



# Attachments

Ordinary  
Meeting of  
Council

Tuesday, 16 April 2024

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**7. CONFIRMATION OF MINUTES OF PREVIOUS MEETING**

7.1 ORDINARY COUNCIL MEETING MINUTES 19 MARCH 2024

**(Attachment 7.1)**

**Statutory Environment:**

Section 5.22 of the *Local Government Act 1995* provides that minutes of all meeting to be kept and submitted to the next ordinary meeting of the council or the committee, as the case requires, for confirmation.

**That the Minutes and associated attachments of the Ordinary Meeting of the Shire of Ravensthorpe held on 19 MARCH 2024 be confirmed as a true and correct record.**

Moved: \_\_\_\_\_

Seconded: \_\_\_\_\_

**Carried: \_/\_\_\_\_**

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# ATTACHMENT 7.1



# Unconfirmed Minutes

Ordinary Meeting  
of Council

Tuesday, 19 March 2024

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# NOTICE OF MEETING

Notice is hereby given that the  
Shire of Ravensthorpe

## Ordinary Council Meeting

Was held on  
Tuesday, 19 March 2024  
Commencing at 6.00pm  
Council Chambers  
Ravensthorpe Cultural Precinct

Matthew Bird  
Chief Executive Officer

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### **Disclaimer**

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

Please note this agenda contains recommendations which have not yet been adopted by Council.

No responsibility whatsoever is implied or accepted by the Shire of Ravensthorpe for any act, omission, statement or intimation occurring during the Council/Committee meetings or during formal/informal conversations with staff. The Shire of Ravensthorpe disclaims any liability for any loss whatsoever and however caused arising out of reliance by any person or legal entity on any such act, omission, statement or intimation. Any person or legal entity who acts or fails to act in reliance upon any statement does so at that person's or legal entity's own risk.

In particular and without derogating in any way from the broader disclaimer above, in any 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 Ravensthorpe during the course of any meeting is not intended to be and is not taken as notice of approval from the Shire of Ravensthorpe. The Shire of Ravensthorpe warns that anyone who has an application lodged with the Shire of Ravensthorpe must obtain and should only rely on written confirmation of the outcome of the application, and any conditions attached to the decision made by the Shire of Ravensthorpe in respect of the application.



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# UNCONFIRMED MINUTES

**Mission Statement**      *To grow our community through the provision of leadership, services and infrastructure.*

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## 1. DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS

The Shire President declared the meeting open at 6pm.

The Shire President acknowledged the Traditional Owners of the land on which we meet, and pays respect to Elders past, present, and emerging. The Shire President advises visitors in adhering to both the *Local Government Act 1995*, and the *Shire of Ravensthorpe Meeting Procedures Local Law 2022*, it is an offence to record the proceedings of this meeting and visitors are to switch off any recording devices, including phones.

## 2. RECORD OF ATTENDANCE, APOLOGIES AND APPROVED LEAVE OF ABSENCE

### **ELECTED MEMBERS:**

Cr Thomas Major                      (Shire President)  
Cr Mark Mudie                         (Deputy Shire President)  
Cr Rachel Gibson  
Cr Robert Miloseski  
Cr Rachel Livingston                 (Electronic Attendance)  
Cr Graham Richardson

### **OFFICERS:**

Matthew Bird                          (Chief Executive Officer)  
Paul Spencer                          (Executive Manager Infrastructure Services)  
Natalie Bell                          (Executive Manager Projects and Regulatory Services)  
Les Mainwaring                      (Executive Manager Corporate Services)  
Nadine Maloney                      (Communications and Marketing Officer)

### **VISITORS**

Toni Arndt, Elizabeth Aberline, Larry Baker, Ash Fisher, Geoff Vivian (Esperance Weekender)

### **APOLOGIES**

Cr Sue Leighton

### **LEAVE OF ABSENCE**

Nil.

### 3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

The following questions were taken on notice from the February Ordinary Council Meeting;

**Ms. Karen Sinclair;**

**Q.** Ms Sinclair stated that she was currently sourcing water from the Hopetoun stand pipe for use on her stock and was paying around three times the price that water is charged in the Hopetoun townsite. Can the Shire please advise why the price differential and are there any other alternatives appropriate for sourcing stock water?

**Shire Response;** As per the Shire's current approved fees and charges the Hopetoun Standpipe potable water charges are calculated as Water at cost (\$0.945/Kl) + 10% standpipe maintenance recovery + Monthly Admin Fee \$55.40. In 2023/24 our standpipe maintenance costs YTD are \$5,375 and reflect 13% of the water costs. The Shire does not generate a revenue surplus on this water supply and the monthly Administration Fee is a recovery of Shire staff time in preparing, issuing invoices and chasing any outstanding debts. The water standpipe in question supplies potable water and the price reflects this higher quality water supply. The Shire is currently investigating improved water resilience programs and other more affordable options for livestock will be considered in this review.

**Ms. Gail Baker**

**Q1.** Is it possible for Shire to consider installing street lights on the intersections of Cambewarra Drive and Banksia Drive onto the Hopetoun/Ravensthorpe Road?

**Shire response;** These potential works could be considered as part of future Shire Capital Budgets and would be subject to work priorities and Council approval. These works would also require input and approvals from Main Roads WA and more detailed community consultation.

**Q2.** The firebreak around the Hopetoun cemetery has not been completed, can we please get more done?

**Shire response;** The firebreak treatment was last done in January 2023 and was completed at that time. It is due for retreatment in this year's Shire Mitigation Activity Fund (MAF) programme. The tender for these MAF works has now been through the evaluation process and ready to be awarded. The awarded treatment will be going to Council for endorsement at the March 2024 Ordinary Council Meeting and then will be made public. The treatments again are concentrating around critical assets with a high, or greater, risk rating and will focus again on the townsites of Hopetoun, Ravensthorpe and Munglinup.

**Q3.** Is it possible to have the road up to the Hopetoun lookout bituminized so that locals and visitors can access and enjoy this space better?

**Shire response;** The Shire maintains Lookout Road as part of a regular grading program. The potential sealing of this road has not been previously identified as a priority and therefore requires further investigation in order to be considered as part of future Shire Capital Budgets and would be subject to Council direction and approval.

**Mr. Larry Baker;**

**Q2 taken on notice.** With the recent increase in airport activity, where does Shire spend these additional funds? Is Council putting dollars aside in a reserve for the long-term benefit of the airport?

**Shire response:** The following items have been included in the Shire's 2023/24 budget approved by Council at a Special Council Meeting in August 2023 - a \$350K transfer to Airport Reserve, \$300K Capital spend on aerodrome and equipment, and a Surplus of \$210K to consolidated revenue. It should be noted that annual revenue from the Ravensthorpe airport has fluctuated significantly over the past 10 years mirroring the fortunes of the local mining sector. At its lowest in 2020, the airport generated only \$105K in revenue, and made a total loss of \$209K which was made up from general funds. Recent years have generated stronger returns and now provide Council with the opportunity to reinvest funds back into the aerodrome reserve and to improve overall facilities.

#### **4. PUBLIC QUESTIONS TIME**

The following questions were received from members of the public gallery.

**Ms Liz Aberline**

Liz provided a hard copy of a set of questions she had sent through to the Shire on 3 March 2024. The CEO responded that he had not received these and would need to take these on notice.

Post note: After checking Shire records this email was quarantined and not opened. The email address used was the ceo direct email which has higher levels of security. The Shire has informed Liz to use the generic shire@ravensthorpe.wa.gov.au address to ensure future emails are received and reviewed.

Q1. Esplanade clearing; Why was this done as there are areas cleared that are not opposite houses?

Q2. This was Hopetoun's only sheltered walk, why was the community not consulted?

Q3. Are the cleared areas to be left bare?

Q4. If not left bare, will shrubs replace what has been removed?

Q5. If not left bare, will seeds be sown by hand, leaving non shaded areas for walkers for quite some time?

Q6. Is it being planned that the foredunes are to be removed?

CEO response: the CEO advised that these questions would be taken on notice and responded formally back to Liz.

Liz also asked the following questions regarding a Dental Service in the district.

The Shire has successfully sought and received a doctor who has given our Shire a much needed Medical Centre. I do not know if the Council is employing, or able to apply the same tactics to finding a dentist. A new permanent resident in my street is a highly trained dental assistant. Hence my enquiries. I am presuming that the Shire owns the empty dental room opposite the surgery in Ravensthorpe?

CEO response: The CEO thanked Liz for the question. The vacant dental surgery located on Martin St is

part of the lot that includes the Hospital and owned by the State Government.

Q7. Is the Shire looking into securing a dentist in Ravensthorpe?

CEO response: The Shire is not currently actively seeking a dentist service. The Shire is currently undertaking preparation of its next Strategic Community Plan and this is the opportunity for community members to advocate for additional health services such as a dentist. If community support exists for this initiative and Council also rate this as a priority then the Shire can further investigate.

Q8. Is the Shire unable to secure a dentist in Ravensthorpe?

CEO response: As above.

Q9. If not, does the Shire perceive the value of a dentist in the Shire?

CEO response: Improved medical services including a dentist would add to the overall livability of our region. If this is identified as a priority by the community in the current Strategic Community Planning process then Council can consider Shire actively targeting and potentially resourcing this service.

Q10. Liz asked a follow up question regarding a reference to who are these "Hopetoun leaders" that are referred to on the Shire website?

CEO response: the CEO replied that this would be taken on notice.

### **Mr Larry Baker**

Q1. Larry asked what was the final cost of the Ravensthorpe Cultural Precinct building?

CEO response: The CEO asked the Shire's Executive Manager Projects and Regulatory Services to provide an update. There are still some items outstanding items relating to the project and to be completed under the component of the LGRCI grant. We will not know final project cost until after final works are completed and the independent audit undertaken.

Q2. The recent preferential voting system for local government was very confusing. Can more communication of how this works be done in future?

CEO response: The CEO agreed with Larry's statement. The Shire employs the WA Electoral Commission to undertake the election process on our behalf. The optional preferential voting system can be confusing as there is quite a complicated formula that sits behind these calculations. The Shire has provided feedback both to WALGA and the WAEC requesting more work be done to ensure the public better understand this voting process.

Q3. Larry then asked is it possible for the Shire to impose financial bonds on potential Council election candidates, say \$5,000 to \$10,000 each if they do not follow through the election process?

CEO response: The CEO responded that this not within the local government's jurisdiction and we are controlled by the Local Government Act and Regulations in these matters.

Q4. Larry queried why there was not an election ballot postal box made available at the Hopetoun Shire office for the October 2023 local government elections?

CEO response: The CEO responded by taking this question on notice.

Q5. Larry asked whether it is possible for the Shire to fly the two flags of both Australia and New Zealand

at the next Anzac Day commemoration event?

CEO response: The CEO responded that there was an item in tonight's agenda asking Council to consider which annual events the Shire should take more responsibility for. The officer recommendation for Council to consider includes the Shire taking carriage of the Anzac Day commemorations and if supported, the Shire will then work with local event stakeholders regarding drafting an event format. This could include the flying of dual flags.

Q6. Larry then followed up with a query asking if a "gunfire breakfast" could be included in this event format.

CEO response: The CEO responded that this could also be considered but will be subject to the event format and timings for the day.

Q7. Larry asked what was the status of the old Hopetoun power station and could it be rehabilitated and repurposed?

CEO response: The CEO took this question on notice.

Q8. Larry asked what was the Council position on the proposed DBCA South Coast Marine Park?

CEO response: The CEO responded saying that Shire officers are currently reviewing the draft plan and will be workshopping this with Council in time to provide a formal response within the consultation period.

### **Ms Toni Arndt**

Q1. Toni asked for clarification on public question time. Do you need to provide written questions prior?

CEO response: The CEO replied that public question is controlled by the presiding member of this meeting and it is at his discretion how public question time is handled. If questions can be provided to the Shire prior to the meeting and there is sufficient time for officers to respond then answers can be provided at the meeting, otherwise public questions received at the meeting are typically taken on notice.

Q2. Toni stated she was not in support of the mulching and mitigation works currently being undertaken by the Shire.

CEO Response: The CEO thanked Toni for her comment and said these works were undertaken to keep the community safe.

### **Ms Liz Aberline**

Liz asked some additional questions as follows;

Q11. Liz stated more work is needed to value our local wildlife. The Shire needs to show more warmth to our wildlife.

CEO response: The CEO thanked Liz for her statement.

Q12. Liz then stated she would like to see more signage on the roads coming into Ravensthorpe that promotes Hopetoun and that this was currently missing.

CEO response: The CEO thanked Liz for her observation.

### **Mr Larry Baker**

Larry asked some additional questions as follows;

Q9. Larry asked if the Shire has ever considered selling the airport?

CEO response: The CEO responded that this has not been considered during his 2 years at the Shire. The airport masterplan is currently being finalised and will be presented for Council consideration shortly.

## **5. DECLARATIONS OF INTEREST**

Cr Livingston declared a Financial Interest in item 12.2.3 mid year budget review 2023/24.

## **6. APPLICATIONS FOR LEAVE OF ABSENCE**

Nil

## **7. CONFIRMATION OF MINUTES OF PREVIOUS MEETING**

### **7.1 ORDINARY COUNCIL MEETING MINUTES 20 FEBRUARY 2024 (Attachment 7.1)**

#### **Statutory Environment:**

Section 5.22 of the *Local Government Act 1995* provides that minutes of all meeting to be kept and submitted to the next ordinary meeting of the council or the committee, as the case requires, for confirmation.

### **COUNCIL DECISION**

**Moved by Cr Richardson and seconded by Cr Mudie**

**Resolution 16/24**

**That the Minutes and associated attachments of the Ordinary Meeting of the Shire of Ravensthorpe held on 20 FEBRUARY 2024 be CONFIRMED as a true and correct record.**

**Carried: 6/0**

## **8. ANNOUNCEMENTS/REPORTS BY ELECTED MEMBERS**

### **Cr Mudie;**

- Attended electronic teams meeting with Minister Don Punch along with Shire President and CEO, resulting in a planned site visit by the Minister to Hopetoun on 3 April to discuss economic and community development projects.
- Attended meeting with CEO and Chair from International Graphite to discuss their proposed mining project on Springdale Road along with Shire President and CEO.

- Attended the BFAC AGM and general meeting

**Cr Miloskeski;**

- Attended Hopetoun Progress Association meeting to discuss housing and rental arrangements for their social housing activities.
- Met with the Macedonia Honorary Consul Mr Zoran Coseski.

**Cr Livingston;**

- Attended the Hopetoun CRC meeting, discussed items including the Community Chest, Quiz Night, successful grant.
- Attended the Ravensthorpe CRC meeting, discussed new constitution.

**Cr Gibson;**

- Participated in an consultation interview re social impacts for FQM proposed wind farm.
- Attended the Shire's Culture and Values workshop, good discussion around organisation culture and values, customers are the reason we are here.
- Attended the FBN mines (Medallion, Arcadium and FQM) community update workshop
- Attended the "open mic" session at Wave Crest
- Attended the local Church and discussed community survey
- Attended the Southerners Ocean Fishing Competition – great turnout
- Attended the CWA morning tea
- Met with Gail and Larry Baker to discuss a range of community issues
- Attended the Jerdacuttup Community Association meeting
- Attended the "Reinvigorating Regional WA: A Cooperative Approach" workshop
- Attended the Ravensthorpe Auxiliary meeting for the Ravensthorpe Hospital
- Plan to attend the Ravensthorpe Wildflower Show stand at the Perth Caravan and Camping Show

**Cr Richardson;**

- Attended the Shire's Culture and Values workshop
- Attended the FBN mines (Medallion, Arcadium and FQM) community update workshop
- Attended the "open mic" session at Wave Crest
- Attended the Southerners Ocean Fishing Competition
- Attended the Shire information stand at the Hopetoun markets
- Attended the Friends of the Fitz meeting – there was negative feedback regarding the Shire's fire mitigation program

**Cr Major;**

- Attended the Shire's Culture and Values workshop
- Met with RDHS principal Mat Kennedy along with Shire CEO
- With Shire CEO met with qa number of government departments based in Esperance;
  - o Department of Education
  - o Shire of Esperance
  - o Department of Transport
  - o Goldfields Esperance Development Commission
- Attended the FBN mines (Medallion, Arcadium and FQM) community update workshop
- Attended the Council Corporate Discussion workshop
- Attended the Southern Ocean Fishing Competition
- Attended meeting with Shelley Payne MLC



- Attended regular monthly meeting with FQM along with Shire CEO
- Participated in local "Shared journey to country" meeting
- Attended the Ravensthorpe Hopetoun Future Fund board meeting
- Attended the RDHS student council meeting
- Attended meeting with CEO and Chair from International Graphite to discuss their proposed mining project on Springdale Road along with Shire President and CEO
- Attended the BFAC AGM and general meeting; Rod Daw the CBFCO, Gavin Gibson, Malcolm Grant and Rian Duncan the deputy CBFCOs.
- Attended electronic teams meeting with Minister Don Punch and Shelley Payne along with Shire Deputy President and CEO, looking forward to his visit on 3 April.

## **9. ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION**

Nil

## **10. PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS**

Nil.

## **11. MATTERS ARISING FROM COMMITTEES OF COUNCIL**

### 11.1 AUDIT COMMITTEE - 2023 COMPLIANCE AUDIT RETURN

#### **COUNCIL DECISION**

**Moved by Cr Mudie and seconded by Cr Miloseski**

**Resolution: 17/24**

**That Council ADOPT the Compliance Audit Return for the period 1 January 2023 to 31 December 2023 and that a certified copy by the President and Chief Executive Officer be forwarded to the Department of Local Government, Sport and Cultural Industries within 14 days of adoption.**

**Carried: 6/0**

## **12. REPORTS OF OFFICERS**

### **12.1 EXECUTIVE SERVICES**

#### **12.1.1 PROGRESS REPORT – CORPORATE BUSINESS PLAN 2023/24**

<b>File Reference:</b>	<b>NA</b>
<b>Location:</b>	<b>NA</b>
<b>Applicant:</b>	<b>NA</b>
<b>Author:</b>	<b>Chief Executive Officer</b>
<b>Authorising Officer</b>	<b>Chief Executive Officer</b>
<b>Date:</b>	<b>13 March 2024</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>12.1.1 CONFIDENTIAL Report – Update on Corporate Business Plan and 23/24 Budgeted Projects</b>
<b>Previous Reference:</b>	<b>NA</b>

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#### **PURPOSE**

1. That Council receives the year to date Corporate Business Plan (CBP) 2020-2024 progress report for the period up to 31 January 2024 including;
  - a. Corporate Business Plan; and
  - b. Budgeted Projects.

#### **BACKGROUND**

2. The CBP is Council's core strategic document for the 4 year period 2020 to 2024. This CBP activates the Shire of Ravensthorpe Strategic Community Plan (2020-2030) and integrates with other informing strategies including the Long Term Financial Plan and Workforce Plan.
3. This report also provides the status on projects that were endorsed as part of the 2023/24 budget adoption.

#### **COMMENT**

4. The CEO is required to present to Council an update on the Shire's Corporate Business Plan to keep them informed of the organisation's progress through the year.
5. This report is provided for the period up to 31 January 2024 and reports against status of the Corporate Business Plan Objectives and Strategies.
6. The purpose of this report is to:
  - i. Provide a status update as at 31 January 2024 on the key actions undertaken by the Shire for 2023/24 financial year of the Corporate Business Plan;
  - ii. Demonstrate how the Shire, through the Corporate Business Plan is meeting the Shire's Strategic Community Plan's goals and strategies; and,
  - iii. Meet the reporting guidelines of the Integrated Planning Framework.

7. The CBP is structured to meet the SCP objectives and as such is grouped into 5 priority areas addressing Economy; Community; Built Environment; Natural Environment; and Governance and Leadership aspirations of the Ravensthorpe community.
8. Table 1 provides a status report of the CBP actions as at 31 January 2024. Of the 51 actions 1 is complete, 48 on track (most actions are ongoing in nature), and 2 actions to monitor.

Table 1 - Corporate Business Plan Status Report

<b>Objective</b>	<b>Actions</b>	<b>Status Complete</b>	<b>Status On track</b>	<b>Status Monitor</b>	<b>Status Intervene</b>
Economy	6	0	6	0	0
Community	15	1	13	1	0
Built Environment	10	0	9	1	0
Natural Environment	8	0	8	0	0
Governance & Leadership	12	0	12	0	0
<b>Total</b>	<b>51</b>	<b>1</b>	<b>48</b>	<b>2</b>	<b>0</b>

9. Table 2 provides a report of the 2023/24 Budgeted Projects as at 31 January 2024. A total of 75 budgeted projects have been reported on for the 2023/24 period with 21 projects completed, 28 on track and 23 to monitor and 3 to intervene.

Table 2 - Budgeted 2023/24 Projects

<b>Projects</b>	<b>Completed</b>	<b>On Track</b>	<b>Monitor</b>	<b>Intervene</b>
75	21	28	23	3

## **CONSULTATION**

10. Executive Managers and Shire officers

## **STATUTORY ENVIRONMENT**

11. *Local Government Act 1995 Part 5 Division 5, s 5.56*  
*Local Government (Administration) Regulations 1996 Part 5, Division 3, r19DA*

## **POLICY IMPLICATIONS**

12. Nil

## **FINANCIAL IMPLICATIONS**

13. Nil

## **RISK MANAGEMENT**

14. Risks identified as part of this regular reporting;

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Performance; (operational); CEO does not provide regular updates to Council on performance of strategic objectives.	Possible	Major	High	A CEO KPI is to report on a regular basis to Council on organisational performance each year.
Financial; the failure to regularly report to Council on achievement of strategic objectives and project delivery inhibits Council's ability to make informed budget decisions	Possible	Major	High	A CEO KPI is to report on a regular basis to Council on organisational performance each year.
Reputational; the failure to provide accurate and timely reporting to Council may cause reputational damage to both Shire organisation and Council.	Possible	Major	High	Regular reporting will ensure the Executive Management team effectively manages delivery of strategic objectives and projects and that Council is provided strong oversight of overall shire performance.

### ALTERNATE OPTIONS

15. Council may decide not to accept the report as presented and request the CEO to either provide more information and/or represent the report once new information is supplied.

### STRATEGIC ALIGNMENT

16. This item is relevant to the Councils approved Strategic Community Plan 2030 and Corporate Business Plan 2020-2024.

**Outcome 1: Economy** - The population is growing, in tandem with a thriving, resilient local economy

Item	Objectives and Strategies
1.1	To grow business and employment
1.2	The right resources and infrastructure are in place to support local commerce and industry

**Outcome 2: Community** - This is a safe and family-friendly community where people of all ages have access to services and facilities, and there is plenty to blow your socks off

Item	Objectives and Strategies
2.1	Social services and facilities are designed and delivered in a way that fits community needs and aspirations
2.2	Community groups function well with strong volunteer effort and feel supported by the community
2.3	People feel that their community is safe for all, free of nuisance and protected from risk of damage
2.4	People have access to attractive community facilities, activities and events which support activity and health, community involvement and enjoyment of life
2.5	Young people, older people and people with disability feel valued and have access to resources which provide opportunities for their development and enjoyment

**Outcome 3: Built Environment** - The built environment is accessible, honours history and provides for the economic and social needs of residents, industry and visitors

Item	Objectives and Strategies
3.1	The Shire of Ravensthorpe has appropriate housing choice available to the community
3.2	New development (including commercial) is of a high quality and contributes positively to the character and appearance of the town
3.3	The towns of the Shire have attractive streetscapes in keeping with local character

Item	Objectives and Strategies
3.4	It is easy and safe to move around and in and out of the district
3.5	The Shire's heritage structures, heritage and cultural places are valued and protected, and are integrated into community life and economic activity.

**Outcome 4: Natural Environment** - Our unique world class biosphere is valued and protected for the enjoyment of current and future generations

Item	Objectives and Strategies
4.1	Maximised resource recovery from waste and safe disposal of residual waste
4.2	Water conservation and water harvesting opportunities are maximised
4.3	The Shire's valued natural areas and systems are protected and enhanced
4.4	Energy is used efficiently and there is an increased use of renewable energy in the Shire

**Outcome 5: Governance and Leadership** - The Shire of Ravensthorpe partners the community, and is an effective advocate and responsible steward

Item	Objectives and Strategies
5.1	The Shire's community is engaged and involved
5.2	The Council ensures its decisions are well informed and considered
5.3	The Council, with the support of the community, is an effective advocate for resources and facilities which support the vision for the future
5.4	The Shire of Ravensthorpe is known as a good employer, and staff have the capacity and skills to deliver identified services and strategies
5.5	The value of community owned assets is maintained
5.6	Financial systems are effectively managed
5.7	Customer service and other corporate systems are of high quality

## VOTING REQUIREMENTS

17. Simple Majority

## AMENDED OFFICER RECOMMENDATION

That Council RECEIVE the following progress report for the 2023/24 period as at 31 January 2024: Corporate Business Plan.

## COUNCIL DECISION

Moved by Cr Mudie and seconded by Cr Livingston

**Resolution: 18/24**

**That Council RECEIVE the following progress report for the 2023/24 period as at 31 January 2024: Corporate Business Plan.**

**Carried: 6/0**

## 12. **REPORTS OF OFFICERS**

### 12.1 **EXECUTIVE SERVICES**

#### 12.1.2 **REVISION TO POLICY G.12 CIVIC RECEPTIONS AND CEREMONIAL FUNCTIONS**

<b>File Reference:</b>	<b>NA</b>
<b>Location:</b>	<b>Shire Ravensthorpe</b>
<b>Applicant:</b>	<b>NA</b>
<b>Author:</b>	<b>Chief Executive Officer</b>
<b>Authorising Officer</b>	<b>Chief Executive Officer</b>
<b>Date:</b>	<b>12 March 2024</b>
<b>Disclosure of Interest:</b>	<b>NA</b>
<b>Attachments:</b>	<b>12.1.2 Proposed revised policy G.12</b>
<b>Previous Reference:</b>	<b>NA</b>

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#### **PURPOSE**

1. That Council consider reviews to current policy G.12 Civic Receptions and Ceremonial Functions as proposed in attachment 12.1.2 – Proposed revised policy G.12.

#### **BACKGROUND**

2. Events, celebrations, commemorations, and festivals play an important role in the Shire of Ravensthorpe's social and economic environments. Events can bring communities together, providing entertainment and celebrating our heritage and special interests. They contribute to residents having a sense of pride in our community, as well as developing skills and learning or social connection opportunities for volunteers.
3. At the February 2024 Ordinary Council Meeting, as per resolution number 09/24, Council requested more opportunity to consider this item and to workshop the current events policy. This was undertaken at the Council Corporate Discussion held 5 March 2024 and informs the revised policy as presented.
4. A revised draft policy is included as attachment 1 for Council consideration.

#### **COMMENT**

5. Council feedback from the Corporate Discussion workshop was for the Shire;
  - a. to focus on delivering a small number of events and to a high standard,
  - b. to be responsible for delivery of Australia Day, Anzac and Remembrance Days, and the Seniors Christmas lunch, and
  - c. to encourage, and where appropriate provide support to other local groups to deliver other community focused events.
6. If approved by Council, the new G.12 Civic Receptions and Ceremonial Functions policy will come into effect and be applied from the 2024 Anzac Day event.

## CONSULTATION

7. Councillors and the Executive Management team

## STATUTORY ENVIRONMENT

8. Nil.

## POLICY IMPLICATIONS

9. If approved, the revised draft policy will replace the current Council Policy G12 – Civic Receptions and Ceremonial Functions.

## FINANCIAL IMPLICATIONS

10. If approved, Council will consider increased budget allocations for the 2024/25 period for these Shire delivered events.

## RISK MANAGEMENT

11. The following risks have been identified as part of this report;

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Performance (operational); the approval of the revised event policy is not endorsed by Council.	Possible	Moderate	Medium	Shire delivered events are required to meet community expectations. A renewed approach will deliver value for money and increased community vibrancy.

## ALTERNATE OPTIONS

12. Council may alter the policy including nominating which events to actively support, or may decide to keep the current policy.

## STRATEGIC ALIGNMENT

13. This item is relevant to the Councils approved Strategic Community Plan 2020-2030 and Corporate Business Plan 2020-2024.

**Outcome 1: Economy** - The population is growing, in tandem with a thriving, resilient local economy

Item	Objectives and Strategies
1.1	To grow business and employment
1.2	The right resources and infrastructure are in place to support local commerce and industry

**Outcome 2: Community** - This is a safe and family-friendly community where people of all ages have access to services and facilities, and there is plenty to blow your socks off

Item	Objectives and Strategies
2.1	Social services and facilities are designed and delivered in a way that fits community needs and aspirations
2.2	Community groups function well with strong volunteer effort and feel supported by the community
2.4	People have access to attractive community facilities, activities and events which support activity and health, community involvement and enjoyment of life
2.5	Young people, older people and people with disability feel valued and have access to resources which provide opportunities for their development and enjoyment

**Outcome 5: Governance and Leadership** - The Shire of Ravensthorpe partners the community, and is an effective advocate and responsible steward

Item	Objectives and Strategies
5.1	The Shire's community is engaged and involved
5.3	The Council, with the support of the community, is an effective advocate for resources and facilities which support the vision for the future
5.5	The value of community owned assets is maintained

## **VOTING REQUIREMENT**

14. Absolute Majority

## **COUNCIL DECISION**

**Moved by Cr Gibson and seconded by Cr Richardson**

**Resolution: 19/24**

**That Council APPROVES the revised draft policy G.12 Civic Receptions and Ceremonial Functions as per attachment 12.1.2 to this report.**

**Carried: 6/0**

Cr Mudie stated the new policy provided good direction on the delivery of these different ceremonies and events and was a good idea.



## 12. REPORTS OF OFFICERS

### 12.1 EXECUTIVE SERVICES

#### 12.1.3 RAVENSTHORPE DISTRICT ART GROUP INC LEASE APPROVAL

<b>File Reference:</b>	<b>N/A</b>
<b>Location:</b>	<b>28 Dunn St, Ravensthorpe</b>
<b>Applicant:</b>	<b>Ravensthorpe District Art Group Inc</b>
<b>Author:</b>	<b>Chief Executive Officer</b>
<b>Authorising Officer</b>	<b>Chief Executive Officer</b>
<b>Date:</b>	<b>12 March 2024</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>Draft Lease Agreement</b>
<b>Previous Reference:</b>	<b>Nil</b>

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#### **PURPOSE**

1. That Council approve the Shire to enter into the lease for premises commonly known as the Dunnart Gallery within "The Fitz Building" located 28 Dunn St and "Pottery Shed" located 26 Dunn St, Ravensthorpe for the operation of a Community arts space.

#### **BACKGROUND**

2. The Ravensthorpe District Art Group Inc (RDAG) is a not-for-profit organisation with membership consisting of aspiring artists with the aim to support creativity in Ravensthorpe and the wider community.
3. The group delivers a program of artist workshops, music, gallery and exhibition services, as well as the annual Dunnart Community Art Exhibition Awards and opening event for the people of Ravensthorpe and surrounds.
4. The RDAG has taken early possession of the Fitz Building following the previous lessee (the Ravensthorpe CRC) relocating to the newly established and adjacent Ravensthorpe Cultural Precinct.
5. Council are now asked to consider approval of a new lease with the Ravensthorpe District Art Group Inc for the use of this space as per the terms and conditions in attached draft Lease agreement.

#### **COMMENT**

6. The Ravensthorpe District Art Group Inc is a local community based, not for profit organisation that delivers an important range of art and music services to residents of, and visitors to the Ravensthorpe region. It is governed by a volunteer community based group.
7. The Shire and community are fortunate to have such an active arts group operating within the region. Shire's provision of appropriate building and facilities to enable the RDAG to provide their important services delivers significant benefits to the local Ravensthorpe community.

## CONSULTATION

8. Ravensthorpe District Arts Group staff and management committee.

## STATUTORY ENVIRONMENT

9. The leasing of Shire property is governed by the *Local Government Act 1995*, Section 3.58. Exemptions to Section 3.58 of the Act include Regulation 30.2.b;

*"A disposition of land is an exempt disposition if—*

*(b) the land is disposed of to a body, whether incorporated or not —*

*(i) the objects of which are of a charitable, benevolent, religious, cultural, educational, recreational, sporting or other like nature; and*

*(ii) the members of which are not entitled or permitted to receive any pecuniary profit from the body's transactions.*

## POLICY IMPLICATIONS

10. Council approval is being sought to enter into a lease agreement between the Shire and nominated community group as per Policy LPP12 Leases and Licences.

## FINANCIAL IMPLICATIONS

11. The draft lease terms and conditions include peppercorn rent payable. The RDAG is responsible for its own electricity and water usage costs.
12. As per the draft lease agreement the Shire will be responsible for maintaining the external areas of the tenancy and all maintenance and repairs to structural items. Day to day maintenance and repairs for the lease area remains the responsibility of the RDAG.

## RISK MANAGEMENT

13. The following risks have been identified as part of this report;

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Performance (operational) The Shire does not support local community groups to deliver required services	Unlikely	Moderate	Medium	Council to approve lease agreement T&Cs that actively support RDAG activities and service delivery.
Reputational The Shire does not respond to the need to support local groups.	Possible	Moderate	Medium	The Shire enters into a lease for proposed space that assists in long term sustainability of services.

## ALTERNATE OPTIONS

14. Alternate options include but not limited to;
- Council not support the Shire entering into lease for the space to the nominated community groups, or
  - Council to change the terms and conditions of the lease agreements.

