



Shire of
Narrogin

MINUTES

BUSH FIRE ADVISORY COMMITTEE MEETING 23 September 2021

The Chief Executive Officer recommends the endorsement of these minutes at the next Meeting of the Bush Fire Advisory Committee.

Signed:
(CEO)

Date October 2021

These minutes were confirmed at the Bush Fire Advisory Committee Meeting held on

.....
29/3/22

Signed:

(Presiding Person at the meeting at which minutes were confirmed)

Acknowledgement of Noongar People

The Shire of Narrogin acknowledges the Noongar people as traditional custodians of this land and their continuing connection to land and community. We pay our respect to them, to their culture and to their Elders past and present.

Naatj ngiyan Birdiya Gnarojin kep unna nidja Noongar Moort ngaala maya nidja boodjera baarlap djoowak karlerl koolark. Ngalak niny ngullang karnan balang Bibolman baalap borong koora wer boorda.

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electronic format (disk or emailed), audio or Braille**

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Please note that meetings may be recorded for minute taking purposes.

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BUSH FIRE ADVISORY COMMITTEE MEETING

23 SEPTEMBER 2021

1. OFFICIAL OPENING/ANNOUNCEMENT OF VISITORS

The Presiding Member, President Ballard, declared the meeting open at 4:04 pm.

2. RECORD OF ATTENDANCE/APOLOGIES/APPROVED LEAVE OF ABSENCE

Elected Members Present

Mr Leigh Ballard – Shire President (Presiding Member)

CBFCO

DCBFCO

Vern Gibson
Stuart Moyses

FCO's

Alastair McDougall
Barry Hardie
Bill Warren
Kieran Quartermaine
Mark Hoysted
Nathan Walker
Russell Ashley
Tim Shepherd

Staff

Mr Dale Stewart – Chief Executive Officer
Mr Azhar Awang – Executive Manager Development & Regulatory Services
Mr Guy Maley – Senior Ranger
Mrs Wendy Russell – Executive Support Officer
Mr Fred Steer – Bushfire Risk Planning Coordinator

Other

Simon Vogel– DFES
Paul Blechynden - DFES

Apologies

Pip Porter
Jon Rick
Bernie Rhodes
Clayton Hardie
Lewis Hardie
Daryl Kilpatrick
Cameron Hayes
John Eckersley
Murray Saunders

3. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

OFFICER'S RECOMMENDATION AND COMMITTEE RESOLUTION

Moved: Stuart Moyses

Seconded: Guy Maley

That the minutes of the Bush Fire Advisory Committee Meeting held on 30 March 2021 be confirmed as an accurate record of proceedings.

CARRIED

4. ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION

The Shire President offered condolences to the Chadwick family on the sudden passing of Mr Richard Chadwick. Mr Chadwick served the former Shire of Narrogin both as a councillor from 2003-2005 and as the Shire President from 2005-2016. Richard was an enthusiastic community member and volunteer. He was volunteer Chief Bush Fire Control Officer for many years and will be greatly missed by the community and this committee.

5. MATTERS WHICH REQUIRE DISCUSSION

5.1 BUSH FIRE MANAGEMENT PLAN (BMP) UPDATE

Executive Manager Development & Regulatory Services and Senior Ranger provided the following updates on the BMP.

- Mechanical works have been completed at the following sites:
 - White Road landfill site
 - Gibson Street
 - Foxes Lair, new firebreaks.As there are some remaining funds it is proposed to do some additional works at Foxes Lair and the landfill site. Approval for this variation will be required from DFES.
- The fencing and gates have all been ordered and will be installed by the end of November for acquittal.
- The Shire is unable to complete the prescribed burns at the moment so we will be requesting an extension from DFES otherwise we will request it again in round 2 of the funding application.

5.2 TRAINING REQUIREMENTS FOR BUSHFIRE VOLUNTEERS

Attachment 1– Local Government Bushfire Volunteers Returning Home Safe and Well - A Practical Guide.

With the implementation of the new Work Health and Safety Act 2020, volunteers are considered in the same context as any other worker and there is a greater emphasis on all aspects of their safety, including training.

The Chief Executive Officer of the Shire of Narrogin has a legal duty of care to all employees and all volunteers under this legislation. Accordingly, the register of volunteers and their respective training recognised, is currently being reviewed, and all FCOs and registered volunteers will be reminded of their status and requirement to undertake minimum training over the next 12 months.

The CBFCO, FCO's and volunteers through their Brigade Captains are reminded of the relevant Council Policy that states:

"7. Training

a) Required –

- Fire Control Officers Course – FCOs to complete every 5 years in accordance with the requirements of the Bush Fire Brigades Local Law 2016.

b) Recommended –

*- Australian Interagency Incident Management System – CBFCO, DCBFCO, CEO, EMDRS, Ranger
- Intro to Structural Firefighting / Structural Awareness – FCOs*

- Intro to Bush Fire Fighting – all volunteers

- Fire Ground Plant Operations – selected Shire staff."

CEO Dale Stewart provided more information on the new Workplace Health and Safety (WHS) act. The regulations are still being processed and they are likely to come into effect as of 1 January 2022.

5.3 REVIEW OF THE SHIRE OF NARROGIN FIRE ORDER FOR 2022/23 SEASON

Attachment 2– Shire of Narrogin Fire Order 2021/22.

The committee is requested to review the Fire Order 2021/22.

There was some discussion on changing the Harvest and Movement Ban imposed on Christmas Day, Boxing Day and New Year's Day to just a Harvest Ban.

There was also some discussion on increasing the required fire breaks from 2.5 mt to 4 mt, to allow access by fire trucks. The consensus was that this is not a requirement for a firebreak but rather an accessibility issue.

The committee and administration to think about the issues and if needed present amendments at the next BFAC meeting for inclusion in the 2022/23 Fire Order.

5.4 BUSHFIRE REGULATIONS

Attachment 3– Total Fire Ban Exemptions – Summary of Changes March 2021.

For information.

