



ORDINARY COUNCIL MEETING

24 September 2019

Attachment Booklet – September 2019 – Part 2 (CM)

ATTACHMENT: 9.2.1

Minutes of the Irwin Bushfire Advisory Committee Meeting
held 20 June 2019



Irwin Bushfire Advisory Committee Annual General Meeting held

20 June 2019 in the Shire Council Chambers

at 6:00pm

MINUTES

It should be noted that recommendations made by this Committee are not final and will be subject to adoption (or otherwise) at a future meeting of Council.

1 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

Mr P Summers declared the meeting open at 6.00pm and welcomed all those in attendance.

2 RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE

Members

Mr Peter Summers – <i>Chairperson</i>	Shire of Irwin Chief Bush Fire Control Officer
Mr Mike Smith	Shire of Irwin President
Mr Barry Wyse	Shire of Irwin Deputy President
Mr Murray Butcher	Deputy Chief Bush Fire Control Officer
Mr Andrew Gillam	Deputy Chief Bush Fire Control Officer
Mr Kyle Pollitt	Community Emergency Services Manager
Mr Paul Dixon	Bushfire Risk Planning Coordinator
Ms Jessica Henriques	Parks and Wildlife Fire Coordinator

Staff

Mr Shane Ivers	Shire of Irwin Chief Executive Officer
Mr Brendan Jeans	Shire of Irwin Manager Regulatory Services
Mr Peter Manners	Shire of Irwin Community Ranger
Miss Natalie M'Leane – <i>Minute Taker</i>	Shire of Irwin Governance and Executive Coordinator (Acting)

Apologies

Mr Ian Comben	DFES District Officer Emergency Management
---------------	--

3 CONFIRMATION OF MINUTES

3.1 Minutes of Committee Meeting

A copy of the committee meeting minutes has been provided to all Committee Members under separate cover.

COMMITTEE DECISION:	
MOVED: A Gillam	SECONDED: M Butcher
That the Minutes of the Irwin Bushfire Advisory Committee Meeting, held 17 July 2018, be confirmed as a true and accurate recording of that meeting.	

4 BUSINESS ARISING FROM PREVIOUS MEETING

Nil

5 ELECTION OF BRIGADE OFFICE BEARERS

Mr P Summers advised that the following positions for each Brigade were to be recommended to Council for adoption noting there are no changes to the Office Bearers from the 2019/20 period.

North Brigade	Brigade Captain		C Forward
	Brigade Lieutenants	1	J Koric
		2	S Brindal
		3	A Obst
	Fire Control Officer		C Forward
South Brigade	Brigade Captain		A Gillam
	Brigade Lieutenants	1	C Forsyth
		2	M Watson
			A Gillam
	Fire Control Officer		A Gillam
Town Brigade	Brigade Captain		M Butcher
	Brigade Lieutenants	1	J Butcher
		2	P Parker
			M Butcher
	Fire Control Officer		M Butcher

COMMITTEE RECOMMENDATION TO COUNCIL:			
MOVED: M Smith		SECONDED: A Gillam	
That Council:			
a) appoints the Brigade Officer Bearer positions recommended for North, South and Town Brigades in accordance with the Bush Fire Brigades Local Law Part 2:			
North Brigade	Brigade Captain		C Forward
	Brigade Lieutenants	1	J Koric
		2	S Brindal
		3	A Obst
	Fire Control Officer		C Forward
South Brigade	Brigade Captain		A Gillam
	Brigade Lieutenants	1	C Forsyth
		2	M Watson
	Fire Control Officer		A Gillam
Town Brigade	Brigade Captain		M Butcher
	Brigade Lieutenants	1	J Butcher
		2	P Parker
	Fire Control Officer		M Butcher
b) notes that there are no changes to the Office Bearers from the 2019/20 period.			

6 APPOINTMENT OF AUTHORISED OFFICERS

COMMITTEE RECOMMENDATION TO CEO:	
MOVED: M Smith	SECONDED: A Gillam
That the Chief Executive Officer appoints the following persons in accordance with delegation CEO29 Appoint Bush Fire Control Officer/s and Fire Weather Officers:	
a) That Mr P Summers be recommended for reappointment as Chief Bush Fire Control Officer.	
b) That Mr A Gillam, and Mr M Butcher be recommended for reappointment as Deputy Chief Bush Fire Control Officers.	
c) That Mr P Summers, Mr A Gillam, and the Community Ranger be recommended for reappointment as Fire Weather Officers.	
d) That the Shire of Irwin Chief Executive Officer, Community Emergency Services Manager and the Community Ranger be recommended for reappointment as Shire Appointed Bush Fire Control Officers.	