**STRATEGIC ALIGNMENT**

15. This item is relevant to the Councils approved Strategic Community Plan 2030 and Corporate Business Plan 2020-2024.

**Outcome 5: Governance and Leadership** - The Shire of Ravensthorpe partners the community, and is an effective advocate and responsible steward

Item	Objectives and Strategies
5.2	The Council ensures its decisions are well informed and considered
5.3	The Council, with the support of the community, is an effective advocate for resources and facilities which support the vision for the future
5.6	Financial systems are effectively managed
5.7	Customer service and other corporate systems are of high quality

**VOTING REQUIREMENT**

16. Absolute Majority

**COUNCIL DECISION**

Moved by Cr Livingston and seconded by Cr Richardson

Resolution: 20/24

**That Council BY AN ABSOLUTE MAJORITY:**

**APPROVE** the Shire to enter into the lease with the Ravensthorpe District Art Group Inc for premises commonly known as the Dunnart Gallery – The Fitz Building, located 28 Dunn St, and pottery space, located 26 Dunn St, Ravensthorpe for the operation of a community arts space as per the draft lease agreement in report attachment.

Carried: 6/0

**12. REPORTS OF OFFICERS**

**12.1 EXECUTIVE SERVICES**

**12.1.4 COMMITTEE COUNCILLOR DELEGATES**

**File Reference:** GR.ME.8  
**Location:** Shire of Ravensthorpe  
**Applicant:** N/A  
**Author:** Chief Executive Officer  
**Authorising Officer:** Chief Executive Officer  
**Date:** 12 March 2024  
**Disclosure of Interest:** Nil  
**Attachments:** Nil  
**Previous Reference:** N/A

**PURPOSE**

1. In October 2023 Council appointed delegates to local community groups and organisations following the 2023 local government elections. This report seeks Council endorsement to alter an approved delegate and to appoint new delegates to a local community group.

**BACKGROUND**

2. Council approved the Council representatives to the various local community groups and organisations at the Special Council Meeting held 31 October 2023 via resolution number 99/23 as per resolution below.

**COUNCIL DECISION**

**Moved: by Cr Leighton and Seconded by Cr Miloseski**

**Resolution 99/23**

**That Council ADOPT the new schedule for delegates to Committees, Community Groups and Organisations as listed in below table.**

<b><i>Council Delegates appointed</i></b>	<b><i>To the following Council Committees</i></b>
<b><u>Committee name</u></b>	<b><u>October 23 Councillor rep</u></b>
<b>Audit Committee</b>	<b>Full Council</b>
<b>Bushfire Advisory Committee</b>	<b>Member – Cr Major</b>
	<b>Deputy – Cr Mudie</b>
<b>CEO Performance Review</b>	<b>Member – President Cr Major</b>
	<b>Member - Deputy President Cr Mudie</b>
	<b>Member – Cr Livingston</b>
<b><i>Council Delegates appointed</i></b>	<b><i>To the following external Committees</i></b>

<b><u>Committee name</u></b>	<b><u>October 23 Councillor rep</u></b>
<b>Great Southern Road Group</b>	<b>Delegate – Cr Mudie</b>

	<b>Proxy – Cr Gibson</b>
<b>Local Emergency Management Committee</b>	<b>Delegate – President Cr Major</b>
	<b>Proxy - Deputy President Cr Mudie</b>
<b>Development Assessment Panel</b>	<b>Delegate – Cr Miloseski</b>
	<b>Delegate – Cr Richardson</b>
	<b>Proxy – Cr Mudie</b>
	<b>Proxy – Cr Leighton</b>
<b>Hopetoun Progress Association</b>	<b>Delegate – Cr Richardson</b>
	<b>Proxy – Cr Miloseski</b>
<b>Munglinup Community Group</b>	<b>Delegate – Cr Leighton</b>
	<b>Proxy – Cr Richardson</b>
<b>Hopetoun Community Resource Centre</b>	<b>Delegate – Cr Leighton</b>
	<b>Proxy – Cr Livingston</b>
<b>Ravensthorpe Community Resource Centre</b>	<b>Delegate – Cr Livingston</b>
	<b>Proxy – Cr Major</b>
<b>Fitzgerald River National Park Advisory Group</b>	<b>Delegate – Cr Richardson</b>
	<b>Proxy – Cr Mudie</b>
<b>Ravensthorpe Agricultural Initiative Network</b>	<b>Delegate – Cr Major</b>
	<b>Proxy – Cr Mudie</b>
<b>Fitzgerald Biosphere Community Collective</b>	<b>Delegate – Cr Leighton</b>
	<b>Proxy – Cr Richardson</b>
<b>Hopetoun District Recreation Association</b>	<b>Delegate – Cr Miloseski</b>
	<b>Proxy – Cr Leighton</b>
<b>Ravensthorpe Historical Society</b>	<b>Delegate – Cr Leighton</b>
	<b>Proxy – Cr Major</b>
<b>Ravensthorpe Town Team (new)</b>	<b>Delegate – Cr Major</b>
<b>(new)</b>	<b>Proxy – Cr Mudie</b>
<b>Hopetoun Town Team (new)</b>	<b>Delegate – Cr Miloseski</b>
<b>(new)</b>	<b>Proxy – Cr Gibson</b>
<b>GEDC Regional Coordination Group (new)</b>	<b>Delegate – Cr Leighton</b>
<b>(new)</b>	<b>Proxy – Cr Richardson</b>

**Motion put and CARRIED by Simple Majority**

**6/0**

3. This report seeks the following revisions to the schedule for delegates to Committees, Community Groups and Organisations Council as follows;
  - a. Approval to switch Cr Richardson as the current delegate to the Hopetoun Progress Association (HPA) with Cr Miloseski who is the current proxy. If approved Cr Miloseski will become the Council approved delegate to the HPA and Cr Richardson will act as the Proxy to the HPA,
  - b. Appoint Council representation (Delegate and Proxy) to the Jerdacuttup Community Association, and
  - c. Appoint Council representation (Delegate and Proxy) to the Jerdacuttup Ravensthorpe Nickel Operations Working Group (JRWG).

**COMMENT**

4. The Jerdacuttup Community Association is a long standing local community group that promotes the interests of the Jerdacuttup residents and manages the Jerdacuttup Community Hall via a lease arrangement with the Shire of Ravensthorpe. The JCA has requested a Council representative attend their meetings.
5. The Jerdacuttup Ravensthorpe Nickel Operations Working Group (JRWG) is a community liaison group comprising mine owners First Quantum Metals (FQM) and surrounding affected land owners to the RNO nickel mine. The group meet 4 times per year to discuss issues relating to mine activity and impacts to surrounding areas. A request from the JCA was made to have representatives from the Council and Shire attend these meetings.
6. Each councillor is entitled to sit or represent Council on at least one committee.
7. Council is required to determine delegates and formally adopt the appointments with a Council resolution.

**CONSULTATION**

8. The Jerdacuttup Community Association  
The Hopetoun Progress Association

**STATUTORY ENVIRONMENT**

9. *Local Government Act 1995*

**POLICY IMPLICATIONS**

10. Nil

**FINANCIAL IMPLICATIONS**

11. Nil.

**RISK MANAGEMENT**

12. The following risks have been identified as part of this report;

<b>Risk</b>	<b>Likelihood</b>	<b>Consequence</b>	<b>Risk Analysis</b>	<b>Mitigation</b>
Performance (operational)	Possible	Minor	Low	Improved communication through delegates representing Council at community meetings.
Reputational	Likely	Moderate	Medium	Look at ways to advance continual improvement. Promote community engagement through public involvement. Listen to community concerns.

**ALTERNATE OPTIONS**

14. Nil

**STRATEGIC ALIGNMENT**

15. This item is relevant to the Councils approved Strategic Community Plan 2030 and Corporate Business Plan 2020-2024.

**Outcome 1: Economy** - The population is growing, in tandem with a thriving, resilient local economy

Item	Objectives and Strategies
1.2	The right resources and infrastructure are in place to support local commerce and industry

**Outcome 2: Community** - This is a safe and family-friendly community where people of all ages have access to services and facilities, and there is plenty to blow your socks off

Item	Objectives and Strategies
2.2	Community groups function well with strong volunteer effort and feel supported by the community
2.3	People feel that their community is safe for all, free of nuisance and protected from risk of damage

**Outcome 5: Governance and Leadership** - The Shire of Ravensthorpe partners the community, and is an effective advocate and responsible steward

Item	Objectives and Strategies
5.1	The Shire's community is engaged and involved
5.2	The Council ensures its decisions are well informed and considered
5.3	The Council, with the support of the community, is an effective advocate for resources and facilities which support the vision for the future

**VOTING REQUIREMENTS**

16. Simple Majority

**COUNCIL DECISION**

Moved by Cr Miloseski and seconded by Cr Mudie

Resolution: 21/24

That Council: **ADOPT** the following revisions to the schedule for delegates to Committees, Community Groups and Organisations as listed.

<b><i>Council Delegates appointed</i></b>	<b><i>To the following Council Committees</i></b>
<b><u>Committee name</u></b>	<b><u>Councillor rep</u></b>
<b>Hopetoun Progress Association</b>	<b>Delegate – Cr Miloseski</b>
	<b>Proxy – Cr Richardson</b>
<b>Jerdacuttup Community Association</b>	<b>Delegate – Cr Gibson</b>
	<b>Proxy – Cr Richardson</b>
<b>Jerdacuttup Ravensthorpe Nickel Operations Working Group - JRWG</b>	<b>Delegate – Cr Gibson</b>
	<b>Proxy – Cr Richardson</b>

Carried 6/0

## 12. REPORTS OF OFFICERS

### 12.2 CORPORATE SERVICES

#### 12.2.1 MONTHLY FINANCIAL REPORT – 29 FEBRUARY 2024

<b>File Reference:</b>	N/A
<b>Location:</b>	Shire of Ravensthorpe
<b>Applicant:</b>	Nil
<b>Author:</b>	Accounting Manager
<b>Authorising Officer</b>	Executive Manager Corporate Services
<b>Date:</b>	12 March 2024
<b>Disclosure of Interest:</b>	Nil
<b>Attachment:</b>	12.2.1 Monthly Financial Reports for 29 February 2024
<b>Previous Reference:</b>	Nil

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#### PURPOSE

1. In accordance with the *Local Government Financial Management Regulations (1996)*, Regulation 34, a local government is to prepare a monthly Statement of Financial Activity for approval by Council.

#### BACKGROUND

2. Council is requested to review the February 2024 Monthly Financial Reports.

#### COMMENT

3. The February 2024 Monthly Financial Reports are presented for review.

#### CONSULTATION

4. Executive Team

#### STATUTORY ENVIRONMENT

5. Section 6.4 of the *Local Government Act 1995* and Regulation 34 of the Local Government (Financial Management) Regulations 1996 apply.

#### POLICY IMPLICATIONS

6. Nil.

#### FINANCIAL IMPLICATIONS

7. All expenditure has been approved via adoption of the 2023/24 Annual Budget, or resulting from a Council Motion for a budget amendment.

#### RISK MANAGEMENT:

8. The following risks have been identified as part of this report;

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Reputational – That Council does not receive the financial activity statements as required by S6.4 of the LG Act 1995.	Rare	Insignificant	Very Low	That Council receives the financial activity statements as required by legislation.

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**ALTERNATE OPTIONS**

9. Nil.

**STRATEGIC ALIGNMENT**

10. This item is relevant to the Councils approved Strategic Community Plan 2020-2030 and Corporate Business Plan 2020-2024

**Outcome 5: Governance and Leadership** - The Shire of Ravensthorpe partners the community, and is an effective advocate and responsible steward

Item	Objectives and Strategies
5.5	The value of community owned assets is maintained
5.5.1	Assets renewals and upgrades are funded to the level required to maintain asset value and agreed service levels
5.5.2	Projects are well-planned planned and delivered on time and on budget, with effective and thorough risk management and reporting
5.6	Financial systems are effectively managed
5.6.1	Financial management and reporting systems are able to deliver on all administrative and management functions (including reporting), and long-term financial planning requirements

**VOTING REQUIREMENTS**

11. Simple Majority

**COUNCIL DECISION**

**Moved by Cr Richardson and seconded by Cr Livingston**

**Resolution: 22/24**

**That Council RECEIVE the February 2024 Monthly Financial Reports as presented.**

**Carried: 6/0**

## 12. REPORTS OF OFFICERS

### 12.2 CORPORATE SERVICES

#### 12.2.2 SCHEDULE OF ACCOUNT PAYMENTS – FEBRUARY 2024

<b>File Reference:</b>	<b>GR.ME.8</b>
<b>Location:</b>	<b>Shire of Ravensthorpe</b>
<b>Applicant:</b>	<b>Shire of Ravensthorpe</b>
<b>Author:</b>	<b>Finance Officer</b>
<b>Authorising Officer</b>	<b>Executive Manager of Corporate Services</b>
<b>Date:</b>	<b>11 March 2024</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>12.2.2 Schedule of Payments 29 February 2024 Credit Card Transactions to 01 February 2024 Creditors List of Accounts Paid February 2024</b>
<b>Previous Reference:</b>	<b>Nil</b>

#### PURPOSE

1. This item presents the schedule of payments for Council approval in accordance with Regulation 13 of the Local Government (Financial Management) Regulations 1996.

#### BACKGROUND

2. Period 01/02/2024 – 29/02/2024

#### 2023/2024

Month	Cheques	EFT Pymts	Direct Debits	Credit Card	Trust	Total Creditors	Payroll
Jul	5,390	977,241	142,831	4,180	0	1,129,643	336,369
Aug	13,517	818,548	143,285	8,366	0	983,716	327,430
Sep	5,452	523,031	59,617	4,859	0	592,960	328,547
Oct	57,624	618,676	86,149	7,850	0	770,300	347,668
Nov	44,379	1,224,065	38,625	6,417	0	1,313,486	481,171
Dec	9,173	2,956,514	55,025	17,203	0	3,037,914	427,999
Jan	6,543	998,422	39,093	8,505	0	1,052,563	425,009
Feb	11,079	701,744	160,274	9,124	0	882,222	467,711
Mar	0	0	0	0	0	0	0
Apr	0	0	0	0	0	0	0
May	0	0	0	0	0	0	0
Jun	0	0	0	0	0	0	0
<b>Total</b>	<b>153,157</b>	<b>8,818,242</b>	<b>724,899</b>	<b>66,505</b>	<b>0</b>	<b>9,762,802</b>	<b>3,141,904</b>
<b>22/23</b>	<b>114,562</b>	<b>12,445,050</b>	<b>943,431</b>	<b>81,842</b>	<b>0</b>	<b>13,584,885</b>	<b>4,162,759</b>
<b>21/22</b>	<b>109,610</b>	<b>11,455,728</b>	<b>1,217,128</b>	<b>101,107</b>	<b>0</b>	<b>12,883,572</b>	<b>4,057,812</b>
<b>20/21</b>	<b>219,357</b>	<b>8,442,181</b>	<b>965,406</b>	<b>135,103</b>	<b>0</b>	<b>9,762,047</b>	<b>3,790,863</b>

### COMMENT

- The schedule of accounts as presented, submitted to each member of the Council, have been checked and are fully supported by vouchers and invoices which are submitted herewith and which have been duly certified as to the receipt of goods , the performance of services, to prices computation, costing's and the amounts that have been paid.

### CONSULTATION

- Accountant and Executive Manager Corporate Services

### STATUTORY ENVIRONMENT

- Regulation 13 (1) – (3) of the Local Government (Financial Management) Regulations

### POLICY IMPLICATIONS

- Nil.

### FINANCIAL IMPLICATIONS

- This item discloses Council's expenditure from Trust and Municipal funds which have been paid under delegated authority.

### RISK MANAGEMENT

- 

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Reputational – That Council does not receive the schedule of account payments.	Rare	Insignificant	Very Low	That Council receives the schedule of account payments.

### ALTERNATE OPTIONS

- Nil.

### STRATEGIC ALIGNMENT

- This item is relevant to the Councils approved Strategic Community Plan 2030 and Corporate Business Plan 2020-2024

**Outcome 1: Economy** - The population is growing, in tandem with a thriving, resilient local economy

Item	Objectives and Strategies
1.2	The right resources and infrastructure are in place to support local commerce and industry

**Outcome 5: Governance and Leadership** - The Shire of Ravensthorpe partners the community, and is an effective advocate and responsible steward

Item	Objectives and Strategies
5.2	The Council ensures its decisions are well informed and considered
5.3	The Council, with the support of the community, is an effective advocate for resources and facilities which support the vision for the future
5.6	Financial systems are effectively managed
5.7	Customer service and other corporate systems are of high quality

**VOTING REQUIREMENTS**

13. Simple Majority

**COUNCIL DECISION**

**Moved by Cr Gibson and seconded by Cr Mudie**

**Resolution 23/24**

**That Council:**

**Pursuant to Regulation 13 of the *Local Government (Financial Management) Regulations 1996*, the payment of accounts for the month of February 2024 be NOTED.**

**Carried: 6/0**

## 12. REPORTS OF OFFICERS

### 12.2 CORPORATE SERVICES

#### 12.2.3 BUDGET REVIEW 2023/2024 AS AT 31 JANUARY 2024

<b>File Reference:</b>	<b>GR.RE.2</b>
<b>Location:</b>	<b>Shire of Ravensthorpe</b>
<b>Applicant:</b>	<b>N/A</b>
<b>Author:</b>	<b>Executive Manager Corporate Services</b>
<b>Authorising Officer</b>	<b>Chief Executive Officer</b>
<b>Date:</b>	<b>4 March 2024</b>
<b>Disclosure of Interest:</b>	<b>Cr Livingston – Financial Interest</b>
<b>Attachments:</b>	<b>12.2.3 Shire of Ravensthorpe Budget Review Report</b>
<b>Previous Reference:</b>	<b>Nil</b>

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*Cr Livingston declared a Financial Interest and was disconnected electronically at 6.52pm.*

#### **PURPOSE**

1. This item is the statutory half yearly budget review and gives an indication and projection of the end of year financial position as at the review date. Based on current revenue and expenditure analysis and review of capital projects Council is projected to forecast an additional budgeted carry forward of a surplus of \$821,618, together with the existing adopted surplus of \$80,000, for a total carried forward surplus of \$901,618 as at 30 June 2024.

#### **BACKGROUND**

2. Under the revised Regulation 33A (1) the local government is required to carry out a review of the annual budget between 1 January and 28 February each year, with Regulation 33 (2A)(a) stipulating that the span of the review is the period beginning on 1 July and ending no earlier than 31 December in that financial year.
3. This statutory budget review was undertaken by the Executive Manager of Corporate Services for the period ending 31 January 2024. In reference to the audit of the 30 June 2023 Annual Financials, we can confirm that the carried forward balance of \$4,564,071 in comparison to the 2023/2024 Budget carried forward estimate of \$4,570,453, which had provided a minor budget funding shortfall of \$6,382 before the review process had begun. Notwithstanding the minor change in carried forward position, the attached Budget Review Summary Report details the review undertaken and the results are hereby submitted to be received by Council in consideration of a forecast surplus at 30 June 2024, that will be used as the carried forward position when preparing the 2024/2025 draft budget.

#### **COMMENT**

4. The projections contained within the reports are based on estimates to the best of the knowledge of staff, which has involved a process of considering current account balances, forecasted expenditures, current budgets and the materiality of any changes. These estimates do not guarantee that the 2023/2024

projected results will match the end of year result as there are many external influences that can have a bearing on Council's capacity or expenditure timing between now and 30 June 2024, however it does show that the Shire is currently heading towards a surplus position at years end.

5. The current financial period has been one of strong union intervention and the resultant organisational distraction, during a relatively short period of elevated inflation, and a tailing off of mineral commodity prices which has impacted the local mining sector of the economy. That said we are still in the fortunate position of conservatively predicting a surplus which can provide a welcome buffer for any business challenges that may arise for the remainder of 2023/2024.

As per the Statement of Budget Review (Nature and Type) the following is a summary of material amendments for consideration  $\geq$  \$20,000.

➤ **Carried Forward Net Current Assets at start of year – Unfavourable \$6,382**

- The audited net current assets of \$4,564,071 was \$6,382 lower after all end of year balance day adjustments had been completed. This had the effect of being unfavourable as a funding source for the 2023/24 balanced budget.

➤ **Revenue from Operating – Favourable \$609,000**

- \$24,000 – Favourable – Increased Bushfire Mitigation Funding, now \$280K.
- \$24,000 – Unfavourable – Decrease in FQM support for leased childcare housing.
- \$52,000 – Unfavourable – Decreased income from Little Barrens childcare.
- \$20,000 – Favourable – Increased income from staff rental accommodation.
- \$20,000 – Favourable – Increased income from other staff housing from external parties.
- \$35,000 - Favourable – Increased town Planning income, \$31K from one development.
- \$458,000 – Favourable – Increase in airport income, although expecting a downward trend.
- \$28,000 – Favourable – Increased water sales from the effect of lower rainfall.
- \$41,000 – Favourable – Increased investment returns from higher interest rates.

➤ **Expenditure from Operating – Favourable \$137,000**

- \$27,000 – Favourable – Decrease in Bushfire Risk Mitigation Coordinator employment costs from later start.
- \$40,000 – Favourable – Decrease in Health Inspection employment costs as contracted out.
- \$125,000 – Favourable – Decrease in Little Barrens employment costs with lower childcare numbers and staff turnover.
- \$30,000 – Favourable – Decrease in The Cub House employment costs with lower childcare numbers and staff turnover.
- \$27,000 – Favourable – Decrease in Manager Recreation and Community Services employment costs from a later start.
- \$65,000 – Favourable – Decrease in Airport employment costs through turnover and time between airport and ranger activities.
- \$26,000 – Unfavourable – Increase in workers compensation premiums \$15K and previous year wages premium adjustment \$11K.
- \$100,000 – Favourable – Decrease in administration employment costs from staff absences.
- \$20,000 – Favourable – Reduced co-contribution for Genestreams project withdrawn.

- \$35,000 – Unfavourable – Additional expenditure on bushfire mitigation activity, mainly offset by grant.
- \$24,000 – Favourable – Change of childcare leased accommodation to airport service.
- \$22,000 – Unfavourable – Increased building maintenance to Hopetoun Senior Citizens Centre.
- \$22,000 – Unfavourable – Increase road maintenance external costs for road slashing, tree lopping and haulage.
- \$25,000 – Unfavourable – Increased airport compliance costs from apron movement assessment for larger planes.
- \$36,000 – Unfavourable – Increased airport master planning with airport feature and contour survey.
- \$20,000 – Favourable – Decrease in firebreak compliance work.
- \$20,000 – Unfavourable – Increase in cleaning expendable stores mainly for public toilets.
- \$20,000 – Favourable – Decreased estimated fuel costs based on price movements to date.
- \$30,000 – Unfavourable – Increased costs of tyres and tubes.
- \$60,000 – Unfavourable – Increased costs of parts and repairs for fleet and fire appliances.
- \$30,000 – Unfavourable – Increased estimated costs of Ravensthorpe Cultural Precinct maintenance and upkeep for first full year of operation.
- \$20,000 – Favourable – Decreased cost of lower use of temporary agency staff.
- \$20,000 – Unfavourable – Increased cost of water at Hopetoun Standpipe with higher use.

➤ **Investing Activities from Capital Programs – Favourable - \$66,000**

- \$200,000 – Favourable – Change of budget for \$1M federal contribution to Springdale Bridge.
- \$100,000 – Unfavourable – Decrease of Genestreams grant as project supplier had ceased trading.
- \$20,000 – Unfavourable – Increased project cost of Hopetoun Rural Bushfire shed, including \$12K locks and fencing.
- \$26,000 – Unfavourable – Increased project cost of 88 Martin Street with additional works to accommodate arrival of new doctor. Increase funded from Building Reserve.
- \$43,000 – Unfavourable – Increased project cost of West Beach toilets requiring significant extra time as works were more difficult than planned. Increase funded from Building Reserve.
- \$70,000 – Unfavourable – Purchase of Airport Hanger as per Opteon valuation.
- \$55,000 – Unfavourable – Increased Campground Data Connectivity project shifted from 2 to 3 campgrounds and did not include cost of engineering works for starlink.
- \$60,000 – Unfavourable – New vehicle planned for Airport/Rangers with water facility for airport slashing works support and 3<sup>rd</sup> Ranger vehicle.
- \$20,000 – Favourable – Savings from purchase of Airport Tug.
- \$23,000 – Favourable – Savings from purchase of Airport Tractor/Slasher.
- \$45,000 – Favourable – Savings from vehicle non-purchase for Manager Recreation and Community Services now supplying own vehicle.
- \$25,000 – Favourable – Deferral for Campground Firepits project to 2024/2025.
- \$110,000 – Favourable – Removal of Genestreams Project with supplier ceasing trading.

➤ **Financing Activities – Favourable - \$16,000**

- \$69,000 – Favourable – Increase in transfer from Building Reserve for West Beach toilets \$43K and 88 Martin Street \$26K.
- \$38,000 – Unfavourable – Reduced transfer from Plant Reserve after savings were made on capital purchases for two cleaners vehicles. This is a benefit to the Plant Reserve balance and offsets the capital savings made on the vehicle purchases.

**CONSULTATION**

6. Executive Team and Responsible Officers

**STATUTORY ENVIRONMENT**

7. Regulation 33A. Local Government (Financial Management) Regulations 1996:
- Between 1 January and 28 February in each year a local government is to carry out a review of its annual budget for that year.
  - The review of the annual budget of a local government when carried out it is to be submitted to the Council by 31 March.
  - A council is to consider a review submitted to it and is to determine by absolute majority whether or not to adopt the review, any parts of the review or any recommendations made in the review.
  - Within 14 days (previously 30 days) after a council has made a determination, a copy of the review and the determination is to be provided to the Department

**POLICY IMPLICATIONS**

8. Nil

**FINANCIAL IMPLICATIONS**

9. The proposed budget revisions identify an end of year forecast surplus of \$901,618.

**RISK MANAGEMENT**

10. The following risks have been identified as part of this report;

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Performance (operational)	Likely	Moderate Minor	High Medium	
Financial	Unlikely	Moderate	Medium	

**ALTERNATE OPTIONS**

11. Reject proposed amendments which may restrict the ability to respond to changes in the business climate or minor initiatives that support changes in priorities.

**STRATEGIC ALIGNMENT**

12. This item is relevant to the Councils approved Strategic Community Plan 2020-2030 and Corporate Business Plan 2020-2024.

**Outcome 1: Economy** - The population is growing, in tandem with a thriving, resilient local economy

Item	Objectives and Strategies
1.2	The right resources and infrastructure are in place to support local commerce and industry



**Outcome 2: Community** - This is a safe and family-friendly community where people of all ages have access to services and facilities, and there is plenty to blow your socks off

Item	Objectives and Strategies
2.1	Social services and facilities are designed and delivered in a way that fits community needs and aspirations

**Outcome 3: Built Environment** - The built environment is accessible, honours history and provides for the economic and social needs of residents, industry and visitors

Item	Objectives and Strategies
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**Outcome 4: Natural Environment** - Our unique world class biosphere is valued and protected for the enjoyment of current and future generations

Item	Objectives and Strategies
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**Outcome 5: Governance and Leadership** - The Shire of Ravensthorpe partners the community, and is an effective advocate and responsible steward

Item	Objectives and Strategies
5.2	The Council ensures its decisions are well informed and considered
5.5	The value of community owned assets is maintained

## VOTING REQUIREMENT

13. Absolute Majority

## COUNCIL DECISION

Moved by Cr Mudie and seconded by Cr Gibson

Resolution: 24/24

### That Council

- 1. Adopt the statutory half yearly budget review, as presented, for the period ended 31 January 2024 and endorse amending the budget according to the attached Budget Review Report for a total forecast surplus of \$901,618.**
- 2. Request the Chief Executive Officer to forward the results of the statutory budget review to the Department of Local Government Sport and Cultural Industries within 14 days of the adoption of this budget review.**

Carried 5/0

*Cr Livingston returned to the meeting at 6.54pm*

### **12.3 INFRASTRUCTURE SERVICES**

Nil.

## 12. REPORTS OF OFFICERS

### 12.4 PROJECTS AND REGULATORY SERVICES

#### 12.4.1 MITIGATION ACTIVITY FUND GRANTS PROGRAMME – PROPOSED WORKS 2024

<b>File Reference:</b>	<b>NA</b>
<b>Location:</b>	<b>NA</b>
<b>Applicant:</b>	<b>Bushfire Risk Mitigation Coordinator</b>
<b>Author:</b>	<b>Executive Manager Projects and Regulatory Services</b>
<b>Authorising Officer</b>	<b>Chief Executive Officer</b>
<b>Date:</b>	<b>11 March 2024</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>Attachment 12.4.1 - Proposed Treatments</b>
<b>Previous Reference:</b>	<b>Nil</b>

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#### **PURPOSE**

1. For council to endorse the implementation of the 2024 proposed works to be carried out within the Shire under the Mitigation Activity Fund Grants Programmes, Round 2, and in line with the Shire of Ravensthorpe Bushfire Risk Management Plan, as per Attachment 12.4.1.

#### **BACKGROUND**

2. The Shire of Ravensthorpe was one of the first Shires in the State to have State and Council endorsed Bushfire Risk Management Plan. This plan acknowledged the high risk of threat posed by bushfire and outlines a framework under which those risks can be assessed. Two types of risk can be considered: risks to assets and systemic risks. Risk to assets relates to the tangible impacts of fire on people, property and infrastructure. Systemic risk arises from the impacts of bushfire on the interconnected systems and networks that support community function.
3. The State Hazard Plan Fire states that local governments identified as having high or extreme bushfire risk are required to develop an integrated Bushfire Risk Management Plan outlining a strategy to treat or reduce bushfire related risk across all land tenures. This assessment is done on an annual basis and allows local governments to request funding through the Department of Fire and Emergency Services (DFES).

#### **COMMENT**

4. The process of planning for treatments and submitting these to DFES for funding approval is undertaken through the following bushfire risk management process;
  1. **Establish the context for risk assessment.** This includes such things as population and demographics, economic activities, climate and bushfire seasons, vegetation, threatened species and communities, and bushfire frequency and causes of ignition.
  2. **Identify assets at risk from bushfire.** Includes human settlement, economic, environmental and cultural.
  3. **Assess the consequence**
  4. **Assess the likelihood**

5. **Calculate the risk rating**
6. **Determine what risks require asset-specific treatment**
7. **Treat unacceptable risks**
8. **Record and report.** On approval of the strategy the local government becomes the treatment manager and plans and implements treatment strategies to address risk on land they own and manage. However, a holistic view of risk is taken, known as the tenure-blind approach, and risks are identified across the landscape, with input and coordination with other stakeholders, for example, DFES, DBCA, DPLH, utilities companies and private land owners.

## CONSULTATION

5. Councillors
  - Department of Fire and Emergency Services
  - Shire of Ravensthorpe Chief Bushfire Control Officer
  - Shire of Ravensthorpe Community Emergency Services Manager
  - Shire of Ravensthorpe Bushfire Risk Mitigation Coordinator

## STATUTORY ENVIRONMENT

6. Bushfires Act 1954, Emergency Management Act 2005, State Hazard Plan Fire

## POLICY IMPLICATIONS

7. Shire of Ravensthorpe Risk Management Policy (G6)

## FINANCIAL IMPLICATIONS

8. Works are grant funded through the Mitigation Activity Fund Grants programme.

## RISK MANAGEMENT

9. The following risks have been identified as part of this report;

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Performance (operational)	Likely	Moderate	Medium	Initiate Communications strategy. Ensure works are appropriated planned and managed
Financial	Unlikely	Insignificant	Low	Costs monitored through procurement process and grant reporting
Environmental	Possible	Moderate	Medium	Follow BRM Pan framework and al legislative requirements Cooperation with DBCA, DFES and other kandholders on implementation

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Reputational	Possible	Moderate	Medium	Employ communications plan Community education
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## ALTERNATE OPTIONS

10. Council does not endorse the proposed works.

## STRATEGIC ALIGNMENT

11. This item is relevant to the Councils approved Strategic Community Plan 2030 and Corporate Business Plan 2020-2024

**Outcome 1: Economy** - The population is growing, in tandem with a thriving, resilient local economy

Item	Objectives and Strategies
1.2	The right resources and infrastructure are in place to support local commerce and industry

**Outcome 2: Community** - This is a safe and family-friendly community where people of all ages have access to services and facilities, and there is plenty to blow your socks off

Item	Objectives and Strategies
2.1	Social services and facilities are designed and delivered in a way that fits community needs and aspirations
2.2	Community groups function well with strong volunteer effort and feel supported by the community
2.3	People feel that their community is safe for all, free of nuisance and protected from risk of damage

**Outcome 3: Built Environment** - The built environment is accessible, honours history and provides for the economic and social needs of residents, industry and visitors

Item	Objectives and Strategies
3.4	It is easy and safe to move around and in and out of the district
3.5	The Shire's heritage structures, heritage and cultural places are valued and protected, and are integrated into community life and economic activity.

**Outcome 4: Natural Environment** - Our unique world class biosphere is valued and protected for the enjoyment of current and future generations

Item	Objectives and Strategies
4.3	The Shire's valued natural areas and systems are protected and enhanced

**Outcome 5: Governance and Leadership** - The Shire of Ravensthorpe partners the community, and is an effective advocate and responsible steward

Item	Objectives and Strategies
5.1	The Shire's community is engaged and involved
5.2	The Council ensures its decisions are well informed and considered
5.3	The Council, with the support of the community, is an effective advocate for resources and facilities which support the vision for the future
5.5	The value of community owned assets is maintained

**VOTING REQUIREMENTS**

12. Simple Majority

**COUNCIL DECISION**

**Moved by Cr Mudie and seconded by Cr Gibson**

**Resolution: 25/24**

**That Council ENDORSE the 2024 mitigation treatments as proposed and funded under the Mitigation Activity Fund Grants Program.**

**Carried: 6/0**

Cr Mudie stated the Shire's fire mitigation works are extremely important to protect lives and assets of the shire. The affected areas are only a very small proportion of the Shire's total area.

