



Agenda

Bush Fire Control Officers Committee Meeting
Tuesday 26th August 2025

Date	Tuesday 26th August 2025
Time	3.30pm
Location	Shire of Wickepin 77 Wogolin Road, Wickepin WA 6370
Distribution Date	Monday 25 August 2025



Notice of Meeting

Please be informed the Bush Fire Control Officers Committee Meeting of the Shire of Wickepin will be held at 3.30pm on Tuesday 26 August 2025 at the Shire of Wickepin, 77 Wogolin Road, Wickepin WA 6370.

David Burton
Chief Executive Officer
Monday 25 August 2025

Disclaimer

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In particular and without derogating in any way from the broad disclaimer above, in discussion regarding any planning application or application for a licence, any statement or limitation of approval made by a member or officer of the Shire of Wickepin during the course of any meeting is not intended to be and is not to be taken as notice of approval from the Shire of Wickepin. The Shire of Wickepin warns that anyone who has an application lodged with the Shire of Wickepin must obtain and only should rely on written confirmation of the outcome of the application, and any conditions attaching to the decision made by the Shire of Wickepin in respect of the application.

Terms of Reference

1. Name

Bush Fire Control Officers Committee

2. Members

Voting Members

- Chief Bush Fire Control Officer
- Deputy Chief Bush Fire Control Officer
- All Fire Control Officers

Non-Voting Members

- Representative(s) from DFES
- Representative(s) from Wickepin Police
- Shire of Wickepin CEO and nominated staff

3. Function of the Committee

To provide advice to Council in regard to all matters relating to bush fire control, prevention and management including recommendations on the annual firebreak requirements, capital (equipment) purchase, review of firefighting/prevention practices, firefighting training, etc.

4. Role and Scope of the Committee

To advise the local government regarding all matters relating to the preventing, controlling and extinguishing of bush fires, the planning of the layout of fire-breaks in the district, the formation of bush fire brigades and the grouping thereof under group brigade officers, the ensuring of co-operation and co-ordination of bush fire brigades in their efforts and activities, and any other matter relating to bush fire control whether of the same kind as, or a different kind from, those specified in this subsection.

5. Meeting Frequency

Twice per annum with scope to call additional meeting if need arises (i.e. post-emergency events) – actual dates to be determined by the Presiding Member in consultation with Committee Members and applicable Shire officers.

6. Delegated Powers

The Committee has no delegated powers and is an advisory committee to Council only. Recommendations of Committee meetings are to be presented to Council by Shire officers for noting or consideration as soon as practicable after unconfirmed minutes of Committee meetings are available.

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1 Declaration of Opening

The Chair declared the meeting open at [time].

2 Attendance

2.1 Present

Members

L Lansdell	Chief Bush Fire Control Officer	(Townsendale)
T Russell	Deputy Chief Bush Fire Control Officer	(Wickepin)
P Russell	Fire Control Officer	(Wickepin)
T Mullan	Fire Control Officer	(East Wickepin)
C Sims	Fire Control Officer	(East Wickepin)
T Leeson	Fire Control Officer	(Townsendale)
R Butler	Fire Control Officer	(Townsendale)
D Bird	Fire Control Officer	(Tincurrin/Toolibin/Harrismith)
D White	Fire Control Officer	(Tincurrin/Toolibin/Harrismith)
G McDougall	Fire Control Officer	(Tincurrin/Toolibin/Harrismith)
J Hamilton	Fire Control Officer	(Yealering)
Matt Pockran	Fire Control Officer	(Yealering)
P Milne	Wickepin Police Sergeant	
A Spencer	Wickepin Police	
S Harris	Department of Fire and Emergency Services	

Employees

D Burton	Chief Executive Officer
G Cross	Manager Works and Services

Apologies

W Astbury	Fire Control Officer	(Tincurrin/Toolibin/Harrismith)
D Stacey	Fire Control Officer	(Yealering)

3 Apologies and Leave of Absence

3.1 Apologies

W Astbury	Fire Control Officer	(Tincurrin/Toolibin/Harrismith)
D Stacey	Fire Control Officer	(Yealering)

4 Presentations

4.1 Presentations

5 Declarations of Members and Officers Interest

A member or officer who has an impartiality, proximity or financial interest in any matter to be discussed at this meeting must disclose the nature of the interest either in a written notice given to the Chief Executive Officer prior to the meeting or at the meeting immediately before the matter is discussed.

A member who makes a disclosure in respect to an interest must not preside at the part of the meeting which deals with the matter, or participate in, or be present during, any discussion or decision-making process relative to the matter, unless the disclosing member is permitted to do so under Section 5.68 or Section 5.69 of the *Local Government Act 1995*.

The following declarations of interest have been disclosed –

6 Confirmation of Minutes of Previous Meetings

6.1 Minutes of the Bush Fire Control Officers Meeting held on 18 March 2025.

Officer Recommendation

That the minutes of the Bush Fire Control Officers Meeting held on 18 March 2025 be confirmed as a true and correct record.

6.2 Business Arising From Minutes

7 Status Report

Where a resolution is formal, procedural or lost it has not been recorded (e.g. confirmation of minutes, meeting behind closed doors, lapsed, etc.).

Subject/Action	Officer	Progress	Status	Comment
Additional Fire Radios	CEO	That the Committee recommends to Council to purchase an additional two (2) base station fire radios and four (4) transferable vehicle radios to provide additional radio coverage for Bush Fire Control Officers, some of which are in light radio coverage areas.	✓	Funds allocated in the 2023-2024 Annual Budget. No further radios can be issued unless the Shire is to pay as the number of radios have been issued for the Shire of Wickepin.
Comments				
2024 Radio transfers completed. Any changes required for new bush fire season Update of Radio Listing is required. Please advise Shire of your details to admin@wickepin.wa.gov.au with details. For servicing of radios, contact RadioComms 94788222 to organise.				

