



Minutes

Bush Fire Advisory Committee Meeting Monday 9 March 2026

Date	Monday 9 March 2026
Time	6.30pm
Location	Shire of Wickepin 77 Wogolin Road, Wickepin WA 6370
Distribution Date	Wednesday 11 March 2026

Terms of Reference

1. Name

Bush Fire Advisory 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 Presiding Member declared the meeting open at 6.32.

2. Attendance

2.1 Present

Members

L Lansdell	Chief Bush Fire Control Officer
T Russell	Deputy Chief Bush Fire Control Officer
T Leeson	Fire Control Officer
C Sims	Fire Control Officer
T Mullan	Fire Control Officer
W Astbury	Fire Control Officer
R Butler	Fire Control Officer
D White	Fire Control Officer
D Bird	Fire Control Officer
M Pockran	Fire Control Officer

T Nagtegaal	DFES - AO Upper Great Southern
P Milne	Wickepin Police Sergeant
A Spencer	Wickepin Police

Employees

D Burton	Chief Executive Officer
G Cross	Manager Works and Services

3. Apologies and Leave of Absence

3.1 Apologies

D Stacey	Fire Control Officer
P Russell	Fire Control Officer
J Hamilton	Fire Control Officer

4. Fire Control Officer Presentations

4.1 Presentations

Trent Nagtegaal DFES.

Presented some information to the group with regards to the importance of ensuring that fires are reported, even if small, as it counts towards the number of incidents throughout the years. This comes into play when considering items requested through the LGGS Funding

For incident, please report Name and position (Shire of Wickepin FCO) and the nearest intersection.

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 – Nil.

6. Confirmation of Minutes of Previous Meetings

6.1 Minutes of the Bush Fire Control Officers Meeting held on 26 August 2025

Officer Recommendation

Moved: Cal Sims

Seconded: Dan Whyte

That the minutes of the Bush Fire Control Officers Meeting held on 26 August 2025 be confirmed as a true and correct record.

Carried

6.2 Business Arising from Minutes

- Is there any progress on CESM – Information to follow in status report.
- Weather Stations - Need to check log ins – need access to Facey Group Stations as well.
- Fire Danger Viewer – needs .gov email address. Possible for Shire to have look at setting up an email and officers to do training. DFES using system to back up data.
- Standpipes – instructions on back of door for units – laminated step-by-step chart.
- Fast fill pump for Townsendale unit, can this be progressed.

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
Blackspot Areas	CEO	To investigate the blackspot areas	○	CEO to provide information to meeting
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.
Weather Stations	CEO	Request to be considered in the 25/26 Budget.	✓	Chase up with Facey Group.
Yealering/86Gate Fire Brigade - Lockable Storage	CEO	Small lockable shed with cement floor to be erected.	○	Expected to be completed by end June 2026.

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

Nil

9. Notices of Motions for the Following Meeting

Nil

10. Reports and Information

10.1 Chief Bush Fire Control Officer's Report

Thankyou to the Shire of Wickepin for continuing to provide equipment and staff at times of need, and for the admin support provided. Thanks to DFES for your work within our Shires and brigades also.

We received three new fast-fill pump trailers this year which are available throughout our Shire for our volunteers to use- Thanks to DFES and the Shire for securing these valuable resources for our brigades.

The Shire of Wickepin purchased 5 new Origo weather stations this year, and along with the Facey Groups' original stations are proving to be a useful tool for monitoring conditions across our Shire. I'd like to thank the Facey Group for their assistance with the stations and their ongoing support.

I was able to attend a number of Brigade meetings throughout the Shire in September/October and was pleased to see these meetings are well attended by the volunteers in each brigade. They are a great opportunity to ensure that contacts are up to date and that all members are enrolled correctly. Thankyou to Tim Haslam, from Popanyinning who was personally affected by Fire on his family farm in recent years, who volunteered his time to travel to a few of these

brigade meetings and give a brief presentation which reminds us all on the importance of decision making and preparedness in fire situations.

A relatively quiet fire season for the Shire of Wickepin, with the main incidents over harvest attended by our Fire Control Officers and other volunteers being in neighbouring Shires.

