1/11/2016 Recommendation	2.2.1	Recommendations to Council	CESM	‘That Council authorise the CEO to write to appointed FCOs advising of any outstanding training, and that those who require training undertake training at the earliest available opportunity.’	Completed.
1/11/2016 Recommendation	5.1.1	Voting and Non-Voting Membership to BFAC	CESM	‘That Council review the BFAC membership to remove such that DFES and DPAW representatives are nonvoting members.’	OFN28745 Correspondence sent out
2/08/2016 Recommendation	4.1.2	Bushfire Operating Procedure	CEO	Amendments to be put to Council.	113/11/16
2/08/2016 Action List	4.1.3	Vehicle Identification Stickers – Include Private Plant and Farmer Response. (CEO)	CEO	Been actioned. Process now for accepting and issuing permits	Action is complete
7/2/17 BFAC MTG	3.1.1	Shires Firebreak Notice - Supporting Documentation was presented to members at 6:14pm for out of session review	CESM	Put to the BFAC and recommendation made to Council at the meeting.	

## Appendix A: Out of Session Feedback Register

The following is a summary of the feedback received on the draft Firebreak Notice tabled at the February BFAC. It includes the officer's position in respect to the feedback.

Name	Subject	Comment	Officer Comments
Stan Scott - CEO	Definition/specification of a fire break.	Firebreak should be defined once in the notice then referred to, rather than the specification being repeated throughout the order.	Achievable without changing the intent or requirements of the document.
Torben Bendtsen	50mm Grass Requirement	50mm may be hard to achieve in rural setting due to available plant being largely agricultural.	The 50mm proposal originated from the previous WAPC definition of an Asset Protection Zone. The WAPC guidelines were (modified in February 2017 to 100mm. The comments are valid in the local context of terrain and equipment; as such the Officer would support adopting the current WAPC standard of 100mm. In arriving at this conclusion, consultation with the region's Bushfire Mitigation Officer confirmed that grass cut at 100mm would not likely exceed the overriding 2t/ha fuel loading. It should be noted that this represents an increase of 25mm over the current 75mm requirement in the Shire's firebreak order.
Torben Bendtsen (DO Avon)	2t/ha fuel loading	Raised concern that a fuel loading statement would be hard to measure in practice and therefore be difficult to enforce.	Broadly speaking the CESM agrees with the view raised. However, while it is unlikely that the Shire would go to the extent of measuring the fuel load for the purpose of infringement, the existence of a fuel loading statement does provide a target for residents. At present the current requirement for most properties is a 'low fuel area' which is neither specific nor measurable. With lack of identified alternative, it is proposed that a fuel loading statement will be supported by education and tools to assist resident estimate their fuel loading.  The officer proposes to utilise scrub fuel load calculation method from the Forest Fire Behaviour Tables for Western Australia" by R J Sneeuwjagt & G B Peet 1998, to provide the necessary tools by which owners & occupiers may assess their fuel load. This would also act as a common means by which to

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## Appendix A: Out of Session Feedback Register

The following is a summary of the feedback received on the draft Firebreak Notice tabled at the February BFAC. It includes the officer's position in respect to the feedback.

Name	Subject	Comment	Officer Comments
			assess fuel load for assessment purposes. This approach is currently being utilised by the Shire of Mundaring.
Craig Stewart (CBFCO)	2t/ha fuel loading	Raised concern that a fuel loading statement would be hard for residents to understand. Requested further detail on in regards to education approach.	Officer forwarded proposed (draft) education literature as attached to this report. Mr Stewart indicated he was then satisfied with the approach.

# Appendix B: Associated Educational Material

## Measuring Fuel Loads

Fuel loads are measured as the total dry weight of all (fine) fuels which are thinner or have diameter of or less than 6mm. Fuel loadings are commonly stated in tonnes per hectare.

Landholders and residents can easily estimate fuel loads by using one or both of the following tools:

**1.**

**DFES Visual Fuel Load Guide** - Download the guide to match your fuel type/density to images in the guide.  
<https://www.dfes.wa.gov.au/safetyinformation/fire/bushfire/Pages/publications.aspx#5>

**2.**

### Scrub Fuel Load Inspection Method

Scrub fuel loads are determined by assessing the average height, density and condition of the vegetation. The tables (combined with the visual examples) below provide the relevant input to a simple fuel load calculation formula.