Great Southern Fuels	CEO	Can there be fuel supplies during an emergency	✓	CEO & WMS has met with GSF on this matter and advice for the best situation possible in the case of an emergency. GSF and the Shire will work together to achieve this outcome during an emergency with a point to be able to link in the generator.
Comments				
GSF are able to provide at any time a generator in case of any emergency. Shire will require to activate through GSF if ever required.				
Blackspot Areas	CEO	To investigate the blackspot areas	○	CEO has discussed with WALGA on this matter, pending further information. To also be addressed at LEMC.
Comments				
To be followed up in 2025 for further assistance since 3G has closed off. Further information will be required to seek for any additional funding.				
Training	CEO	Training to be arranged, FCOS and volunteer members to also log into their portal to access the online training.	✓	CEO has arranged training and has also sent out to secretaries to send advice out.
Comments				
Training has occurred at both Wickepin and Harrismith/Tincurrin. Encourage to continue for AO to visit brigades within the district to continue to further increase members knowledge, training and maintenance of trucks. 2025 training dates were sent out to FCO's and BFB Secretaries and captains. It was noted that Face to Face training is preferable due to difficulties in completing on-line training modules				
Standpipe – Yealering & Keys		Standpipe at Yealering 86 to be fixed. Does all FCO's have keys?	✓	Standpipe fixed at Yealering 86. Standpipe keys are listed for Fire truck use at present.

				Shire controls the standpipes via internet with DCEO.
Comments				
Full check in 2025 of standpipe keys required. Recent incident needs to help identify best practice during fires and also reporting if cut etc during the fire season. It was considered that training on the operation of Standpipes should be provided. It appears that all FCO's do not have keys. Manager Works suggested that a Procedure Manual (laminated sheet) be provided at each Standpipe to assist in operation.				
Weather Stations	CEO	Request to be considered in the 25/26 Budget.	○	Looking into this as a part of the budget.
CESM/ Fire Liaison Officer	CEO	Request for Shire to be engaged in a CESM or Fire Liaison Officer.	○	In discussions with shire of Kulin. DFES advised the possibility of 6 CESMs over the next 6 years. We have placed an application in, waiting to be confirmed.

If not noted, please insert numbers of items once attended to and return sheet to CEO.

○ = in progress ✓ = completed ✕ =superseded

8 Motions of Which Notice Has Been Given

9 Notices of Motions for the Following Meeting

10 Reports and Information

10.1 Chief Bush Fire Control Officers Report – Luke Lansdell

With no fires or emergencies since March, my report is short and sweet.

I would like to acknowledge and thank Trevor Leeson for his work and dedication as outgoing CBFCO after 3 years. He's left big boots to fill, and his ongoing assistance and support is greatly appreciated.

Thanks to the Facey Group who I have been working with to get details on the current Origo Weather Stations in our area from, and the Shire who are discussing upcoming budget item in the near future

for the purchase of more weather stations. Ideally we can use the live weather information from these stations around our Shire to make decisions during the fire season.

All local brigades should be holding their annual meeting in the next few months, these are a great chance to connect with your local volunteers and update your brigades contacts and information.

Thanks also to all Fire Control Officers as we go forward into the 25/26 season.

10.2 Wickepin Central Brigade

10.3 Townsendale Brigade

10.4 Yealering Brigade

10.5 Tincurrin/Toolibin/Harrismith Brigade

10.6 Wickepin East Brigade

10.7 Shane Harris - Department of Fire and Emergency Services

To be tabled.

10.8 Shire of Wickepin

11 Appointments 2025/2026 Fire Season

11.1 Captain – Wickepin Central

11.2 Dual Fire Control Officers from adjoining Shires

Noting that the following persons have so far been endorsed by Council for the 2025/2026 Bush Fire Season as Dual Fire Control Officers;

TBC		Shire of Narrogin
Craig Jespersen	0427 887 075	Shire of Corrigin
Joel Bell	0429 657 097	Shire of Corrigin
Brett Blechynden	0473 879 022	Shire of Pingelly
Brodie Cunningham	0488 008 444	Shire of Pingelly
Robert Lee	0428 879 049	Shire of Pingelly
Rodney Shaddick	0427 871 328	Shire of Pingelly
Sam MacNamara	0427 693 275	Shire of Pingelly
Clinton Mullan	0429 001 651	Shire of Kulin
David Lewis	0429 001 651	Shire of Kulin

Officers Recommendation

That the BFCO notes the advice of Dual Fire Control Officers for the surrounding local governments.

12 General Business

12.1 Burning Periods

Restricted Burning – 1 October 2025 to 13 November 2025

Prohibited Burning – 14 November 2025 to 7 February 2026

Restricted Burning – 8 February 2026 to 14 April 2026

Noting any dates to be changed due to the current season?

12.2 Harvest and Fire Ban 2025/2026 Season

Shire to advertise dates for media posts.

Harvesting is banned on Christmas Day, Boxing Day and New Year's Day.

Lighting of fires is banned on Good Friday and Easter Sunday.

12.3 ROAC update

No information at this time.

13 For Information/Circulars

14 Closure

The next Bush Fire Control Officers Committee meeting will be held in March 2026.

There being no further business the Chairperson declared the meeting closed at [time].