Cr Major reinforced this point stating that the affected areas that are mitigated are very small, only 200 hectares of the 800,000+ hectares on bush within the shire which is less than a quarter of 1%.

**13. MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

Nil.

**14. NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING**

14.1 TENDER FOR KERBSIDE WASTE & RECYCLING COLLECTION SERVICES

**COUNCIL DECISION**

Moved by Cr Miloseski and seconded by Cr Richardson

**Resolution: 26/24**

**That Council move behind closed doors to consider late item 14.1 Tender for Kerbside waste and recycling collection services, and item 15.1 Draft Fees and Charges 2024/25.**

**Carried 6/0**

Council moved behind closed doors at 6.58pm and members of the public gallery left the Chambers.

**COUNCIL DECISION**

Moved by Cr Richardson and seconded by Cr Major

**Resolution: 27/24**

**That Council:**

- **Accepts the Tender submitted by Cleanaway as the most advantageous Tender to form a Contract for Option 2: 5 year initial term plus 5 year option, and**
- **Delegates the formation of the Contract of Service to the CEO subject to any variations of a minor nature prior to entry to the Contract.**

**Carried: 6/0**

**15. MATTERS TO BE CONSIDERED BEHIND CLOSED DOORS**

15.1 CONFIDENTIAL ITEM – DRAFT SCHEDULE OF FEES AND CHARGES 2024/2025

**COUNCIL DECISION**

Moved by Cr Mudie and seconded by Cr Richardson

**Resolution: 28/24**

**That Council:**

- 1. Adopt the draft 2024/2025 Schedule of Fees and Charges as presented; and**
- 2. Endorse the adopted 2024/2025 Schedule of Fees and Charges to be implemented and effective from the 1 July 2024.**

**Carried: 6/0**

**COUNCIL DECISION**

**Moved by Cr Mudie and seconded by Cr Miloseski**

**Resolution: 29/24**

**That Council return from behind closed doors**

**Carried: 6/0**

Council returned from behind closed doors at 7.05pm and 1 member of the public gallery (Mr Ash Fisher) returned to the Chambers.

The Shire President announced the Council Decisions for items 14.1 and 15.1 as stated above.

**16. CLOSURE**

The Presiding Member declared the meeting closed at 7.06pm.



## **11. MATTERS ARISING FROM COMMITTEES OF COUNCIL**

### **RAVENSTHORPE BUSH FIRE ADVISORY COMMITTEE (BFAC) AGM AND ORDINARY MEETINGS MINUTES AND RECOMMENDATIONS**

<b>File Reference:</b>	<b>ES.ME.1</b>
<b>Location:</b>	<b>N/A</b>
<b>Applicant:</b>	<b>Bush Fire Advisory Committee</b>
<b>Author:</b>	<b>Executive Manager Projects and Regulatory</b>
<b>Authorising Officer</b>	<b>Chief Executive Officer</b>
<b>Date:</b>	<b>2 April 2024</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>11.1</b> <b>1. Meeting Minutes (Unconfirmed) – BFAC AGM 18 March 2024</b> <b>2. BFAC General Meeting Minutes (Unconfirmed) 18 March 2024</b> <b>3. OWG minutes dated 19 February 2024</b> <b>4. Draft Shire of Ravensthorpe Fire Control Notice</b> <b>5. Shire of Ravensthorpe DRAFT Bushfire Operating Procedures</b>
<b>Previous Reference:</b>	<b>N/A</b>

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#### **PURPOSE**

1. The BFAC is a committee of Council, formed under Council Policy LO2 in order to promote and encourage volunteerism and to make the Shire of Ravensthorpe a safe community by managing fire risk.

#### **COMMITTEE RECOMMENDATION**

##### **That Council:**

1. **RECEIVE the Unconfirmed Minutes of the Bush Fire Advisory Committee Annual General Meeting and Ordinary Meeting held 18 March 2024; and**
2. **ENDORSE the following nominations as detailed in the Minutes of the Annual General Meeting held on 18 March 2024:**

# ATTACHMENT 11.1



**Shire of Ravensthorpe**

**Bush Fire Advisory Committee**

**AGM MINUTES**

**Meeting held on Monday 18 March 2024 at the Council**

**Chambers, Ravensthorpe Cultural Precinct**

**AGM MINUTES**  
**Monday 18 March 2024 at 5:30pm**  
**Council Chambers, Ravensthorpe**  
**Cultural Precinct**

The Chairperson declared meeting opened at 17:34hrs

**1. ATTENDANCE**

Keith Rowe	Outgoing Chairperson
Shire President Tom Major	Incoming Chairperson
Rod Daw	Chief Bush Fire Control Officer
Gavin Gibson	DCBFCO
Rian Duncan	DCBFCO
Malcom Grant	DCBFCO/BRMC
Bernard Featherstonhaugh	FCO, Mungy
Andy Daw	FCO, East Ravey
Matthew Bell	FCO, Jerdacuttup
Devon Burton	FCO, East Ravey
Gary Webster	FCO, Cocanarup
Luke Webster	FCO, My Short/Cocanarup
Mark Mudie	FCO, West River
Brett Kershaw	FCO, West River
Kye Chambers	FCO, North Ravey
Andy Chambers	FCO, North Ravey
Paul Bell	FCO, Jerdacuttup
Matthew Bird	CEO, Shire of Ravensthorpe
Russell Palmer	CESM, Shire of Ravensthorpe
Natalie Bell	EMPRS, Shire of Ravensthorpe

**2. APOLOGIES**

Stephen Petersen	DFES
Michaela Pritchard	Shire of Ravensthorpe
Richard Norrish	FCO, Mt Short
Reece Laycock	FCO, North Ravey

**3. CONFIRMATION OF MINUTES OF PREVIOUS MEETING**

**BFAC COMMITTEE DECISION AND RECOMMENDATION TO COUNCIL**

**Moved:** Rod Daw

**Seconded:** Devon Burton

**The minutes of the AGM Bushfire Advisory Committee held on Tuesday 14 March 2023 to be confirmed as a true and correct record of proceedings.**

**Carried**

#### 4. ELECTION OF CHAIRMAN

As agreed at the BFAC meeting of September 2023, per the Shire of Ravensthorpe Policy LO2 Bush Fire Advisory Committee, the meeting Chair will be a representative of the Shire of Ravensthorpe Council, or the Shires Chief Executive Officer.

Shire President, Tom Major has accepted the role of BFAC chair.

##### **BFAC RECOMMENDATION TO COUNCIL**

That Shire President Tom Major be endorsed as the Shire of Ravensthorpe Bush Fire Advisory Committee Chairperson

#### 5. ELECTION OF DEPUTY CHAIRMAN

<b>Nominee</b>	<b>Nominated By</b>	<b>Seconded</b>	<b>Elect</b>
Keith Rowe	Rod Daw	Tom Major	Y

##### **BFAC COMMITTEE DECISION AND RECOMMENDATION TO COUNCIL**

That Keith Rowe be endorsed as the BFAC Committee Deputy Chair.

#### 6. ELECTION OF CHIEF BUSH FIRE CONTROL OFFICER

<b>Nominee</b>	<b>Nominated By</b>	<b>Seconded</b>	<b>Elect</b>
Rod Daw	Mark Mudie	Gavin Gibson	Y

##### **BFAC COMMITTEE DECISION AND RECOMMENDATION TO COUNCIL**

That Rod Daw be endorsed as the Shire of Ravensthorpe Chief Bush Fire Control Officer.

#### 7. ELECTION OF DEPUTY CHIEF BUSH FIRE CONTROL OFFICERS

<b>Nominee</b>	<b>Nominated By</b>	<b>Seconded</b>	<b>Elect</b>
Gavin Gibson	Rod Daw	Rian Duncan	Y
Rian Duncan	Rod Daw	Devon Burton	Y
Malcolm Grant	Rod Daw	Gary Webster	Y

##### **BFAC COMMITTEE DECISION AND RECOMMENDATION TO COUNCIL**

That Gavin Gibson, Rian Duncan and Malcom Grant be endorsed as the Shire of Ravensthorpe Deputy Chief Bush Fire Control Officers

## 8. NOMINATION FIRE WEATHER OFFICERS

Nominee	Nominated By	Seconded	Elect
Rodney Daw	Rian Duncan	Gavin Gibson	Y

### **BFAC COMMITTEE DECISION AND RECOMMENDATION TO COUNCIL**

**That Rod Daw be endorsed as the Shire of Ravensthorpe Fire Weather Officer.**

## 9. CONFIRMATION OF FIRE CONTROL OFFICERS

Fire Control Officers were nominated as a group.

Nominee	BFB	Nominated By	Seconded	Elect
Gary Webster	Cocanarup	Mark Mudie - All	Keith Rowe - All	Y
Luke Webster	Cocanarup			Y
Andy Daw	East Ravensthorpe			Y
Devon Burton	East Ravensthorpe			Y
Malcolm Grant	East Ravensthorpe			Y
Rod Daw	East Ravensthorpe			Y
Stott Redman	Hopetoun Rural			Y
Courtney Foulds	Hopetoun Rural			Y
Andrew Venning (Permits only)	Hopetoun Rural			Y
James Mollet	Jerdacuttup			Y
Matthew Bell	Jerdacuttup			Y
Paul Bell	Jerdacuttup			Y
Brad Clarke	Mt Short			Y
Peter Belli	Mt Short			Y
Richard Norrish	Mt Short/W River			Y
Gavin Gibson	Munglinup			Y
Bernard F Hall	Munglinup			Y
Samuel Fetherstonhaugh*	Munglinup			Y
Brodie Wickstein*	Munglinup			Y
Kieren Barrett*	Munglinup			Y
Reece Laycock	North Ravensthorpe			Y
Andrew Chambers	North Ravensthorpe			Y
Kye Chambers	North Ravensthorpe			Y

Chad Tuckett	North Ravensthorpe			Y
Keith Rowe	Cocanarup	Rod Daw	Mark Mudie	Y
Peter Kuiper	West River			Y
Mark Mudie	West River	Rod Daw	Keith Rowe	Y
Rian Duncan	West River			Y
Brett Kershaw	West River			Y
Peter Nankervis (Permits only)	Hopetoun VFES			Y

\*Rod Daw noted Samuel Featherstonhaugh, Brodie Wickstein, and Kieran Barrett are required to attend FCO training to be held on 19 March 2024.

**BFAC COMMITTEE DECISION AND RECOMMENDATION TO COUNCIL**

**That all confirmed Fire Control Officers be endorsed as the Shire of Ravensthorpe 2024 – 2025 Fire Control Officers.**

**10. NOMINATION FOR DUAL FIRE CONTROL OFFICERS TO NEIGHBOURING LOCAL GOVERNMENTS**

**Esperance Shire**

<b>Nominee</b>	<b>Nominated By</b>	<b>Seconded</b>	<b>Elect</b>
Gavin Gibson	Rod Daw	Mark Mudie	Y
Bernard Fetherstonhaugh	Rod Daw	Mark Mudie	Y
Paul Bell	Rod Daw	Mark Mudie	Y

• **Jerramungup Shire**

<b>Nominee</b>	<b>Nominated By</b>	<b>Seconded</b>	<b>Elect</b>
Rian Duncan	Rod Daw	Mark Mudie	Y
Peter Kuiper	Rod Daw	Mark Mudie	Y
Brett Kershaw	Rod Daw	Mark Mudie	Y
Mark Mudie	Rod Daw	Rian Duncan	Y

• **Lake Grace Shire**

<b>Nominee</b>	<b>Nominated By</b>	<b>Seconded</b>	<b>Elect</b>
Chad Tuckett	Rod Daw	Kye Chambers	Y
Reece Laycock	Rod Daw	Kye Chambers	Y

**BFAC COMMITTEE DECISION AND RECOMMENDATION TO COUNCIL**

**That all Dual Fire Control Officers be endorsed as the Shire of Ravensthorpe 2024 – 2025 Dual Fire Control Officers.**

**Closure of Meeting**

The Chairperson closed the meeting at 1821hrs



**Shire of Ravensthorpe  
Bush Fire Advisory Committee**

**MINUTES**

**Held on Monday 18 March 2024  
at the Ravensthorpe Council Chambers  
Ravensthorpe Cultural Precinct  
6.20pm (immediately after closure of BFAC AGM)**





## BFAC MINUTES – March 24

DATE 18 March 2024

TIME: 6.22pm

VENUE: Ravensthorpe

### ATTENDEES

#### MEMBERS

Tom Major	BFAC Chair
Keith Rowe	DBFAC Chair
Rod Daw	CBFCO
Gavin Gibson	DCBFCO
Rian Duncan	DCBFCO
Malcom Grant	DCBFCO/BRMC
Bernard Featherstonhaugh	FCO, Mungy
Andy Daw	FCO, East Ravey
Matthew Bell	FCO, Jerdacuttup
Devon Burton	FCO, East Ravey
Gary Webster	FCO, Cocanarup
Luke Webster	FCO, My Short/Cocanarup
Mark Mudie	FCO, West River
Brett Kershaw	FCO, West River
Kye Chambers	FCO, North Ravey
Andy Chambers	FCO, North Ravey
Paul Bell	FCO, Jerdacuttup
Matthew Bird	CEO, Shire of Ravensthorpe
Russell Palmer	CESM, Shire of Ravensthorpe
Natalie Bell	EMPRS, Shire of Ravensthorpe

#### GUESTS

Karen Naylor	Parks and Wildlife, DBCA
Justin Black	Parks and Wildlife, DBCA
Matt Prophet	Parks and Wildlife, DBCA

#### APOLOGIES

Stephen Petersen	DFES
Michaela Pritchard	Shire of Ravensthorpe
Richard Norrish	FCO, Mt Short
Reece Laycock	FCO, North Ravey
Vince Hilder	DBCA

Item	Minutes
1.	<p><b>DECLARATION OF OPENING /ANNOUNCEMENT OF VISITORS</b></p> <ul style="list-style-type: none"> <li>Noted that Karen Naylor and Justin Black from Esperance would be attending for DBCA. Matt Prophet also present.</li> </ul>
2.	<p><b>CONFIRMATION OF MINUTES FROM PREVIOUS MEETING</b></p> <p><b><u>OFFICER &amp; COMMITTEE DECISION</u></b></p> <p>The minutes of the Bushfire Advisory Committee held on Tuesday 12 September 2023 to be confirmed as a true and correct record of proceedings.</p> <p>Moved: Rian Duncan <span style="float: right;">Seconded: Gary Webster</span></p> <p style="text-align: right;">Carried</p>
3.	<p><b>BUSINESS ARISING FROM SEPTEMBER 23 BFAC</b></p> <p><b>3.1 Mitigation in the Ravensthorpe Ranges</b></p> <ul style="list-style-type: none"> <li>Devon Burton put a motion requesting information on what would be happening to the Ravensthorpe Ranges in terms of mitigation, given its size (area), terrain and proximity to the town.</li> <li>A motion was carried that stated that the OWG were to meet and discuss options for the risk reduction/mitigation for the range and present these at the next BFAC.</li> <li>The OWG met in February 2024 and were briefed on the current tenure, infrastructure values and conservation values along with current fire management and proposed works.</li> <li>The OWG moved that the BFAC should recommend a motion for council to endorse, that the Shire Emergency Services team work with DBCA to confirm the Shires concerns about the lack of any works being carried out by DBCA and to request that they prioritise the works they are doing be moved closer to town. The OWG also recommends that an invite be sent to the relevant Minister to attend the Shire. Rod Daw also recommended Mal Grant do a presentation.</li> </ul> <p><b><u>COMMITTEE DECISION</u></b></p> <p>That the BFAC endorse the OWG recommendation to go to council to endorse per item 5.2 of the OWG minutes dated 19 February 2024. That is, that the Shire Emergency Services team work with DBCA to confirm the Shires concerns about the lack of any works being carried out by DBCA and to request that they prioritise the works they are doing be moved closer to town. The OWG also recommends that an invite be sent to the relevant Minister to attend the Shire.</p> <p>Moved: Keith Rowe <span style="float: right;">Seconded: Andy Daw</span></p> <p style="text-align: right;">Carried</p> <ul style="list-style-type: none"> <li>Matt Prophet from DBCA spoke to the motion and noted that 80kms of chopper rolling was currently underway</li> </ul>

<p><b>4.</b></p>	<p><b>CORRESPONDENCE</b></p> <p><b>4.1</b> OWG meeting correspondence</p> <p><b>4.2</b> Protection of Private vehicles at fires.</p> <ul style="list-style-type: none"> <li>• Discussed in general business</li> <li>• Russell noted a lot of correspondence on Farm Fighting units and what can be done to assist or regulate these. Noted a lot of them had modifications that presented issues.</li> </ul> <p><b>4.3</b> Regional QR Codes – sent via email from CESM</p> <p><b>4.4</b> Dangerous Traffic incident – email to CESM by Brigade member</p> <ul style="list-style-type: none"> <li>• Noted in general business below</li> </ul> <p><b>4.5</b> Fuel Loads late in the season - sent via email from CESM</p> <p><b>4.6</b> Associations newsletters and announcements– sent via email from CESM</p> <p><b>4.7</b> Letter of appreciation to Keith Rowe for his service to the BFAC as Chair – sent by Shire President, Tom Major</p>
<p><b>5.</b></p>	<p><b>OFFICER REPORTS</b></p> <p><b>5.1</b> CBFCO – tabled and read at BFAC. Attached</p> <p><b>5.2</b> DBCA – presented via PP by Karen Naylor. Attached</p> <p><b>5.3</b> CESM Report – tabled and read at BFAC. Attached</p> <p><b>5.4</b> DFES report – nil given. Malcom Grant noted working closely with DFES to capture and close gaps in and around townsites with regards to mitigation works</p> <p><b>5.5</b> BRPC report – Tabled and spoken to at BFAC. Attached</p> <p><b>5.6</b> OWG Meeting Minutes – meeting #5 – Attached</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><b>Motion that Council endorse Officers reports.</b></p> <p><b>Moved: Andy Daw</b> <span style="float: right;"><b>Seconded: Gary Webster</b></span></p> <p style="text-align: right;"><b>Carried</b></p> </div>
<p><b>6.</b></p>	<p><b>BFAC ITEMS, SUBMITTED BY OWG</b></p> <p><b>6.1</b> Fire Control Notice updates</p> <ul style="list-style-type: none"> <li>• Revised Fire Control Notice requirements as a result of inspections carried out this year by external consultants, and recommendations made, FCO involvement in inspections and in response to community feedback on the 23-24 changes in relation to rural properties, 200hectares.</li> <li>• Recommendations to the Fire Control and Fire Break Notice for 24 – 25 are; <ul style="list-style-type: none"> <li>➤ Item 1. Unrestricted burning time for rural areas only – new dates 31 March – 1 September (noted typo for September and should be 19 September. To be updated in final draft)</li> <li>➤ Item 1. Burning is prohibited for the entire Easter period 18 April 2025 – 21 April 2025</li> <li>➤ Item 5. Asset protection zone requirements for residential have been addressed</li> <li>➤ Item 6. Rural properties under 200ha and within 4kms of the Ravensthorpe Post Office – the 20mt break introduced in 2023 has been removed and the 3mt break reinstated.</li> </ul> </li> </ul>

- Item 7. Rural Residential properties in nominated subdivisions now have additional guidance that outlines specific requirements or variations to the requirements due to the differences in vegetation and soil type and allowable uses of the land under the Shire Planning Scheme #6 or other regulatory requirements.

**Motion that BFAC recommend that Council endorse these changes for inclusion and amendment to the 2024 – 2025 Fire Control and Fire Break Notice**

**Moved: Andy Daw**

**Seconded: Rod Daw  
Carried**

- Gary Webster noted that the FCN needed to go out earlier to ensure property owners had as much time as possible to prepare their properties while it is easy to do so rather than leaving to the last minute. Also noted that there were a lot of new property owners that may not understand their requirements and also that there were a lot of absentee owners.
- Tom Major noted that historically these went out with the rates to ensure all property owners were advised however acknowledged rates had been later in past couple of years.
- Matt Bird noted that once endorsed by Council at the April meeting it could go up onto the website and also onto our social media.
- Natalie Bell noted that the Rates officer when preparing dealings for new properties did send out a copy of the FCN to new owners with other required Shire property information.

**6.2 Training** – OWG ongoing item. Noted that there is an FCO and Ground Controller course tomorrow, 19 March 2024. CESM also would like to know if there is any further interest in any brigade members doing the trainer assessor course to expediate training within brigades, to let him know.

**6.3 Standard Administrative Procedures and Standard Operating Procedures DRAFT** document – a motion was moved at the OWG that this document be recommended by the BFAC to adopt noting that the brigades could see how it goes and provide recommendations for changes at the next BFAC.

**Motion that BFAC adopt the Standard Administration and Operating Procedures (Bushfire Operating Procedures) document and recommend Council endorsement of the document.**

**Moved: Rod Daw**

**Seconded: Rian Duncan  
Carried**

	<ul style="list-style-type: none"> <li>Rod Daw noted that this was a live document and open to improvement once members had become familiar with it.</li> </ul>
7	<p><b>GENERAL BUSINESS</b></p> <p>7.1 Rod Daw spoke to the fact that he is aware there has been some push back to the works being done in the Shire in terms of mitigation. Rod noted that a minority of people involved and that he can't understand this when what the brigades and mitigation teams are trying to do is save lives. Rod requested a motion in relation to the support that the BFAC and brigades have for the Shires mitigation programme</p> <div data-bbox="331 607 1377 1016" style="border: 1px solid black; padding: 10px;"> <p><b><u>COMMITTEE DECISION</u></b></p> <p><b>That the Council endorse the BFAC motion of its position to reinforce to the Council and the community the support of the BFAC and the Shire's Volunteer Bushfire Brigades with respect to the importance of bushfire risk mitigation works undertaken in this Shire to protect life and property and to ensure the sustainability of the environment.</b></p> <p><b>Moved: Rod Daw</b> <span style="float: right;"><b>Seconded: Devon Burton</b></span>  <span style="float: right;"><b>Carried</b></span></p> </div> <p>Rod Daw spoke to the motion noting that this Shire was recognised both at State and federal level for its bushfire mitigation programme in 2006. But that not enough has been done in the UMR and UCL so we have to keep moving forward.</p> <p>Rod Daw wanted to note that our mitigation team led by Malcom Grant was doing a great job and that there was more experience in this room around the issue of bushfires and knowledge of the landscape than anywhere else in the state and that he was very fortunate to be able to lead this.</p> <p>Gary Webster said the motion should go into the Community Spirit as a letter to the Editor.</p> <p>Matt Bird noted it would be put to Council in April and Tom Major noted that <b>the current round of mitigation works would be going to Council for endorsement tomorrow night (Tuesday 19 March 2024)</b></p> <p>7.2. Barn Featherstonhaugh requested to move a motion around having more brigade members trained and licenced to use flame throwers. Noted these are an important tool in firefighting and that currently only the BRMC has the allowance to use one. He would like more training and requested that Mal Grant be allowed to assist and train anyone that wants to be able to undertake this work.</p> <p>Malcom Grant noted it was more around having to get a dispensation off the Department of Transport to be able to operate on road verges with a person seated in the back of a vehicle (unrestrained). Rod Daw agreed this driver training, flamethrower training and dispensations should be fast-tracked.</p>

### **COMMITTEE DECISION**

**That the Council endorse the BFAC recommendation to enable the Shire's Bushfire Risk Mitigation Coordinator Malcom Grant to assist in the training of brigade members in the proper use of flame throwers and to assist in gaining Department of Transport dispensation to anyone who undertakes the required training.**

**Moved: Barn Featherstonhaugh**

**Seconded: Paul Bell**

**7.3** Brett Kershaw - Queried the need for calling ComCen for every permit issued. Rod Daw noted it was to everyone's benefit to do this as it takes the pressure off if Com Cen know. Malcom Grant noted it stopped a lot of calls.

Luke Webster noted that permits should be conditional on the permit holder ringing ComCen back to the chief as when people see a fire and call in – ComCen is able to advise immediately that it is a prescribed burn. Just needed to tick the box on the permit every time you issue one.

**7.4** Gary Webster – noted he understands that mines have exemptions, even on TFB days, however they need to understand that when there is a HVMB they need to stop what they are doing when they are out in the paddock. They currently continue with exploration works which includes rock breaking. With Galaxy being on the north west side of the town, they need to understand that if something flares up there then it could be catastrophic.

Discussion about how best to get mines to understand and get on board. Problem is that the positions change so often, but also need to reinforce this down the line to workers, subbies and contractors.

Andy Daw questioned if they had to carry water with them as was required for everyone else in the Shire when working in the paddocks. Can we find out what they do? Can the Shire somehow require this?

Options may be to include them in HVMB SMS if not already. Devon Burton noted it should be part of the staff induction.

Matt Bird noted he would take this up with them at their meeting and at the community meeting.

**7.5** Paul Bell – Questioned DBCA re the fires down near Masons Bay – what are their plans to burn out more. Matt Prophet noted that it could be burned at a later date, that the track had been left open and not rehab'd. However there was no program as yet.

Also on Oldfield Rd onto Springdale – breaks not done for 20 years. Karen Naylor noted that they were heading that way now – would jump to Lake Chaster this year also.

**7.6** Matt Bird - Thanked everyone for their efforts. Noted again that the mitigation treatment works were going to Council Tuesday night. Also that the new BRM

	<p>Plan is being done this year and this will involve community consultation so need to get as many people involved as possible.</p> <p><b>7.7 Malcom Grant</b> – Advised Shire had been confirmed as one of the few Shires to be included in a 3 year mitigation pilot programme. Also happy to see so much support from the Shire for the programme.</p> <p><b>7.8 Andy Daw</b> brought up a safety issue that had occurred on his way to a fire when overtaken by a farm/private unit with an unregistered water cart/trailer. Considered this dangerous and just wants people to think about safety when attending a fire.</p> <p><b>7.9 Mark Mudie</b> – Noted a lot of farms have Heavy duties now that attend fires. But they are not identifiable. Can the Shire assist in some way for signage to identify these units. Kye Chambers noted that if you attend a fire you should be reporting to the IC so they know who is on the ground. Discussion around identification when IC or ops commander trying to direct these units.</p> <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <p><b><u>COMMITTEE DECISION</u></b></p> <p><b>That the Council endorse the BFAC recommendation for the OWG to consider options and recommend back to BFAC an approach to having farm firefighting units identified and markings/decals provided for trucks.</b></p> <p><b>Moved: Rod Daw</b> <span style="float: right;"><b>Seconded: Mark Mudie</b></span>  <span style="float: right;"><b>Carried</b></span></p> </div>
<p><b>8.</b></p>	<p><b>Work Health and Safety</b></p> <p><b>8.1 Incidents and Near Misses</b> – Nil</p> <p><b>8.2 Protections for operating Private fire Units.</b> Refer item 7.9 Shire and CESM to further review.</p> <p><b>8.3 PPE</b> - ongoing discussions around this. Matt Bird noted it has been discussed at various brigade meetings. Some discussion around people not members of the Shire BFB having access. CESM noted can't do this. Comments on number of kits required and giving back old gear. Nat Bell noted where people leave the brigade they should give gear back. Brigades are part of the Shire so as long as the equipment officer, or whoever, takes charge of uniforms then they should stay with the brigades.</p> <p><b>8.4 Training</b> – discussed above</p>

**Meeting Closed: 7.40pm**

**Attachment 1 – BFAC March 2024 – 2023 Meeting Minutes**





**Shire of Ravensthorpe  
Bush Fire Advisory Committee**

**MINUTES**

**Held on Tuesday 12<sup>th</sup> September 2023  
at the Ravensthorpe Entertainment Centre  
5:30pm**



## BFAC MINUTES – September 23

DATE 12 September 2023

TIME: 5.30pm

VENUE: Ravensthorpe

### ATTENDEES

#### MEMBERS

Keith Rowe	
Rod Daw	CBFCO
Malcom Grant	DCBFCO
Rian Duncan	DCBFCO
Andy Daw	FCO, East Ravey
Reece Laycock	FCO, North Ravey
Devon Burton	FCO, East Ravey
Luke Webster	FCO, My Short/Cocanarup
Richard Norrish	FCO, Mt Short
Tom Major	Shire Representative
Brett Kershaw	FCO, West River
Kye Chambers	FCO, North Ravey
Andy Chambers	FCO, North Ravey
Gary Webster	FCO, Cocanarup
Matthew Bird	CEO, Shire of Ravensthorpe
Karen Naylor	Parks and Wildlife, DBCA

#### GUESTS

Karen Naylor	Parks and Wildlife, DBCA
Natalie Bell	Shire of Ravensthorpe
Roy Henrickson	R&R Heavy Diesel Mechanics

#### APOLOGIES

Stephen Petersen	DFES
Russell Palmer	CESM Shire of Ravensthorpe
Cathryne Casarsa	Ranger Shire of Ravensthorpe
Matt Prophet	DBCA
Michaela Pritchard	Shire of Ravensthorpe
Wes Bailey	DFES
Wayne Green	DFES
Gavin Gibson	Deputy Chief Fire Control Officer, Munglinup FCO
Mark Mudie	Shire of Ravensthorpe Rep, West River FCO



- Major overspends this year already are the Mt Short truck (primarily due to its age, it has deteriorated significantly) and Jerdacuttup truck which needs a gear box replaced.

**Requests**

1. After each fire, persons using the truck undertake a full vehicle inspection
2. Use the fault report book provided (kept in the centre console of each appliance)
3. Trucks are not protected by rust proofing and fuel and break lines run inside the chassis, so make sure this is washed and cleaned properly and checked after each use. (Roy noted break lines are particularly hard to get).
4. Report any damage (to the CESM), including tape and labels so these can be in stock when a truck comes in.
5. Roy would like to plan and program works for the appliances so please respond when Russell (CESM) sends out a request for notification of any issues with trucks.

Keith Rowe and Rod Daw thanked Roy Hendrickson for his presentation

**4. BUSINESS ARISING FROM MARCH BFAC**

- 4.1 Incident Management Structure. Refer 8.3.
- 4.2 Traffic Management at incidents – OWG discussion. Other traffic management options to be considered prior to road closure. CESM to distribute traffic management kits to all brigades. Confirmed that IC is responsible for welfare of road users at road blocks.
- 4.3 State Barrier Fence. Correspondence received indicating that preference is for brigades to cut fence if required. Tom Major noted need to ensure all appliances have means of cutting. Reece Laycock said would probably just drive through but issue is that even when reported it is taking over a month for the maintenance crews to come and repair.
- 4.4 Fire Control Notice – OWG discussed and agreed to recommend changes to the 24-25 FCN to include unrestricted burning period for all areas except residential and rural residential from 31 March – 01 September.

**COMMITTEE DECISION**

**That the BFAC endorse the OWG recommendation to implement unrestricted burn period from 31 March – 01 September for all non-residential and non-rural residential areas.**

**Moved: Rod Daw**

**Seconded: Reece Laycock**

**Carried**

- Rod Daw noted this was a unanimous decision at the OWG and would relax permit requirements for large scale farmers.





**COMMITTEE DECISION**

**That the BFAC endorse the OWG recommendation for changes to the Shire of Ravensthorpe Bush Fire Advisory Committee Policy (LO2)**

**Moved: Rod Daw**

**Seconded: Rian Duncan**

**Carried**

**Rod Daw moved a motion of thanks to Keith Rowe for all his years acting as BFAC Chair. Shire CEO to write a letter of thanks.**

**8.5 Motion from Council**

The OWG considered an appropriate response to the motion from Council in respect of the Road 11 Fire. The OWG recommended the following response;

1. That the Shire commence drafting Standard Operating Procedures (SOP) for all volunteers and Shire staff
2. That a specific containment and fallback SOP be developed and included.
3. That the Shire continue to advocate for rehabilitation funds to be included at the time of a fire when funding is still available. The Shire to develop a rehabilitation plan and checklist for use by brigades.
4. That a rehabilitation plan be drafted and costed for Council consideration.

**COMMITTEE DECISION**

**That the BFAC endorse the OWG response and recommendations to Council resolution number 69/23.**

**Moved: Richard Norrish**

**Seconded: Andy Daw**

**Carried**

**8.6 AFDRS Post Season Review**

Malcom Grant addressed the BFAC on this issue. Noted that Fire Weather Officers will be required to over-ride restrictions to enable burning where a high has been declared for an area.

**8.7 Work Health and Safety (WHS)**

**COMMITTEE DECISION**

**That the BFAC endorse the OWG recommendations to include a WHS section in the BFAC meeting agenda (to include PPE/C issues, Incidents, and training)**

**Moved: Rod Daw**

**Seconded: Gary Webster**

**Carried**

**8.8 Request for Matthew Bell to be endorsed as an FCO for Jerdacuttup**

**COMMITTEE DECISION**

**That the BFAC endorse Matthew Bell as an FCO for Jerdacuttup**

**Moved: Rod Daw**

**Seconded: Rian Duncan**

**Carried**



9.