7 REPORTS

7.1 CHIEF BUSHFIRE CONTROL OFFICERS REPORT

This past bushfire season has been unusually quiet compared to most seasons in the past twenty years.

There was one bushfire of note off the Brand Highway south of Dongara in long dry grass & old thick scrub. It was almost unstoppable due to strong winds and spot fires starting ahead of the front in inaccessible places.

It is good to see plenty of mitigation work in and around Dongara, and Parks and Wildlife doing considerable burns in our Shire. The unburnt fuel is another year older.

Thank you to the support from the volunteer brigades, DFES, and the shire staff.

7.2 DEPARTMENT OF FIRE AND EMERGENCY SERVICES (DFES) REPORT

Nil.

7.3 PARKS AND WILDLIFE REPORT

There were 29 fires in total throughout the Moora District this season. None of these occurred in the Irwin shire. Parks and Wildlife are aiming for 15,000 hectares of Prescribed Burns – including more around Mount Adams – and targeting to achieve 500km of fire breaks prior to next season.

7.4 BUSH FIRE BRIGADE REPORTS

7.4.1 IRWIN NORTH

Nil.

7.4.2 IRWIN SOUTH

Nil report provided. Mr A Gillam commented that the Volunteer Fuel Card Scheme is running, and Mr Jonathon Moss is satisfied with the equipment setup in the Irwin Fire Shed.

7.4.3 IRWIN TOWN

Nil report provided. Mr M Butcher commented that the substantial wait for Machinery at a recent fire on Brand Highway, Yardarino was a risk. Mr M Butcher added, if we were experiencing an Easterly wind that day Springfield would have been at risk as well as having to content with sand hills. Mr P Summers agreed with the comments made by Mr M Butcher and emphasised the potential risk to Springfield.

7.4.4 SHIRE OF IRWIN REPORT

This season has seen only one significant incident from a bush fire perspective – 18 December, Yardarino fire (X Brand Highway). The Shire is long overdue for a major incident, similar in size to that which occurred during the 2011/12 season (prior to my arrival). I would like to thank the brigades for their prompt way in which they are turning out. I believe this has kept the incidents small.

The two Broadacre appliances have now been completed in terms of their retrofit of Crew Protection systems and have been returned to their sheds.

I was informed this week that for the 2019/20 financial year, insurance premiums to cover volunteer BFB members has risen by 50% as a result of court action.

A couple of the items I would like to discuss in General Business are;

- 1. The mitigation work for the coming fire season around the LG area; and*
- 2. ESL Operating & capital grant requirements for 2020/21.*

8 GENERAL BUSINESS

8.1 FIREBREAK NOTICE

There was a lengthy discussion between all members on Firebreaks and how they would be enforced in the 2019/20 Season. Multiple issues and concerns were raised by Ratepayers in the previous season around the requirements and some being unable to comply with these.

The general consensus among members was that they were supportive of the existing Firebreak Notice presented and it's requirements but to be more practical in the assessment and application of individual properties.

It was noted that if a variation is required residents need to apply for that variation prior to the due dates.

8.2 RESTRICTED AND PROHIBITED BURNING TIMES

Mr K Pollitt outline the existing restricted and prohibited burning times from the previous year and opened up the invitation for members to suggest any amendments they thought were an option for the 2019/20 fire season. After brief discussion it was decided to keep the restricted and prohibited burning times the same as the previous year as below.

Restricted Burning Times – 15 October 2019 to 30 November 2019 and 1 March 2020 to 30 April 2020 (inclusive).

Prohibited Burning Times – 1 December 2020 to 28 February 2020 (inclusive).

Burning Prohibited on Very High to Catastrophic Fire Danger Rating (FDR).

8.3 MITIGATION WORK

Mr P Dixon, Bushfire Risk Planning Coordinator (BRPC) of Moora, Dandaragan and Coorow presented and explained the Shire of Irwin Bushfire Risk Management Plan (BRMP) that has been adopted by Council. Mr P Dixon advised that he is not and there is not a dedicated BRPC allocated to the Shire of Irwin.

The BRMP is a comprehensive document with an aim to coordinate an efficient approach toward the identification, assessment and treatment of assets exposed to bushfire-related risk within the Shire of Irwin. The BRMP is managed by the Office of Bushfire Risk Management (OBRM).

