



NOTICE OF MEETING

Dear Bush Fire Advisory Committee Members,

The next Bush Fire Advisory Committee Annual General Meeting will be held on Thursday 13 March 2025 in the Shire of Dowerin Council Chambers, 13 Cottrell Street, Dowerin. The format of the meeting will be:

5.00pm	Bush Fire Advisory Committee Annual General Meeting
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Manisha Barthakur
CHIEF EXECUTIVE OFFICER

10 March 2025

DISCLAIMER

Statements or decisions made at this meeting should not be relied or acted on by an applicant or any other person until they have received written notification from the Shire. Notice of all approvals, including planning and building approvals, will be given to applicants in writing. The Shire of Dowerin expressly disclaims liability for any loss or damages suffered by a person who relies or acts on statements or decisions made at a Council or Committee meeting before receiving written notification from the Shire.

The advice and information contained herein is given by and to Council without liability or responsibility for its accuracy. Before placing any reliance on this advice or information, a written inquiry should be made to Council giving entire reasons for seeking the advice or information and how it is proposed to be used.

It should be noted that the Attachment hyperlinks may not be functional from this document when sourced from the Shire of Dowerin's website. Attachment copies can be obtained by contacting the Shire Office on 08 9631 1202 or dowshire@dowerin.wa.gov.au.

Bush Fire Advisory Committee Annual General Meeting Agenda



1. **Welcome, Record of Attendance and Apologies**
2. **Confirmation of Minutes of the Previous Meetings**
 - 2.1. Annual General Meeting held on 6 May 2024
3. **Business Arising from Minutes**
4. **Election of Office Bearers**
 - 4.1. Chief Bush Fire Control Officer
 - 4.2. Deputy Chief Bush Fire Control Officer
 - 4.3. Captains (DBFB, MBFB, DFRB)
 - 4.4. Lieutenants (DBFB, MBFB, DFRB)
 - 4.5. Brigade Equipment Officer
 - 4.6. Brigade Training Officer
 - 4.7. Secretary
 - 4.8. Treasurer
 - 4.9. Fire Control Officers
 - 4.10. Dual Fire Control Officers
5. **General Business**
 - 5.1. DFES Budget Actuals 23/24 and Year to Date 24/25
 - 5.2. DFES Operation and Capital Grant 2025/2026
 - 5.3. Fire Brigade Unit Reports
 - 5.4. DFES Local Government Report Package
 - 5.5. Fire Restriction Periods and Fire Break Order
 - 5.6. Gazettal of Restricted Periods
Recommendation to Council
6. **Date of Next Meeting**
7. **Closure**

Dowerin Bush Fire Advisory Committee
Annual General Meeting
5.00pm Thursday 13 March 2025



1. Welcome, Record of Attendance and Apologies

Present:

Apologies:

2. Confirmation of Minutes of the Previous Meeting(s)

- 2.1 Bush Fire Advisory Committee Annual General Meeting held on 6 May 2024
[Attachment 2.1A](#)

Recommendation - 2

That the Minutes of the Annual General Meeting held 6 May 2024, as presented in Attachment 2.1A, be confirmed as a true and correct record of proceedings.

3. Business Arising from Previous Minutes

4. Election of Office Bearers

All positions will be declared vacant and the CEO will call for nominations for the following positions:

Please note, the Shire of Dowerin has previously taken on the Secretary, Treasurer, Brigade Equipment Officer, and Brigade Training Officers positions. Due to formalities, these must be declared as vacant at the AGM.

4.1. Chief Bush Fire Control Officer

4.2. Deputy Chief Bush Fire Control Officer

4.3. Captains of:

Dowerin Bush Fire Brigade
Minnivale Bush Fire Brigade
Dowerin Farmer Response Brigade

4.4. Lieutenants of:

Dowerin Bush Fire Brigade
Minnivale Bush Fire Brigade
Dowerin Farmer Response Brigade

4.5. Brigade Equipment Officer

4.6. Brigade Training Officer

4.7. Secretary

4.8. Treasurer

4.9. Fire Control Officers:

Fire Weather Officers
Bush Fire Control Officers
Minnivale
Cadoux-Manmanning
Ejanding
Ucarty

4.10. Dual Fire Control Officers:

Shire of Cunderdin
Shire of Goomalling
Shire of Koorda
Shire of Wongan-Ballidu
Shire of Wyalkatchem

5. General Business

5.1 DFES Budget Actuals 2023/2024 and Year to Date 2024/2025

The actual expenditure for the 2023/2024 financial year, along with the year-to-date report for the LGGS grant, has been compiled and is provided as **Attachment 5.1A**.

This report offers a detailed overview of how LGGS funding was utilised in the previous financial year and provides insight into the current financial position for 2024/2025. It includes key expenditure areas, trends in spending, and any variances from the budgeted allocations.

5.2 DFES Operation and Capital Grant 2025/2026

The draft 2025/2026 LGGS grant application, included as **Attachment 5.2A**, outlines the estimated operational costs for the next financial year.