**GENERAL BUSINESS**

**9.1 Request for discussion/information on mitigation activities planned for the Ravensthorpe Ranges (Devon Burton)**

- Devon Burton requested information on what would be happening with the Ravensthorpe Range in terms of mitigation, given its size (area), terrain and proximity to town.
- General consensus that this would get a lot of resistance and Keith Rowe noted not just locally but at a state and national level.
- Devon Burton questioned how the risk could be reduced?
- Is there any funding to do prescribed burning on UCL/UMR. Discussion around options re helicopter burns and clearing of 1km wide mineral earth breaks. Rod Daw suggested a Carlingup Rd break.
- Keith Rowe suggested an OWG meeting specifically to discuss the range and come back with to the BFAC with options.

**COMMITTEE DECISION**

**The BFAC move that the OWG meet to discuss options for risk reduction/mitigation for the range and present these at the next BFAC meeting for consideration and endorsement.**

**Moved: Devon Burton**

**Seconded: Andy Chambers**

**Carried**

**Meeting Closed: 7.42pm**

## **Attachment 2 - BFAC Meeting, March 2024 - Reports**

CBFCO Report

CESM Report

BRMC Report

DBCA Report

**BFAC - MARCH 2024**

**CBFCO REPORT**

As we were told it was to be a warm summer and it was.

There were over 100 permits issued and very few escape problems which is great compared to some other years so well done to all.

With the help of a very good team we have successfully dealt with 54 wildfires, one of which took 5 days to round up. So, thanks to all the Bush Fire Brigades for your hard work.

Thanks also to the SES and water bomber re-fillers, the men in sheds, for all their support and hard work.

We assisted at 2 outside fires, 1 of which resulted in the death of young Harry Stead.

We share the pain and have sent condolences to the family.

We must do our best to prevent these terrible things ever happening again.

We have had meeting after meeting at the local and district and state levels and despite some terrible disappointments in relation to our UCL problems, one gets the feeling that we have a great team going at the moment.

So special thanks to Matthew Bird, Natalie Bell and Malcom Grant and my deputies, Gavin, Rian and Mal.

Our operational working group and our south east fire working group have achieved some great things.

Mal is going full steam with some wonderful mitigation work completed and plenty more to come. The fact that Mal has a thorough appreciation of the environment makes it a pleasure to work with him.

Russell has also been putting some good yards in so many thanks.

Young Matthew Bell has joined our BFCOs and we look forward to working with him.

On another note, I have just completed for FESA in their attempt to put before a committee for presumptive legislation that smoke causes cancers, particularly prostate cancer. I came up with 1100 fires from my diary entries 1960 to 2023.

Finally, I would like to thank Keith Rowe for all his commitment to the BFAC over so many years. Your commitment to the community is greatly appreciated by all of us.

Cheers

**ROD AFSM, ASM.**

(details attached)

# Fire Alarm 2023

2/3 Overhaul of floor up.

Plumbing minor hot spots

3/3 Bulletin fine at 5611 Redman

9/3 Pole fine Cityguard rd

grass fine x 4x rd of R

7/1 Pole top Eln rd

10/1 TFR

5/2 Jim Denny vaccine bus

6/2 FRND fine 4352 Rd

few days some nice fall back

12/2 Dave Albino 2804 road 142

2/12 42° 3 floors 1 fire

1 Ratchet fine

Abundant to East 21/3 - 27/2

1/3 LEMC mtg

Ratchet fine Redman

3/3

# Fire Alarm 2022

7/9 Lene - 11 paid day - 11/10 to

right place change to hot from east!

9/9 CESM mtg in R

13/9 Mtg with S Helander & FWHdinger

BRAC

15/9 mtg with FRND fire advisory

M Asm

8/9 Burning R - Queen St conf area

21/9 Burning - one

23/9 " 1/2 day

27/9 " "

28/9 " " inspection

4/10 Inspection R - Rt in (no mtg)

5/10 11A - Asm

6/10 Soc - " District Ex

6/10 Exec mtg - CEO

10/10 Fire mtg - Local

18/10 18/10 - Local

19/10 Visit to office more incision

20/10 FNG at H - mtg about Road

23/10 Stealer fine - Munglow

31/10 ER mtg

29/11 Home fine 36 Spence St

11/12 Fire at the FQm mine

mtg with Asm green ALB supervision

Fire diary 16/12 →

6/12 Lemc

25/12 Murray T/L

26/12 TFR,

28/12 Pol totl, Macquarie Hutches.

26 27/12 Revised with fire at

Comstockgish (deat Harry Dead)

18/11 Rod taking fire

3/11 m - Et

Alban 2/2 11/2 16/2 29/2 21/2.

TFR 9/2 10/2 11/2 21/2

FUG mtg 19/2

25/12 Pol totl Queensland rd

6/13

Spas, BF

Macquarie

Mac

Russell

POSTAGE PAID

ADELAIDE AUSTRALIA 523

PRIORITY

26/10 Fire del at ap

Reunion car had

28/10 Bonyade burn at

what was more Kings.

1/11 Movers fire at 553

Godwin way.

2/11 Mop up

5/11 E Biddulphs

No fire del x 2

Prattville rd

Reverse on 80 E rd.

Lucas Feltens

6/11 Arthur's fire

HB area 4

Decca blue hill

" LAT + Kous

to Feltens

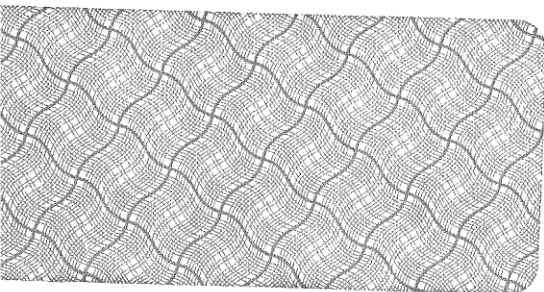
15/11 Fire at

Stembridge

no permit

29/11 Hawks fire

RUNDLE MALL SA 5000



8/9/23

7/12/22 L Emc  
Fidlers mtg.

13/9 Barnst Leaps R

12/12 Mumfry 4p fire

5/9 Alex Jones Spring Hill way Wey

26/12 Has Caravan tent

about 90 m to Ferns. to north 1/10  
and got held so turned due to J

30/12 R1 alarm went 90 off at

being kept - but it only cancelled

7/1 Peter Everden rd

big tank opposite BF

Kevin's

10/1 JFB from 20m

9/9 FRMP Fire advisory Ferns

2/9 m - 5 hrs

9/1

7/9 Boat Spring. - second lift ends

Access WH

18/1 Hwy accident 35pm E of R

Projected some on sunset drive

5/2

Fire alarm receive fire 3 days

3/9 Fire at m kin

6/2

FRMP fire 5 days - A Bon

1/10 SEFWG mtg R

15/2

Retrol fire farmers at

1/10 Power grass fire Paddy hse rd

16/2

Fire mtg

1/10 on brigade mtg

21/2

TFR

ER mtg

Fires at ST rd then PR rd

Fire car maintained at this way

Fire Retrol on Woodcroft rd

E of Lakes rd

Top of Tamaric rd

Netherlands (in coop)

Complex fires 8 days Parkan 13

Virginia (S Milton)

east of Lorraine trail

21/2 H Bon

North of Bernards

22/2

E side of rt Barnard

4/10 Fire mtg alone

CBFCO report to LEMC for the period 7/6/23 to 5/9/23

23 permits issued to burn

7/6 Hotspot on a previous fire checked out

9/6 Fire at Starvation bay attended to

20/6 Vandalism fire at Dunns swamp attended to and reported to Hopetoun police

1/8 scrub fire Coxall road attended to at 12 pm .

All brigades are gearing up for the summer activities

**From:** bluegroper@activ8.net.au  
**Sent:** Tuesday, 6 June 2023 12:42 PM  
**To:** 'PALMER Russell'  
**Subject:** cbco report for the period march to june 2023

11 fire meetings  
24 wildfires dealt with PLUS  
2 poletop fires  
    1 house fire  
7 days of inspection and planning  
9 prescribed fires completed Tjallarak gave a hand at 1  
1 car fire

1 tractor fire

Extremely busy and intense 3 months ,  
very dry conditions combined with very low humidity readings made holding prescribed fires to designated boundaries very difficult and wildfires very hard to reign in

My sincere thanks to the hard working firefighters and support from shire staff FESA, DBCA ,CESM and others involved

Last but not least many thanks to Mal for his time and effort  
in preparation of prescribed burns and assistance with breakouts  
Although it has been said that we have over achieved I firmly believe that the long term gain far outweighs the short term pain  
And a reminder we are still very vulnerable to wildfire attack right across the shire

Much to do yet --the management plan is ongoing  
And there has been 83 permits to burn issued in this period which is great

ROD DAW AFSM. ASM  
CBFCO



# CESM REPORT Ravensthorpe BFAC AGM

March 2024

Summer has been relatively kind to us this year as far as fires are concerned. Although extremely hot on occasions prompting heat wave warnings, we have just experienced our most uneventful February in the past 3 years.

We have had a tragic reminder on Boxing Day of how dangerous firefighting is. This combined with two deaths in the state last season has again highlighted the need for adequate training, wearing of correct protection and following of protocols. It is encouraging however to see many brigades investigating contemporary practices and procedures in order to help mitigate risk to firefighters and therefore you as employers.

At their last meeting, the OWG approved the implementation of new SOPs and SAPs for brigades. It was agreed that they will be a work in progress and will be updated as required. I encourage you all to become familiar with their contents. Used effectively, they will assist us all in fulfilling our roles and should lead to increased operating efficiency of our brigades. If required, I am keen to hold workshops and information sessions involving each of the committee and management positions if they are requested or you feel they are needed.

I would like to thank Natalie for her hard work on these.

Thanks to the brigades that managed to hold their brigade AGMs before tonight. I know it's difficult to fit them in but this allows the BFAC to ratify any changes to FCO lists in time for Regional Directories and FCN printing.

Later this year, we will be holding an official opening for the new, purpose built Hopetoun Rural shed in Blue Vista. The Minister and Commissioner usually like to attend these functions. I have been advised that the Hopetoun Rural and Mount Short trucks will be delivered this calendar year as well.

New online training is available for seasonal workers and the initial training required by new volunteers will also be online. This will fast track the qualifications of new volunteers. I have prepared and sent out training packages for brigades to be able to run their own drills if they wish, to keep up to speed with the skills we need and to help getting experienced members without qualifications to be signed off.

I have managed to negotiate with parents of some private schools and the Bushfire Centre of Excellence to roll out basic training for students while they are at school so they don't miss out. Most brigade training is usually held during school terms.

All volunteers should now have at least ordered the PPE/PPC they need. Most orders have been filled and delivered to members. The most recent orders placed with me are waiting to be filled. Order forms have been sent out several times to brigades to facilitate this. I

managed to negotiate with DFES an increase in funding from the LGGs for PPE for this financial year so we can fill some of the perceived gaps throughout the shire. In future, I would like all orders in on a couple of set dates to reduce the amount of time it takes to organize these and to reduce freight costs to our LGGs budget.

The Shire has provided fuel cards or FOBs for all brigade trucks. I know some brigades don't use these and rely on the generosity of the farmers but they are available for use if needed. If you haven't received yours yet, pick them up off me tonight.

I know there are differing opinions amongst the volunteer members of who should be issued PPE/PPC. I am legally not permitted to issue spares for trucks and cupboards and issue to non members, PPE purchased with the LGGs budget. The shire is looking at ways to assist with this perceived shortfall but another way of looking at issued PPE is that, if someone has been issued it, then it could be assumed that they are qualified competent and insured. Issuing it to all and sundry removes this assurance. I can easily assist by providing contact details of suppliers for farmers to purchase their own tax-deductible PPE.

Russell Palmer

CESM Ravensthorpe

## Shire of Ravensthorpe Bushfire Risk Mitigation Coordinator Report

### Shire of Ravensthorpe Bushfire Advisory Committee Meeting Monday 18<sup>th</sup> March 2024

Shire of Ravensthorpe receives \$202,800 with their application to the State Government in the Bushfire Risk Mitigation funding Grant scheme for implementation of bushfire mitigation treatments in 2024,

The Shire advertised a Request for Quote for the planned mitigation works and has engaged a Contractor to undertake these works,

Key features of the Grant are:

Maintenance of the existing strategic low fuel zones around the towns in the Shire where these breaks are located on Crown reserves vested with the Shire of Ravensthorpe,

Completion of the expanded park land clearing with the removal/retrieval of the understorey ladders fuels with the Shire Golf course and equestrian centre reserves,

Continued implementation of prescribed burning to compliment the strategic low fuel zones and continue with the fine scale mosaic of fuel reduction around our town sites,

Overview of the upcoming burning program

Ravensthorpe town site, DFES burn on Hosking street 7 ha of chained broombush, Shire managed burns off of Cordingup road known as the Smelter burn 60 ha of chained broombush and mallee, burning of windrowed debris material in the Ravensthorpe cemetery on South Coast Highway and within the woodlands along the Hopetoun Ravensthorpe road,

Hopetoun town site, One DFES burn of chained mallee scrub in the north east corner of the town between the inner and outer low fuel buffers, three shire managed burns one south of the Southern Ocean East road in the country between the inner and outer low fuel buffers, two burns of windrowed debris one in the Esplanade east of the CWA and one site on Canning Boulevard in the north west corner of the Caravan park reserve,

Munglinup town site, one burn on the north side of the South Coast Highway and including the River reserve,

Fitzgerald town site, one burn bounded by Quallup road, Fitzgerald road north and the power line mulched break, Coombe road reserve planned prescribed burn,

Jerdacuttup town site, no planned prescribed burns around this town for around 4 years with the last two years of burning providing protective fuel reduction to the School and Shire Hall/VBFB Shed facilities,

Krystal Park Subdivision, two narrow strips along the western side of the subdivision to be burnt in the Water Corporation bush privately owned Borefield property,

Blu Vista subdivision, implement prescribed burn in the eastern side of the Hopetoun Ravensthorpe road reserve from the Hopetoun Clay target club driveway south to the Mark Cameron Concrete batching plant,

Mason Bay recreation site, one burn planned on the east side of the recreation facility,

Starvation Bay recreation site, one burn planned to the north of the recreation facility,

Hamersley Inlet recreation reserve, burning of windrowed heaps,

Big Wins in the program: Success in securing stand alone BRMC position for the Shire of Ravensthorpe and Shire have received confirmation of success in a three year funded pilot program.

Malcom Grant

14<sup>th</sup> March 2024



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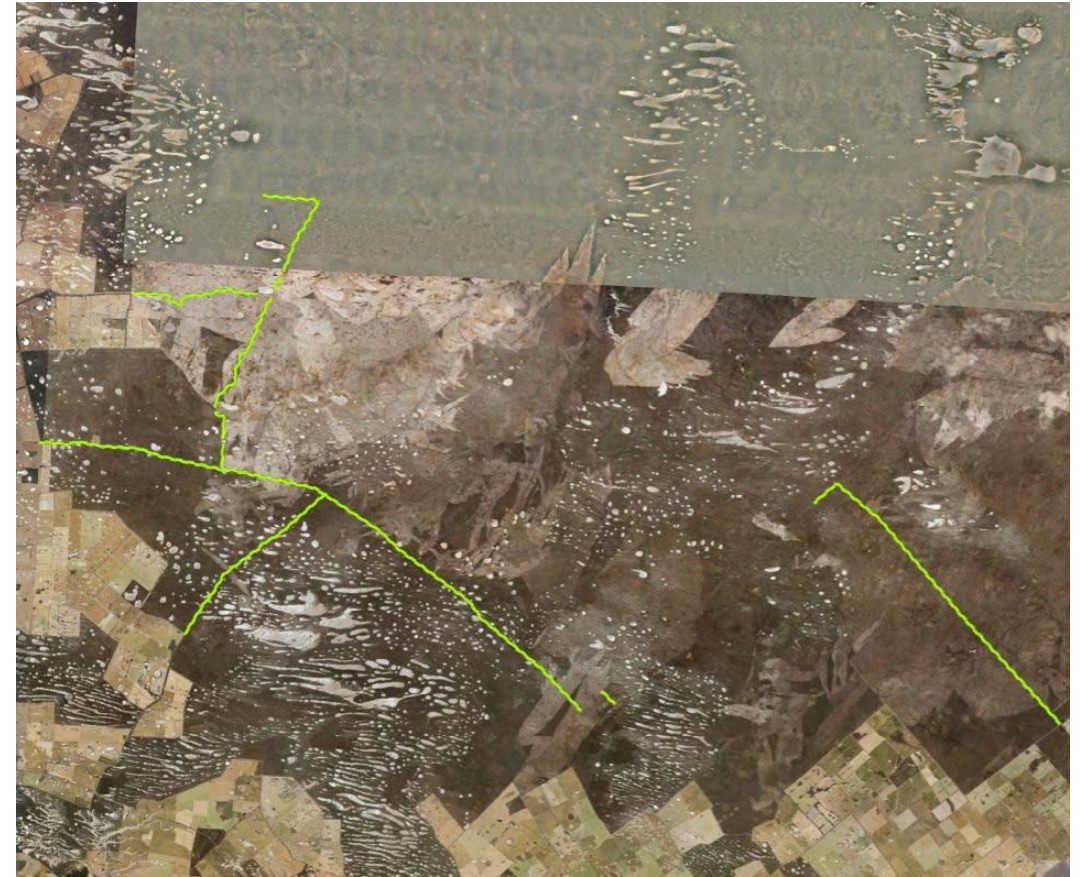
# Ravensthorpe BFAC Meeting

DBCA South Coast Region

March 2024

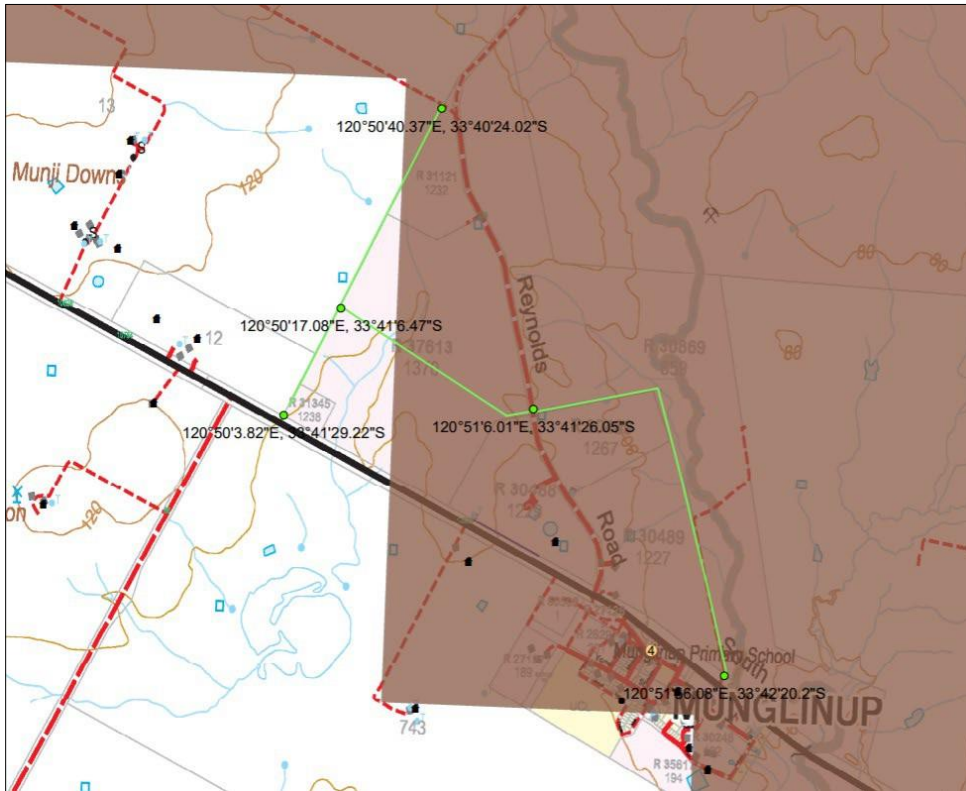
	kms	Budget	Progress
Cascades/Salmon Gums/Beaumont Access Tracks – Aboriginal Heritage Survey		\$20,000.00	Completed
Rawlinson & Coujinup Tracks – Fire Access Track	47	\$21,000.00	Not started
Munglinup Townsite – Firebreak slashing	6	\$12,800.00	In progress
Starvation Boat Harbour – Firebreak slashing	5	\$ 4,800.00	Not started
Bonnymidgup Track – Fire Access Track	32	\$12,000.00	Not started
Cocanarup Track – Spraying	102	\$15,000.00	Not started
Ravensthorpe – Chopper Rolling	92	\$55,000.00	In progress

## Salmon Gums/Beaumont/Cascade



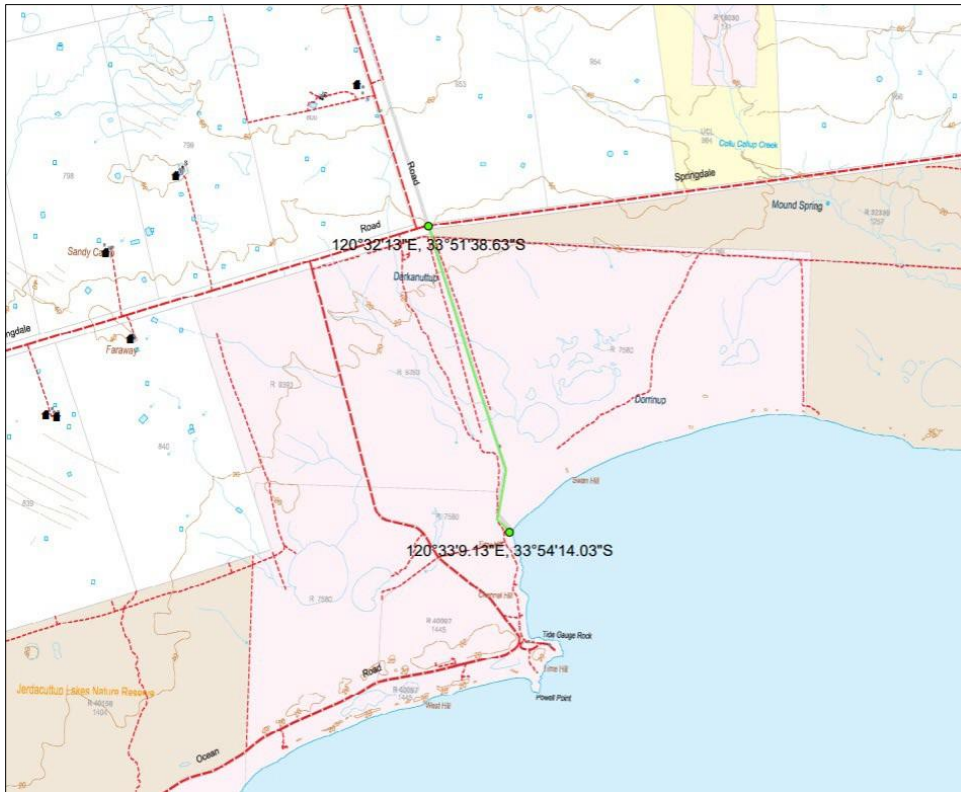
226kms track maintenance – Modified Site Avoidance Heritage Survey completed 25<sup>th</sup> February; several tracks require monitors on site, Flora inspections completed 6<sup>th</sup> March, DAS being finalized, ETA to commence April.

# Munglinup Townsite



6kms slashing – Started 11/03/2024

# Starvation Bay

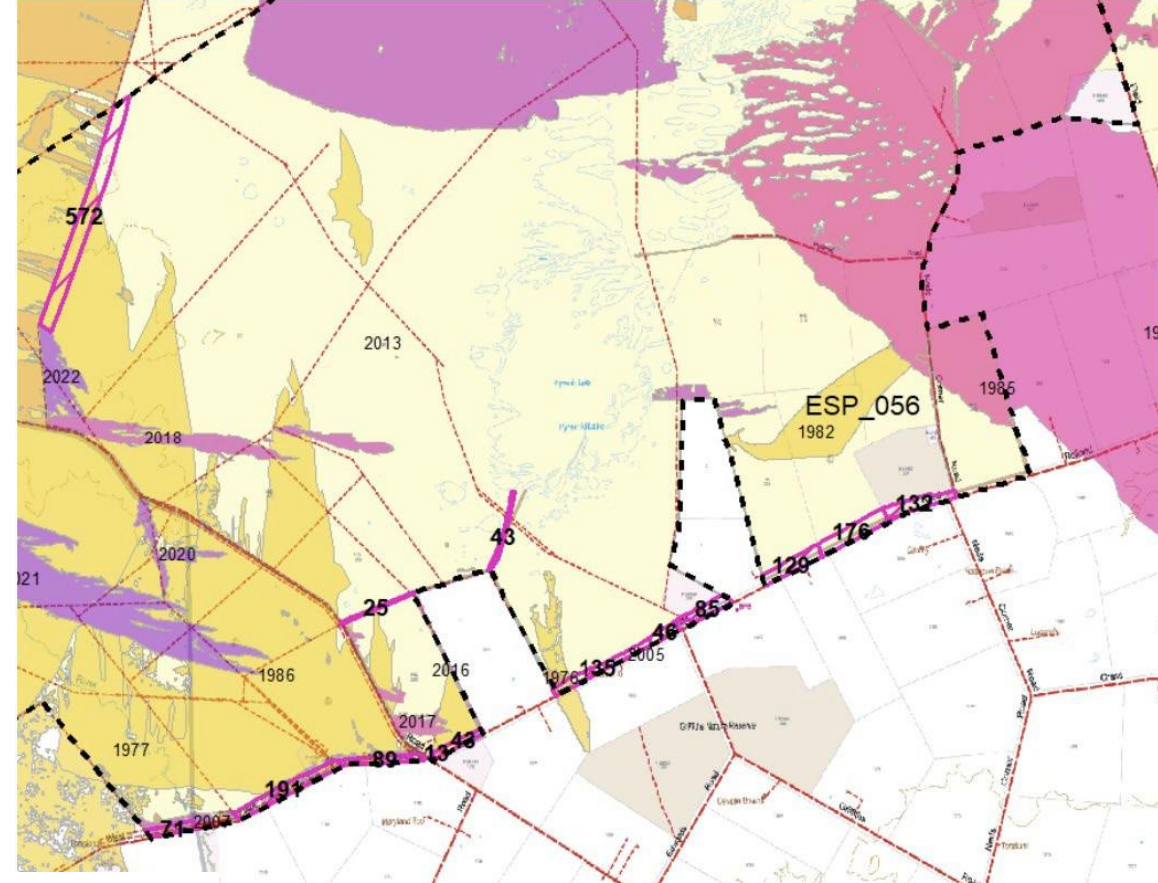
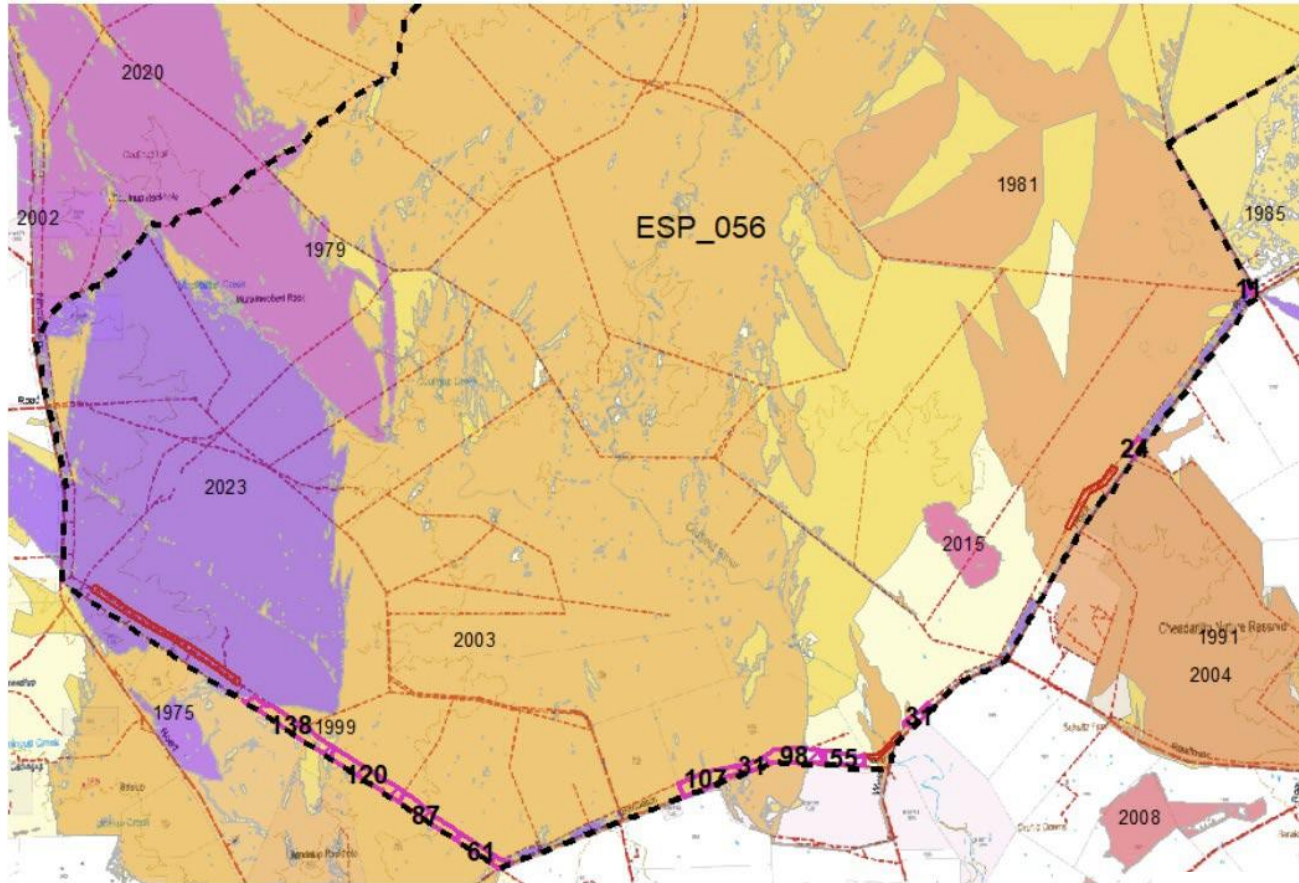





5kms slashing – Not Started



Location/Name	Burn ID	Budget	Progress	
Greater Cascade UCL	ESP_056	\$130,000.00	10344.70ha	
Starvation Boat Harbour	ALB_060		23ha	
Albany West Burning UCL	(various burns)	\$35,000.00		

# Cascade UCL



-  Proposed Burn Area
-  Tjaltjaak Cultural Sites
- 



Department of Biodiversity,  
Conservation and Attractions



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SERVICE

*We're working for  
Western Australia.*

Thank you

## **Attachment 3 – OWG Meeting #5 Minutes**



## Minutes – Meeting 5 – BFAC OWG

*Meeting to define ongoing operational and BFB requirements to facilitate recommendations to be made to Council, via the BFAC, and to better define funding requirements and requests.*

DATE : 19/02/24

TIME: 3:00

VENUE Location: Shire Office

### ATTENDEES

MEMBERS Rod Daw – CBFCO (RD)  
Rian Duncan – DCBFCO (RiD)  
Gavin Gibson – DCFCO (GG)  
Malcom Grant – DCBFCO (MG)  
Reece Laycock – FCO (RL)  
Barnes Featherstonhaugh – FCO (BF)  
Russell Palmer – SoR CESM (RP)  
Natalie Bell – SoR Representative (NB)

### APOLOGIES

Nil

### DISTRIBUTION

Keith Rowe – BFAC Chair  
Matthew Bird – SoR CEO

### BUSINESS ARISING

1. Guest Speaker – Danny Sanderson – Volunteer Bushfire Brigade Association
  - 1.1. Danny spoke about the lack of transparency local governments have in the ESL process and input into State decisions. He noted that there were 2 LG reps on the LGGS committee, however was not aware of who they were or from where. Believes they are selected through a Walga process and then nominated by the EM Minister
  - 1.2. Noted that it is important that the brigades and LG work with DFES to enable better decision making and raising concerns
  - 1.3. Noted that training and PPE are the 2 biggest issues
  - 1.4. Wants more transparency on where ESL is being spent. RD noted that ESL was not supposed to be spent of DFES wages. Advised Danny that we have written twice to the Minister, with little positive and constructive feedback. NB to investigate who is on the LGGS committee from LG through Walga.
2. Training
  - 2.1. RP gave a general update on training. Noted upcoming training for fire fighting skills and Rural Fire Safety course in Albany April 26 – 28
  - 2.2. Noted that FCO/IC refresher course has been booked for Ravensthorpe for 19 March. Half day refresher. Generally agreed that ground controller course should be added to this and that all FCO's should have ground controller training. RP requested that this course be promoted at the brigade level.
3. Fire Control and Fire Break Notice (FBN) review
  - 3.1. General discussion around changes required to the FBN post the November 23 inspections. MG noted that he did see a lot of improvement in works people had done, however he (and BDS) recommended several changes. Recommended changes attached at Appendix 1 for recommendation to BFAC.