6. GENERAL BUSINESS

- Grant funding has been received from DFES for water tanks for Narrogin Central and Nomans Lake and a fast-fill trailer for Nomans Lake.

- Paul B Blechynden spoke about a pre-season exercise. This could cover how to close roads, initiate evacuations and provide advice to the public.
- It was requested that the commencement of Restricted Burning be moved to commence on 15 October 2021.
- Radio checks to take place prior to the start of the season and radios at Nepowie and the Ag College be relocated.
- Concern was expressed about the large fire load at the Narrogin Senior High School. They are aware of the situation and it is believed that they have a Fire Management Officer.
- There was discussion on who should be appointed to replace Richard Chadwick as the captain of the central brigade.

COMMITTEE RESOLUTION

Moved: Nathan Walker

Seconded: Kieran Quartermaine

There be a recommendation to Council to appoint Guy Maley as the Captain of the Narrogin Central Bush Fire Brigade.

CARRIED

7. CLOSURE OF MEETING

There being no further business to discuss, the Presiding Member declared the meeting closed at 5:58 pm



Local Government Bushfire Volunteers Returning Home Safe and Well

A Practical Guide

June 2021

Acknowledgement

The WA Local Government Association (WALGA) and LGIS acknowledge the Traditional Owners of the land and pays respects to Elders past, present and emerging.

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Introduction

Local Governments in Western Australia manage bushfire brigades made up of volunteers from the local community. The role of these volunteers is highly valuable and important to local communities, but by the nature of the work, can pose hazards to volunteers, that if not managed properly can lead to harm.

As a volunteer you will be exposed to many environments with varying degrees of risk. You may encounter such hazards as fire and smoke, falling objects, debris, asbestos, manual handling, fatigue, dehydration, emotional distress and road hazards

This list is not exhaustive, but highlights the importance that volunteers are prepared and protected when they attend fire grounds or volunteering activities.

This booklet is designed to provide guidance to those who volunteer for their Local Government Brigade. It is not a replacement for other important safety information you receive, rather a compliment to that information.

Fundamental to ensuring you are equipped to volunteer effectively and safely is to be trained.

In addition, working collaboratively and positively with your Brigade, fellow volunteers and Local Government will prepare you to keep safe and perform your duties to the best of your abilities.

Knowing how to manage risk and how to act responsibly in your role are of great importance to you and your local community.

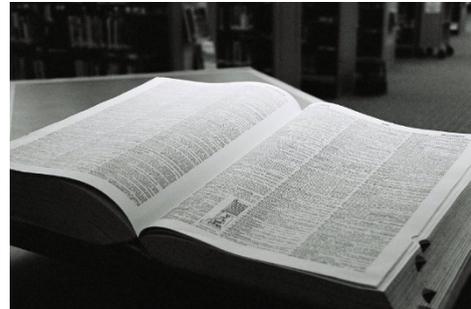
Work Health and Safety Act

Safety Legislation

Under the Work Health & Safety Act volunteers are considered in the same context as a worker.

Volunteer

A **volunteer** is a person who is acting on a voluntary basis (irrespective of whether the person receives out-of-pocket expenses).



Within safety legislation a person is a **worker** if the person carries out work in any capacity for a person conducting a business or undertaking, in this case the Local Government. This includes working as a **Volunteer**.

Duty of Care as a Volunteer

- Take reasonable care for their own health and safety; and
- Do not adversely affect the health and safety of other persons; and comply, so far as reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with this Act; and
- Cooperate with the local government and brigade in ensuring your safety.

This includes:

- Participating in consultation and communication
- Reporting hazards and incidents
- Using personal protective clothing (PPC), personal protective equipment (PPE) and Respiratory protective equipment (RPE) appropriately
- Following safety documentation and reasonable instruction
- Attend any required training

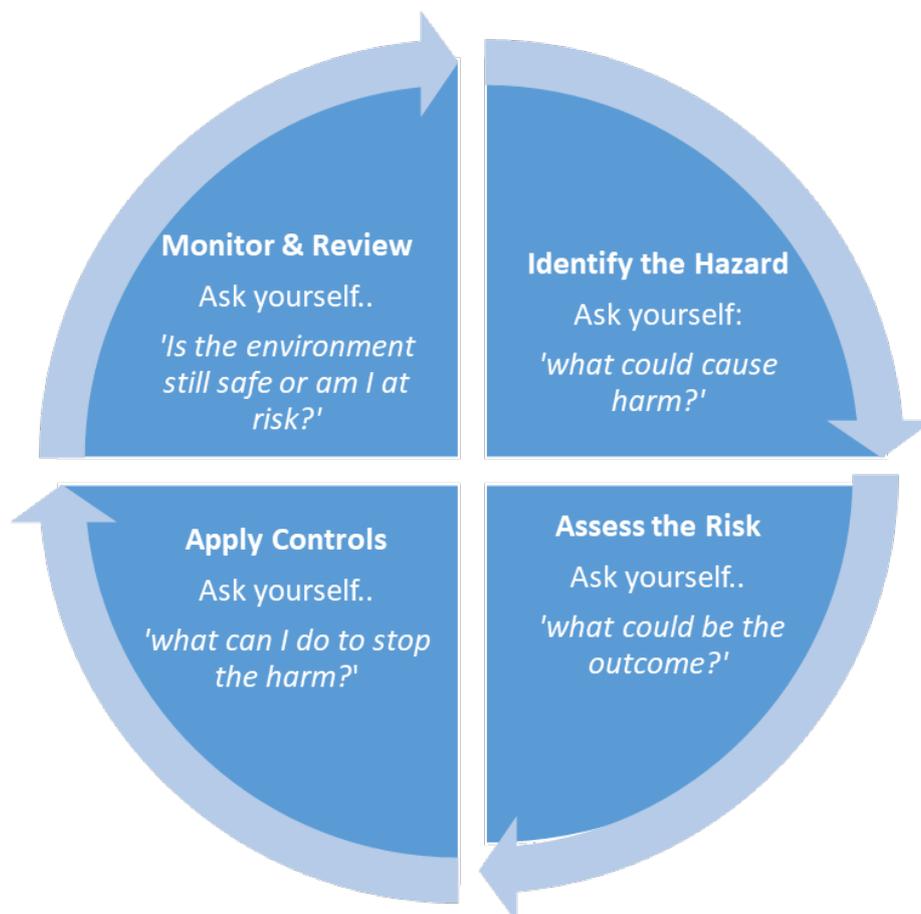
How can you volunteer safely?