Mr S Ivers, CEO raised concerns around the mitigation work previously coordinated by Trevor Dunstan BRPC last season having no direction or allocated responsible person to coordinate the mitigation work required into the future.

Mr P Dixon advised that there is an issue and gap in the process, he will follow this up and provide a response to Mr K Pollitt and Mr S Ivers.

8.4 OPERATING AND CAPITAL FUNDING FOR 2020/21

Mr K Pollitt advised the 2019/20 Emergency Services Levy (ESL) Budget had been released in January 2019 and asked that re for what Brigades may like included in the 2020/21 Budget be put to him, Mr K Pollitt will follow up with Officers in the coming weeks.

9 URGENT BUSINESS APPROVED BY CHAIR OR BY COMMITTEE DECISION

Nil

10 SETTING OF FUTURE MEETING DATES

Nil

11 CLOSURE

There being no further business, Mr P Summers thanked all present for their attendance and declared the meeting closed at 6.53pm.

ATTACHMENT: 9.2.2

Minutes of the Sustainable Environment Committee Meeting
held 28 August 2019



Sustainable Environment Committee

held

Wednesday 28 August 2019

at 3.00pm

Minutes

It should be noted that recommendations made by this Committee are not final and will be subject to adoption (or otherwise) at a future meeting of Council.

1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

Meeting declared open at 3.13pm.

2. RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE

Members

Councillor K L Wilson
Councillor S Gumley
Mr B Jeans
Mrs S Taylor
Mrs M Yewers

Shire of Irwin Councillor
Shire of Irwin Councillor
Shire of Irwin Staff
Community Member
Community Member

Apologies

Nil

Guests

Nil

3. CONFIRMATION OF MINUTES

3.1 Minutes of Committee Meeting

A copy of the committee meeting minutes has been provided to all Committee Members under separate cover.

COMMITTEE DECISION:

MOVED: Cr S Gumley

SECONDED: Cr K Wilson

That the Minutes of the Sustainable Environment Committee, held 29 May 2019, be confirmed as a true and accurate recording of that meeting.

VOTING DETAILS:

Carried 5/0

4. BUSINESS ARISING FROM PREVIOUS MEETING

Nil.

5. PREVIOUS MEETING NEW BUSINESS ITEMS

Nil.

6. REPORTS

Nil.

7. GENERAL BUSINESS

7.1. Tree Planting Project for late 2019

K Wilson brought forward the opportunity for the Committee to carry out tree planting this year with a contribution from the Dongara Pop Up shop to purchase plants.

Discussion around the table took place about the potential project, suitable locations, timing and types of plants available at short notice.

7.2 Other general discussion

Awareness/Involvement in the upcoming Garage Sale Trail.

Awareness of Community Resource Centre (CRC) Swap and Sell event.

Potential School carpark planting project for 2020.

8. URGENT BUSINESS APPROVED BY CHAIR OR BY COMMITTEE DECISION

Nil

9. SETTING OF FUTURE MEETING DATES

The next meeting is scheduled for 25 September 2019.

10. CLOSURE

There being no further business, the Presiding Member declared the meeting closed at **4.10pm**.

I certify that this copy of the Minutes is a true
and correct record of the meeting held on
28 August 2019

Signed:
Cr Kellie Wilson, Chairperson

Date:

ATTACHMENT: 9.2.3

Minutes of the Sustainable Environment Committee Meeting
held 13 September 2019



Sustainable Environment Committee

held

Friday 13 September 2019

at 4.00pm

Minutes

It should be noted that recommendations made by this Committee are not final and will be subject to adoption (or otherwise) at a future meeting of Council.

1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

Meeting declared open at 4.00pm.

2. RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE

Members

Councillor K L Wilson
Mrs Sarah Taylor
Mr B Jeans

Shire of Irwin Councillor
Community Member
Shire of Irwin Staff

Staff

Miss N A M'Leane

Regulatory & Governance Officer

Apologies

Nil

Guests

Nil

I certify that this copy of the Minutes is a true and correct record of the meeting held on 13 September 2019

Signed:
Cr Kellie Wilson, Chairperson

Date:

3. CONFIRMATION OF MINUTES

3.1 Minutes of Committee Meeting

A copy of the committee meeting minutes has been provided to all Committee Members under separate cover.

RECOMMENDATION COMMITTEE DECISION:

MOVED: K Wilson

SECONDED: S Taylor

That the Minutes of the Sustainable Environment Committee, held 28 August 2019, be confirmed as a true and accurate recording of that meeting.