4. BFB Standard Administration and Operating Procedures Draft Manual
  - Motion** - CBFCO, RD, noted that this should be recommended to the BFAC to adopt. Noted that the brigades could see how it goes and provide recommendations for changes at the next BFAC.
    - Moved – Rod Daw Seconded – Gavin Gibson  
Carried
5. Ravensthorpe Ranges Mitigation
  - 5.1. Per the Spetember BFAC it was moved that the OWG review and present an option to the BFAC with respect to mitigation and the Ravensthorpe ranges risk to the Ravensthorpe townsite.
  - 5.2. MG presenting a briefing note and maps for discussion (Appendix 2).
    - Motion** – to recommend to the BFAC that the Shire Emergency Services team work with DBCA to confirm the Shires concerns about the lack of any works being carried out by BDCA and to request them to re-prioritise the work they are doing and that this be moved closer to the town site. Also that an invite be sent to relevant Ministers to visit the Shire and that Malcom Grant do a presentation to the BFAC of the current situation in the ranges.
      - Moved – Rod Daw Seconded – Gavin Gibson  
Carried
6. Harvest and Vehicle Movement Bans
  - 6.1. Discussion around when these are to be implemented when a TFB has been called for the Shire. RP noted must be when FBI hits 40 per BF Regulation 26 (c).
  - 6.2. FCOs not keen to do any pre-emptive bans. Prefer that each region call the HVMB when necessary in their zone on the day.

## CORRESPONDENCE

7. Dangerous traffic Incident. RP noted that a BFB member had contacted him in regards to a concern that their appliance was on the way to a fire and was overtaken by a farm unit with a trailer. RP reiterated that this was dangerous driving and members or private units should take all due care and attention when attending a fire.
  - 7.1. WHS online induction
  - 7.2. Reducing Harvest Fires
  - 7.3. Grassland Observations
  - 7.4. Burnover Incident investigations – circular

## WHS

8. Incidents
  - Nil reported. CBFCO noted the tragic death in the Esperance Shire and that we need to all learn from the incident.
- 8.1. PPE
  - Discussion around provision of PPE. BF noted need to be able to have spare PPE – ridiculous that this needs to be handed back to the Shire. NB noted has never seen any PPE returned to the Shire. Volunteers concerned that during fire season many of them are away and if there is a fire often no time to go home and collect PPE. NB happy for members to complete the forms and get additional kit. RP noted some restrictions. Also discussion around masks, not enough available. NB noted CEO had said he would be prepared to fund masks if needed, however BF noted the ratepayers shouldn't have to fund this – needs to come from DFES. Noted that there were 2 different types for selection on the PPE form for members to order.
- 8.2. Training
  - Discussed earlier.

## NEW GENERAL BUSINESS

9. Fire Weather Officer

- Noted that only 1 gazetted FWO, which is the CBFCO. RiD, RP, and NB attended the information evening presented by DFES. Only the gazetted FWO can override the suspension of all permits if the is an AFDR of High or above. Powers only exist during restricted period. Powers not there if TFB called. Noted that there could be a FWO for different areas but only if those areas were recognised in Landgate.

**10. Meeting Closed 5.25pm**

## **Attachment 4 – 2024-25 Fire Control Notice**



*Shire of*  
**RAVENSTHORPE**  
**FIRE CONTROL NOTICE**  
**AND FIREBREAK**  
**NOTICE**                      **FIRST AND**  
**2024-2025**                      **FINAL NOTICE**

First and Final notice has been served to all landowner/occupiers within the Shire of Ravensthorpe, who have the legal responsibilities to prepare their properties to reduce the risk of outbreak and spread of fires.

**These are your legal requirements.**  
**Please read carefully and retain for future reference.**

This notice sets out the actions that you must take to prepare your property for the fire season. As a measure for preventing the spread or extension of a bush fire which may occur, all owners and occupiers of the land within the Shire's district are required before **Thursday, 31 October 2024**; to clear firebreaks or to take measures in accordance with this Notice and **maintain those firebreaks and measures in accordance with this Notice up to and including Wednesday, 30 April 2025.**

It is the responsibility of ALL landowners/occupiers within the Shire of Ravensthorpe to read and fully understand their requirements mentioned within this Notice.

This Notice constitutes the Shire of Ravensthorpe Firebreak Notice and is issued under *Section 33(1) Bush Fires Act 1954.*

<b>FOR ALL FIRE &amp; EMERGENCIES</b> <b>000</b>
<b>TO REGISTER FOR SMS ALERTS</b> <b>08 9839 0000</b>
<b>BUSHFIRE EMERGENCY</b>



## 1. RESTRICTED & PROHIBITED BURNING TIMES

The Shire of Ravensthorpe has gazetted the following datelines for its Restricted Burning Times (RBT) & Prohibited Burning Times (PBT).

1 July - 19 September 2024	Unrestricted Burning Time, Rural only
1 July - 31 October 2024	Restricted Burning Time, Permits required.
1 November 2024- 31 January 2025	<b>PROHIBITED BURNING</b>
1 February - 30 June 2025	Restricted Burning Time, Permits required
31 March - 30 June 2025	Unrestricted Burning Time, Rural only

Depending on seasonal factors, above datelines can be changed or extended as permitted under the Bush Fires Act 1954. Any changes will be published in local newsletter, public notice board, Shire's SMS service and website.

- Burning is **PROHIBITED** on the following Public Holiday dates, within the Restricted Burning Time;
  - \* **King's Birthday:** Monday 23rd September 2024
  - \* **Labour Day:** Monday 3rd March 2025
  - \* **Easter:** 18th April to 21st April 2025
  - \* **Anzac Day:** Friday 25th April 2025
- Burning is **PROHIBITED** on Sundays, **except** between 1 March to 19 September every year.

## 2. OTHER IMPORTANT DATES

1 September 2024	Applications for individual Bushfire Management Plan - <b>Last Day!</b>
1 October 2024	Applications for Variation to the Fire Control Notice - <b>Last Day!</b>
30 October 2024	<b>Last Day!</b> for your property to be compliant to this notice
3—7 November 2024	<b><u>FIREBREAK INSPECTION</u></b> Dates for when properties will undergo their inspection for compliance to this Notice
31 October 2024 - 30 April 2025	<b><u>FIREBREAK COMPLIANCE PERIOD</u></b> Properties must be maintained to the requirements of this Firebreak Notice.



### 3. BURNING REQUIREMENTS

Pursuant to *Section 18, Bush Fires Act 1954* all landowner/occupiers, before setting fire to bush or burning off within the Shire during the Restricted Burning period, MUST obey the following conditions:

- Obtain a written Fire Permit from an endorsed Fire Control Officer for the Shire of Ravensthorpe (see contacts on back of pamphlet);
- Fire Permits are automatically deemed **invalid** on days where the Fire Behaviour Index (FBI) is forecast “High” or above;
- **It is the Permit Holder’s responsibility to comply with ALL conditions outlined on the front and rear of the permit;**
- All permit holders must ring DFES ComCen on 1800 198 140 to register their burn with the nearest road intersection referenced as the location of the planned burn activity
- All permit holders must notify the shire on 9839 0000 or [shire@ravensthorpe.wa.gov.au](mailto:shire@ravensthorpe.wa.gov.au)
- A Fire Control Officer has the authority under the Bush Fires Act to halt any activity or operation that they deem as hazardous or likely to start a fire; and
- Failure to comply with requirements of any permit to burn may incur penalties as defined in the Bush Fires Act and/or Regulations 1954.

From the **31 May - 31 August every year** Fire Permits for burning under 0.1Ha in size are not required, but landowner/occupier MUST obey the following conditions:

- Burn area must have a 3m wide **bare earth firebreak\*** surrounding it
- Someone shall be in attendance at **all** times
- Inform your neighbours, prior to lighting
- Piles for burning can not be greater than 2 metre in diameter and 1 metre in height
- Have a fire unit carrying a minimum of 400lt or a hose connected to running water that can reach the whole burn area present at all times.

### 4. CAMPING & COOKING FIRES

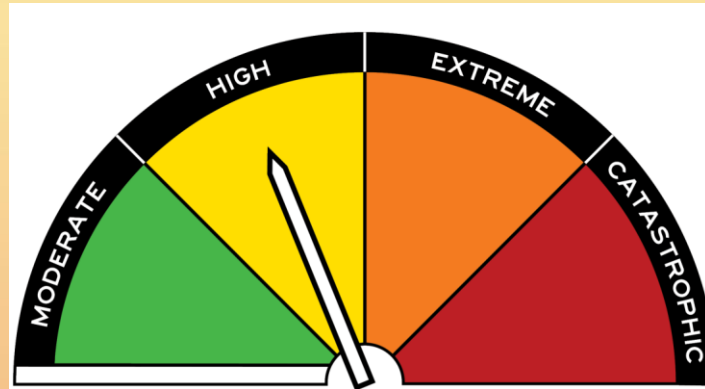
Pursuant to *Section 25(1a) Bush Fires Act 1954*, the lighting of fires in the open air in the Shire of Ravensthorpe for the purpose of camping and cooking is prohibited during the Prohibited Burning Time, **except** in the Starvation and Masons Bay Camping areas and Hopetoun Caravan Park.

Lighting of fires in the open air in the Shire of Ravensthorpe, for the purpose of camping and cooking, is permitted during the period 30 April to 19 September, without a permit to burn.

All open air fires are to be **contained** within a cement ring or designated fire areas, ie barbecue.

## FIRE DANGER RATING INFORMATION

# AUSTRALIA'S FIRE DANGER RATING SYSTEM HAS CHANGED



## FIRE DANGER RATINGS

MODERATE	PLAN AND PREPARE
HIGH	BE READY TO ACT
EXTREME	TAKE ACTION NOW
CATASTROPHIC	LEAVE BUSHFIRE RISK AREA

Australians now have a simplified, action-oriented Fire Danger Rating System.

**Fire Danger Ratings describe the potential level of danger should a bush fire start.**

## EMERGENCY ALERTS & BUSHFIRE WARNINGS



### EMERGENCY WARNING

There is a threat to lives or homes.  
**You are in danger and need to take immediate action to survive.**



### WATCH AND ACT

There is a possible threat to lives or homes.  
**You need to leave or get ready to defend – do not wait and see.**



### ADVICE

A fire has started but there is no immediate threat to lives or homes.  
**Be aware and keep up to date.**

#### Where can I get information during an emergency?

[emergency.wa.gov.au](https://www.emergency.wa.gov.au) 13 DFES (13 33 37)  
@dfeswa @dfes\_wa Local ABC Radio



**Stay alert when a bushfire starts!  
Do not wait and see, this can be deadly.**

## 5. TOWN SITE: RESIDENTIAL, INDUSTRIAL & COMMERCIAL AREAS

*(please refer to the definition section of this notice for words marked with '\*')*

Applies to all land zoned within the town sites of Fitzgerald, Hopetoun, Jerdacuttup, Munglinup & Ravensthorpe, you must:

- a. Where the area of land is 4,000m<sup>2</sup> or less;
  - i. Maintain the whole of the land in a fire fuel reduce state,
  - ii. Properties to establish and maintain an **Asset Protection Zone\*** around all habitable buildings,
  - iii. Isolated trees and managed shrubs may generally be retained in a parkland cleared state,
  - iv. Establish and maintain a Low Fuel Zone, 1 metre wide, around power infrastructure e.g. Meter Box, Poles and above Ground Power Domes,
- b. Where the area of land exceeds 4,000m<sup>2</sup>;
  - i. Establish and maintain an **Asset Protection Zone\*** around all habitable buildings;
  - ii. Grassed areas (dry or reticulated) to be maintained to a maximum height of 100mm; and
  - iii. A 3 metre wide **bare earth firebreak\*** shall be constructed and maintained inside ALL external boundaries and around **fuel storage tanks**, sheds, gas cylinders and within 6 metres of haystacks (see diagram 5.1) where practicable. Haystacks cannot be situated on the external boundary; or
  - iv. Implement **parkland clearing** of vegetation across the entire extent of the native and planted vegetation within the parcel of land in question.
- c. Where a **Bushfire Management Plan\*** which relates to the property has been adopted by Council, clear firebreaks and take measures in accordance with that **Bushfire Management Plan\*** as an alternative to the standard requirements listed in this Notice.
- d. Where the land has been cleared for the purpose of development and the land remains vacant it must be maintained in that cleared state.

**NOTE:** Where any conditions listed in Requirements 5a and 5b are physically impractical on a property, the Shire may approve a **Variation\*** in place of the standard requirement (refer to section 12 of this Notice).



## 6. RURAL AREAS

*(please refer to the definition section of this notice for words marked with '\*')*

Applies to all land zoned as Rural, you must:

- a. Any rural land abutting or adjacent to land zoned as Rural Residential, Urban, industrial or Commercial must have a 3 metre wide **bare earth firebreak\*** constructed and maintained inside ALL external boundaries. Breaks should also have a 5 metre vertical clearance so that the firebreak provides unrestricted vehicular access (refer to diagram 6.1) or,
- b. Any Rural Land, **including** Rural Small Holdings less than 200Ha and not being managed in a large single entity farming operation that is within 4km from the Ravensthorpe Post Office:
  - i. Areas of unmanaged pasture or grassland must have a 3 metre wide **bare earth firebreak\*** constructed and maintained inside ALL external boundaries where possible or on the inside of large pockets of remnant vegetation located on the boundary of the land, and
  - ii. Breaks to provide a 5 metre vertical clearance so that the firebreak provides unrestricted vehicular access. (refer to diagram 6.1); and,
  - iii. Driveways must be cleared to a minimum of 4 metres wide and 5 metres in height, and must provide unrestricted access to emergency service vehicles (refer to Section 13: Driveways)
- c. A 3 metre wide **bare earth firebreak\*** shall be located around **fuel storage tanks**, sheds, gas cylinders and within 6 metres of haystacks. Haystacks cannot be situated on the external boundary.
- d. Establish and maintain an **Asset Protection Zone\*** around all habitable buildings.

**Diagram 6.1;**

3 metre wide Bare Earth Firebreak with 5 metre vertical clearance



## 7. RURAL RESIDENTIAL:

*(please refer to the definition section of this notice for words marked with '\*')*

Applies to all land zoned Rural Residential, you must:

- a. Clear either a 3 metre wide **bare earth firebreak\*** or a 3 metre wide mulched/slashed firebreak immediately inside ALL external boundaries. Breaks should also have a 5 metre vertical clearance so that the firebreak provides unrestricted vehicular access. (refer to diagram 6.1 & diagram 7.1) and
- b. Unmanaged pasture and grasslands must be maintained to height no greater than 100 millimetres (refer to diagram 7.2) and
- c. A 3 metre wide **bare earth firebreak\*** shall be located around **fuel storage tanks**, sheds, gas cylinders and within 6 metres of haystacks. Haystacks cannot be situated on the external boundary and
- d. Establish and maintain a Low Fuel Zone, 1 metre wide, around Power Infrastructure e.g. Metre Box, Poles and Above Ground Power Domes and
- e. Driveways must be cleared to a minimum of 4 metres wide and 5 metres in height, and must provide unrestricted access to emergency service vehicles; (refer to Section 13: Driveways for more details) and
- f. Properties to establish & maintain an **Asset Protection Zone\*** around all habitable buildings (refer to Section 10: Asset Protection Zone) and
- h. Where a **Bushfire Management Plan\*** which relates to the property has been adopted by Council, clear firebreaks and take measures in accordance with that Bushfire Management Plan as an alternative to the standard requirement listed in this Notice.



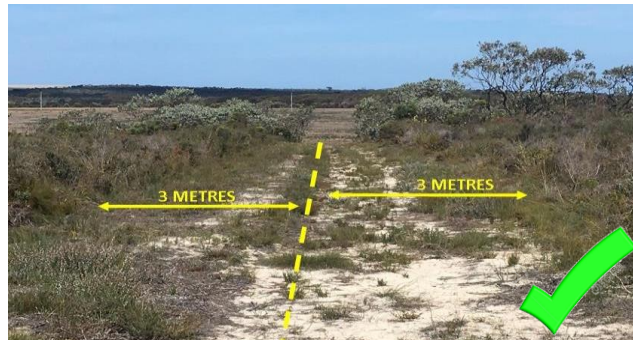


## 7. RURAL RESIDENTIAL: continued

**NOTE:** Where any conditions listed in Requirement above are impractical for site-specific, topographical or environmental reasons on a property, the Shire may approve a **Bushfire Management Plan\*** or **Variation\*** in place of the standard requirement (refer to sections 14 and 12 of this Notice).



**Diagram 7.1;**  
3 metre mulched  
firebreaks



The below outlines specific requirements or variations to the above for nominated Shire sub-divisions.

### **Steeredale Meadows and Blue Vista:**

- i. Property owners may use stock to graze out all pastures and grasslands to achieve the less than 100mm height.



## 7. RURAL RESIDENTIAL: continued

### Krystal Park:

- i. Krystal Park falls within Special Control Area 1 and is a Drinking Water Protection Area, therefore stock cannot be used to manage property.
- ii. Parkland clearing must be carried out in all open paddocks and along the boundary of the property. Clearing means that all dead vegetation and **flammable material\*** are removed;

### Whalebay/Seaview, Beach Barren Estate (Dunn Swamp), Lakes Entrance North and South:

- i. Property owners must mulch, or slash a 3mt firebreak in order to minimise soil erosion.
- ii. Property owners in the Lakes Entrance Estate must note that a population of *Caesia arcuata* has recently been discovered occurring in the Lakes Entrance Estate. *Caesia arcuata* is currently listed as a Priority 1 species under the Biodiversity Conservation Act.



## 8. PLANTATIONS AND PRACTICES OTHER THAN FARMING

(please refer to the definition section of this notice for words marked with '\*')

All Plantations MUST;

- a. Maintain a 15 metre wide **bare earth firebreak\*** inside all external boundaries with a 5 metre vertical clearance so that the firebreak provides unrestricted vehicular access; and,
- b. Have an approved **Bushfire Management Plan\*** with the Shire of Ravensthorpe; or
- c. Plantations are to abide by the Guidelines for Plantation Fire Protection developed by the Department of Fire & Emergency Services.

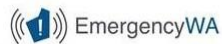
## 9. USE OF ENGINES, VEHICLES, PLANT OR MACHINERY LIKELY TO CAUSE BUSH FIRE:

If the Shire's Fire Control Officer is of the opinion that harvesting machines, headers, stubble mulchers, hay bailers, track raking, chaining, rock picking or any **other machine or activity** other than clover harvesters likely to cause a fire, or would be conducive to the spread of a bush fire, during the prohibited and restricted burning times:

The Shire of Ravensthorpe hereby prohibits pursuant to *Regulation 38A(1) Bush Fires Regulation 1954* the following:

- a. The use of those machines or conduction of those activities during the prohibited and restricted burning times unless, in the paddock being harvested/mulched/raked or adjacent to the entrance of the paddock being harvested/mulched/raked, there are sufficient suitable mobile fire fighting units, or;
- b. A minimum of 400lt fire fighting water must be available per machine, operating within the same paddock.

Note: Shire of Ravensthorpe advises all primary producers and their workers should be registered to the Shire's Harvest Ban SMS system prior to operating any engines, vehicles, plant or machinery during the prohibited and restricted periods to receive Harvest & Vehicle Movement Ban alerts.



[www.emergency.wa.gov.au](http://www.emergency.wa.gov.au)



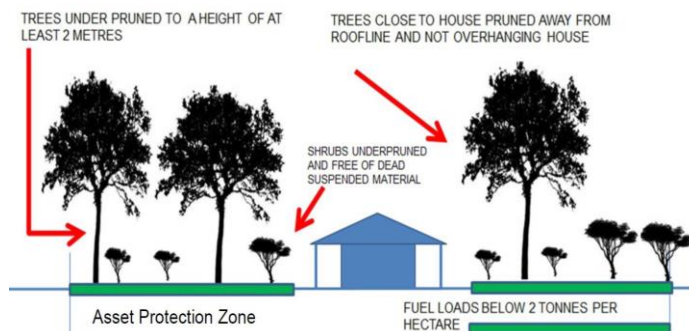
Providing you with information and community warnings about emergencies, Fire Danger Ratings and declared Total Fire Bans

Alerts and warnings about fires, floods, storms, earthquakes, cyclones, hazardous material incidents and more

## 10. ASSET PROTECTION ZONE (APZ)

Asset Protection Zone (formally Building Protection Zone) is a low fuel area immediately surrounding a building. These requirements are designed to reduce the fire's intensity and minimise the likelihood of flame contact with buildings. APZ gives more protection to families should a fire threaten suddenly and they cannot leave:

- a. The width of an APZ is to be a minimum of 20m, increasing by 10m per 10 degree in slope and located within the boundaries of the lot on which the building is situated;
- b. Fire fuels are to be reduced and maintained. All grasses **within** the APZ are to be maintained to a height no greater than 100mm;
- c. Trees (>5m in height) at maturity should be a minimum of 6 metres from the building, branches should not touch or overhang the building, lower branches should be removed to a height of 2 metres above the ground, canopies should be at least 5 metres apart and coverage should be less than 15%;
- d. Shrubs (0.5m to 5m in height) should not be located under trees or within 3m of buildings or planted in clumps of >5 metres square in area;
- e. Ground covers (<0.5m in height) can be planted under trees but must be maintained to remove dead materiel and any part within 2 metres of a building;
- f. Firewood piles to be stored a safe distance away from buildings and no greater than 1m in height; and,
- g. Fences and sheds within the APZ are constructed using non-combustible materials (e.g. iron, brick, limestone).



*Imagery of an 20 metre Asset Protection Zone*

**FIRE MITIGATION AND PREPAREDNESS  
IS A SHARED RESPONSIBILITY**

## 11. NON COMPLIANCE

Pursuant to *Section 33(3)(4)(5) Bush Fires Act 1954*, failure to comply to the requirements mentioned within this notice, by the required compliance dates will result in the following:

a. An Infringement Notice:

a \$250.00 infringement will be issued to the landowner for non-compliance to this Notice. Landowner/occupiers will have 7 calendar days for the property to be compliant to this notice. Failure to comply to this notice will result in;

b. A Works Order:

Shire will engage an available contractor on your behalf and authorise the contractor to enter the property to carry out the required works in accordance with this Firebreak Notice.

***Note: Landowner/occupiers will NOT be provided with a warning notice for non-compliance to this Notice. Additionally, Landowner/occupiers will NOT be provided an additional 14 calendar days to comply.***

Landowner/occupiers issued with an Infringement Notice will have 28 days to arrange payment with the Shire, otherwise infringement notices may be referred to Department of Justice Fines Enforcement Registry for follow up payment, which can lead to the suspension of your Driver's Licence.

A Works Order can be issued at anytime throughout the compliance period for properties not maintained to the requirements within the Firebreak Notice. As such the Shire of Ravensthorpe will recover ALL cost incurred against the landowner as permissible under the *Bush Fires Act 1954*.

INFRINGEMENT	PENALTY
s33: Failure of owner or occupier of land to comply with a notice (Firebreak Notice)	\$250.00
S25: Offences relating to lighting of fires in the open air. (campfires, etc. during prohibited and restricted burning period)	\$250.00
s24E: Offences relating to fires in the open air during a Total Fire Ban. s22B:	\$1,000.00 or \$25 000 and/or 12 months
s18: Offences relating burning to the bush. (Burning without a fire permit)	\$250.00
r15B: Failure to comply with conditions of a fire permit.	\$250.00
r38A(3): Operating or using engines, vehicles plant or machinery contrary to notice or direction. (Harvest & Vehicle Movement Ban)	\$500.00

## 12. APPLICATION TO VARY REQUEST

(please refer to the definition section of this notice for words marked with '\*')

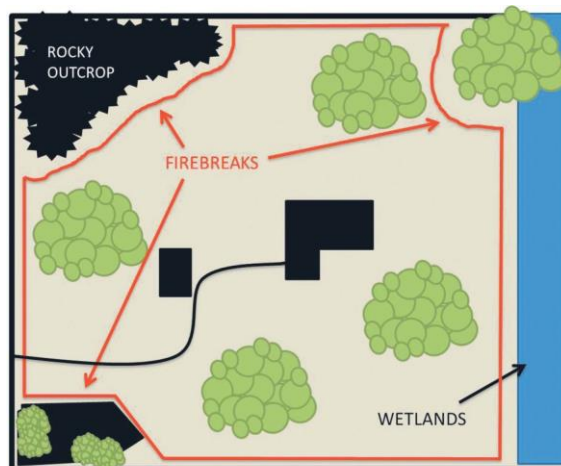
### (a) Variations:

If it is impracticable for any reason to clear firebreaks or to take measures in accordance with this Notice, you may apply to the Shire in writing before **1 October** each year for permission to provide firebreaks in alternative locations or take alternative measures to prevent the outbreak or spread of a bush fire. If permission is not granted in writing by the Shire, you shall comply with the requirements of this Notice.

The requirement for an **Asset Protection Zone\*** may be varied by Council on application. Where it is not practical for an existing dwelling to provide a 20 metre **Asset Protection Zone\*** a landowner may apply for a variation to the Firebreak Notice. In considering any such request regard will be given to;

- (i) The topography of the site or privacy issues;
- (ii) Potential environmental impacts; and,
- (iii) Provision of alternative low or managed fuel zones.

The Shire may approve variations to the Asset Protection Zone for a period not more than 5 years.



EXAMPLE OF A FIREBREAK VARIATION

**ARE YOU  
BUSHFIRE  
READY?**

(b) **Bushfire Management Plan:**

As an alternative to lodging a request for a variation, a landowner may have a site-specific **Bushfire Management Plan\*** prepared by a **Bushfire Planning Practitioner\*** that fully complies with the requirements of State Planning Policy 3.7 Planning in Bush fire Prone Areas (SPP3.7) and associated Guidelines. This **Bushfire Management Plan\*** is to be approved by the Shire of Ravensthorpe.

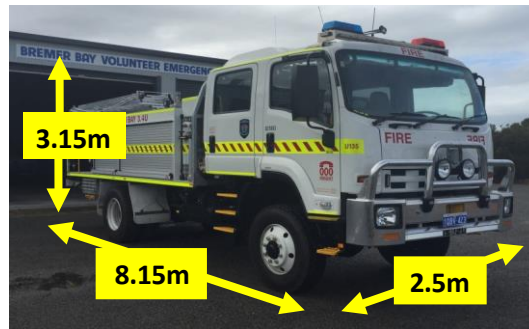
Proposals for a **Bushfire Management Plan\*** (BMP) for permission to provide alternative fire mitigation measures on the land must be provided to the Shire no later than **1 September**.

- (i) If a BMP has been approved by the Shire, it will thereafter replace and totally extinguish the landowner's obligations to otherwise implement the standard regulations as described in the Fire Regulation Notice, appropriate to the zoning of the property; or,
- (ii) If a BMP has not been approved then the standard Regulations must be implemented by the due dates.

**Note:** A number of properties developed since 2015 will have an adopted BMP as part of their existing planning approval.

### 13. DRIVEWAYS

Driveways must be cleared to a minimum of 4 metres wide and 5 metres in height and must provide unrestricted access to emergency service vehicles gaining entrance and trans-versing your property during an emergency.



## 14. DEFINITIONS

- (a) **Asset Protection Zone;** refer to Section 10
- (b) **Bare Earth Fire Breaks:** A strip of land that has been cleared of all trees, bushes, grasses and any other object or thing or flammable vegetation material leaving clear bare mineral earth - Achievable by ploughing, grading or early spraying.
- (c) **Bushfire Management Plan (BMP):** A document that sets out short, medium and long-term risk management strategies for the life of the development. It is to be prepared by an accredited Bushfire Planning Practitioner in accordance with the requirements of State Planning Policy 3.7 Planning in Bushfire Prone Areas (SPP3.7) and associated Guidelines.
- (d) **Bushfire Planning Practitioner:** A person who holds Level Two or Level Three accreditation under the Western Australia Bushfire Accreditation Framework.
- (e) **Flammable Material:** Any material that is easily ignited, capable of burning and of carrying a fire.
- (f) **Fire Fuel:** Any combustible material, dead or alive, in isolation or clusters or aggregation with other combustible materials that, in the opinion of an authorised officer of the Shire of Ravensthorpe, is likely to fuel a bush fire. Including but not limited to;
- Heavy leaf litter on the ground, dead leaves in gutters, fallen branches and any combustible vegetation in clusters including combustible materials suspended off the ground
  - All Grasses exceeding a height of 100mm and
  - Any tree within the APZ or branch of a tree that may fall onto a building which in the opinion of an authorised officer of the Shire of Ravensthorpe constitutes an unacceptable fire risk.

It does not include;

- Vegetable gardens, tended lawns, landscaped gardens (including deciduous or ornamental planted trees), isolated planted shrubs, established natural or planted trees that, in the opinion of an authorised officer of the Shire of Ravensthorpe, do not constitute an unacceptable fire risk
- Well compacted dead vegetative material e.g. mulch, that in the opinion of an authorised officer of the Shire of Ravensthorpe does not constitute an unacceptable fire risk.

**ARE YOU  
BUSHFIRE  
READY?**



- (g) **Managed Land:** Land that is cropped, grazed or slashed.
- (h) **Parkland Clearing:** A technique of mulching understorey ladder fuel plants from within native vegetation and planted vegetation along with thinning any densely stocked over storey plants to create an open parkland similar in nature to that of the APZ but over a larger area of land.



**BECOME A EMERGENCY SERVICES**  
**VOLUNTEER TODAY!**

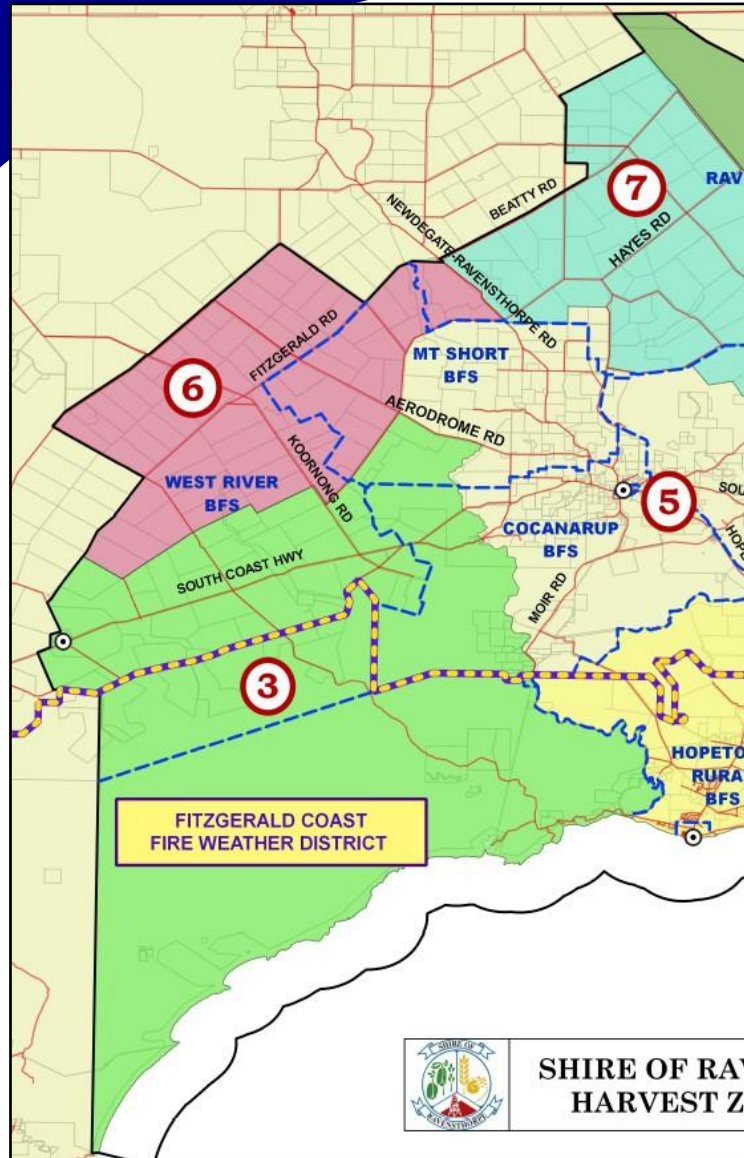
"Our communities are served by dedicated group of emergency services volunteers, who require your help today!

There is a role to suit everyone and training is available."



Contact the Community Emergency Services Officer at the Shire of Ravensthorpe  
on 08 9839 0000 for more details or how to join.

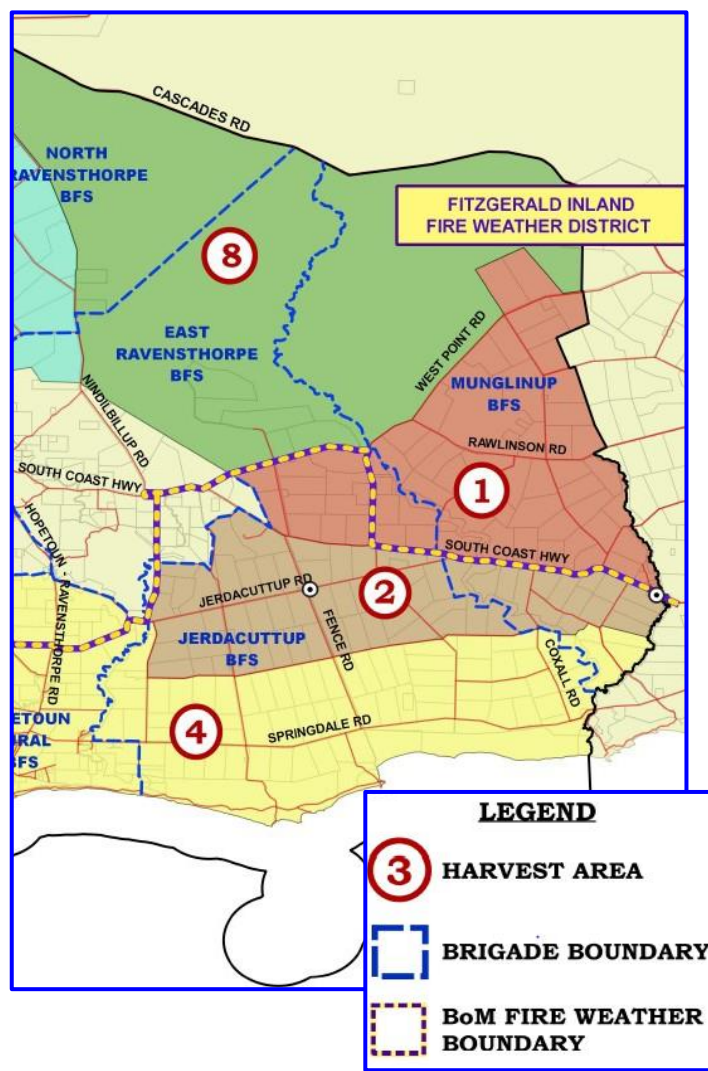
# SHIRE OF RAVENSTHORPE HARVEST BAN AREAS



## HARVEST & VEHICLE MOVEMENT BAN / FIRE BAN INFORMATION

All Harvest & Vehicle Movement Bans and Fire Bans will be communicated via the Shire's SMS system or on ABC local radio 558AM / 837AM at the following times; 10:05am, 12:35pm and 2:05pm weekdays, 12:35pm and 2:05pm week-ends.