Fundamental to volunteering safely is ensuring you approach every task with a risk management mindset. That is, whilst working with your brigade, ensuring you consider the risks associated with the activity, and have a clear plan that uses measures to control those risks.

The role of a bushfire volunteer is dynamic, and whilst risk management is always considered in the planning, when on the ground and faced with a pending situation, it may not always be possible to conduct a formal risk assessment. This is why you must always have a risk management mindset

The diagram below is an example of how you can take a risk management approach to volunteering:

Managing your risk mindset



Policies and Procedures

Local Governments and your brigades have developed policies and procedures in relation to how they as an organisation support and manage the safety of volunteers. These may include but not be limited to:

- Safety Policy
- Hazard identification, risk assessment and control procedures
- Hazard and incident reporting processes and procedures
- Fitness for work policy – including drug & alcohol.
- Task or activity process – Standard operating procedures
- Personal Protective Equipment and Personal Protective Clothing
- Respiratory Protective equipment
- Plant and equipment use and instructions
- Volunteer safety manual
- Issue resolution processes

It is important you are familiar with these documents as they relate to your role as a volunteer. Please talk with your Brigade or Local Government if you are unfamiliar with the relevant policies and procedures or how they relate to you.



Why training is key?

To ensure that you are adequately prepared to perform your tasks and activities in a safe and healthy manner it is important that you participate in all training, and are deemed competent in the activities that you will perform.

Training may be delivered in a class environment, such as at the brigade, or on the job; both are equally as important and set the foundation for how you will perform your role as a bushfire volunteer.

If you are having difficulty in understanding any aspect of the training provided, speak to your Brigade or Local Government, and they will review the training and work with you to ensure you have a good understanding.



Consultation and Communication

Effective consultation and maintaining open communication are key to having a positive safety environment.

Whilst recognising the diverse nature of volunteers and competing responsibilities, as a volunteer it is important you attend and participate in as many group meetings as possible. These meetings occur to ensure volunteers are given consistent messages, up to date safety and health information as it relates to tasks and activities to be performed, as well as build comradery amongst the brigade; which is a fundamental component of volunteering together safely.

If you are unable to attend a group meeting, inform your brigade as soon as possible so they can provide you with any information you may have missed.



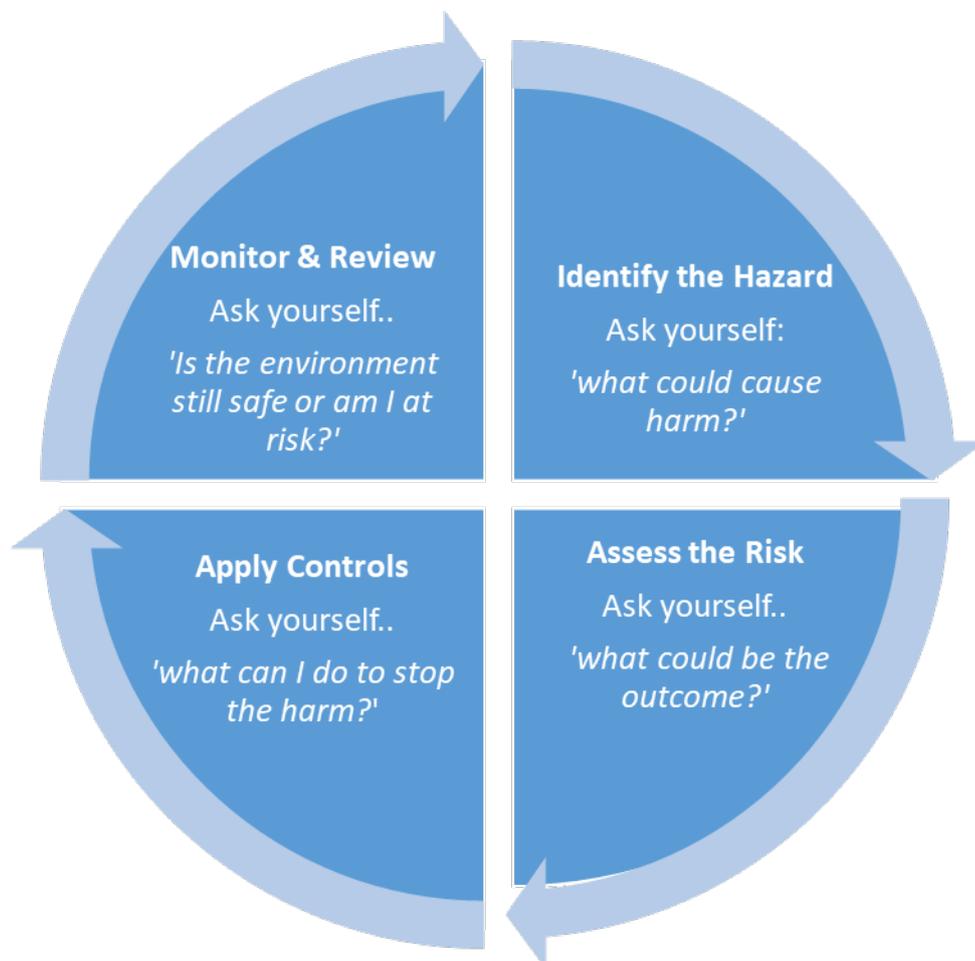
Managing the Risks

As mentioned earlier, managing risks is about having the mindset to identify, assess, and work out the controls in a dynamic environment where you continue to review those controls to make sure they are effective or whether we need to change anything.