Noted Fires

- 17/11/25 – Shipleys property – Caused by lightning.
- 19/11/25 – Micheal Greens property – Lightning strike, likely put out by rain
- 1/12/25- Greive's property, Cuballing Shire. Started by Header front. Town truck and volunteers attended.
- 5/12/25 – Butlers- Small fire at header, extinguished quickly by farmer. Incident 764127.
- 15/12/25 – Multiple Lightning Strikes
 - 1) Road Verge Wickepin-Kulin Rd and Fence Rd
 - 2) Wittwers paddock- neighbouring Shire, attended by Wickepin volunteers.
- 11/2/26 – McNamaras, Pingelly Shire. Pole top fires, attended by Wickepin Volunteers.
- 11/2/26, 12/2/26- Duckworths, Kulin Shire. Pole top fires, attended by Wickepin Volunteers.
- 26/2/26 – Multiple Lightning Strikes
 - 1) Malyalling Rd- Gary Langs property, leased by Lyneham.
 - 2) English Rd- Verge
 - 3) Hazeldene – Craig Jespersen's property in Pine Tree plantation.

Thankyou to all Fire Control Officers for contributing their time and assistance with Harvest & Vehicle Movement Bans, the regular call-ups and of course their management of fires when needed. Communication has been well distributed to all brigades via the various WhatsApp groups over the harvest period, thanks to the FCO's for doing so.

Special thankyou to Trevor for providing his support as outgoing CBFCO and to Toby, Deputy CBFCO, for stepping in when I have been unavailable throughout the season.

11. Appointments 2026/2027 Fire Season

CEO took meeting from 6.59pm as all positions declared vacant.

11.1 Chief Bush Fire Control Officer

That Luke Landsdell be nominated as the Chief Bush Fire Control Officer of the Shire of Wickepin for the 2026/2027 bush fire season:

Luke Landsdell accepted the nomination.

There being no further nominations the Chief Executive Officer declared Luke Landsdell elected to the position of the Chief Bush Fire Control Officer of the Shire of Wickepin for the 2026/2027 fire season.

Appointments Moved en-bloc

Moved: Dan Whyte

**Seconded: Toby Russell
Carried**

11.2 Deputy Chief Bush Fire Control Officer

Officer Recommendation

That Toby Russell be nominated as the Deputy Bush Fire Control Officer of the Shire of Wickepin for the 2026/2027 bush fire season:

Toby Russell accepted the nomination.

There being no further nominations Chairman declared Toby Russell elected to the position of the Deputy Chief Bush Fire Control Officer of the Shire of Wickepin for the 2026/2027 fire season.

Appointments Moved en-bloc

Moved: Dan Whyte

**Seconded: Toby Russell
Carried**

CBFCO Elect took meeting from 7.00pm

11.3 Fire Control Officers/Bush Fire Radio Operators/Fire Weather Officers

Officer Recommendation

That the following persons be appointed as Fire Control Officers/Bush Fire Radio Operators and Fire Weather Instrument Officers of the Shire of Wickepin for the 2026/2027 bush fire season:

Current Officers 2025/2026

*Luke Lansdell
Toby Russell
Trevor Leeson
Todd Mullan
Cal Sims
Roger Butler
Phil Russell
Dan White
Daniel Bird
Wes Astbury
Jim Hamilton
Dave Stacey
Matt Pockran*

2026/2027 Officers

*Luke Lansdell
Toby Russell
Trevor Leeson
Todd Mullan
Cal Sims
Roger Butler
Phil Russell
Dan White
Daniel Bird
Wes Astbury
Jim Hamilton
Dave Stacey
Matt Pockran*

Appointments Moved en-bloc

Moved: Dan Whyte

**Seconded: Toby Russell
Carried**

11.4 Clover Burning Permits

Officer Recommendation

That the following persons be appointed as Clover Permit Issuing Officers for the 2026/2027 fire season:

Current Officers 2025/2026

*Wes Astbury
Dan White*

2026/2027 Officers

*Wes Astbury
Dan Whyte*

Appointments Moved en-bloc

Moved: Dan Whyte

**Seconded: Toby Russell
Carried**

11.5 Dual Fire Control Officers from Wickepin

Officer Recommendation

That the following persons be appointed as Dual Fire Control Officers for the 2026/2027 fire season:

Current Officers 2025/2026 -

*David Stacey, Jim Hamilton, Matt Pockran
Trevor Leeson, Luke Lansdell and Phil Russell
Trevor Leeson, Roger Butler and Luke Lansdell
Wes Astbury and Daniel Bird
Dan White and Daniel Bird
Roger Butler and Jim Hamilton
Wes Astbury, David Stacey and Todd Mullan*

*Shire of Corrigin
Shire of Narrogin
Shire of Cuballing
Shire of Dumbleyung
Shire of Wagin
Shire of Pingelly
Shire of Kulin*

Dual Fire Control Officers 2026/2027

*David Stacey, Jim Hamilton, Matt Pockran
Luke Lansdell and Toby Russell
Trevor Leeson, Roger Butler and Luke Lansdell
Wes Astbury and Daniel Bird
Dan White and Daniel Bird
Roger Butler and Jim Hamilton Matt Pockran
Wes Astbury, David Stacey and Todd Mullan*

*Shire of Corrigin
Shire of Narrogin
Shire of Cuballing
Shire of Dumbleyung
Shire of Wagin
Shire of Pingelly
Shire of Kulin*

Appointments Moved en-bloc

Moved: Dan Whyte

**Seconded: Toby Russell
Carried**

Can the Shire please send out a list of other Dual Fire Controls Officers.

11.6 Dual Fire Control Officers from adjoining Shires

Nil

11.7 Shire of Wickepin Fire Break Notice 2026/2027

That the Committee recommends to Council for the following wording for the 2026/2027 Fire Break Notice:

*Bush Fires Act 1954
Shire of Wickepin
Annual Firebreak Notice 2026/2027*

Action is required by owners and/or occupiers of all land in the Shire of Wickepin. Please read this notice carefully. Any queries should be directed to the Shire of Wickepin Administration Centre or Local Shire Bush Fire Control Officer. Pursuant to the powers contained in Section 33 of the Bush Fires Act 1954, owners and occupiers of property within the Shire of Wickepin are hereby required on or before 1 October 2026 and thereafter to 14 April 2027 to plough, scarify or otherwise provide and maintain firebreaks clear of all inflammable material at least 2.5 metres wide as follows:

Rural Land

Inside the boundary of all land held by each owner or occupier, their firebreaks need not follow the perimeter of any paddock but will be acceptable following land contours in an endeavour to overcome water erosion;

- To subdivide each holding into lots of no greater than 400 hectares; and*
- To surround the homestead, out buildings and fuel storages on any such land.*
- From 15 October all harvesting, baling and stubble crunching (including cutting and raking) operations, there shall be an operational mobile engine powered firefighting unit or units with a minimum combined capacity of 1,200 litres of available water, located in or immediately adjacent to the paddock being harvested and /or baled. The minimum capacity of any single firefighting unit shall be 600 litres of available water. The responsibility to supply and operate the firefighting unit lies with the occupier.*

Townsite Land and Residential Blocks

All lots within the townsites of Harrismith, Tincurrin, Toolibin, Wickepin and Yealering are required to be cleared and maintained free of all debris or inflammable material. Failure to comply with these requirements renders the owner or occupier liable to a penalty of \$5,000.

Clearing of Fence Lines

When clearing for new fence lines adjoining road reserves, you must have written approval from the Shire of Wickepin prior to commencement of clearing works. Landholders are asked to consider locating the fence three (3) metres inside their boundary to avoid any clearing on road reserves. Old fences should first be removed. If landholders wish to place their fence on the boundary, they may clear no more than one (1) metre beyond their boundary. This may be varied in special circumstances at the discretion of the Chief Executive Officer. Any timber removed from the road reserve is to be pushed onto the owner's property.

Fencing of Road Reserves

Council encourages farmers to fence off road reserves running through their properties to protect trees on these reserves and to allow new growth of vegetation.

Burning on Roadsides

Should property owners wish to carry out burning of the road reserve adjacent to their property, it is necessary to obtain council approval prior to any burning taking place.