If you are a farmer or a contractor and would like to receive notification by SMS of Harvest and Vehicle Movement Ban direct to your mobile phone, contact the Shire Office during office hours on 08 9839 0000.



**REAR COVER PAGE**

**FIRE CONTROL OFFICER CONTACT DETAILS**

<b>FOR ALL FIRE &amp; EMERGENCIES</b>		<b>000</b>
<b>SHIRE OF RAVENSTHORPE</b>		<b>08 9839 0000</b>
Chief Bush Fire Control Officer -	Rod Daw	0429 396 010
Community Emergency Services Officer -	Russell Palmer	0438 498 221
COCANARUP BFB	Luke Webster	0427 381 454
	Keith Rowe	0428 381 231
EAST RAVENS- THORPE BFB	Andy Daw	0429 396 031
	Devon Burton	0408 144 117
	Malcolm Grant	0499 351 155
HOPETOUN RURAL BFS	Stott Redman	0429 351 475
	Courtney Foulds	0423 819 270
	Andrew Venning ( <i>Permits Only</i> )	0427 383 552
HOPETOUN VFES	Peter Nankervis ( <i>Permits Only</i> )	0491 065 025
JERDACUTTUP BFB	Paul Bell	0429 075 118
	Matthew Bell	0419 933 113
	James Mollet	0429 396 035
MT SHORT BFB	Brad Clarke	0427 381 082
	Peter Belli	0427 381 122
	Richard Norrish	0427 507 561
MUNGLINUP BFB	Gavin Gibson	0427 751 062
	Barn Fetherstonhaugh	0427 751 089
	Kieren Barrett	0427 449 677
	Sam Fetherstonhaugh	0427 751 054
	Brody Wickstein	0417714543
NORTH RAVENS- THORPE BFB	Reece Laycock	0438 838 007
	Andrew Chambers	0429 380 084
	Kye Chambers	0427 380 084
	Chad Tuckett	0429 109 591
RAVEY VFERS	Gary Webster	0427 381 114
WEST RIVER BFB	Peter Kuiper	0428 357 043
	Richard Norrish	0427 507 561
	Mark Mudie	0428 356 064
	Rian Duncan	0428 324 400
	Brett Kershaw	0427 356 053

## **Attachment 5 – DRAFT BFB Standard Operating Procedures**



# Bush Fire Operating Procedures

*(Bush Fire Administration Manual including Standard Operating Procedures)*

Adopted by Council on XX XX 2024  
Council Resolution

## VOLUNTEER BUSH FIRE BRIGADE





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# *Bush Fire Operating Procedures*

## *For Bush Fire Brigades and Operations*

### **Introduction**

The Bush Fire Operating Procedures are guidelines adopted by the local government.

This document incorporates both the Administrative Procedures and Standard Operating Procedures.

This document is considered to be a living document that may, from time to time, require updating and annual review.

### **Review**

The Shire of Ravensthorpe Volunteer Bush Fire Brigade Operating Procedures will be reviewed annually as per Paragraph 8, Section One.

### **Interpretation**

In these procedures, unless the context otherwise requires;

"Absolute Majority"	means more than half of the total votes of those eligible to vote whether present or not.
"Auxiliary"	means a member that provides support to operational fire fighters of the Brigade and must be a minimum of sixteen (16) years of age.
"Cadet"	means a member of a Brigade aged between twelve (12) and up to sixteen (16) years of age. The member is not allowed to carry out operational firefighting duties.
"CBFCO"	means the Chief Bush Fire Control Officer appointed by the Shire of Ravensthorpe.
"CEO"	means Chief Executive Officer of the Shire of Ravensthorpe.
"CESM"	means the Community Emergency Services Manager for the Shire of Ravensthorpe.
"Council"	means the Shire of Ravensthorpe Council.
"DBCA"	means the Department of Biodiversity, Conservation and Attractions.
"DFES"	means the Department of Fire and Emergency Services.
"FCO"	means a Fire Control Officer appointed by the Shire of Ravensthorpe.
"Fire fighter"	means a member of a Brigade with the competency and currency to carry out operational firefighting duties.
"Local Government"	means the Local Government established under the Local Government Act 1995.



## *Bush Fire Operating Procedures*

### *For Bush Fire Brigades and Operations*

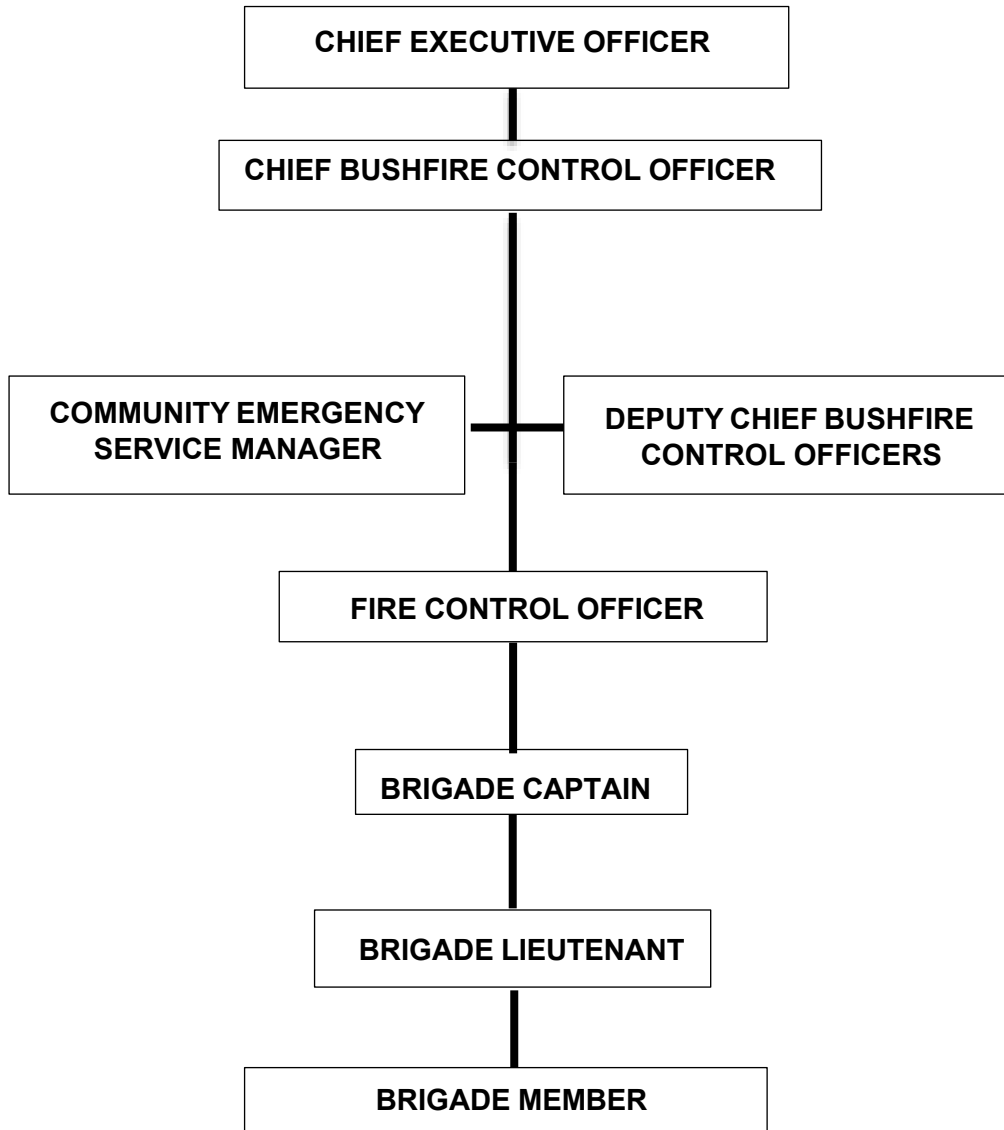
"Normal Brigade Activities"	as defined in Section 35A of the Act.
"Operations Officer"	Means that person who is the first responder at an incident, and then the FCO, or Captain, who takes control of the forward command position at an incident.
"Ordinary Meeting"	means any meeting of the Brigade other than an annual general meeting, operational meeting or a special meeting.
"Review Date"	means a dated listed for review via a Meeting of Council.
"The ACT"	means the Bush Fires Act, 1954 and amendments.
"The Regulations"	means the Bush Fires Regulations 1954.



## *Bush Fire Operating Procedures*

*For Bush Fire Brigades and Operations*

### **BRIGADE CHAIN OF COMMAND**





# *Bush Fire Operating Procedures*

*For Bush Fire Brigades and Operations*

## **Authorisation**

These procedures have been produced and issued under the authority of the Shire of Ravensthorpe in accordance with the Bush Fires Act 1954 (WA) and endorsed by the Shire of Ravensthorpe Council.

.....  
TOM MAJOR  
SHIRE PRESIDENT  
SHIRE OF RAVENSTHORPE

..... / ..... / .....  
DATE

.....  
MATTHEW BIRD  
CHIEF EXECUTIVE OFFICER  
SHIRE OF RAVENSTHORPE

..... / ..... / .....  
DATE



# **SECTION ONE**

# **Administrative**

# **Procedures**

Volunteer Bush Fire Brigades



## **Section One – Administrative Procedures**

### *For Bush Fire Brigades and Operations*

## **1. OBJECTIVES AND VALUES**

### **1.1 Objectives**

The objectives of the Shire of Ravensthorpe Volunteer Bush Fire Brigades are to:

- 1.1.1 Provide timely, quality and effective emergency service;
- 1.1.2 Minimise the impact of emergencies on the community;
- 1.1.3 Work with the community to increase bush fire awareness and fire prevention;
- 1.1.4 Endeavour to ensure that active Brigade members training requirements are maintained and documented to meet DFES standards, Local Laws and WHS requirements;
- 1.1.5 Ensure all operational equipment is serviceable and available for emergencies;
- 1.1.6 Provide a workplace where every individual is treated with respect, in an environment free from discrimination or harassment;
- 1.1.7 Work cohesively with other agencies;
- 1.1.8 Report to Council on matters referred to the Brigades by the Council, through the Shire of Ravensthorpe Bush Fire Advisory Committee.

### **1.2 Values**

Members are to adopt the following principles at all times when representing the Bush Fire Brigades of the Shire of Ravensthorpe.

These values shall include;

- a) Put the community first;
- b) Act with integrity and honesty;
- c) Work together as a committed team;
- d) Strive to keep ourselves and others safe;
- e) Respect and value the contribution of others;
- f) Have open and honest two-way communication; and
- g) Continuously develop our skills to service the community.





## **Section One – Administrative Procedures**

### *For Bush Fire Brigades and Operations*

## **2. MEMBERSHIP**

### **2.1 New Membership Application Process**

- 2.1.1 A new member is to complete a Bush Fire Service Application to Join a Bush Fire Brigade form and accept the Shire of Ravensthorpe conditions for membership.
- 2.1.2 Upon (or prior to) receipt of a membership form from the prospective member the Brigade Captain will:
- Advertise to the existing brigade membership the name of the prospective member and provide a period of no less than 7 days for the existing members to raise objections or request for discussion.
  - Consider, but not otherwise be bound by, the outcome of any information received from the brigade membership in final determination on endorsement of the membership application.
  - Provide evidence of activities conducted in this section when submitting any endorsed or not endorsed application form to the Shire.

### **2.2 Conditions of Membership**

- 2.2.1 The conditions of membership shall refer to:
- Active fire fighters;
  - Life memberships;
  - Cadets and;
  - Auxiliary members.
- 2.2.2 Basic Training: All Volunteer Bush Fire members are required to complete the DFES Volunteer Induction and Bush Fire Safety Awareness prior to commencing active duties. Fire fighters must additionally complete the DFES Firefighting Skills competency. Competencies in these modules shall be the minimum acceptable standard required for a volunteer bush fire fighter to perform operational firefighting duties.
- 2.2.3 Relevant Legislation, Procedures and Guidelines: Members must comply with the legislative requirements of:
- Fire and Emergency Services Act 1998;
  - Bush Fires Act 1954 and Bush Fires Regulations 1954;
  - Work Health and Safety Act 2020



## **Section One – Administrative Procedures**

### *For Bush Fire Brigades and Operations*

- Equal Opportunity Act 1984 (WA);
- The Shire of Ravensthorpe Bushfires Local Law;
- The Shire of Ravensthorpe Bush Fire Advisory Committee Policy; and
- Shire of Ravensthorpe Administration Procedures and Standard Operating Procedures

2.2.4 Probationary Period: All new Shire of Ravensthorpe Bush Fire Brigade personnel's membership shall be probationary until the latter of:

- a) three months from becoming a member;
- b) completion of the basic training relevant to the role (as outlined in item 2.2.2 of this section).

During the above period, the Brigade Captain may make application in writing to the CEO requesting termination of; or additional conditions attached to the personnel's membership sighting any conduct not reflective of this procedure manual.

The CEO shall make a determination in regard to the request either:

- a) Upholding the request;
- b) Dismissing the request;
- c) Applying another outcome (for example an extended period of probation, or other restriction of duty) following consultation with the Brigade Captain;

### **2.3 Induction**

All new members shall be provided with a formal induction. New members will be:

- a) Introduced to Brigade members and shown all Brigade facilities.
- b) Instructed about any safety requirements.
- c) Complete the DFES Volunteer Fire Fighter Induction
- d) Made aware of Brigade duties and responsibilities.
- e) Provided with a mentor until such time as they are familiar with normal Brigade activities and operational requirements.



## **Section One – Administrative Procedures**

### *For Bush Fire Brigades and Operations*

- f) Provided with a complete set of PPC as soon as reasonably practicable.
- g) Provided with a copy of this SAP/SOP.
- h) Be informed that all Personal Protective Equipment (PPE) issued to them by the Brigade or the Shire of Ravensthorpe is for Brigade activities only and remains the property of the Shire of Ravensthorpe.
- i) Be assisted in registering for the DFES Volunteer Hub and use of online resources such as the eAcademy.

#### **2.4 Brigade Commitments**

Shire of Ravensthorpe Volunteer Bush Fire Brigade members are required to maintain currency in training and active firefighting.

If extenuating circumstances prevent a member from meeting his or her Brigade commitments, it is the responsibility of the member to notify the Brigade Captain.

#### **2.5 Change of Details**

Shire of Ravensthorpe Volunteer Bush Fire Brigade members are required to ensure that their personal details are up to date. Any change of personal details is to be made via the DFES Volunteer Portal or via the Volunteer Personal Details – Change Request Form (submitted to the Shire) within fourteen (14) days of the change.

All drivers of vehicles are required to hold a current Western Australian driver's license for the class of vehicle that is to be driven. Any traffic offence that results in a suspension or loss of license must be reported to the Brigade Captain.



## Section One – Administrative Procedures

### For Bush Fire Brigades and Operations

#### 2.6 Termination of membership

Volunteer Bush Fire Brigade membership shall or may be terminated when a member;

2.6.1 Provides written notification of resignation to the Brigade;

2.6.2 Has received two (2) official written warnings from the Shire of Ravensthorpe CEO for violations;

2.6.3 Has not been active with the Brigade for a period of twenty-four (24) months (member will be taken to have resigned from the Bush Fire Brigade).

2.6.4 A member may be considered inactive if they fail to attend a minimum of four (4) brigade activities relevant to the member's role within twenty-four (24) months.

2.6.4.1 A firefighter, who in a twenty-four (24) month period, does not go on roster or attend at least four (4) Brigade activities relevant to their role as a firefighter, will be reclassified as an Auxiliary in the Brigade. Brigade activities that relate to the firefighting role include but are not limited to, Brigade training and turning out to an incident.

Upon reclassification as an Auxiliary the member shall return any firefighting equipment in their possession and will only be able to vote in Brigade meetings in accordance with paragraph 3.7, Section One.

The member may at a later time be reclassified as a firefighter by request to, and subsequent agreement of the Brigade Captain. They may be required to update or undertake additional training related to the role.

If extenuating circumstances prevent a member from meeting his or her Brigade commitments, it is the responsibility of the member to notify the Brigade Captain or Lieutenants.

2.6.5 Where a membership is terminated, all property owned by the Shire of Ravensthorpe should be returned to the Shire Community Emergency Services Manager within fourteen (14) days of giving notice.



## **Section One – Administrative Procedures**

### *For Bush Fire Brigades and Operations*

#### **2.7 Suspension of membership**

A volunteer member may be suspended by the Brigade Captain where the member:

- 2.7.1 Wilfully or negligently disregards the Bush Fires Act 1954, Bush Fires Regulations 1954, or the Bush Fire Operating Procedures (Administration) Manual; and
- 2.7.2 Has performed an unsafe act that jeopardizes the safety of the member or others.

The suspended member will be excluded immediately from such Brigade duties and activities. The Brigade Captain must notify the member, in writing, advising of the suspension period and reason.

The period of suspension shall not exceed three (3) consecutive months and shall be determined by the Brigade Captain and Lieutenants.

On completion of the suspension period the member may be required to undertake refresher training before resuming active firefighting duties.

#### **2.8 Rights of a Volunteer Member**

A Brigade member shall not be dismissed from any Brigade duty without an opportunity to defend any allegation.

A member may lodge a written objection to the CBFCCO or CEO should they consider they have been unfairly dealt with.

The CBFCCO or CEO shall consider the objection and resolve it by either:

- a) Dismissing the objection;
- b) Vary the decision after consultation with the Brigade Captain and Lieutenants;
- c) Revoking the original decision; and imposing a different decision.

#### **2.9 Equal Opportunity and Grievance Process**

The Shire of Ravensthorpe is committed to providing a work environment in which all persons can expect to be treated with respect. It ensures that all individuals uphold State and Federal laws concerning harassment and discrimination. All complaints will be in accordance with the Shire's Grievance Procedure.



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### **3. MEETINGS OF THE BUSH FIRE BRIGADES**

All meetings of the Bush Fire Brigade shall be minuted unless confidential information is being discussed.

#### **3.1 Ordinary Meetings**

- 3.1.1 The Brigade may at any time call an ordinary meeting of its members.
- 3.1.2 The Brigade shall hold a minimum of two (2) ordinary meetings each financial year, one of which is to be in conjunction with the Brigade AGM. The AGM should be carried out in March of each year, prior to the Bush Fire Advisory Committee AGM. The second, pre-season meeting in September/October is to include member refresher training.
- 3.1.3 The brigade shall use the agenda template at Appendix 2 for all general meetings.

#### **3.2 Annual General Meeting (AGM)**

- 3.2.1 The Brigade shall hold an annual general meeting in March of each year. The AGM must be held prior to the BFAC AGM;
- 3.2.2 A report shall be presented to the membership by the Captain and Treasurer of the Brigade;
- 3.2.3 At this meeting all office bearer positions will be declared vacant;
- 3.2.4 The CBFCA or CEO (or their delegate) will act as returning officer during the election of the new positions;
- 3.2.5 The new office bearers will assume the positions as of the date of the AGM.

#### **3.3 Special Meeting**

- 3.3.1 The Brigade Captain may at any time convene a special meeting of the Brigade.
- 3.3.2 The secretary of the Brigade must convene a special meeting when a written request is made by not less than six (6) active members of the Brigade.
- 3.3.3 The names of the members requesting the special meeting are to be recorded in the minutes of the meeting.



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#### **3.4 Operational Meeting**

- 3.4.1 The Brigade Captain may at any time convene an operational meeting of the Brigade.
- 3.4.2 An operational meeting may convene with any members of the Brigade at the Brigade Captain's request.
- 3.4.3 The Brigade secretary is to record those attending in the minutes of the meeting.
- 3.4.4 A pre-season brigade refresher meeting must be held in September or October.

#### **3.5 Notice of a Meeting**

- 3.5.1 Notice of any special general meeting of the Brigade, must be given to all members of the Brigade eligible to vote at least seventy-two (72) hours before the commencement of the meeting;
- 3.5.2 Chief Bush Fire Control Officer, CESM and CEO are to be notified;
- 3.5.3 Notice of the Annual General Meeting and of any Ordinary Meeting of the Brigade must be given to all members of the Brigade eligible to vote and the Shire of Ravensthorpe at least fourteen (14) days before the commencement of the meeting;
- 3.5.4 Notice of a meeting under sub-clauses 3.5.1 and 3.5.3 above.
  - a) must be given by the Secretary;
  - b) must be given by written notice to each member;
    - Personally, by post, via the Brigade WhatsApp, or electronic email; or
    - By a notice published in a newspaper circulating in the area of the Brigade; or
    - By public notice on the Fire Brigade's notice board/s.
  - c) must set out the date, time, and place of the meeting;



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- d) must be signed by the Secretary or, in the case of a special meeting, by the person convening the meeting; and
- e) must set out an agenda for the meeting.

3.5.5 An operational meeting of the Brigade may be convened at the earliest appropriate date, time and place acceptable to those members requested to attend.

### **3.6 Quorum**

A quorum for:

3.6.1 All Brigade Meetings:

- a) Shall consist of not less than five (5) active Brigade members.
- b) No business is to be transacted at a meeting of the bush fire Brigade unless a quorum of Brigade members is present.
- c) Operational Meetings do not require a quorum.

### **3.7 Voting**

Each Brigade member present at the meeting shall be entitled to vote.

In the event of an equality of votes:-

The Brigade Captain during the meeting may exercise the deciding vote.

When voting on operational matters at any brigade meeting, only listed fire fighters are entitled to vote. This includes the voting for the election of operational office bearers.

Votes may be counted by either:

- a) Formal secret ballot for election of Captain, Lieutenants when there is more than one nomination; or
- b) Show of hands for all other elections and general meeting business.

Proxy votes are permitted at an AGM for the election of Captain and Lieutenants subject to nominations being closed seven (7) days prior to the AGM.





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#### **4. BRIGADE ELECTIONS**

##### **4.1 Nomination of Office Bearer Candidates for Brigade Elections**

- 4.1.1 Nominations are required to be presented at the Annual General meeting;
- 4.1.2 For an operational position, a person can only be nominated by a listed active Fire Fighter brigade member who has been a listed active fire fighter brigade member for a minimum of twelve (12) months;
- 4.1.3 A nomination for an operational position must be endorsed by a second listed active Fire Fighter Brigade member with a minimum of twelve (12) months as a listed active fire fighter brigade member. Each member is only entitled to nominate one (1) person per position;
- 4.1.4 For non-operational positions, a person can only be nominated by a Brigade member who is from that Brigade with a minimum of twelve (12) months as a Brigade member;
- 4.1.5 A nomination for a non-operational position must be endorsed by a second Brigade member with a minimum of twelve (12) months as a Brigade member;
- 4.1.6 A nomination shall be made –
  - a) in writing to be received by the Brigade Secretary before the official close of nominations;
- 4.1.7 Nominees must indicate acceptance of nomination.

##### **4.2 Special Elections**

- 4.2.1 Where a supplementary election must be held due to a vacancy in the position as a result of an early resignation or other reason:
  - a) The Captain via the Secretary will arrange a special meeting of the Brigade at which the election will be held and call for nominations;
  - b) The Captain via the Secretary must advise each member of the Brigade in writing giving a minimum of fourteen (14) days' notice of the special meeting the election is to be held; and
  - c) Nominations should be in accordance with other elections.



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#### **5. BRIGADE FINANCES / AUDIT CONTROLS**

##### **5.1 Accounts at Financial Institutions**

- 5.1.1 The Brigade must disclose where Brigade account(s) are to be held for the ensuing financial year at each Annual General Meeting;
- 5.1.2 A minimum of two signatures is required on any Brigade account cheque or bank transaction form;
- 5.1.3 All accounts raised, works undertaken or goods to be purchased by the Brigade must be authorised for payment at an ordinary Brigade meeting by the Brigade;
- 5.1.4 All cheques issued must be accompanied by the appropriate documentation (invoice or monthly account); and
- 5.1.5 All money received by the Brigade or by a member on behalf of the Brigade must be recorded in a Brigade receipt book and entered in Brigade financial records.

##### **5.2 Financial Reports**

- 5.2.1 The Brigade must, at each Ordinary and Annual General Meeting, present a financial report and;
- 5.2.2 For the Annual General Meeting the previous 12-month period or since the last AGM.

#### **6. RULES**

##### **6.1 The Brigade may not make rules inconsistent with:**

- a) The Bush Fires Act 1954 and Bush Fires Regulations 1954;
- b) The Shire of Ravensthorpe Bush Fire Local Law;
- c) These Bush Fire Administration Procedures;
- d) The Shire of Ravensthorpe Policies as set out in this document or elsewhere;
- e) Shire of Ravensthorpe Fire Control and Firebreak Notice; and/or
- f) Any other Shire of Ravensthorpe Local Law.



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- 6.2 Where the Brigade wishes to make a rule under this clause or vary or revoke such a rule, the Secretary must, within fourteen (14) days of acceptance by the Brigade at an Ordinary Meeting, or Special Meeting, send a copy of the proposed rule or amendment to the CBFCO, CESM and CEO for consideration.

## **7. AMENDMENT TO ADMINISTRATION PROCEDURE MANUAL**

7.1.1 The Brigade may, by resolution, recommend to the Shire of Ravensthorpe Bush Fire Advisory Committee that the Administration Procedure Manual be amended, if:

- a) At least one month's written notice, setting out the terms of the proposed resolution, is given to each member of the Brigade personally or by post; and
- b) The resolution is supported at a duly convened meeting of the Brigade by an absolute majority of the Brigade.

Any proposed amendment to the policy manual is subject to the approval of the Shire of Ravensthorpe Bush Fire Advisory Committee and Council in accordance.

The Shire of Ravensthorpe Bush Fire Advisory Committee shall review the Volunteer Bush Fire Brigade Administration Procedure Manual at the meeting held in September or March each year. Proposed rules or amendments are to be sent to the CEO by close of business on 30 June. The Shire of Ravensthorpe Bush Fire Advisory Committee will review any proposed amendments to the Administration Procedure Manual and make recommendation to Council for any addition, deletion or amendment.

## **8. COMPLAINTS AND GRIEVANCES**

Any member who is dissatisfied with any matter in relation to the operation of a Brigade should raise their concerns with the Brigade Captain in the first instance. If still dissatisfied, the member may complain in writing the CEO of the Shire of Ravensthorpe outlining their concerns.

## **9. THE DUTIES AND RESPONSIBILITIES OF VOLUNTEER BUSH FIRE BRIGADE OFFICE BEARERS**

The office bearers of a volunteer bush fire Brigade must be able to demonstrate current competencies for the position of office they are



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nominated prior to accepting the nomination or undertaking the duties and responsibilities of the said position.

#### **9.1 Lieutenant**

##### **Role**

The Lieutenant of a volunteer bush fire Brigade is responsible for the operational management of volunteer bush fire fighters during Brigade activities. The position is required to provide both operational and administrative support to the Captain in managing the Brigade. The position reports to the Captain on all matters pertinent to the functioning of the Brigade and/or personnel whom they are supervising.

The Brigade should appoint a maximum of 4 lieutenant positions, identified numerically from one (1) to four (4), Lieutenant one (1) being the more senior position.

- a) In the absence of the Brigade Captain, the Lieutenant assumes all powers, responsibilities and duties of that officer.
- b) The Brigade must rank all Lieutenants in seniority. This will be determined by resolution at the Annual General Meeting. The Captain may exercise a casting vote if required.

##### **Duties and Responsibilities**

Duties and responsibilities of a Brigade Lieutenant include:

- 9.1.1 Provide support to the Captain and assist with the management of the Brigade;
- 9.1.2 Demonstrate Positive leadership and mentor Brigade members;
- 9.1.3 In the absence of the Captain administer all powers and responsibilities of the Bush Fires Act. (Bush Fires Act 1954, Part iv Section 44(1));
- 9.1.4 Command and manage volunteer bush fire fighters during emergencies and other Brigade related activities;
- 9.1.5 Maintain a personal logbook with a record of events that occur during all incidents;
- 9.1.6 Conduct briefings during and after incidents and maintain open lines of two-way communications between fire fighters and management;



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- 9.1.7 Encourage positive interaction and teamwork between volunteer fire fighters;
- 9.1.8 Ensure Shire of Ravensthorpe, DFES and Brigade standing operating procedures are adhered to at Brigade activities;
- 9.1.9 Ensure fire fighters engaged in firefighting activities hold competencies relevant to the task;
- 9.1.10 Work cohesively with the Brigade Training Officer to conduct training activities for volunteer fire fighters;
- 9.1.11 Ensure the behaviour of fire fighters is in accordance with the Shire of Ravensthorpe and DFES codes of conduct.

#### **Criteria of a Lieutenant**

- Experience with a minimum of 2 years
- Knowledge of managing a volunteer organisation.
- Ability to attend further fire and emergency management training.
- Effective Interpersonal Skills
- Good Written and Verbal Communication Skills
- Leadership Skills
- Management Skills
- Experience in managing operations.
- Ability to perform under stressful conditions.

#### **Qualifications of Lieutenant**

- Following courses completed;
  - Bush Fire Safety Awareness
  - Firefighting Skills
  - Crew Leader 2020
  - Advanced Bush Fire Firefighting 2020
  - AIIMS Awareness
  - Machine Supervision



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If a member has not done a course they must endeavour to complete the next available course and in this situation the appointment will be at the discretion of the CBFCO and/or CEO.

#### **Recommended Qualifications**

- Incident Controller Level 1
- Sector Commander

## **9.2 Captain**

### **Role**

The Captain of a Volunteer Bush Fire Brigade shall be responsible for the leadership and management of Brigade firefighting activities.

As role model and mentor for members of the Brigade the Captain should always act with integrity and consider each member equally. All decisions should be in the interest the Brigade and its membership.

The position reports to the CBFCO on Brigade related matters and represents the Brigade at Bush Fire Advisory Committee (BFAC) and Shire of Ravensthorpe Operations Committee meetings. The Captain may delegate authority to another operational Brigade member to represent the Captain at BFAC or Shire of Ravensthorpe Operations Committee meetings.

### **Duties and Responsibilities**

Duties and responsibilities of the Brigade Captain include:

- 9.2.1 Demonstrate positive leadership and mentor Lieutenants and Brigade members;
- 9.2.2 Command, control and confidently manage firefighting activities at emergency incidents;
- 9.2.3 To ensure the agreed AIIMS Incident Control System is implemented and maintained during all emergency incidents;
- 9.2.4 Maintain a personal logbook with a record of events and decisions that occur at an incident;
- 9.2.5 Conduct Brigade briefings and post incident analysis of any incident involving firefighting or Brigade management issues;



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- 9.2.6 Ensure that all attended incidents have an incident number, and that the Incident Report form relevant to the attendance at an incident is completed and provided to DFES and the Shire of Ravensthorpe CESM (refer **Appendix 3**);
- 9.2.7 To ensure Brigade members deployed for operational duties have the competencies to complete the task or duty assigned and hold current qualifications to carry out the functions required, in accordance with Shire of Ravensthorpe Operating Guidelines and DFES Standard Operating Procedures;
- 9.2.8 To undertake responsibility for the proper management and maintenance of Brigade property and equipment;
- 9.2.9 Ensure conduct of bush fire Brigade members is in accordance with the Shire of Ravensthorpe Policies, Procedures, Operating Guidelines and SOP's;
- 9.2.10 Report any injuries of personnel or damage to fire fighting vehicles as soon as possible to the Shire of Ravensthorpe CESM.

#### **Criteria of Captain -**

- Firefighting experience of 5 years and preferably time spent as a Lieutenant.
- Effective Interpersonal Skills
- Good Written and Verbal Communication Skills
- Leadership Skills
- Management Skills
- Experience in managing operations.
- Ability to perform under stressful conditions.

#### **Qualifications of Captain –**

- Following courses completed;
  - Bush Fire Safety Awareness
  - Firefighting Skills
  - Crew Leader 2020
  - Advanced Bush Fire Firefighting 2020
  - Sector Commander



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- AIMS awareness
- Machine Supervision

If a member has not done a course they must endeavour to complete the next available course and in this situation the appointment will be at the discretion of the CBFCO and/or CEO.

#### **Recommended Qualifications**

- Incident Controller Level 1
- Sector Commander.

### **9.3 Presiding Member (if appointed)**

#### **Role**

The presiding member shall preside over all official Brigade meetings. In the absence of a President the next most senior Brigade Officer may preside over a meeting.