It is fundamental that each task you approach is with a risk mindset, whilst working with your brigade.

It is understood that in the role of a bushfire volunteer, it may not always be possible to conduct a formal risk assessment. So, it is important that you continually assess the risks for all activities, from the time activated.

The diagram below is an example of how you can apply a risk management mindset whilst volunteering.



Common Hazards and Controls

When volunteering, you will be exposed to many hazards. On the following pages you will find information on those hazards, as well as common controls.

This information is by no means complete as every situation is different, which is why you must always approach volunteering with the risk management mindset.

It is important that we identify and report hazards so that action can be taken to address. Within your role as a volunteer, you should identify and report any hazards to your Brigade or Local Government

You can do this by:

- Formal hazard reporting processes
- Performing a “take 5” or similar (job size up)
- Participating in crew briefings
- Ensuring you have situational awareness
- Attend training and drills
- Incident reports (reactive)
- Red flag warnings

Fire and Smoke

The hazards of fire and smoke present numerous risks. These can include:

- Exposure to high heat
- Fume inhalation
- Carbon Monoxide exposure
- Dehydration
- Reduced visibility
- Damage to structures

You will be provided training by your brigade and instruction on what to do in situations where these hazards are present.

Additionally, the training you receive on the correct use of Personal Protective Equipment, Personal Protective Clothing and Respiratory Protective Equipment will be of utmost importance to controlling these hazards.

Manual Handling

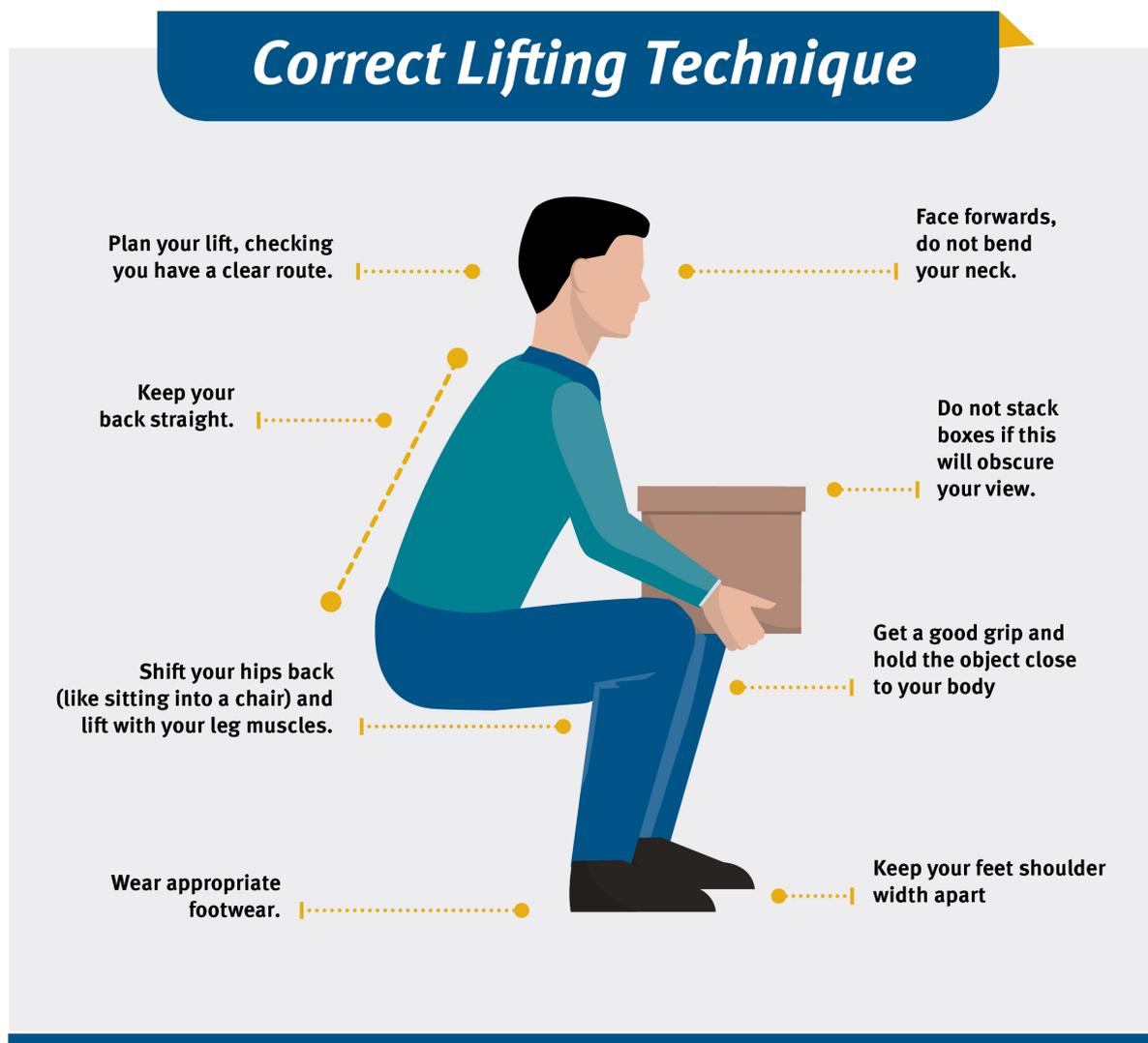
As a bushfire volunteer, you will be involved in numerous manual handling and lifting tasks.

This may include:

- Moving fallen trees and debris
- Using a fire hose
- Using and maintaining vehicles
- Using and maintaining equipment

It is important you attend training and always follow correct manual handling techniques.

The following demonstrates safe manual handling principles:



Falling Objects and Debris

Both falling objects such as tree branches, and on the ground debris (typically causing trip and fall injuries), pose hazards to volunteers. These hazards are present in a wide variety of situations.

While the personal protective clothing, and equipment you are provided will help reduce the risk associated with these hazards in some way, they cannot be relied on solely. This is particularly important when falling objects such as trees and branches can be a common occurrence on a fire ground.

