































**VOTING REQUIREMENTS**

Simple Majority

**OFFICER'S RECOMMENDATION**

That Council:

1. Recommends the Chief Executive Officer endorses the Shire's Fire Break Notice and Bush Fire Information Brochure 2023/24 as contained within **Attachment 14.1.2** in effect without amendment;
2. Authorises the Chief Executive Officer to arrange advertisement of the Notice within the *Government Gazette* and the local newspaper; and
3. Supports the appointment of the following persons by delegated authority for the 2023/2024 Fire Season effective 1<sup>st</sup> July 2023:

**Bushfire Executives**

<i>Chief Bush Fire Control Officer</i>	<i>Evan Hall</i>
<i>Deputy Chief Bush Fire Control Officer</i>	<i>Grady Wilcox</i>
<i>Senior Fire Control Officer 1</i>	<i>Lachlan Patterson</i>
<i>Senior Fire Control Officer 2</i>	<i>Jason Cronin</i>
<i>Fire Weather Officer</i>	<i>Jason Cronin</i>
<i>Deputy Fire Weather Officer</i>	<i>Grady Wilcox</i>

**Bush Fire Control Officers**

<i>Beaufort/Kenmare</i>	<i>Bindi Murray</i>
<i>Boyerine/Westwood</i>	<i>Greg Doak</i>
<i>Centrals</i>	<i>David Coleman</i>
<i>Cartmeticup</i>	<i>Wayne Shackley</i>
<i>Glencoe</i>	<i>Braden Crosby</i>

**Harvest Ban Committee**

<i>Chief Bush Fire Control Officer</i>	<i>Evan Hall</i>
<i>Deputy Chief Bush Fire Control Officer</i>	<i>Grady Wilcox</i>
<i>Senior Fire Control Officer 1</i>	<i>Lachlan Patterson</i>
<i>Senior Fire Control Officer 2</i>	<i>Jason Cronin</i>
<i>Beaufort/Kenmare</i>	<i>Ray Kowald</i>
<i>Boyerine/Westwood</i>	<i>Greg Doak</i>
<i>Centrals</i>	<i>Ian Garstone</i>
<i>Cartmeticup</i>	<i>Wayne Shackley</i>
<i>Glencoe</i>	<i>Braden Crosby</i>

**Clover Burning**

<i>Clover Burning Officer</i>	<i>Evan Hall</i>
<i>Clover Burning Officer</i>	<i>Kellie Bartley (Chief Executive Officer)</i>

**ROAC**

<i>Delegates to ROAC</i>	<i>CBFCO Evan Hall plus 1</i>
<i>Secretary</i>	<i>Shire of Woodanilling</i>

## 14.2.SHIRE OF WOODANILLING BUSH FIRE OPERATING PROCEDURES

<b>File Reference</b>	ADM0038
<b>Date of Report</b>	15 March 2023
<b>Responsible Officer</b>	Kellie Bartley, Chief Executive Officer
<b>Author of Report</b>	Gillian French, Special Projects Officer
<b>Disclosure of any Interest</b>	No Officer involved in the preparation of this report has an interest to declare in accordance with the provisions of the <i>Local Government Act 1995</i>
<b>Voting Requirement</b>	Simple Majority
<b>Attachments</b>	<b>Attachment 14.2.1– Shire of Woodanilling Bushfire Operating Procedures</b> <b>Attachment 14.2.2– Bushfire Operating Procedures (Attachment)</b>

### BRIEF SUMMARY

The purpose of this report is to request that Council endorse the Brigade Operating Procedures for the management of Bush Fire Brigades throughout the Shire of Woodanilling.

### BACKGROUND/COMMENT

As a result of new *Work Health and Safety Act 2020*, changes to the Department of Fire and Emergency Services training modules and a review of how the document performs in an operational sense. These procedures have been endorsed by BFAC to adhere to the new *Work Health and Safety Act 2020*.

The Shire of Woodanilling Bush Fire Operating Procedures outlines the working structure of Bush Fire Brigades and can be reviewed by Council and/or the Bush Fire Advisory Committee at any time. The procedures set normal operational and strategic procedures for administration and maintenance of Bush Fire Brigades for the Shire.

Currently the Shire has a Bush Fire Brigade Local Law that does not provide any guidance for the management of the Bush Fire Brigades in the Shire of Woodanilling. A new local law will be drafted for the strategic management of all personnel within the Shire of Woodanilling Bush Fire Brigades over the coming months.

Preparing and considering Brigade Operating Procedures in advance of this local law coming into effect, will enable brigades the opportunity to familiarise themselves with the procedures and the expectations associated with them. It will, for the first time, provide an element of consistency across all of the Shire's brigades that will ultimately assist in a robust framework that continues to build the capabilities of the brigades.

The Brigade Operating Procedures seek to unify and provide a consistent management framework, which reflects a contemporary set of processes and procedures, and which provides effective guidance in the management of brigades and their professional volunteers.

The endorsement of the Brigade operating procedures for all Shire of Woodanilling Bush Fire Brigades will allow for sound management through specialized documented processes enhancing consistency across all brigades. Adopting these in advance of the local law being finalised will also enable brigades the opportunity to familiarise themselves with the procedures and the expectations associated with them.

A copy of the Bushfire Operating Procedures as contained in **ATTACHMENT 14.2.1**.