The estimated scrub weight is added to the leaf/bark litter weight to provide an indicative Fuel Load for the area.

#### Calculating total indicative fuel load




The Total Indicative Fuel Load (TIFL) is calculated as:

$$TIFL = (\text{Scrub Weight} \times \text{Scrub Flammability Factor}) + \text{Litter weight}$$

Scrub Weight			
Scrub Height (m)	Scrub Base Weight (T/ha)		
	Dense	Medium	Sparse
1.5	7.0	5.0	4.0
1.2	5.0	4.0	3.0
0.9	3.0	3.0	2.0
0.6	3.0	2.0	1.5

Scrub Flammability Factor	
Scrub Condition	Scrub Flammability Factor
Green/Young	1
20% Dead	2
50+% Dead	3

Litter Weight	
Litter Depth (mm)	Litter Weight (T/ha)
5	2.7
10	5.3
15	8.0
20	11.0
25	13.0
30	16.0
35	19.0
40	21.0
45	24.0
50	27.0

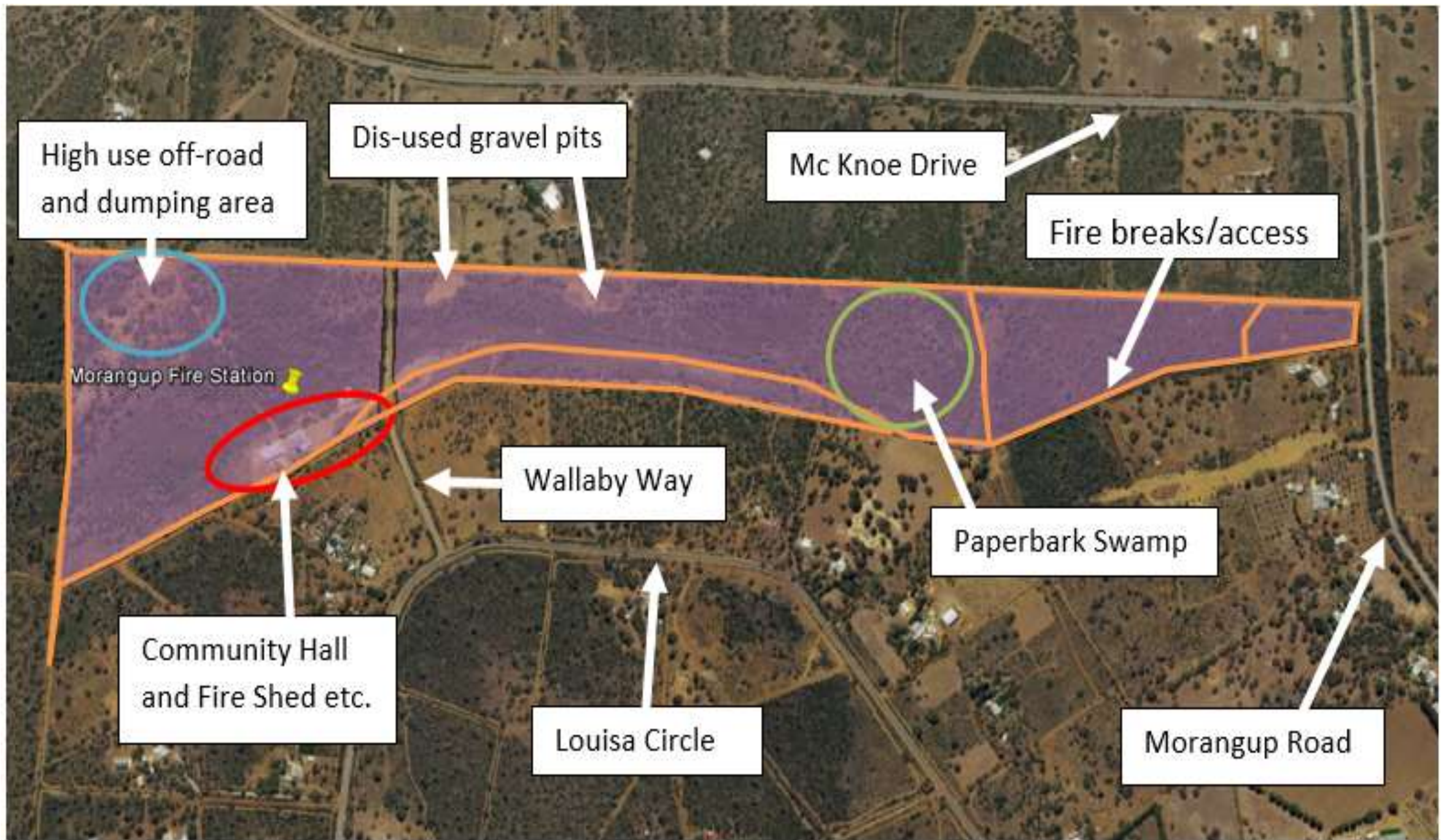
<b>Dense</b> Difficult to walk through	<b>Medium</b> Can pick a path through, with some deviation required	<b>Sparse</b> Easy to pick any path through – little to no deviation required
		