Trees, branches, power lines and poles are all objects that can fall in the event of a fire or weather event.

Where possible keeping yourself and vehicles clear of the drop zone is the best form of control.

It is important to always take note of what is above you and your overall surroundings, and take direction from your brigade.



Vehicle safety

Preparation for an emergency response begins before an alarm is raised.

Having a sound knowledge and understanding of how the vehicles and equipment you will be using or operating, and being competent in their use is vitally important, with this in mind it is important that you complete any training.

Your brigade should provide you with an induction to all equipment including vehicles.



Plant and equipment

Bushfire volunteers use a variety of plant and equipment within their role.

It is important that volunteers familiarise themselves with these items, and how to operate them safely.

There are many ways in which this can be achieved, a few are listed below.

- Ensure that you are using the correct piece of equipment for the task.
- Familiarise yourself with the manual or safe operating procedures for the plant or equipment.
- Having the correct level of personal protective clothing and equipment is vital, this should be included in the manual or safe operating procedure.
- Carry out any prestart checks, make sure the equipment isn't damaged – if it is don't use it, and report it.

Post Activity

- Conduct post operational inspection or maintenance
- Conduct any brigade processes on returning the item.
- Ensure that any damaged equipment is reported, so this can be addressed.

Flammables (Petrol/Diesel)

Bushfire volunteers should be aware of the hazards that are involved when working with flammables, most commonly petrol and diesel.

The potential for explosion and fire is ever present during training and response processes.

Hot refuelling of plant and storage of fuel can be very dangerous in this working environment and should not be conducted without approval and supervision from a superior.

Some of the risks associated with these products include damaging skin, eyes and respiratory systems. It is vital that volunteers familiarise themselves with the safety data sheet, which explains how injuries should be treated as well as outlining the correct form of personal protective clothing or equipment needed.

It is good practice to have copies of safety data sheets in vehicles to access should the need arise.

Asbestos

Many environments that bushfire volunteers respond to may have asbestos containing materials. Volunteers should approach and treat the hazard in a manner that ensures the safety of all crew members.

It is imperative that volunteers use the correct PPC. This should include P2 respiratory protection, full overalls with sleeves down and safety glasses or goggles, this can be further enhanced with disposable overall or chemical protective clothing.

It is important that volunteers try to limit the release of any asbestos fibres during incident operations.

The following points provide general guidance.

- Hand tools should be used instead of powered tools as their use reduces the amount of potential fibre release
- Keep to a minimum the movement of ash and debris (e.g. turning over) and ensure it is carefully carried out to prevent/reduce the amount of fibres that may be released
- DO NOT intentionally break any asbestos into smaller pieces
- Leave intact and undisturbed individual pieces of asbestos cement sheeting if the fire/damage has disturbed and distributed it over a wide area
- If disturbed, ensure the asbestos is wet down, using a fine spray and moved as short a distance as possible (but still within the risk area) to a safe place
- Ensure good personal hygiene both during and post incident.



Your Health & Wellbeing as a Volunteer

Mental Fatigue

As a bushfire volunteer, mental fatigue could be an outcome of exposure to different types of demands that leaves you feeling exhausted which impacts overall function:

Type of Demand	What this looks like for a Bushfire Volunteer
<p>Cognitive demands</p> <p>Tasks that are mentally demanding due to long periods of high concentration and difficult decision making.</p>	<ul style="list-style-type: none"> ▪ Reactive nature of emergency situations ▪ Being switched-on 100% to adequately attend during emergency situations
<p>Emotional demands</p> <p>Work that is emotionally challenging, due to high emotional involvement, or having to regularly disguise emotion whilst volunteering.</p>	<ul style="list-style-type: none"> ▪ Loss of life ▪ Being a pillar of support within a community
<p>Physical demands</p> <p>Tasks or a physical environment that negatively impacts our health.</p>	<ul style="list-style-type: none"> ▪ Handling equipment ▪ Moving obstacles ▪ Maintenance of equipment ▪ Standing for long periods of time
<p>Time demands</p> <p>Long working hours, time pressure tasks.</p>	<ul style="list-style-type: none"> ▪ Deployment of time sensitive interventions to support people, animals and communities. ▪ Shift work / working for long periods with feeling like you are unable to take a break.

When getting sufficient sleep, good nutrition and exercising regularly still results in difficulty performing everyday activities, concentrating or being motivated at normal levels, you may be experiencing fatigue that needs further investigation

Some signs of fatigue may include: tiredness, headaches, dizziness, muscle weakness/aching, impaired decision making, moodiness, impaired coordination, appetite changes, changes in vision, and changes in memory.

It is important for you to report in a timely manner to your brigade captain if you are feeling unwell.