VOTING DETAILS:

Carried 3/0

4. BUSINESS ARISING FROM PREVIOUS MEETING

Nil.

5. PREVIOUS MEETING NEW BUSINESS ITEMS

Nil.

6. REPORTS

Nil.

7. GENERAL BUSINESS

7.1. Donation - Dongara Pop-up Shop

The Dongara Pop-up Shop made a \$2,000 donation to the Sustainable Environment Committee, accepted by K Wilson on behalf of the Committee. The Pop-Up shop indicated that the donation be used for plant rehabilitation in the Irwin River area.

RECOMMENDATION AND COMMITTEE DECISION:

MOVED: K Wilson

SECONDED: B Jeans

That Council;

- 1. Accepts the donation of \$2,000 from the Dongara Pop-up Shop for the purpose of purchasing plants to assist in the rehabilitation of the Irwin River area.**
- 2. Approves the Sustainable Environment Committee to utilise the funds for the purpose of plant rehabilitation in the Irwin River area.**

VOTING DETAILS:

Carried 3/0

RECOMMENDATION AND COMMITTEE DECISION:

MOVED: K Wilson

SECONDED: S Taylor

That Council acknowledges the donation from the Dongara Pop-Up Shop with a certificate of appreciation from the Shire of Irwin Sustainable Environment Committee.

VOTING DETAILS:

Carried 3/0

8. URGENT BUSINESS APPROVED BY CHAIR OR BY COMMITTEE DECISION

Nil.

9. SETTING OF FUTURE MEETING DATES

The 25 September 2019 meeting was postponed. No future meeting has been scheduled at this point.

10. CLOSURE

There being no further business, the Chairperson declared the meeting closed at 4.27.

ATTACHMENT: 9.2.4

Minutes of the Local Emergency Management Committee Meeting
held 4 September 2019



Local Emergency Management Committee (LEMC) Meeting held

4 September 2019 in the Shire Council Chambers

at 2:00pm

MINUTES

It should be noted that recommendations made by this Committee are not final and will be subject to adoption (or otherwise) at a future meeting of Council.

1 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

Mr K Pollitt Acting Chair opened the meeting at 2:01pm, welcomed the Committee Members to the meeting and noted apologies.

2 RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE

Members

Brett Cassidy	WA Police Officer in Charge
Jon Arden	Dongara Volunteer Marine Rescue
Fran McAllen	Dongara Fire & Rescue Service Secretary
Doopa Parker	Dongara Bush Fire Brigade Lieutenant

Staff

Shane Ivers	Shire of Irwin Chief Executive Officer
Peter Manners	Shire of Irwin Community Ranger
Kyle Pollitt	Shire of Irwin CESM Manager
Shannan Taylor	Shire of Irwin Community Officer

Apologies

Cr. Mike Smith	Shire of Irwin President
Peter Herbert	Main Roads Network Operations Manager
Brendan Wilson	DFES District EM Advisor
Keith Shaw	Dept. of Communities District Emergency Svcs Officer
Michael Butcher	Dongara Fire & Rescue Services Captain
Trish Pavelka	Dongara Eneabba Mingenew Health Service Nurse Manager

3 CONFIRMATION OF MINUTES

3.1 Minutes of Committee Meeting

A copy of the committee meeting minutes has been provided to all Committee Members under separate cover.

COMMITTEE RECOMMENDATION:
MOVED: Peter Manners SECONDED: Shane Ivers
That the Minutes of the Local Emergency Management Committee Meeting, held 11 September 2018, be confirmed as a true and accurate recording of that meeting.

4 BUSINESS ARISING FROM PREVIOUS MEETING

4.1 Action Item List

Nil

5 STANDING ITEMS

5.1 Inter-Agency Presentations

Nil

5.2 Other Presentations

Nil

5.3 OASG Activations

Nil

5.4 ISG Activations

Nil

5.5 SEMC Update

Nil

5.6 DEMC Update

Nil

5.7 Issues to be passed up to DEMC / SEMC via CEMO

Nil

5.8 Agency Updates

Nil

5.9 Exercise Updates – (please ensure the DEMC is invited to all Exercises and that all documentation on completion are provided to DEMC.)

Nil

5.10 Training

Nil

5.11 Grants / Funding – AWARE /NDRP - (please ensure the DEMC approves all applications prior to submission)

Nil

5.12 LEMC Business Improvement

Nil

6 GENERAL BUSINESS

6.1 Agenda Items for Discussion:

- **Community Events :**

Shannan Taylor addressed the group on upcoming events being held within the Shire.