For this funding cycle, the Shire has opted not to apply for a capital grant, instead prioritising brigade capability. The focus will be on providing comprehensive training for new brigade members and ensuring all personnel are equipped with a full set of personal protective equipment (PPE), enhancing safety and preparedness across all brigades.

To plan for future capital needs, management has scheduled a review in September 2025 to assess the requirements of the three brigades and identify potential projects, with priority given to urgent needs.

5.3 Fire Brigade Unit Reports


To be provided at the AGM

5.4 DFES Monthly Report

The latest DFES Monthly Report is provided as **Attachment 5.4A**

5.5 Fire Restriction Periods and Fire Break Order

2025 - 2026 Fire is provided as **Attachment 5.5A**. Please note contact details for the CBFCO and DCBFCO will be updated post AGM.

5.6 Gazettal of Restricted and Prohibited Burning Periods	
<h2 style="color: red;">Governance and Compliance</h2>	
 SHIRE OF DOWERIN TIN DOG TERRITORY	
Date:	9 March 2025
Location:	Not Applicable
Responsible Officer:	Manisha Barthakur, Chief Executive Officer
Author:	Kahli Rose, Manager of Governance and Community Services
Legislation:	<i>Local Government Act 1995;</i> <i>Bush Fires Act 1954</i>
SharePoint Reference:	
Disclosure of Interest:	Nil
Attachments:	Attachment 5.6A - 2016 Gazettal

Purpose of Report

Executive Decision

Legislative Requirement

Summary

To seek Council approval to request the Department of Fire and Emergency Services (DFES) Commissioner to amend Dowerin's gazetted Restricted and Prohibited Burning Periods to align with the current fire restriction periods outlined in the Shire's Firebreak Order.

Background

The Shire of Dowerin's current gazetted burning periods were last updated on 14 October 2016. These periods differ from those published on the Shire's website and in the most recent Firebreak Order, which is based on seasonal conditions and community needs.

The current gazetted burning periods are:

- **Restricted Burning Period (RBT):** 20 October – 14 April
- **Prohibited Burning Period (PBT):** 5 November – 14 February

The 2025/26 Firebreak Order outlines different dates, which more accurately reflect the Shire's fire risk profile:

- **Restricted Burning Period (Spring):** 1 October – 31 October
- **Prohibited Burning Period:** 1 November – 14 February
- **Restricted Burning Period (Autumn):** 15 February – 14 April
- **Unrestricted Burning Period:** 15 April – 30 September

Currently, amendments to gazetted fire restriction periods require annual applications to DFES, which adds administrative burden and creates potential misalignment between official gazettals and practical fire management measures

Comment

Aligning the gazetted dates with the Firebreak Order would:

- Provide consistency between official fire restriction periods and the Shire's Firebreak Order.
- Reduce the need for annual applications to DFES for gazettal changes.
- Offer certainty to landowners, fire control officers, and stakeholders regarding burning restrictions each year.
- Enhance fire preparedness by ensuring the restricted and prohibited periods are fixed and not subject to annual variation.

Council's approval is sought to formally request the DFES Commissioner to amend the gazetted Restricted and Prohibited Burning Periods for Dowerin to:

- **Restricted Burning Period (Spring):** 1 October - 31 October
- **Prohibited Burning Period:** 1 November - 14 February
- **Restricted Burning Period (Autumn):** 15 February - 14 April

Consultation

Manisha Barthakur, Chief Executive Officer

Kahli Rose, Manager of Governance and Community Services

Paul Millsteed, Chief Bush Fire Control Officer

Department of Fire and Emergency Services

Policy Implications

Nil

Strategic Implications

Strategic Community Plan

Community Priority:	Our Organisation
Objective:	<i>We are recognised as a transparent, well governed, and effectively managed Local Government</i>
Outcome:	5.3
Reference:	5.3.2

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Statutory Implications

- Bush Fires Act 1954 - Section 18 (Restricted Burning Times) and Section 17 (Prohibited Burning Times)
- Local Government Act 1995

Risk Implications

Risk Profiling Theme	Failure to fulfil statutory regulations or compliance requirements
Risk Category	Compliance
Risk Description	No noticeable regulatory or statutory impact
Consequence Rating	Insignificant (1)
Likelihood Rating	Rare (1)
Risk Matrix Rating	Low (1)
Key Controls (in place)	Governance Calendar,
Action (Treatment)	Nil
Risk Rating (after treatment)	Adequate

Financial Implications

Nil

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation – 5.6

That the Bush Fire Advisory Committee recommend Council authorises the Chief Executive Officer to write to the Department of Fire and Emergency Services Commissioner requesting that Dowerin's gazetted Restricted and Prohibited Burning Periods be amended to align with the Shire's Firebreak Order as follows:

- Restricted Burning Period (Spring): 1 October – 31 October
- Prohibited Burning Period: 1 November – 14 February
- Restricted Burning Period (Autumn): 15 February – 14 April

6. Date of Next Meeting

March 2026

7. Closure