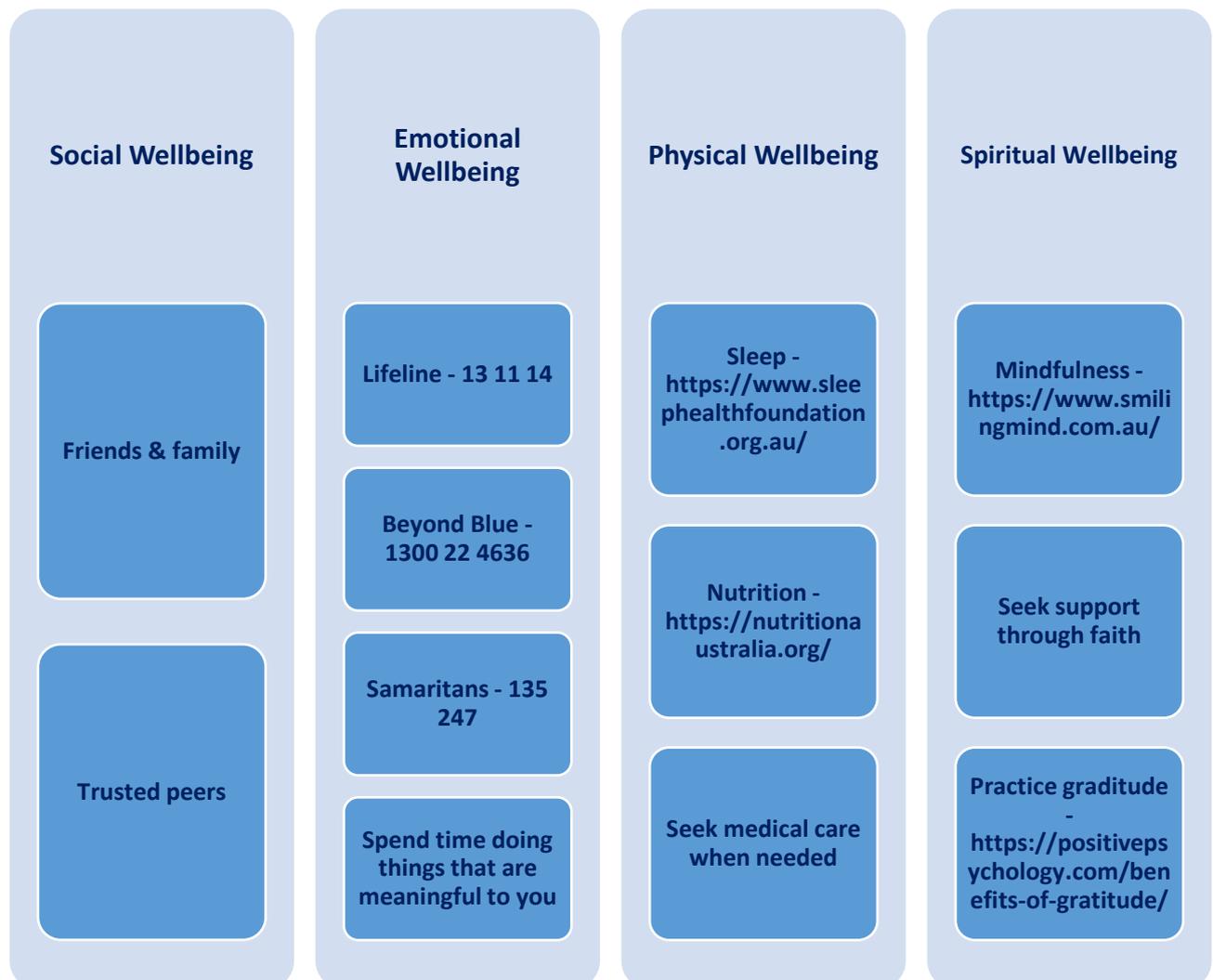
Emotional Distress and Having the Right Frame of Mind

As a bushfire volunteer your role is key in supporting communities when man-made or natural disaster strikes.

The nature of this type of activity can present significant emotional demands for bushfire volunteers. Emotional demands can be defined as work/situations that are emotionally challenging, due to high emotional involvement, or having to regularly disguise emotion in the moment.

Remember – as a bushfire volunteer these emotional demands can arise through working within your own community, coping with the loss of life (human and animal), defending your own properties and/or properties of other families, viewing the loss of livelihoods, and being confronted with life threatening situations.

When emotional demands are coupled with additional demands, this can lead to adverse outcomes on health and wellbeing, such as psychological strain, burnout, and issues with sleeping. So, it's really important that volunteers are proactive in managing their own mental health and wellbeing, to be in the best frame of mind when responding to events.



Using Personal Protective Equipment or Clothing

As a volunteer, you will be provided with personal protective equipment (PPE) and protective clothing (PPC) this is to be used to mitigate against the hazards you will be exposed to; it's important this is worn where required at all times.

The brigade or Local Government will provide instruction and training in how equipment and clothing should be:

- Worn and appropriately fit you
- Conditions for it to be kept in and looked after
- When it should be replaced and how often
- Cleaning and hygiene
- If Personal protective equipment, Personal protective clothing or Respiratory protective equipment is required for a task or activity, it **MUST** be worn
- Damaged PPE or PPC should not be used and replacements should be requested.



The Role of DFES



FOR A SAFER STATE

The Department of Fire and Emergency Services (DFES) works in collaboration with Western Australian communities and other government agencies to help prevent, prepare or, respond to and recover from a diverse range of hazards. These include fires, cyclones, floods, rescue missions on land and at sea, as well as assisting at road and traffic emergencies.

The majority of bushfire response in Western Australia is managed by Local Governments Brigade and their volunteer responders. However, DFES may get involved in bushfire emergencies at the request of the Local Government Brigade or if an incident becomes a major event.

When a Local Government Brigade formally hands over an incident to DFES, all responding volunteer bushfire brigades **MUST** act on the instructions given by DFES.

Instructions are provided by the Incident Controller and may include:

- declaration of incident levels
- tactics
- instruction to leave the fire ground (e.g., welfare breaks or transitioning between sectors)
- requests to change roles on the fire ground
- undertaking black-out/mop-up
- moving into a maintenance role

It is imperative that the Local Government, DFES and other supporting incident groups work collaboratively to manage the health and safety of all volunteers.

At DFES controlled incidents, where LG volunteers are undertaking emergency services work at the incident, DFES is obligated (where reasonably practicable) to:

- Provide safe systems of work
- Ensure appropriate supervision
- Verify volunteers have been trained to carry out allocated tasks
- Ensure volunteers have appropriate personal protective equipment and clothing for the activity
- Ensure volunteers understand any relevant safe operating procedures and have been given instructions to perform tasks safely
- Ensure there are appropriate facilities and welfare provisions for all volunteers.
- Ensure safety incidents and injuries reported are investigated to prevent recurrence, working towards continuous improvement.

DFES works with Local Governments to provide a holistic, safe system of work to protect all our people.

Thank You

Bushfire volunteers provide a vital and important role in assisting local government brigades to protect their communities, keeping volunteers safe and well to ensure they return home to their families is a priority for all Local Governments and other agencies involved in emergencies.