- 28th September 2019 – AFL Grand Final
- 29th September 2019 – Midwest Show and Shine and Denison Foreshore Sprint
- 5th October 2019 – Dongara Police Legacy and Community Golf Day
- 12th October 2019 – Hanging of the Quilts
- 22nd – 24th November 2019 – Midwest Windfest
- 11th January 2020 – Blessing of the Fleet
- 11th April 2020 – Dongara Races
- 4th - 5th April 2020 – Autumn Craft Round Up
- 12th April 2020 – Community Easter Egg Hunt
- 27th September 2020 – Midwest Show and Shine and Denison Foreshore Sprint
- October 2020 – Irwin District Charity Ball – (not confirmed)
- November 2020 – Larry Lobster Festival – (Not confirmed)

Action Item: Event Spreadsheet to be emailed along with Agenda and Minutes to Committee.

- **Local Risk Project Report :**

Kyle Pollitt tables the Shire of Irwin Local Risk Assessment Summary Document. This document has already been presented to, and approved by, DFES.

- **Agency Updates :**

- **Shire of Irwin (Shane Ivers) :** Advises new water tanks in 2 locations across the Shire. Asks the Fire Brigade to review the placement prior to the start of the fire season. If they are not in a good location for refilling of fire appliances, then they may have capacity to place 1 or 2 more in strategic locations.

Action Item: Fire Brigade to obtain map of water tank locations and inspect placement prior to fire season.

- **Dongara Volunteer Marine Rescue (Jon Arden) :** Advises no rescues. The boat is out of the water presently – located alongside the VMR building. They have a pen allocated at the Fishermans Jetty, but they will need to organise a ramp and pontoon so they can access the boat.

Doopo asks if the boat will be on a floating pontoon? Jon says the next boat will be (current boat due for replacement at the end of this financial year).

- **Dongara Volunteer Fire & Rescue Service (Fran McAllen) :** Asks about Shire Machinery readiness & access, and Contractors List. Shane replies not much has changed with the Contractors List. The Shire has a new Grader and 2 very capable Machinery Operators – these will be available after hours also.

Fran also asks about getting communications out to the public and other stakeholders during incidents. Kyle says about contacting the Regional Duty Coordinator/Comcen to get key messages out. Shane also advises to contact the Shire or him, and they can assist where able.

Fran then asks about Vehicle Identifier Stickers. Kyle advises that these are available at the Shire front counter. Doopa asks if there is any paperwork involved with issuing them. Kyle says there is a form for the vehicle owner to complete.

- **Shire of Irwin (Peter Manners)** : Advises it is currently Firebreak season – notices have been issued. Residents have 6 weeks to comply, but at this stage Peter is not foreseeing any issues.

Fran asks about enforcement of firebreaks. Peter replies the Shire will work with the residents through what the options available to them are. Jon asks can they just be fined? Kyle answers saying that infringements can be made under the Bush Fires Act, to which Peter further advises that infringements can be made at any stage of non-compliance.

- **WA Police (Brett Cassidy)** : Requested that the LEMC Member Agency Contact List be emailed out to stakeholders to ensure we all have the latest contact details for stakeholders going into this fire season. He uploads these details to WA Police systems.

Brett also stresses the need for establishing a Control Point at incidents, as it makes the work that he and his staff have to do during these times easier, for example road closures, situational reports, etc. He said that (of the Yardarino Fire in December 2018) once the Control Point was established it was easy for him to liaise with the right people.

Action Item: LEMC Member Contact List to be emailed to Committee for updating.

- **Shire of Irwin (Kyle Pollitt)** : Advised the Bushfire and Natural Hazards Cooperative Research Center (BNHCRC) released their annual seasonal outlook for the coming fire season, and reports that the Midwest Gascoyne Region is predicted to have an average fire potential due to the weather that prevailed over winter.

(Please ensure DEMC members are invited to LEMC's through the CEMO role.)

7 URGENT BUSINESS APPROVED BY CHAIR OR BY COMMITTEE DECISION

Nil

8 SETTING OF FUTURE MEETING DATES

Next meeting of the Irwin LEMC will be held on 4 December 2019 at 2:00pm at the Shire of Irwin Council Chambers, Waldeck Street, Dongara.

Agencies are encouraged to host the LEMC meetings and, if possible, provide an overview of their agency's emergency management role.

(Please ensure all agenda and minutes are sent to the CEMO.)

9 CLOSURE

There being no further business, Mr K Pollitt thanked all present for their attendance and declared the meeting closed at 2.37pm.