Burning Periods

Restricted Burning – 1 October 2026 to 31 October 2026

Prohibited Burning – 1 November 2026 to 7 February 2027

Restricted Burning – 8 February 2027 to 14 April 2027

Harvest and Fire Ban 2026/2027 Season

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

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

Moved: Trevor Leeson

Seconded: Wes Astbury

That the Fire Break Notice be approved.

Carried

12. General Business

12.1 Shire Notes

- Kestral Weather Units on hand.
- Fast Fill trailers purchased.

12.2 Upgrades to Shed Facilities

Submission to	Ordinary Council Meeting
Location / Address	- Various Fire Sheds around the shire
Name of Applicant	- Bush Fire Brigades
File Reference	
Author	David Burton, Chief Executive Officer
Interest Disclosures	-
Report Written Date	26 February 2026
Attachments	Nil

Summary

For Council to consider the priority of upgrading Bush Fire Brigade facilities around the Shire of Wickepin

Background

The current facilities for the various Bush Fire Brigades around the Shire are mostly old shed structures that have been able to house the bush fire units, but are now very outdated and not in keeping with DFES standards for maintaining the facilities for the various units and also providing a space for the volunteers of the brigade and facilities.

For a single fire unit and brigade building, the DFES standard from the LGGS funding is for a facility of the following:

The Shire is currently looking at upgrading the facilities at:

Yealering - Shed
Wickepin - Shed
Tincurren - Shed; and also
Townsendale - Fire Unit and Shed.

DFES have advised that the request for all the buildings can be done in a single application, but the priority of the buildings would need to be established so the buildings can be funded in separate years. For future years, the same application can be made, with updated information.

It is requested that the Bush Fire Brigades assist the Shire with a recommendation of the priority and style of the buildings that it would like to see on the various sites.

Statutory Environment

Nil

Policy Implications

Nil

Financial Implications

Buildings are 100% funded through DFES, unless the building is larger than the recommended footprint for the facility.

Strategic Implications

Nil

Voting Requirement

Simple Majority

Officer Recommendation

Moved: Dan Whyte

Seconded: Roger Butler

That the Chief Executive Officer submit a funding request for upgrading the Bushfire Brigade facilities in the following priority:

- 1 Yealering - small shed facility 50,000l tank.*
- 2 Townsendale - small shed – fast fill pump – water tank.*
- 3 Townsendale permanent fire unit*
- 4 Tincurren - small shed facility*
- 5 Wickepin – small shed facility*

Carried

12.3 FCO Comments

Wes Astbury

- Radios having issues – cutting out – need to get them serviced.

Matt Pockron

- Requires a base station. Shire handheld to Matt Pockron for interim.

Cal Sims

- Requires one more WAERN radio unit, for vehicle.

Daniel Bird

- To get the base radio from the Tincurrin Store.
- Can the Shire prepare a register of what radio is with who – could have been done previously.

Trevor Leeson

- Kaolin Mine – Annual Inspection, was this done recently?
- Permits – Permits to Owners and Occupiers – not to workers. Send hard copy if possible or send copy of both sides of form.
- Renewables – possible site east of Narrogin. Concerns with issues with fires from generators – general discussion.

Roger Butler

- when do we set a Harvest Ban? Check – Luke and CEO to speak to DFES.
- FCO's to consider restricting the issue of permits based on the numbers.
- Can the Shire please note 1,200l in area and in paddock – Farmers to be reminded of obligation to have correct farming units in paddocks. Lessee's to be advised of requirements.
- More Kestral recording books are required.
- Maintenance on Fire Truck – Yealering and Harrismith trucks (no door latches, intercom not working) pumps have leaks, foam not working – from May – DFES replacement truck may be required.
- Grain outloading permits – Kulin and Bruce Rock have something in place, can the Shire please investigate?

Luke Landsdell

- Be careful when issuing permits – take note of what is being burnt.

Fuel – Make sure trucks are full – surrounding areas having issues with fuel supply.

13. Closure

The next Bush Fire Control Officers Committee meeting will be held in September 2025.

There being no further business, the Chairperson declared the meeting closed at 8.28pm