Thank you for your ongoing commitment. Stay Safe and well.

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DEFINITIONS

Authorised Officer: An officer appointed as a Shire of Narrogin Fire Control Officer.

Ban On The Movement Of All Vehicles: includes machinery and the operation of internal combustion engines within the Shire or a part of the Shire and during a time as specified in a Notice or broadcast with the exception of the movement of vehicles and machinery on constructed gazetted roads, internal vehicle access and yards;

Firebreak: means a strip of land cleared to the specified width by ploughing, cultivating, scarifying, burning or otherwise clearing;

Flammable Material: includes bush (as defined in the Bushfires Act), timber, boxes, cartons, paper and like flammable materials, rubbish and also any combustible matter, but does not include green standing trees, or growing bushes and plants in gardens, or lawns;

Harvest Ban: applies on the operation of all grain harvesting machines including swathing, baling or slashing machines within the Shire or part of the Shire and during a time, as specified in a notice or broadcast;

Harvesting: includes grain harvesting, swathing, baling or slashing of stubble or hay in any crop;

Internal Vehicle Access: is defined as a trafficable surface, free of all flammable material, a minimum width of four metres, and with overhanging vegetation pruned back so as not to come into contact with parts of a vehicle;

Mobile Fire Fighting Unit: is defined as having a minimum water carrying capacity of four hundred (400) litres, fitted with a hose and pump capable of delivering water through an adjustable nozzle in the spray and jet configurations;

Yard: is defined as an area, greater than four metres wide, with a constructed, trafficable surface, free of all flammable material save live standing trees.

DEFINITIONS

Prohibited Burning: This period commences on 1 November of each year until and including 1 March of the following year. This time may be amended, subject to prevailing seasonal conditions.

Restricted Burning Time: This period commences on 2 March until and including 1 May and recommences on 1 October until and including 31 October of any year. This time may be amended, subject to the prevailing seasonal conditions.

Unrestricted Burning Time: The time period each year where a permit to burn is not required, in areas zoned rural under the Shire of Narrogin Town Planning Scheme. This period commences on 2 May until and including 30 September. This time may be amended, subject to the prevailing seasonal conditions.

Firebreak Time: The time each year where fire hazard reduction works must be maintained as specified in this Fire Control Order. This period commences on 1 November each year until and including 1 May of the following year.

Fire Control Enquiries

Phone: 08 9890 0900, 8.30 am – 5.00 pm
email: ranger@narrogin.wa.gov.au

General Enquiries

Shire of Narrogin
89 Earl St
Narrogin WA 6312
Phone: 9890 0900
email: enquiries@narrogin.wa.gov.au
Visit the Shire office between
8.30 am – 4.30 pm, Monday to Friday



Shire of
Narrogin

Love the life

Fire Control Order

Effective for 2021-22



FIRST AND FINAL NOTICE

Pursuant to the *Bush Fires Act 1954 section 33*, owners or occupiers of land situated within the Shire of Narrogin are required by law to comply with the prescribed Fire Control Order here within.

1. Land Zoned General Agriculture, Rural Smallholding & Rural Residential

1.1. Firebreaks

(a) at least 2.5 metres wide shall be maintained inside and within 20 metres of the boundary of all land; and surrounding such other positions as is necessary to divide land in excess of 400 hectares into area not exceeding 400 hectares, each completely surrounded by a firebreak.

(b) at least 6 metres wide shall completely encircle all buildings and haystacks.

(c) fuel tanks, whether containing fuel or not, shall have the ground surface cleared to a distance of 6 metres from and encircling the tank/s of all flammable material.

1.2. Fire Fighting Equipment – Where the land owners total land holding is 100 hectares or greater a readily mobile operational fire fighting unit containing a minimum of 400 litres of water on standby and available for inspection is required during the period from 1 November to 1 May, inclusive.

1.3. Harvesting – A person shall not undertake or allow harvesting during the Prohibited Burning period unless–

(a) one hand held water filled fire extinguisher with a minimum capacity of 7.5 litres is filled in a readily accessible position on the machine, and

(b) a readily mobile fire fighting unit of a minimum of 400 litre capacity powered by an engine driven pump is in attendance in or adjacent to the entrance of the paddock being harvested.

1.4. Harvest bans and other bans – permitted activities

(a) Water carting for stock and domestic purposes provided it is accompanied by a mobile fire fighting unit, or alternatively, the water carting vehicle acts as the mobile fire fighting unit and meets minimum specifications.

(b) Checking of stock and water for stock, provided it is accompanied by a mobile fire fighting unit, or alternatively, the water carting vehicle acts as the mobile fire fighting unit and meets minimum specifications.

(c) All necessary travel to and from and within piggeries, sheep or cattle feed lots, provided this is undertaken with a mobile fire fighting unit in attendance.

(d) All necessary carting of livestock, provided that such a vehicle is accompanied by a mobile fire fighting unit.

(e) Essential service provider checking for telecommunications, power or utility water services, provided they are accompanied by a mobile firefighting unit.

(f) Activities which received specific exemptions from the Shire or the Chief Bush Fire Control Officer.

1.5. Public Holidays

(a) A harvest ban and a ban on the movement of all vehicles and machinery and the operation of internal combustion engines is imposed on Christmas Day, Boxing Day and New Year's Day each year.

(b) All other activities or operations may only be undertaken during a ban on the movement of all vehicles and machinery and a ban on the operation of internal combustion engines after approval has been granted by the Shire. Approval has to be sought on an individual basis, and is subject to specified conditions. It should be noted that approval may not be granted.

2. All Other Land, Including Residential, Rural Townsite, Service Commercial, and Industrial

(a) Where the area of land is 4,000 m² in area or less – all flammable material on the land shall be reduced to a height of less than 10 cm.

(b) Where the area of land exceeds 4,000 m² in area –
(i) firebreaks shall be maintained at least 2.5 metres wide immediately inside all external boundaries of the land and surrounding all buildings situated on the land; and

(ii) flammable material on the remainder of the land shall be reduced to a height of less than 10 cm.