#### **Duties and Responsibilities**

The President shall perform the following functions:

- 9.3.1 Preside over official Brigade meetings and is a neutral party and has no voting rights;
- 9.3.2 Ensure meeting procedure and protocol is maintained;
- 9.3.3 Promote the aims and objectives of the Brigade where possible;
- 9.3.4 Advise the Brigade on administrative matters;
- 9.3.5 Report Brigade matters to the Captain;
- 9.3.6 Promote open fair discussion during debate in relation to Brigade matters; and
- 9.3.7 Ensure minutes of meetings are signed and dated by the President.

#### **Criteria**

- Understanding of meeting procedures.
- Demonstrated ability to conduct and manage meetings.





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#### **9.4 Secretary**

##### **Role**

The secretary is to manage administration matters of the Brigade. The position is not required to perform active operational duties and may be inclusive to an operational position held within the Brigade. The position reports to the Captain on administration matters pertinent to the Brigade.

##### **Duties and Responsibilities**

The Secretary shall perform the following functions:

- 9.4.1 Ensure members receive notification of Brigade meetings in accordance with this procedure manual;
- 9.4.2 Prepare an agenda for Brigade meetings and distribute to members and to the Shire of Ravensthorpe;
- 9.4.3 Ensure minutes of Brigade meetings are recorded and, distributed to all members and the Shire of Ravensthorpe within fourteen (14) days;
- 9.4.4 Ensure the relevant Incident Report form is completed and issued to DFES, the CBFEO and Shire CESH within 14 days after any Brigade attendance;
- 9.4.5 Maintain a register of all current brigade members which includes each brigade member's contact details and type of membership
- 9.4.6 Document and record all Brigade correspondence;
- 9.4.7 Ensure Brigade information is disseminated to all listed members;
- 9.4.8 Disseminate circulars and other information to all Brigade members;
- 9.4.9 Work cohesively with Shire of Ravensthorpe management and administration staff on matters pertinent to Brigade administration;
- 9.4.10 Ensure compliance with all Shire of Ravensthorpe Local Laws

Note: The position of Secretary and Treasurer may be combined.

##### **Criteria of Secretary**

- An understanding of meeting procedure and minute taking.



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- Computer Skills

#### **9.5 Treasurer**

##### **Role**

The role of the treasurer is to manage and report to the Brigade on all financial matters. The position is not required to perform active operational duties and may be inclusive to an operational position held within the Brigade. The position reports to the Captain on financial matters pertinent to the Brigade.

##### **Duties and Responsibilities**

The Treasurer shall perform the following functions:

- 9.5.1 Manage financial affairs of the Brigade;
- 9.5.2 Maintain Brigade financial records and provide detailed report of income and expenditure at meetings;
- 9.5.3 Ensure that the Brigade Financial records are audited by an external body or agency annually;
- 9.5.4 Provide the Shire of Ravensthorpe with financial statements of Brigade income and expenditure after each financial year;
- 9.5.5 Work with the Brigade Equipment Officer to provide a projected budget for the next financial year to the Shire of Ravensthorpe by 15 March of each year. This should include all appliance maintenance, new equipment requests and PPE/C requests.
- 9.5.6 Work cohesively with Shire of Ravensthorpe management and administration staff on matters pertinent to Brigade financial matters;

##### **Criteria of Treasurer**

- Knowledge and understanding of accounting principles.
- Computer skills



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#### **9.6 Brigade Training Officer**

##### **Role**

The Brigade Training Officer is responsible for the management and coordination of Brigade training, and the documentation of these activities. The position is not required to perform active operational duties and may be inclusive to an operational position held within the Brigade. The position reports to the Captain on training matters pertinent to the Brigade.

##### **Duties and Responsibilities**

Duties and Responsibilities of the Brigade training coordinator shall include:

- 9.6.1 Ensure Brigade members maintain basic skill levels equivalent to the competency standards as detailed in the DFES Volunteer Fire fighter Program and DFES Bush Fire Brigade Training Guidelines;
- 9.6.2 Ensure regular training sessions are conducted within the Brigade to maintain currency of qualification and skill;
- 9.6.3 Provide mentoring for members who express an interest in training;
- 9.6.4 Coordinate training for the Brigade with the Shire CESM

#### **9.7 Brigade Equipment Officer**

##### **Role**

The role of the equipment officer is to manage Brigade assets, equipment and personal equipment/clothing requirements. The position is not required to perform active operational duties but must be able to demonstrate knowledge of firefighting equipment. The position may be inclusive to an operational position held within the Brigade and shall report to the Captain on matters pertinent to Brigade and personal equipment.

##### **Duties and Responsibilities**

The equipment officer shall perform the following functions:

- 9.7.1 Manage Brigade equipment and appliances and maintain a register of all assets;
- 9.7.2 Ensure Brigade equipment and appliances are maintained and operationally ready;



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- 9.7.3 Coordinate and record maintenance checks on equipment and appliances as required;
- 9.7.4 Ensure all appliances are cleaned immediately after each attendance, and inspection items are entered into the appliance log book.
- 9.7.5 Report, as soon as practicable, all damage of Brigade equipment or property to the Brigade Captain and Shire CESM immediately;
- 9.7.6 Manage Brigade requests for replacement items and equipment. Compile documentation with replacement item and submit to the Shire of Ravensthorpe;
- 9.7.7 Submit to the Brigade Captain a request for replacement of equipment for inclusion in ESL equipment replacement program
- 9.7.8 Work with the Brigade Treasurer to provide a projected budget for the next financial year to the Shire of Ravensthorpe by 15 March of each year. This should include all appliance maintenance, new equipment requests and PPE/C requests.

## **10. BUSH FIRE CONTROL OFFICERS**

### **10.1 Duties and Responsibilities of the Chief Bush Fire Control Officer (CBFCO)**

#### **Role**

The role of the Chief Bush Fire Control Officer is that of a leader, decision maker, planner and manager of the Bush Fire Organisation in the Shire of Ravensthorpe and not as a 'hands on' fire fighter. The CBFCO is to ensure that the organisation is functioning to a standard commensurate to the risks within the Shire of Ravensthorpe and is to ensure that the following tasks are achieved.

#### **Duties and Responsibilities**

- 10.1.1 During bushfire incidents manage the fire resources of the Shire and Brigades and act as the Incident Controller as required and/or until the Hazard Management Authority appoints another agency Incident Controller in accordance with any agreed incident structure;



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- 10.1.2 Promote the approved Shire AIIMS Incident Management system to all FCO'S, Brigades and volunteer fire fighters within the Shire of Ravensthorpe;
- 10.1.3 Ensure that FCO'S, Brigade Officers and volunteers are trained to a standard commensurate to the risk and equipment within the Brigade and Shire area;
- 10.1.4 Demonstrate positive leadership and mentor DCBFCOs, FCOs, Captains and Brigade members;
- 10.1.5 Promote community fire prevention as a priority, to identify and reduce fire hazards;
- 10.1.6 Develop the fire organisation to effectively and efficiently control bushfires;
- 10.1.7 Develop and promote the use of Standard Operating Procedures and Guidelines, minimum training standards, identify hazards and assess risk to prevent injury to volunteers and implement the principals of WHS for volunteers to develop a safe working environment for fire fighters;
- 10.1.8 Ensure welfare preparedness is arranged for the provision of food, medical aid and counselling services for volunteers;
- 10.1.9 Establish and maintain effective communication and liaison with the Shire of Ravensthorpe, FCO'S, Brigades, DFES, DBCA, State Emergency Services, statutory authorities and facilitate prompt response to fire incidents;
- 10.1.10 Ensure that Brigades are involved in the development of policy for the preparation of ESL Fire Appliance program, and maintenance programs for Shire and Brigade owned equipment;
- 10.1.11 Ensure Brigade members and operational positions are involved in incident de-briefing of bushfires, and understand their responsibilities around the welfare and safety of volunteers.
- 10.1.12 Promote the values of Volunteer Fire Brigades to the community and within the Brigades;
- 10.1.13 Delegate specific tasks to DCBFCO'S, FCO'S, or Brigades;



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- 10.1.14 Liaise with the Shire of Ravensthorpe, DFES and other organisations to achieve the duties outlined above.
- 10.1.15 Ensure Brigade compliance with relevant Legislation, Shire Local Laws and policies.
- 10.1.16 Attend and provide representation for the Shire of Ravensthorpe at regional and other agency working or operational groups.
- 10.1.17 Represent the Bush Fire Brigades at the Shire of Ravensthorpe Local Emergency Management Committee.

#### **Criteria of Chief Bush Fire Control Officer -**

- Firefighting experience of a minimum of 7 years
- Knowledge of managing a volunteer organisation.
- Working Knowledge of the Shire of Ravensthorpe Local Emergency Management Arrangements
- Knowledge of the Bush Fires Act 1954 and Bush Fires Regulations 1954
- Knowledge of the State Emergency Management Policy No 4.8 (Traffic Management During Emergencies)
- Ability to attend further fire and emergency management training.
- Effective Interpersonal Skills.
- Good Written and Verbal Communication Skills.
- Leadership Skills.
- Management Skills.
- Experience in managing operations.
- Ability to perform under stressful conditions.
- Current appointment as Fire Control Officer.
- Experienced in firefighting operations within the Shire of Ravensthorpe;
- Be a member of the ROAC, BFAC, SEFWG and LEMC.

#### **Qualifications of Chief Bush Fire Control Officer –**

- Following courses completed



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- o Bush Fire Safety Awareness
- o Firefighting Skills
- o AIIMS Awareness
- o Crew Leader 2020
- o Advanced Bush Fire Firefighting 2020
- o Sector Commander
- o Fire Control Officer
- o Incident Controller Level 1
- o AIIMS 2017
- o Ground Controller
- o Machine Supervision

#### **10.2 Duties and Responsibilities of a Deputy Chief Bush Fire Control Officer (DCBFCO)**

##### **Role**

The role of the Deputy Chief Bush Fire Control Officer is to assist the Chief Bush Fire Control Officer in the areas of decision making, planning and management.

A Deputy Bush Fire Control Officer may be appointed by the Chief Bush Fire Control Officer as the Planning Officer for incidents managed by the Shire.

Deputy Chief Bush Fire Control Officers may be appointed by Council.

##### **Duties and Responsibilities**

- 10.2.1 The role of Deputy Chief Bush Fire Control Officer is that of a leader, decision maker, planner and assists the CBFCO in managing the Bush Fire Organisation;
- 10.2.2 The Deputy Chief Bush Fire Control Officer may deputise in the absence of the Chief Bush Fire Control Officer;
- 10.2.3 Demonstrate positive leadership and mentor FCOs, Captains and Brigade members;
- 10.2.4 If more than one FCO or Brigade is in attendance at an incident, may take control of fire operations and be the



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Officer in Charge or part of the Incident Management Team as delegated by the Incident Controller;

- 10.2.5 The Deputy Chief Bush Fire Control Officer is responsible to the Chief Bush Fire Control Officer.

#### **Criteria of DCBFCO**

- Firefighting experience of a minimum of 7 years
- Effective Interpersonal Skills.
- Good Written and Verbal Communication Skills.
- Leadership Skills.
- Management Skills.
- Experience in managing operations.
- Ability to perform under stressful conditions.
- Current appointment as Fire Control Officer.
- Experienced in firefighting operations within the Shire of Ravensthorpe.
- Currently holds all of the preferred qualifications of the Fire Control Officer.
- Knowledge of managing a volunteer organisation.
- Knowledge of the Bush Fires Act 1954 and Bush Fires Regulations 1954
- Knowledge of the State Emergency Management Policy No 4.8 (Traffic Management During Emergencies)
- Ability to attend further fire and emergency management training.

#### **Qualifications of Deputy Chief Bush Fire Control Officer –**

- Following courses completed
  - Bush Fire Safety Awareness
  - Firefighting Skills
  - AIIMS Awareness
  - Crew Leader 2020
  - Advanced Bush Fire Firefighting 2020
  - Sector Commander
  - Fire Control Officer





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- o Incident Controller Level 1
- o AIIMS 2017
- o Ground Controller
- o Machine Supervision

### **10.3 Duties and Responsibilities of a Bush Fire Control Officer (FCO)**

#### **Role**

A Bush Fire Control Officer is a delegated representative of the Local Government responsible for the administration of provisions within the Bush Fires Act 1954. The position is required to perform active operational duties in relation to both firefighting and fire prevention strategies within the local community.

A Bush Fire Control Officer must be able to demonstrate experience in bushfire behaviour, AIIMS and knowledge of the area. The person in this position must be able to interpret provisions of the Bush Fires Act 1954 and the Bush Fires Regulations 1954 and be confident with communication skills.

This position reports to the Chief Bush Fire Control Officer on all matters pertinent to bush fire management.

A Fire Control Officer may hold jointly the position of Brigade Captain.

#### **Duties and Responsibilities**

Duties and responsibilities of the Bush Fire Control Officer include:

- 10.3.1 Authorise permits for hazard reduction burns within the Shire of Ravensthorpe in accordance with the Bush Fires Act 1954 and Environmental Act as and when directed by the CEO;
- 10.3.2 Identify and conduct risk assessments of fire hazards within the Shire of Ravensthorpe;
- 10.3.3 Perform duties prescribed by the Bush Fires Act 1954 and authorised by Local Government;
- 10.3.4 Maintain a personal logbook to include a record of events and decisions during an incident;



## **Section One – Administrative Procedures**

### *For Bush Fire Brigades and Operations*

- 10.3.5 Take control, command and manage resources during bushfire, or hazard reduction burns in coordination with the Shire Bushfire Mitigation Coordinator, within the Brigade area they are appointed;
- 10.3.6 To take control of firefighting operations at a bushfire outside their Brigade area where no other Fire Control Officer is present;
- 10.3.7 Demonstrate Positive leadership and mentor Captains and Brigade members;
- 10.3.8 Provide advice to the CBFCO and CESM as to when Harvest Bans and or Movement of Vehicle Bans should be applied.

#### **Criteria of Bush Fire Control Officer**

- Firefighting experience of five (5) years, unless otherwise approved by the BFAC
- Knowledge of managing a volunteer organisation.
- Knowledge of all Fire Response Plans in the Shire of Ravensthorpe
- Knowledge of the Bush Fires Act 1954
- Ability to attend further fire and emergency management training.
- Effective Interpersonal Skills
- Good Written and Verbal Communication Skills
- Leadership Skills
- Management Skills
- Experience in managing operations.
- Ability to perform under stressful conditions.

#### **Qualifications of Bush Fire Control Officer –**

Following courses completed;

- Bush Fire Safety Awareness
- Firefighting Skills
- Crew Leader 2020
- Advanced Bush Fire Firefighting 2020
- Sector Commander
- Fire Control Officer



## Section One – Administrative Procedures

### For Bush Fire Brigades and Operations

- AIIMS 2017
- Incident Controller Level 1
- AIIMS awareness  
Recommended/Optional;
- Ground Controller
- Machine Supervision

If a member has not done a course they must endeavour to complete the next available course and in this situation the appointment will be at the discretion of the CBFCO and/or CEO.

#### 10.4 Nomination of Fire Control Officer Candidates (to BFAC)

10.4.1 Nominations for appointment for FCO must come from:

- a) A brigade AGM, ordinary or special meeting where the nomination is made in writing and received by the brigade secretary seven (7) days prior to the meeting and the nomination achieves a simple majority of firefighters or their proxy in a formal secret ballot and the CBFCO or CEO (or their delegate) is present; or
- b) A member of BFAC; or
- c) Self-nomination of a current FCO

10.4.2 All nominations must be formally received in writing to the Executive Officer of the Bush Fire Advisory Committee a minimum of five (5) days prior to the BFAC AGM.

10.4.3 All nominees must be a member of a registered Bushfire Brigade of the Shire of Ravensthorpe (as per Item 2 of this Section) 21 days prior to the BFAC AGM.

10.4.4 All nominations should indicate acceptance, or nonacceptance, if nominated, for Chief or Deputy Roles. No indication will be deemed as non-acceptance.

10.4.5 A nomination acceptance from a non-appointed FCO (i.e. new nomination), shall include a cover letter indicating:

- a) Their reason for seeking the role; and
- b) The qualities they bring to the role; and
- c) Their capacity to carry out such duties.



## **Section One – Administrative Procedures**

### *For Bush Fire Brigades and Operations*

- 10.4.6 The CEO, within his/her delegated authority from Council, will appoint FCO to such staff or contractors which require it for their roles without need to nominate via BFAC.

#### **10.5 Recommendation of Nominations (to Council)**

- 10.5.1 At each BFAC AGM, the committee will consider the nominations for all FCO positions and each member will participate in the following manner to assist the committee in drafting a CBFCO recommendation to Council:

- a) Nominations for CBFCO will be called from the BFAC membership. Nominations may come from either:
  - i. candidates recommended in or;
  - ii. a member of staff who has been appointed an FCO as part of their employment duties under council delegated authority to the CEO.
- b) Nominees must have expressed their acceptance of the nomination by:
  - i. In writing along with their FCO nomination; or;
  - ii. In person as a member or guest at the March BFAC.
- c) Where there are more than two accepted nominations, each member present will participate in a survey of the nominees. The membership will be advised of the survey results in descending order based on the number of survey endorsements to assist the committee in drafting a recommendation to Council.
- d) In the case of a tie, the tied candidates shall become the subject of a subsequent survey, and so on until a result.
- e) In the case process (d) results in a tie of two candidates the BFAC chair shall have the casting survey response.

- 10.5.2 At each BFAC AGM, the committee will consider, and each member will participate in the following manner to assist the committee in drafting DCBFCO recommendation(s) to Council:



## **Section One – Administrative Procedures**

### *For Bush Fire Brigades and Operations*

- a) The process followed shall be the same as 11.5.1, substituting the term CBFCE for DCBFCE.
  - b) The process may be repeated to appoint desired number of DCBFCEs by ascending number designation.
- 10.5.3 The drafted recommendation(s) resulting from 11.5.1 and, 11.5.2 shall be moved/voted on by the committee membership present as per normal committee procedures.

### **10.6 Termination of FCO designation**

- 10.6.1 An FCO appointment may be terminated by the following methods:
- a) As per Item 2.6 (excluding 2.6.4.1) of this document.
  - b) By recommendation of BFAC which gains simple majority of the committee in a secret ballot which is subsequently upheld by Council resolution.
  - c) Failure of an existing FCO to be reappointed by Council in the annual process.
- 10.6.2 A BFAC committee member intending to move a motion must provide a full report in writing on the recommendation to the Chairman of BFAC for and prior to the circulation agendas to the committee members.
- 10.6.3 The FCO(s) for which the motion is to be moved must be provided a copy of the report and informed of the intent at the time of circulation of agendas to committee members.
- 10.6.4 The FCO(s) for which the motion is to be moved shall be afforded the opportunity to address BFAC prior to the ballot.



# **SECTION TWO**

# **Standard**

# **Operating**

# **Procedures**

Volunteer Bush Fire Brigades



## **Section Two – Standard Operating Procedures**

### ***For Bush Fire Brigades and Operations***

#### **INTRODUCTION**

These Standard Operating Procedures (SOPs) are set of procedures, standards and guidelines approved by Council for the safe and efficient operation of Brigades and personnel at emergency incidents.

These SOPs for Bush Fire Brigades and Operations are a living document that may, from time to time, require updating and additions.

Input from Brigade members is welcome.

If a Brigade member feels that an SOP is unworkable, not practical or needs inclusion they should raise the matter at their local Brigade Meeting.

If the meeting agrees then it should be raised by the Brigade representative on the Bush Fire Advisory Committee.

The Bush Fire Advisory Committee will discuss the matter and make a recommendation to Council that the SOP be added or amended.



## **Section Two – Standard Operating Procedures**

### **For Bush Fire Brigades and Operations**

#### **SOP.1 DRIVING GUIDELINES FOR BUSH FIRE BRIGADES**

Procedure No.	SOP.1
Procedure Subject:	Driving Guidelines for Bush Fire Brigades
Adoption Date:	
Last Reviewed:	

#### **INTRODUCTION**

Driving emergency vehicles under emergency conditions brings with it an added responsibility to the officer in charge and the driver of the vehicle. The safety of the community at large should be balanced with the urgency of the call.

Drivers should, in the first instance, ensure the safety of the crew and the public when responding to a call, and secondly endeavour to arrive at the incident as soon as practicable.

Drivers and the Operations Officer are accountable for the use, operation, and security of their appliances at an incident.

Drivers should follow the principles outlined in this Standard Operational Procedure. No risk is justified if it is likely to prejudice the safe arrival of the appliance and crews at an incident or the safety of others within the community.

Driving an emergency vehicle under emergency conditions comes with a set of responsibilities that may have dire consequences if they are not performed rationally, competently, professionally and with consideration for others (road users, pedestrians etc.).

#### **PROCEDURE**

##### **1. DRIVING CONDITIONS FOR BUSH FIRE BRIGADE PERSONNEL**

All drivers must hold a valid and current class of driving license for the vehicle type that is being driven.

All drivers must have the approval of the brigade Captain to drive the vehicle and where possible complete the DFES approved course for the appropriate class of vehicle.

Driver holding "P" Plates may drive appliances as part of driver training; however, are not to drive to or at emergency/incidents.

Drivers are not to operate fire appliances for longer than a 12-hour shift.





## Section Two – Standard Operating Procedures

### For Bush Fire Brigades and Operations

#### 2. FIRE CALL CONDITIONS CODE 1

Appliances responding with haste where Life/Property is in danger.

Emergency Warning Beacons, SIREN and headlights are to be on at all times when travelling to an Operational Emergency incident or at the discretion of the OIC or Crew Leader.

Rail crossing signals and boom gates to be obeyed at ALL times.

Drivers and Officers should also refer to DFES issued SOP 3.3.1 and SOP 3.3.12.

#### 3. NORMAL ROAD CONDITIONS CODE 2

When returning to fire station, attending training or exercises and general operations:

No emergency warning lights and sirens are to be used.

ALL road rules must be obeyed at ALL times.

#### 4. DRIVING REQUIREMENTS FOR OFFROAD USE

Before taking a vehicle off road all drivers should consider the following:

- a) Do you need to go there?
- b) Is the vehicle capable of going there?
- c) Are you capable of going there?

Vehicle is to operate in 4X4 at all times when driving off road on the fire ground.

Hubs on vehicles with freewheeling hubs are to be locked in at all times.

Speed is to be minimised to ensure safety of occupants.

**Deflating Tyres:** Any tyre deflation should be done before entering sandy areas and using supplied deflators. The following deflation/reinflation guidelines should be followed:

Vehicle Type	Recommended Tyre Pressure		Minimum Pressure
	Front	Rear	
4.4 Broadacre	675 kpa	575 kpa	250 kpa
3.4 Broadacre	675 kpa	575 kpa	250 kpa
2.4 Broadacre	675 kpa	575 kpa	250 kpa
1.4 Broadacre	500 kpa	500 kpa	250 kpa*
Light Tanker	300 kpa	450 kpa	Deflation <b>NOT</b> Recommend



## Section Two – Standard Operating Procedures

### For Bush Fire Brigades and Operations

#### 1. GENERAL

- Fire Fighters must at all times, drive with due care and attention and continue to show consideration to other road users.
- It is essential that the privileges granted by law are not abused.
- Crew Care and Safety must be ensured at all times when driving.
- Warning Lights are to be in operation at all times when brigade personnel are working off the appliance as other vehicle movement may prove a hazard.
- The MAXIMUM speed limit for the vehicle class is to be observed at all times on roadways.
- Brigade units are not to be used other than for call outs or normal brigade activities as defined the Bush Fires Act so as to receive insurance cover.

#### 2. TURN OUT PROCEDURE

- 1 All firefighting appliances are to respond as Emergency Vehicles (Code 1) unless instructed otherwise,
- 2 The initial response to fires will be as Emergency Vehicles (**Code 1**). Subsequent support vehicles are to travel under **Code 2** UNLESS OTHERWISE DETERMINED BY THE INCIDENT CONTROLLER.
- 3 Station/Group radio operators may downgrade/upgrade responding vehicles on advice from the Incident Controller.
- 4 For response to fire/incidents or alarms where there is a HIGH LIFE RISK FACTOR – e.g., Schools, Hospitals, Nursing Homes, incidents involving aircraft or buses, ALL vehicles will respond Code 1 unless otherwise determined by the Incident Controller.

**REMEMBER** that to drive under Code 1 condition when it is not expedient or safe to do so is a breach of the Road Traffic Act and could result in driver prosecution.

Refer also DFES SOP 3.3.12

SOP.1 Review Date(s)			



## **Section Two – Standard Operating Procedures**

### **For Bush Fire Brigades and Operations**

#### **SOP.2 PERSONAL PROTECTIVE EQUIPMENT**

Procedure No.	SOP.2
Procedure Subject:	Personnel Protective Equipment
Adoption Date:	
Last Reviewed:	

#### **STANDARD OF DRESS FOR ALL FIRE FIGHTING PERSONNEL WILL BE:**

Registered Brigade Personnel on the fire grounds must be dressed in accordance with the Department of Fire & Emergency Services recommended industry standard or equivalent. Personnel turning up to fires without the minimum requirement will be advised to dress properly or asked to leave the fire ground.

Refer also to DFES SOP 3.2.1

#### **RECOMMENDED STANDARD FOR BUSH FIRE FIGHTING**

- Approved Proban overalls and jacket as supplied by the Shire of Ravensthorpe.
- Approved Helmet (level1) as supplied by the Shire of Ravensthorpe.
- Fireman's Boots (Level 1) as supplied by the Shire of Ravensthorpe.
- Gloves and Goggles as supplied by the Shire of Ravensthorpe.
- Smoke Mask as supplied by the Shire of Ravensthorpe.

All personnel are responsible for the availability, condition, care and cleanliness of their own kit in accordance with the manufacturers care instructions..

Only correctly attired personnel will be permitted to crew Brigade appliances.

The appearance and conduct of Bush Fire personnel members whilst wearing operational uniform is to be such that it will not cause any criticism upon the organisation or the Shire of Ravensthorpe.

Each brigade must conduct an annual audit of all volunteers' PPE. Equipment Officers shall order replacement PPE items as required through the Shire of Ravensthorpe CESM.

#### **EQUIVALENT STANDARD**

Cotton or woollen long trousers, cotton or woollen long sleeve shirt and safety boots and leather gloves, may be acceptable at the discretion of the Operations Officer or CBFCO.



## **Section Two – Standard Operating Procedures**

### ***For Bush Fire Brigades and Operations***

SOP.2 Review Date(s)			



## Section Two – Standard Operating Procedures

### For Bush Fire Brigades and Operations

#### SOP.3 ALCOHOL AND DRUG CONSUMPTION

Procedure No.	SOP.3
Procedure Subject:	Alcohol and Drug Consumption
Adoption Date:	
Last Reviewed:	

#### INTRODUCTION

Fire fighters affected by drugs and/or alcohol can pose a safety risk to themselves and their colleagues. Research endorsed by the International Labour Organisation (ILO) shows a strong correlation between drugs and alcohol, both of which impairs a person's capacity to work safely and efficiently.

As all aspects of fire suppression carry an element of risk this SOP aims to ensure the highest possible standards of Work Health and Safety are maintained by all volunteers and Brigades in line with the WHS Act 2020.

#### PROCEDURE

- 1 Bush Fire Brigade personnel shall **NOT** respond to an incident or participate in any Bush Fire operation or activity if alcohol or drugs have been consumed in quantities that contravenes any written Law or Policy.
- 2 Alcohol or drugs shall **NOT** be consumed by personnel whilst undertaking any task or function associated with incident response, suppression or recovery phases.
- 3 Alcohol or drugs shall **NOT** be consumed by personnel whilst engaged in training activities associated with operational tasks.
- 4 When driving, personnel must comply with Road Traffic Regulations.

SOP.3 Review Date(s)			



## Section Two – Standard Operating Procedures

### For Bush Fire Brigades and Operations

#### SOP.4 CREWING OF BRIGADE FIRE APPLIANCES

Procedure No.	SOP.4
Procedure Subject:	Crewing of Brigade Fire Appliances
Adoption Date:	
Last Reviewed:	

#### INTRODUCTION

Firefighting crew members are potentially exposed to physical, physiological and other fireground hazards. Correctly crewing appliances increases the likelihood that appropriate mitigation strategies are put in place, thereby reducing the potential for accidents.

#### PROCEDURE

- All Fast Attack/Light Tanker appliances must be crewed by two people.  
*Under no circumstances will three crew be permitted in these appliances as this will exceed the GVM.*
- In exceptional circumstances the Shire of Ravensthorpe Incident Management Team or the Chief Bush Fire Control Officer (or delegate) may approve reduced crew numbers. Approval must be obtained prior to departure from the shed and the reason for the reduced crew levels, and authorisation must be noted in the Incident Log.
- Crew levels must not exceed the number of available seat belts under any circumstances.
- Crew Protection seats at the rear of some older heavy duty appliances are not to be used to carry passengers on the road.

SOP.4 Review Date(s)			



## Section Two – Standard Operating Procedures

### For Bush Fire Brigades and Operations

#### SOP.5 RESPONSE TO BUSHFIRES AT RUBBISH TIPS

Procedure No.	SOP.5
Procedure Subject:	Response to bushfires at Rubbish Tips
Adoption Date:	
Last Reviewed:	

#### NOTIFICATION

All fires occurring within rubbish tip sites are to be reported to the Local Authority's Environmental Health Officer, Fire and Rescue and the Department of Fire & Emergency Services Communications centre who will notify, as necessary, other agencies.

#### TYPE OF FIRE

Fire within rubbish-site boundary, but clear of dump area, i.e., bush, grass, garden waste or windblown papers.

#### RESPONSE

- a. Brigade Response will be as for Rural Type Fire or as indicated in their Brigade Response Plan.
- b. VFRS to be requested to attend the incident.
- c. Brigade members to remain clear of danger zone, remain up-wind of incident.
- d. Attend to adjacent bush fires if it is safe to do so.

#### NOTE

If tip site involved includes a pit/trench area, Brigade members are to remain above ground level at all times.

1. If incident is confirmed to be hazardous, Brigade members will assist VFRS who will assume the Hazard Management Agency role.
2. Consideration will be given to evacuation of persons likely to be affected by fire products.
3. If the incident is confirmed to be non-hazardous by VFRS and Council's Environmental Officer, Brigade members will become involved in Fire Suppression as directed by the Senior Brigade/CBFCO (OIC/Incident Controller).



## **Section Two – Standard Operating Procedures**

### ***For Bush Fire Brigades and Operations***

**It cannot be stressed too strongly that to act without specialist advice is dangerous and that it is essential that safe Operating Procedures are adhered to in responding to all situations.**

SOP.5 Review Date(s)			





## Section Two – Standard Operating Procedures

### For Bush Fire Brigades and Operations

#### SOP.6 DETECTION OF FIRES, SHIRE RESPONSE AND MOBILISATION OF BRIGADES

Procedure No.	SOP.6
Procedure Subject:	Detection of Fires, Shire Response and Mobilisation of Brigades
Adoption Date:	
Last Reviewed:	

#### DETECTION AND REPORTING OF FIRES

- The normal notification of a fire is through the '000'.
- Report all fires to Department of Fire & Emergency Services Communication Centre by telephoning 1800 198 140 and Great Southern RDC 1800 314 644.

#### SHIRE RESPONSE TO FIRE CALLS

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##### DURING PROHIBITED FIRE SEASON

- On receipt of a report of a fire a shire FCO will cause a Whats App and/or SMS to be made turning out all brigades to the fire until such time as they are stood down.
- A brigade may be placed on 'standby' if determined by the location of the fire.

##### DURING RESTRICTED AND UNRESTRICTED FIRE SEASON

- Each call will be assessed and a decision as to how many brigades will be turned out will be made. This turn out must still be carried out through the use of the FCO WhatsApp service so that other brigades are aware of the fire and can commence to make themselves available if required.

Systems, procedures and equipment must be installed and maintained with due regard to this aim while ensuring fire fighter and public safety.

##### STANDBY

For the purposes of this SOP 'STANDBY' means that personnel are to go to the fire station and make the vehicle ready for departure should the need arise and are to remain there until stood down.

Refer also DFES SOP 3.5.1 – Bushfire Response



## **Section Two – Standard Operating Procedures**

### ***For Bush Fire Brigades and Operations***

#### **Harvest and Vehicle Movement Bans (HVMB)**

The CBFCO has authority to nominate a HVMB within designated Brigade Areas within the Shire, when an assessment of the nature of the fire deems it necessary.

SOP.6 Review Date(s)			



## Section Two – Standard Operating Procedures

### For Bush Fire Brigades and Operations

#### SOP.7 SMOKE AFFECTED ROADS / ROAD HAZARD MANAGEMENT

Procedure No.	SOP.7
Procedure Subject:	Smoke affected roads
Adoption Date:	
Last Reviewed:	

#### PROCEDURE

Fire burning on or near road verges, with smoke obscuring vision, is potentially the most dangerous situation volunteers can find themselves in. More fire fighters have been killed or injured in this situation than any other firefighting activity.

Treat traffic like electricity! Do not attempt to work in smoke reduced visibility until you are sure the flow has been cut off.

Extreme caution must be taken and the following procedures followed at all times:

- The Incident Controller will request police to provide traffic control at the earliest possible moment.
- **Fire fighters working from or on a Gazetted roadway that is part of a fire ground. (Roads will be closed under State Emergency Management Policy No. 4.8)**
  1. For the safety of fire fighters any roadway where fire fighters are working must be closed if there is a risk of injury or accident
  2. Where possible fire fighters should look for alternative work environments other than the roadway.
- **Gazetted Roads under the Care & Control of the Local Government**
  1. If the Road is a Local road under the care of the Shire of Ravensthorpe the Shire the Incident Controller will close the road. The CESM or Works Supervisor shall arrange for the road to be attended to by appropriate qualified staff.