<a href="#">&lt;Provide Tall Dryandra Example Photos&gt;</a>	<a href="#">&lt;Provide Tall Dryandra Example Photos&gt;</a>	<a href="#">&lt;Provide Tall Dryandra Example Photos&gt;</a>



A photograph of a powerful volcanic eruption. A thick, dark column of ash and smoke rises from a crater, expanding into a large, billowing cloud that fills much of the sky. The foreground shows the rocky rim of the volcano. The text 'Mitigating MORANGUP' is overlaid in red on the image.

# Mitigating MORANGUP



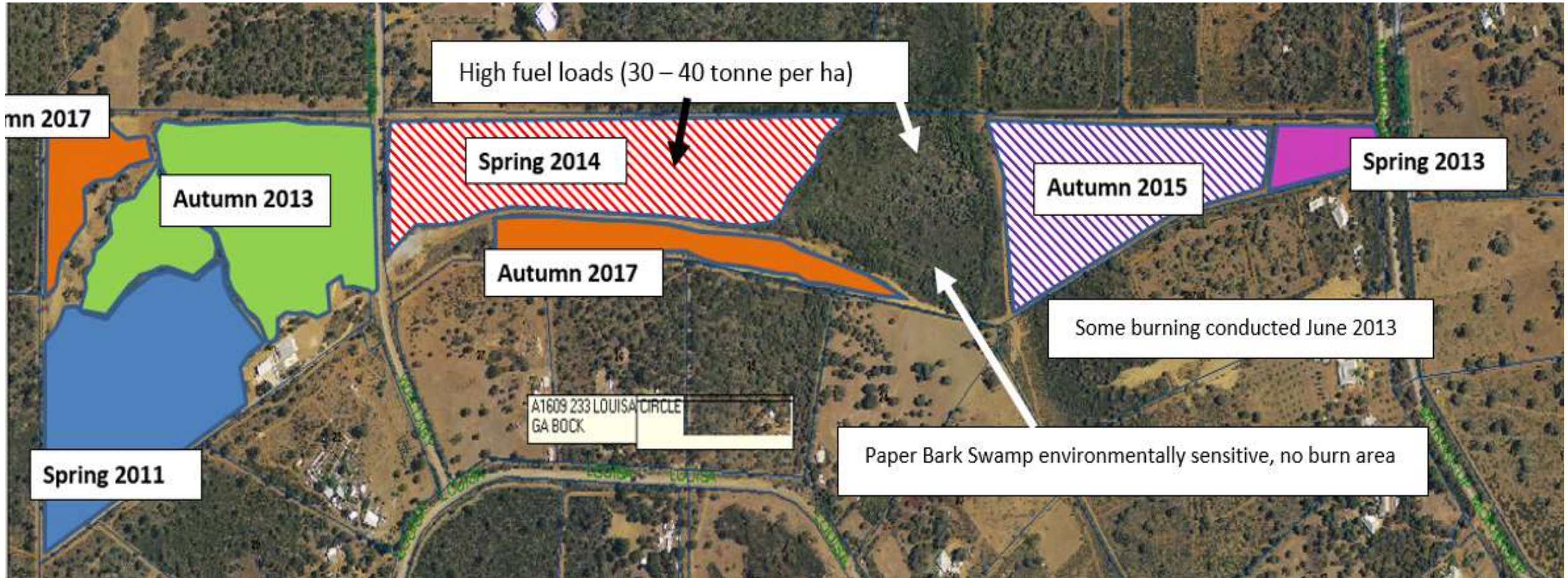


*Management map*







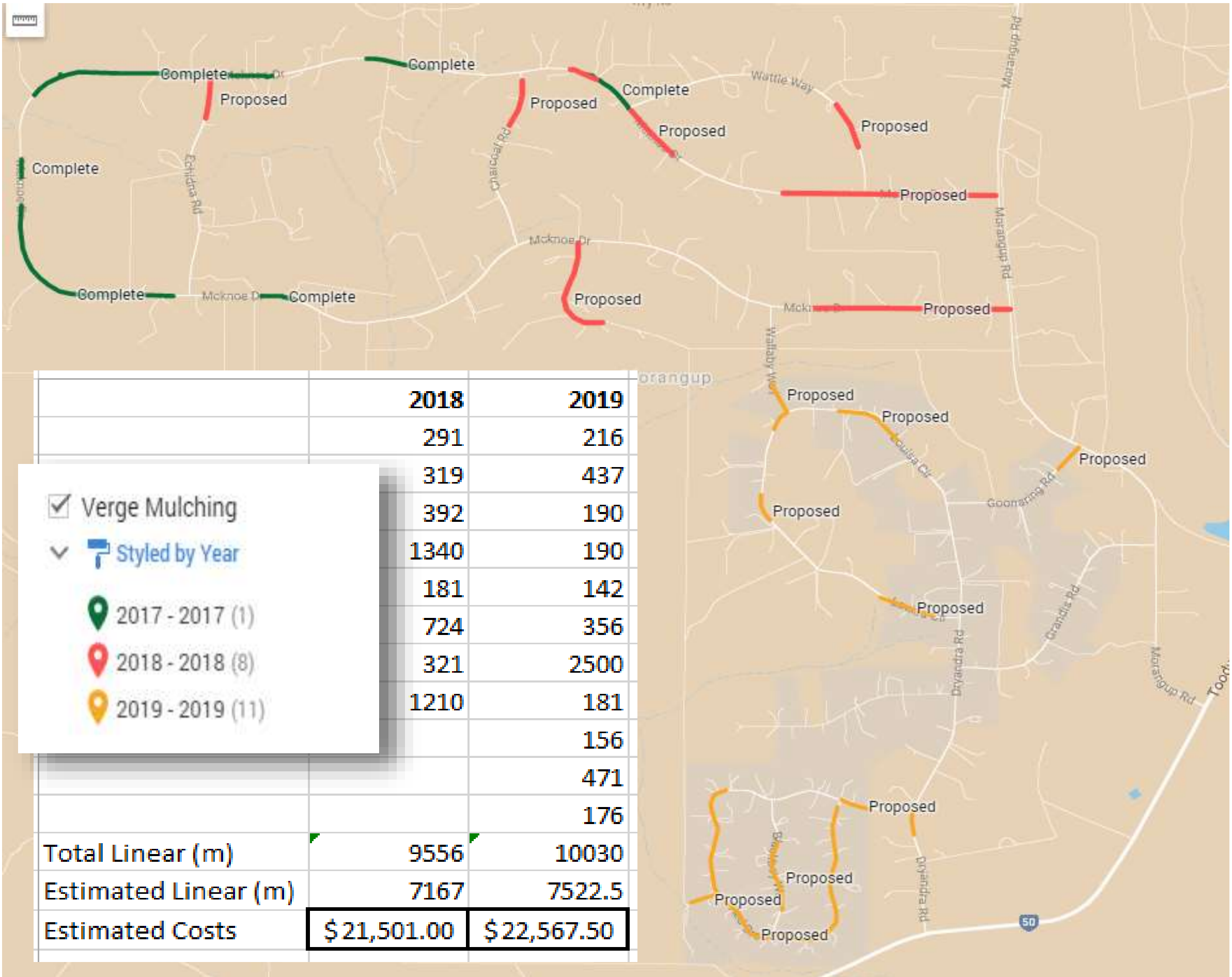








































26 04 2017 11:39