(iii) A special control zone or other land not elsewhere specified in this Notice, shall comply with the higher level measures required by adjoining land unless varied under clause 5.2.

3. Open Air Fires

(a) Open air fires are permitted during the Restricted Burning period, subject to compliance with the provisions relating to Restricted Burning periods and Shire of Narrogin Local Laws eg. requiring a permit.

(b) Open air fires are not permitted at all during the Prohibited Burning period (including garden refuse).

(c) No fires in the open air are permitted on any day when the fire danger rating is "Very High" or above.

4. Properties with Fire Management Plans

All properties with approved fire management plans shall comply with the plan and or this notice whichever is the greater.

5. General

5.1. If the requirements of this Notice are carried out by burning, such burning must be in accordance with the relevant provisions of the Bush Fires Act. A permit to burn is required during the Restricted Burning periods from an Authorised Officer.

5.2. If it is considered to be impracticable for any reason to clear firebreaks or to remove flammable material from the land or any other provisions required by this notice you may apply to the Shire or its duly Authorised Officer not later than 1 October, for permission to provide firebreaks in alternative positions or to take alternative action to manage fire hazards on the land. If permission is not granted by the Shire or a duly authorised person, you shall comply with the requirements of this notice.

5.3. Penalties apply to persons who fail to comply with the requirements of this Notice.

5.4. A person who fails to comply with the notice is also liable, whether prosecuted or not to pay the cost of performing the work directed in this notice if it is not carried out by the owner or occupier by the date required by this notice.

Total Fire Ban Exceptions

Bush Fires Regulations 1954

Changes to regulations

This information is to assist operators who previously required an exemption under section 22C of the *Bush Fires Act 1954* to carry out an activity in the open air during a total fire ban (TFB).

Who do the changes apply to?

Changes only apply to industry, business and public authorities who wish to carry out prescribed activities during a TFB.

Previously, these operators were required to apply to the Department of Fire and Emergency Services (DFES) for an exemption to carry out the activity.

Which activities do the changes apply to?

The activities affected which are now prescribed in the *Bush Fires Regulations 1954* (the Regulations) and will no longer require a TFB exemption are:

- **Blasting**
- **Gas Flaring**
- **Hot Work**
- **Road Work (Grading and Bituminising)**
- **Off-road Activity**
- **Catering Activity**

You can access the fact sheets by clicking on the links on the DFES website at www.dfes.wa.gov.au.

When do the changes take effect?

Changes take effect as of 6 November 2019.

What does it mean for me?

Operators will no longer need to apply to DFES for an exemption to carry out the prescribed activities, but must comply with the conditions within the Regulations when carrying out the prescribed activities.

The conditions within the Regulations are detailed in the DFES Fact Sheets which can be found on the DFES website www.dfes.wa.gov.au.

Alternatively you can refer to the *Bush Fires Regulations 1954* at www.legislation.wa.gov.au.

Are there any activities which still require a TFB exemption application?

Yes – TFB exemption applications will still be required for any other activity that is not prescribed in the Regulations which could cause, or is likely to cause a fire. These include:

- **Programmed hot fire training**
- **Rail grinding**
- **Religious and cultural ceremonies**
- **Fireworks**

Exemption applications will still need to be completed for these activities.

Exemption applications can be found on the DFES website: www.dfes.wa.gov.au/safetyinformation/fire/bushfire/BushfireForms/DFES-Application-form-Info-Sheet-FireBanExemptions.pdf

Please note, depending on operational priorities, applications may take up to 4 weeks to process. All exemption applications should therefore be submitted at least 4 weeks prior to the commencement of the activity/project.

Do I need to notify DFES when carrying out a prescribed activity during a TFB?

Yes - under the Regulations operators are required to notify DFES and the relevant local government at least 30 minutes prior to the activity commencing where a TFB has been declared in the area the activity is to be carried out.

How will I notify DFES?

Notification must be made via the online portal located on the DFES website, between 24 hours and 30 minutes prior to the activity commencing. This process will notify both DFES and the relevant local government.

Penalties for non-compliance with the activity conditions.

Operators who do not comply with 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.

Operator Responsibilities – Follow the Steps!

Check	<ul style="list-style-type: none"> ▪ Confirm if it's a TFB ▪ DFES Total Fire Ban + www.emergency.wa.gov.au/#totalfirebans ▪ Phone: TFB hotline 1800 709 355
Notify	<ul style="list-style-type: none"> ▪ 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. ▪ Notify Parks and Wildlife Service (P&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&W.
Proceed	<ul style="list-style-type: none"> ▪ Subject to prescribed activity conditions, proceed with the activity as required.

Do I still need to apply for an exemption under section 25A of the *Bush Fires Act 1954*? (restricted and prohibited burning times)

Yes – if the activity involves the use of fire in the open air. Exemptions under section 25A of the *Bush Fires Act 1954* allow the lighting and/or use of a fire during the restricted and prohibited burning times declared by local governments.

Nothing has changed for section 25A requirements and the application process remains the same for the activities which require them.

N.B To conduct gas flaring during restricted and prohibited burning times, an application for a section 25A exemption will need to be submitted to DFES.

N.B To conduct cooking activities which involve the use of an open flame (except gas bbqs being used at a home or an area designated by a local government for the purpose), if the Fire Danger Rating is Very High or above, an application for a section 25A exemption will need to be submitted to DFES.

Benefits for operators:

- Reduction in red tape.
- No lengthy application process for prescribed activities.
- Simplified notification process via the online portal, easily accessible via the DFES website.
- Clearly outlined conditions for carrying out prescribed activities during a TFB.

Can anyone carry out the prescribed activities 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. Prescribed activities are 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

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 during business hours.

Ways to keep informed of a TFB in your area are:

- Visit <https://www.emergency.wa.gov.au>
- Call the TFB Hotline on 1800 709 355
- 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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