### STATUTORY/LEGAL IMPLICATIONS

Section 62 of the *Bush Fire Act 1954*

62. *Local government may make local laws*
- (1) *A local government may make local laws in accordance with subdivision 2 of Division 2 of Part 3 of the Local Government Act 1995 for and in relation to —*
- (a) *the appointment, employment, payment, dismissal and duties of bush fire control officers;*
- and*



- (b) *the organisation, establishment, maintenance and equipment with appliances and apparatus of bush fire brigades to be established and maintained by the local government; and*
- (c) *any other matters affecting the exercise of any powers or authorities conferred and the performance of any duties imposed upon the local government by this Act.*
- (2) *Where a regulation made by the Governor under this Act is inconsistent with or repugnant to a local law previously made by a local government under subsection (1) and still in force, the regulation prevails and the local law to the extent to which it is inconsistent with or repugnant to the regulation is deemed to be repealed.*

#### **POLICY IMPLICATIONS**

There are no policies relating to this item.

#### **FINANCIAL IMPLICATIONS**

There are no financial implications associated with this item.

#### **STRATEGIC IMPLICATIONS**

##### **Theme 3**

##### **Law & Order**

##### **VISION**

- Within the scope and ability of the Council, provide a safe and crime free community

##### **OBJECTIVES**

- To increase public awareness and empowerment of the community's role in crime prevention, animal control and fire management

##### **STRATEGIES**

- By the development of a Crime Prevention Plan through consultation and information sharing with the community and relevant authorities

#### **CONSULTATION/COMMUNICATION**

Whilst no public consultation was undertaken, the changes have been reviewed and developed through the Bush Fire Advisory Committee. The formulation of the procedures has been undertaken in a consultative manner, with the Community Emergency Services Manager working collaboratively with the Deputy Chief Executive Officer, Chief Bush Fire Control Officer, Captains and Deputies to gain input and understanding of the set of procedures.

The procedures have been reviewed by the Shire of Woodanilling's Bush Fire Advisory Committee at their meeting held 28 March 2023.

#### **RISK MANAGEMENT**

Risk implications associated with this item are considered to be Moderate, but Officers conditions are in place to minimise any risk associated with approval.

<b>Consequence</b>	<b>Insignificant</b>	<b>Minor</b>	<b>Moderate</b>	<b>Major</b>	<b>Extreme</b>
<b>Likelihood</b>					
<b>Almost</b>	Medium	High	High	Severe	Severe
<b>Likely</b>	Low	Medium	High	High	Severe
<b>Possible</b>	Low	Medium	Medium	High	High
<b>Unlikely</b>	Low	Low	Medium	Medium	High
<b>Rare</b>	Low	Low	Low	Low	Medium

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

**VOTING REQUIREMENTS**

Simple Majority

**OFFICER'S RECOMMENDATION**

That Council:

1. Endorses the Bushfire Brigade Operating Procedures as contained in **ATTACHMENT 14.2.1**;  
and
2. Authorises the Chief Executive Officer to distribute the Bushfire Brigade Operating Procedures to existing brigade members and new brigade members at their induction.

## 15. OFFICE OF CEO

### 15.1. INFORMATION BULLETIN – MARCH 2023

<b>File Reference</b>	ADM0105
<b>Date of Report</b>	10 April 2023
<b>Responsible Officer</b>	Kellie Bartley, Chief Executive Officer
<b>Author of Report</b>	Gen Harvey, Landcare WWLZ (for attached report) Kellie Bartley, Chief Executive Officer
<b>Disclosure of any Interest</b>	No Officer involved in the preparation of this report has an interest to declare in accordance with the provisions of the <i>Local Government Act 1995</i> .
<b>Voting Requirement</b>	Simple Majority
<b>Attachments</b>	<b>Attachment No. 15.1.1</b> – WWLZ – Information Report for March 2023

#### BRIEF SUMMARY

The purpose of the information bulletin is to keep Elected Members informed on matters of interest and importance to Council.

#### BACKGROUND/COMMENT

The Information Bulletin Report/s deal with monthly standing items and other information of a strategic nature relevant to Council.

Copies of other relevant Councillor information are distributed via email as required or possible Elected Member nominated on the relevant working group have been in attendance.

This month's Information Bulletin attachment includes:

#### Reports:

- Wagin Woodanilling Landcare Zone - March 2023 (**Attachment XX**)

#### Circulars, Media Releases, Newsletters, Letters:

- Western Power – rural supply allocation
- 2023/2024 Annual Budget submissions – Community and Councillors
- FEED365 Future Sheep field day

#### STATUTORY/LEGAL IMPLICATIONS

There is no statutory or legal implications relating to this report.

#### POLICY IMPLICATIONS

There is no current policy implications with regards to this report.

#### FINANCIAL IMPLICATIONS

There are no financial implications that have been identified as a result of these reports or recommendation.

#### STRATEGIC IMPLICATIONS

#### THEME 2

#### Enhancing Natural and Built Environment

#### OBJECTIVES

To ensure our natural resource management (NRM) decisions and aims are in reference to the Wagin Woodanilling Landcare Action Plan.

#### STRATEGIES

By co-operative management and empowering community involvement, whilst allowing for ecologically sustainable activities.

### CONSULTATION/COMMUNICATION

There are no community engagement implications that have been identified as a result of this report or recommendation.

### RISK MANAGEMENT

The risk in relation to this matter is assessed as “Low” on the basis that if Council does not accept the reports.

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

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

### VOTING REQUIREMENTS

Simple Majority

### OFFICER'S RECOMMENDATION

That Council accepts the Information Bulletin Report for the month of March 2023.

**16. CONFIDENTIAL REPORTS**

**17. ELECTED MEMBERS' MOTION OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

**18. MOTIONS WITHOUT NOTICE BY PERMISSION OF THE COUNCIL**

**19. CLOSURE OF MEETING**