If police assistance is unavailable, and a detour is not possible, then the Road or Roads are to be closed when fire operations are to be undertaken from any gazetted roadway.



## Section Two – Standard Operating Procedures

### For Bush Fire Brigades and Operations

#### **Gazetted Roads under the Care & Control of Main Roads (MRWA).**

If the Road is a major Highway or arterial road under the care of Main Roads then Main Roads shall be contacted via the police to have the Road closed and signed accordingly, or alternatively have traffic management put in place.

The Incident Controller shall request MRWA to formulate and implement a Traffic Plan. The request shall be made via the DFES Regional District Controller (RDC) or Communication Centre.

If police assistance is unavailable, and a detour is not possible, then the Road or Roads are to be closed when fire operations are being undertaken on any gazetted roadway.

The Incident Controller must be notified **by radio** immediately when a motorist disobeys any direction and proceeds.

Fire appliances **must** have all emergency lights on and headlights dipped when working in a visibility reduced hazard.

**BRIGADE PERSONNEL HAVE A DUTY TO THEMSELVES AND THE TRAVELLING PUBLIC TO ENSURE THAT ALL OPERATIONS ARE PERFORMED WITH MAXIMUM SAFETY**

Refer DFES SOP 3.3.2

SOP.7 Review Date(s)			



## Section Two – Standard Operating Procedures

### For Bush Fire Brigades and Operations

#### SOP.8 RADIO CALL SIGN SYSTEM / INCIDENT COMMUNICATIONS

Procedure No.	SOP.8
Procedure Subject:	Radio Call Sign System
Adoption Date:	
Last Reviewed:	

#### PROCEDURE

Radio call signs for units shall be in accordance with the Shire of Ravensthorpe 'Bushfire Radio Call Sign Network'. (refer [Appendix XX](#))

Refer DFES SOP 3.2.4 for Incident Communications

SOP.8 Review Date(s)			



## Section Two – Standard Operating Procedures

### For Bush Fire Brigades and Operations

#### SOP.9 OPERATIONAL AND INCIDENT MANAGEMENT RESPONSIBILITIES

Procedure No.	SOP.9
Procedure Subject:	Operational and Incident Management Responsibilities
Adoption Date:	
Last Reviewed:	

#### PROCEDURE

In accordance with the provision of the Bush Fires Act and Regulations, DFES are responsible for the standard of fire incident response planning at State, Regional, Local Authority and Brigade level, co-ordination of fire responses and to provide a support role in the Incident Control System.

Local Government has the responsibility for the planning, command and control of fire response within the Shire through their CBFCE and Brigade Captain/FCO's.

To ensure that a common standard is effective across all Local Government and Brigades, it is necessary to recognise that the DFES Staff are part of that Chain of Command and the duties of all officers are clearly defined and documented.

The following list represents the Chain of Command and responsibilities:

- Regional Superintendent
- District Officer
- Area Officer
- Chief Bush Fire Control Officer (1)
- Deputy Chief Bush Fire Control Officer (2)
- Fire Control Officer (3)
- Captain (3)
- Lieutenant (4)
- Fire Fighter (5)
- Auxiliary Members

#### CHIEF BUSH FIRE CONTROL OFFICER

- ***Operational and Incident Management Responsibilities***
- ***(Responsible For Fire Operations Within A Shire)***



## **Section Two – Standard Operating Procedures**

### ***For Bush Fire Brigades and Operations***

#### **PRINCIPLE RESPONSIBILITIES**

- 1 As directed by the Chief Executive Officer or his Delegate, the CBFCO will take responsibility for the specific functions of incident management, communications, intelligence, logistics support, welfare and liaison during incidents within the Shire.
- 2 During fire incidents manage the fire incident resources of the Shire and Brigades and co-ordinate and support the command functions undertaken by Brigade FCO/Captains.
- 3 Establish and maintain effective communication and liaison with group personnel and Brigade Captains and the Shire of Ravensthorpe to facilitate prompt response and recovery at all incidents.
- 4 At Shire level, establish and maintain effective communication and liaison with emergency services, statutory authorities and facilitate prompt response and recovery at all incidents.
- 5 Ensure that Brigade Captains or Fire Incident Controllers have taken command and established correct organisational structure, assigning resources to combat the incidents and undertaking tasks in accordance with established procedures (AIIMS Incident Control System).
- 6 Compliance with all Shire of Ravensthorpe Policies and Procedures relevant to Fire & Emergency Services.

#### **TASKS WITHIN A GROUP**

- 1 Ensure that the Incident Controllers' established control point and organisational structure will facilitate prompt, and effective incident response and recovery through the Operations Officer and delegated IMT (CESM, Deputy CBFCOs, FCO, Brigade Captain, Shire rep).
- 2 Ensure that liaison with emergency services at Shire level has been established and maintained to facilitate the operational and incident control requirement of Local Authority response plan and the Local Emergency Management Arrangement (LEMA).
- 3 Manage the development and maintenance of the organisational structure within the Shire and Brigades to ensure effective incident management and communications between the Brigades, the Shire CESM, Regional Operations Centre and DFES Comcen.
- 4 When appropriate, ensure that the Shire or Brigades have established temporary or mobile communication facilities to meet the needs of incident management.



## **Section Two – Standard Operating Procedures**

### **For Bush Fire Brigades and Operations**

- 5 Through the Deputy CBFCO's and Brigade FCO's and Captains, ensure that timely communication of situation reports is provided by the Operations Officer to the Incident Controller to assist in assessment of future resource needs, both human and physical.
- 6 Ensure that intelligence information and meteorological reports are provided to the Regional Operations Centre and Incident Controller.
- 7 Establish with Deputy CBFCOs and Brigade FCO's and Captains or Operations Officer, strategy plans and tactics to combat escalation of all incidents, monitor and assist in the timely provision of additional resource requirements.
- 8 Maintain liaison and advice to emergency services and Brigades regarding strategy and predicted resource requirements.
- 9 Ensure that Brigade officers initiate fire or incident investigation procedures as required, provide overview and assist in the preparation of major incident reports at Shire and Brigade level.
- 10 Ensure that communication procedures used within the Shire and Brigades during incidents are used in accordance with standard operational procedures, and contribute to or assist in briefing, and de-briefing procedures during and post incident.
- 11 Ensure that group or individual counselling processes are available to Shire and Brigade personnel who have been subject to incident stress or trauma.
- 12 Provide timely and accurate incident status information to the Regional Operations Centre, and as required, assist the Shire CEO and DFES communications prepare information for local news media for public release.
- 13 Ensure that all vehicles, plant and equipment used by Brigades during incidents are operated and maintained in accordance with any DFES SOPs and WA statutes.
- 14 Assign specific functional responsibilities to Deputy CBFCO's in the areas of communications, intelligence, logistics support and welfare.
- 15 Ensure that all tasks undertaken during incidents are carried out in the safest possible manner (bearing in mind at all times, the hazardous nature of emergency incident management).





## **Section Two – Standard Operating Procedures**

### **For Bush Fire Brigades and Operations**

#### **DEPUTY CHIEF BUSH FIRE CONTROL OFFICERS**

- ***Operational and Incident Management Responsibilities***
- ***(Responsible For Fire Operations Within A Shire)***

#### **PRINCIPLE RESPONSIBILITIES**

- 1 During fire incidents, assist in the co-ordination and management of resources as directed and assist specific Brigades with operational activities.
- 2 Assist and contribute to the establishment and maintenance of effective communications and liaison with Brigades and other emergency services to ensure prompt response and recovery at all incidents within the Shire.
- 3 Assist in ensuring that the Officers in Charge have taken control, that Brigade Captains have assigned appropriate resources to combat emergencies and are undertaking tasks in accordance with established practice and procedure.
- 4 Compliance with all Shire of Ravensthorpe Policies and Procedures relevant to Fire & Emergency Services.

#### **TASKS WITHIN A GROUP**

- 1 As directed by the CBFCO or the Chief Executive Officer or his Delegate, take responsibility for the specific functions of communications, intelligence, logistics support, welfare and liaison during incidents within the Shire.
- 2 In the absence of the CBFCO, adopt the responsibilities of the CBFCO for incident management.
- 3 During major incidents within the Shire and as directed, assist in and contribute to the establishment and management of activities or functions of the Incident Control Centre and IMT.
- 4 Mobilise by appropriate means and provide Situation reports to the Incident Controller.
- 5 Overview and co-ordinate health, welfare and safety requirements of personnel at all incidents within the Shire.
- 6 Undertake other duties as delegated by the CBFCO.



## **Section Two – Standard Operating Procedures**

### **For Bush Fire Brigades and Operations**

#### **FIRE CONTROL OFFICER (FCO) / BRIGADE CAPTAIN**

- ***Operational and Incident Management Responsibilities***
- ***(Responsible to the CBFCO)***

#### **PRINCIPLE RESPONSIBILITIES**

- 1 During incidents within the Brigade area, co-ordinate and manage the resources of the Brigade, take control, assume the role of Operations Officer as required.
- 2 During incidents within the Shire area, assist and participate in using the facilities and resources of the Brigade.
- 3 Establish and maintain effective communications and liaison both with the CBFCO, Brigade personnel and Emergency Services; to ensure prompt response and recovery at all incidents within the Brigade area.
- 4 Ensure that Brigade Lieutenants have taken control of functions or areas, have established correct organisational structure and have assigned resources to deal with the incident.
- 5 Compliance with all Shire of Ravensthorpe Policies and Procedures relevant to Fire & Emergency Services.

#### **TASKS WITHIN A BRIGADE**

- 1 Through Lieutenants, ensure that a control facility and organisational structure has been established to facilitate prompt and effective incident response and recovery.
- 2 Through Lieutenants and Senior Fire Fighters, ensure that liaison and communication is established and maintained throughout the incident between the Brigade's firefighting crews.
- 3 Ensure that the Brigade establishes mobile communication facilities to meet the needs of incident management.
- 4 Ensure that situation reports are provided by Lieutenants or Senior Fire Fighters to the Shire Base to assist in assessment of future resource needs.
- 5 Maintain liaison and advice to the Brigade Officers and CBFCO regarding strategy, tactics and predicted resource requirements.
- 6 Initiate fire or incident investigation procedures and incident reports as required.
- 7 Ensure that communication procedures used within the Brigade during incidents are used in accordance with standard operating procedures of the Department of Fire & Emergency Services.



## **Section Two – Standard Operating Procedures**

### ***For Bush Fire Brigades and Operations***

- 8 Ensure that Brigade personnel counselling processes are available to individuals or crews who have been subjected to incident stress or trauma.
- 9 Provide Situation reports to the Brigade and CBFCO and as required provide information for public release by the Authorised Officer.
- 10 Ensure that all vehicles, plant and equipment used by the Brigade during incidents are operated and maintained in accordance with DFES Policies and Standards.
- 11 Through Lieutenants and Senior Fire Fighters, delegate specific tasks to auxiliary Brigade personnel in the areas of communications, intelligence, logistics and support welfare only.
- 12 Ensure that all tasks undertaken by Brigade personnel during incidents are carried out in the safest possible manner.



## **Section Two – Standard Operating Procedures**

### **For Bush Fire Brigades and Operations**

#### **BRIGADE LIEUTENANT**

- ***Operational and Incident Management Responsibilities***
- ***(Responsible to the Brigade Captain)***

#### **PRINCIPLE RESPONSIBILITIES**

- 1 Manage the response of the firefighting crews within the brigade and control the activities of all Fire Fighters under their command.
- 2 Assist in the establishment, control and maintenance of effective communications between firefighting crews and the Brigade during incidents.
- 3 Maintain liaison with other Lieutenants and Senior Fire Fighters during incidents for effective co-ordination and control of firefighting crews and supporting resources.
- 4 As directed, take responsibility for assigned functions, establish correct organisational structure and assign specific tasks to Senior Fire Fighters and firefighting crews.
- 5 Compliance with all Shire of Ravensthorpe Policies and Procedures relevant to Fire & Emergency Services.

#### **PRINCIPLE TASKS**

- 1 Assign firefighting crews and resources to meet the requirements of specific tasks and maintain advice to the Brigade Captain of predicted resource requirements.
- 2 Ensure that communications can be affected from the incident area to the Shire Base.
- 3 Provide Situation reports to the Brigade Captain, other Lieutenants and Senior Fire Fighters to ensure that all personnel are aware of potential or existing hazards.
- 4 Participate in incident investigations and preparation of incident reports as directed.
- 5 Ensure that a communication procedure between Senior Fire Fighters and firefighting crews is undertaken using standard operating procedure.
- 6 Monitor the effects of incident combat on firefighting personnel and facilitate counselling for crews or individuals who have been subjected to incident stress and trauma.



## **Section Two – Standard Operating Procedures**

### ***For Bush Fire Brigades and Operations***

- 7 In the absence of the Brigade Captain, adopt the responsibilities of the Brigade Captain for incident management.
- 8 Ensure that all vehicles, plant and equipment used by Senior Fire Fighters, firefighting crews or auxiliary Brigade personnel are operated and maintained in accordance with DFES policy and standards.
- 9 On departure of an appliance from the fire station to an incident, or at crew change on the fire ground, ensure that the names of all fire fighters and equipment are recorded as they are assigned to appliances.
- 10 Report to the Brigade Captain any failure or fault of vehicles, plant or equipment immediately it is identified.
- 11 Provide incident Situation reports to the Brigade Captain and ensure that all personnel are aware of the incident's current status.
- 12 Delegate specific responsibilities to auxiliary Brigade personnel in the functions of communications, intelligence, logistics support and welfare only.
- 13 Participate in co-ordinating shift rostering and relief of all Brigade firefighting and auxiliary personnel.
- 14 Ensure that all tasks undertaken by Senior Fire Fighters, firefighting and auxiliary personnel are carried out in the safest possible manner.



## **Section Two – Standard Operating Procedures**

### ***For Bush Fire Brigades and Operations***

## **FIRE FIGHTER**

### **PRINCIPLE RESPONSIBILITIES**

- 1 Responsible for personal health, safety and welfare whilst engaged in incident activities and responsible for the safety and survival of each crew member one to another.
- 2 Responsible for personal performance standards, through ensuring that all tasks are undertaken in the safest possible manner.
- 3 Compliance with all Shire of Ravensthorpe Policies and Procedures relevant to Fire & Emergency Services.

### **PRINCIPLE TASKS**

- 1 Within defined areas, as described by the Senior Fire Fighter, undertake all tasks using standard operating procedures and safe working practice.
- 2 Report to Senior Fire Fighter your time of commencement and completion of duty.
- 3 Ensure personal safety and safety of other crew members through safe working practice and bring to the attention of all crew members hazards, areas of situations which may threaten crew safety and survival.
- 4 Provide a Situation report when requested to the Senior Fire Fighter during the incident.
- 5 Regularly inspect all personal safety equipment, tools or equipment being used during any incident shift and report to the Senior Fire Fighter failure or fault of equipment immediately it is recognised.
- 6 Prior to responding to any incident ensure that appropriate safety and protective equipment is being worn.
- 7 Report personal needs for liquid refreshment, food, medical attention, fuel and equipment to the Senior Fire Fighter in a timely manner.
- 8 Report any personal injury or injury to other crew members immediately it becomes evident.
- 9 Ensure regular servicing of vehicle, plant or piece of equipment that is being personally used during an incident.
- 10 Ensure that all radio communication used is in accordance with standard operating procedures.



## **Section Two – Standard Operating Procedures**

### ***For Bush Fire Brigades and Operations***

SOP.9 Review Date(s)			



## Section Two – Standard Operating Procedures

### For Bush Fire Brigades and Operations

#### SOP.10 ACCIDENT REPORTING

Procedure No.	SOP.10
Procedure Subject:	Accident Reporting
Adoption Date:	
Last Reviewed:	

#### PROCEDURE

All accidents and near miss accidents must be reported.

1. All accidents and near misses on an operational fire ground must be reported to either the
  - CBFCO
  - DCBFCO
  - CESM
  - Incident Controller
  - Brigade Captain
  - Operations Officer
  
2. The CBFCO will arrange for the accident to be investigated and the report must be with the District Officer within seven days using the form attached at Appendix **XX**.

SOP.10 Review Date(s)			





## **Section Two – Standard Operating Procedures**

### **For Bush Fire Brigades and Operations**

#### **SOP.11 MUTUAL – BETWEEN SHIRES AND REGIONS**

Procedure No.	SOP.11
Procedure Subject:	Mutual – between Shires and Regions
Adoption Date:	
Last Reviewed:	

#### **INTRODUCTION**

It is necessary to have an efficient turnout of brigades within a Local Authority. This is to be supported by the Regional Operations Centre coordinating the turnout between Shires, which in turn must be supported by the State Operations Centre, co-ordinating mutual aid between Regions.

To ensure an orderly and effective turnout occurs the following procedures are to apply.

#### **SHIRE TURNOUT RESPONSIBILITIES**

Chief Bush Fire Control Officer, Deputy Chief Bush Fire Control Officer or the Incident Controller are responsible for the turnout of all firefighting resources stationed within the Shire.

The Incident Controller is responsible that adequate relief has been arranged. The CBFCO and DCBFCO will ensure that some resources maybe held in reserve for further outbreaks of fire or that mutual aid has been arranged to cover all eventualities.

Call-out of these resources will be in accordance with the Local Authority and Brigade Response Plans and supported by the Local Emergency Management Arrangements.

#### **DISTRICT OPERATION CENTRE RESPONSIBILITIES**

If DFES requires assistance in addition to the Shires resources from adjoining Shires within their Region, such assistance will be activated through the DFES Regional Duty Coordinator (RDC).

When making a request DFES will supply the following information:

- 1 Number and type of fire appliances and minimum crewing
- 2 The task the appliance are to perform.
- 3 The duration the resources will be required for
- 4 Where and to who will the resources report to?
- 5 When are the resources required at the forward control?
- 6 Welfare and Relief arrangements



## **Section Two – Standard Operating Procedures**

### **For Bush Fire Brigades and Operations**

Region Duty Coordinator (RDC) will then:

- 1 Contact the CESM requesting the above be provided;
- 2 Once the request has been actioned, confirm back the arrangements made;  
AND
- 3 Advise the State Duty Officer of action taken.

### **BRIGADES TO PROVIDE OWN CREW LEADERS**

When a request is made to the Shire of Ravensthorpe to supply resources (Task Forces/Strike Teams) to another Shire then the following should apply.

- 1 The Chief Bush Fire Control Officer with the Deputy CBFCO's / CESM will decide on the number of resources that will be sent out of the Shire at any given time.
- 2 A Delegated Brigade Officer should accompany these appliances.
- 3 Ravensthorpe VFRS and VFES will be alerted that Shire resources will be leaving the Shire. And Fire Control Officers will be alerted via WhatsApp/SMS that resources are leaving the Shire.
- 4 The Shire supplying the mutual aid is responsible for providing personnel to meet the request, and they will be responsible for getting relief crews to and from the fire while the mutual aid is being supplied.
- 5 Crews responding to a mutual aid request should ensure they have eaten before being dispatched to the fire. Subsequent welfare will be the responsibility of the Incident Controller.

SOP.11 Review Date(s)			



## Section Two – Standard Operating Procedures

### For Bush Fire Brigades and Operations

#### SOP.12 FIRST AID

Procedure No.	SOP.12
Procedure Subject:	First Aid
Adoption Date:	
Last Reviewed:	

#### PROCEDURE

- 1 All volunteer fire fighters are to be encouraged to complete the St Johns Senior First Aid Course or equivalent.
- 2 The Incident Controller shall request a St Johns Ambulance Post be established at the Control Point when the number of attending firefighters and other staff agencies exceeds 50 personnel.
- 3 The Incident controller may request a St Johns Ambulance Post at any given time prior to the above number of personnel being reached.

SOP.12 Review Date(s)			



## Section Two – Standard Operating Procedures

### For Bush Fire Brigades and Operations

#### SOP.13 DIEBACK – BASIC GUIDELINES

Procedure No.	SOP.13
Procedure Subject:	Dieback – Basic Guidelines
Adoption Date:	
Last Reviewed:	

#### INTRODUCTION

Dieback is an important part of management of machinery in bushfires. To ensure dieback hygiene every effort must be made for machinery to be free of adhering soils and vegetation.

This is generally not a major issue for Shire based heavy machinery unless they have been operating in the south east corner of the Shire, east of the Hopetoun Ravensthorpe road and south of Jerdacuttup road. In this landscape there is a considerable occurrence of Wildflower dieback and all effort needs to be made in ensuring that any machinery to be used in bushfire containment activities in the Ravensthorpe Ranges and surrounding Crown lands, is washed down if arriving from these locations.

#### HYGIENE GUIDELINES

##### 1 Cleaning Machinery

- If soil is dry use a brush or compressed air in preference to washing down with water.
- Wash down at designated wash down points (ie. Ravensthorpe Shire Depot) or on bridges, rocky crossings or hard, well drained surfaces within dieback areas. Keep the wash down point clean of mud.
- Use a brush, bar or spade to help remove compacted soil where necessary.
- Clean all machinery, earthmoving equipment and vehicles before moving into uninfected areas and/or prior to departing infected areas.

##### 2 Firebreaks and Access Tracks

- Do not duplicate existing access.
- Select strategic breaks that are low in the landscape.
- Plan construction and maintenance of firebreaks and access tracks during months when soil is dry (December-March)



## Section Two – Standard Operating Procedures

### For Bush Fire Brigades and Operations

- Construct firebreaks to shed water and dry quickly.
- Ensure any runoff drains swiftly and directly into nearest natural watercourse.
- Never assume machinery is clean. Always inspect before allowing entry or commencement of work.

#### **SUMMARY**

There is no known method for eradicating dieback once it is well established in a forest or heath land environment.

We all have a responsibility to assist with the protection of our flora from dieback as well as fire. **The impacts of a fire are transitory however the impacts of dieback disease are permanent.**

SOP.13 Review Date(s)			



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### For Bush Fire Brigades and Operations

#### SOP.14 DECEASED PERSON / PRESERVATION OF SCENE

Procedure No.	SOP.14
Procedure Subject:	Deceased Person / Preservation of Scene
Adoption Date:	
Last Reviewed:	

#### PROCEDURE

The Police have a requirement under the Coroners Act and Police Routine Orders **to view the body of a deceased person, in situ** so that evidential information and forensic details may be obtained.

As a consequence, Brigade personnel are requested to assist the Police by strictly adhering to the following guidelines:

- 1 At any incident where death occurs the body is to remain in situ and the area immediately secured awaiting the arrival of the Police and Forensic Services.
- 2 Where the body is in a public place and visible by the public it should be screened if possible.
- 3 Where removal of the deceased to a place of security is essential, the Incident Controller, through the Officer in Charge, should attempt to obtain as much information as possible prior to the removal of the body with consideration being given to the following:
  - (a) Status of the deceased (i.e., General public, fire fighter etc.)
  - (b) Details of fire activity at the time of the incident causing death.
  - (c) Possible cause of death (i.e., burns, smoke etc.)

In order that Brigade resources are not unduly placed on Standby for lengthy periods whilst awaiting the arrival of the Police, the Incident Controller is to request Police attendance as soon as possible after initial incident appraisal.



## **Section Two – Standard Operating Procedures**

### ***For Bush Fire Brigades and Operations***

SOP.14 Review Date(s)			



## Section Two – Standard Operating Procedures

### For Bush Fire Brigades and Operations

#### SOP.15 INCIDENT NOTIFICATION PROCEDURES

Procedure No.	SOP.15
Procedure Subject:	Incident Notification Procedures
Adoption Date:	
Last Reviewed:	

#### 1 INCIDENT CONTROLLER

The senior officer on the first arriving unit at the fire becomes the Incident Controller until relieved by a more senior officer at the scene (Bush Fires Act 1954 s.44). Once the IMT and AAIMS structure is in place the CBFCO (or delegate DCBFCO) becomes the Incident Controller.

If the situation escalates then the Incident Controller will be nominated by the respective Hazard Management Agency.

The Incident Controller will within 15 minutes of arrival, provide a verbal Sit Rep to DFES Comcen on 1800 198 140 detailing the situation and whether further resources are required.

Within 60 minutes of arrival, provide details contained in Form 1 SITUATION SUMMARY (Parts A & B) and Form 2 Map if required. Subsequent Situation Summary reports will be provided as initiated from the fire ground.

#### 2 BRIGADES

The Operations Officer of the appliance/s shall notify the Incident Controller.

- i. when mobile to the incident.
- ii. upon arrival at the incident.

SOP.15 Review Date(s)			





## Section Two – Standard Operating Procedures

### For Bush Fire Brigades and Operations

#### SOP.16 FIRE LIGHTERS AND FUEL REQUIREMENTS

Procedure No.	SOP.16
Procedure Subject:	Fire lighters and Fuel Requirements
Adoption Date:	
Last Reviewed:	

#### PROCEDURE

1. Air valve (fuel trap) must be facing away from the handle
2. Drip torches are to be fuelled with either a mixture of diesel and petrol (75% diesel and 25% petrol), or 100% kerosene.
3. The fuel must be pre-mixed away from the fireground: do not mix individual fuels in the drip torch.
4. Pre-mixed fuel is to be stored in a suitable container that is identified as containing the fuel mixture in the designated carrying cradle on the appliance.

On return to the fire station, all firelighters are to be refuelled and left in a state of readiness.

**The fuel taps on firelighters are to be left in the 50% ON position and air vent closed at all times when the tool is not in use. This will allow the tool to vent in the event of excessive heat build-up in the canister.**

SOP.16 Review Date(s)			



## **Section Two – Standard Operating Procedures**

### **For Bush Fire Brigades and Operations**

#### **SOP.17 VEHICLE FIRES OUTSIDE OF GAZETTED TOWNSITE**

Procedure No.	SOP.17
Procedure Subject:	Vehicle Fires Outside of Gazetted Townsite
Adoption Date:	
Last Reviewed:	

#### **INTRODUCTION**

Bush Fire Brigades are the primary turnout to vehicle fires that occur outside of the gazetted townsites of Ravensthorpe. However, Ravensthorpe Bushfire Brigades are not trained nor do they have breathing apparatus to use whilst fighting fires in toxic smoke. Given the fact that cars give off multiple types of toxic fumes it is not safe for the Ravensthorpe Bush Fire Brigades to conduct offensive firefighting techniques on vehicle fires of any type.

#### **PROCEDURE**

Once the initial call has been received and the brigade has turned out to the vehicle fire incident, the crew leader or incident controller must advise DFES communications that the Ravensthorpe Volunteer Fire and Rescue is required to attend, due to the nature of the incident being HAZMAT. Also, the crew leader may request that Police attend for traffic control if required.

Once the brigade appliances arrive the units should be parked up wind or out of the toxic smoke and in the fend-off position across the road to stop passing traffic.

Beacons and head lights shall be on to warn approaching motorists.

Safety of firefighters working on the road shall be the number one priority.

The crew leader or incident controller shall conduct a scene size-up to determine if any persons may be trapped or located close to the vehicle and perform a rescue if safe to do so. The information on the incident shall be relayed to DFES communications.

Firefighting shall only be in the form of a defensive technique, meaning to protect any other assets or preventing the fire spreading to the road verge or surrounding bush or grass.

Fire fighters shall stop traffic from passing and keep public spectators away from the incident.

The BFB crew leader or incident controller may hand over control of the vehicle fire incident to the Ravensthorpe Volunteer Fire and Rescue officer in charge.



## **Section Two – Standard Operating Procedures**

### ***For Bush Fire Brigades and Operations***

#### **NOTES**

Vehicle fires are extremely dangerous due to many pressurised vessels for example; LPG cylinders, tyres, and airbag deployment systems etc. These may cause explosions so maintaining a safe distance and wearing full PPE is required.

SOP.17 Review Date(s)			



## Section Two – Standard Operating Procedures

### For Bush Fire Brigades and Operations

#### SOP.18 STRUCTURE FIRES OUTSIDE OF GAZETTED TOWN SITE

Procedure No.	SOP.18
Procedure Subject:	Structure Fires Outside of Gazetted Town Site
Adoption Date:	
Last Reviewed:	

#### INTRODUCTION

Bush Fire Brigades are the primary turnout for structure fires that occur outside of the gazetted townsite of Ravensthorpe. However, Ravensthorpe Bushfire Brigades are not trained nor do they have breathing apparatus to use whilst fighting fires in toxic smoke.

#### PROCEDURE

Once the initial call has been received and the brigade has turned out to the structure fire incident, the crew leader or incident controller must advise DFES communications that the Ravensthorpe Volunteer Fire and Rescue is required to attend due to the nature of the incident. Also, the crew leader may request that Police, ambulance and Western Power/Horizon Power attend.

The crew leader or incident controller shall conduct a scene size-up to determine if any persons may be trapped or located close to the structure fire and perform a rescue if safe to do so. The information on the incident shall be relayed to DFES communications. The BFB crew leader or incident controller shall look for any potential hazards to the firefighters and the public.

Before any type of firefighting is conducted, power shall be isolated at the buildings power box by removing all fuses and shutting down the mains switch, the firefighter conducting the size up must also note if solar power modules are located anywhere on this structure. LPG cylinders shall also be isolated at the cylinder valves.

Firefighting activities for the Bush Fire Brigades are limited to defensive techniques only and brigades shall not enter the structure at any time. Defensive firefighting is to protect surrounding assets and to prevent the fire spreading.

The BFB crew leader or incident controller shall conduct a thorough SITREP hand over and hand control of the structure fire incident to the Ravensthorpe Volunteer Fire and Rescue officer in charge.



## Section Two – Standard Operating Procedures

### For Bush Fire Brigades and Operations

#### NOTES

Depending on the location of the structure fire incident, it is advised that extra water resourcing may be required and additional bulk water tankers may need to be sourced.

Requesting that the Ravensthorpe Volunteer St Johns Ambulance be turned out before the scenario has been assessed is advised due to the fact that they too are volunteers and it may take extra time for the ambulance to arrive. If they are not required then the Volunteer Ambulance can be stood down.

BFB appliances should not obstruct access to the structure for the arriving Volunteer Fire and Rescue trucks, as they will need to park closer to the building than BFB appliances need to.

The BFB appliances may be required to conduct relay pumping techniques to the Fire and Rescue Appliances.

SOP.18 Review Date(s)			



## Section Two – Standard Operating Procedures

### For Bush Fire Brigades and Operations

#### SOP.19 HARVEST AND VEHICLE MOVEMENT BANS

Procedure No.	SOP.19
Procedure Subject:	Harvest and Vehicle Movement Ban
Adoption Date:	
Last Reviewed:	

#### INTRODUCTION

The Shire of Ravensthorpe has the right to impose the ban on activities such as harvesting crops, vehicle movement and hot works. The only exception to the ban is watering and feeding of livestock. This procedure is to define the way the ban is measured and implemented.

#### PROCEDURE

The Chief Bushfire Control Officer for the Shire of Ravensthorpe is also the delegated Fire Weather Officer for the Shire of Ravensthorpe; the CBFCO in this role must liaise with a minimum of four (4) other Fire Control Officers located throughout Shire of Ravensthorpe to conduct weather readings using the appropriate tools such as Kestrels weather metres. Alternatively, the DPIRD weather monitors located at West River, Ravensthorpe, Jerdacuttup and Mt Short can be utilised in conjunction with a Fire Behaviour Index (FBI) online tool, such as Landgate FBI. The information and readings that has been gathered by these FCO's must be recorded and relayed to the CBFCO. The CBFCO will then make the decision to impose a ban if required.

HVMBs must be imposed when the Fire Behaviour Index reaches 50 in any brigade area.

**Note** When there is a Total Fire Ban (TFB) in place for the Shire, a HVMB **must** be imposed when the FBI reaches 40.

The following information shall give reason for the CBFCO of the Shire of Ravensthorpe to impose a harvest and vehicle movement ban;

- The weather readings taken have indicated a Fire Behaviour Index (FBI) of 50.
- A Total Fire Ban that has been implemented by DFES and the FBI reaches 40.
- Lack of firefighting resources located in the Shire of Ravensthorpe.
- Bushfire incidents currently ongoing in the Shire of Ravensthorpe.



## Section Two – Standard Operating Procedures

### For Bush Fire Brigades and Operations

- Once the harvest, vehicle movement and hot works ban has been imposed the delegated FCO's and CBFCO must review the conditions every two (2) hours until it is deemed safe for the ban to be lifted.

The CBFCO may request that the delegated FCO's take readings every day during the Prohibited Fire Season.

Once the decision has been made to impose the harvest, vehicle and hot works ban then the following notifications must be made;

- The CBFCO must notify the Shire of Ravensthorpe CESM
- Initiate notifications via the Shire website and/or the Shire Facebook page and/or SMS notification via the Shire message service.
- Where the ban is imposed before **9.30am**, email or phone the ABC harvest ban announcement service
- The CESM and CBFCO shall record each areas readings and update the records every two (2) hours until the ban is requested to be lifted.

The notification shall state the following information:

**The Shire of Ravensthorpe (SoR) has imposed a harvest, vehicle movement and hot works ban for today the ...../...../20.... Updates will be provided at XX.XXhrs and XX.XX hrs. The emergency watering and feeding of livestock is restricted to diesel powered vehicles only.**

SOP.19 Review Date(s)			



## Section Two – Standard Operating Procedures

### For Bush Fire Brigades and Operations

#### SOP.20 BACK BURNING DURING BUSHFIRE INCIDENTS

Procedure No.	SOP.20
Procedure Subject:	Back Burning during Bushfire Incidents
Adoption Date:	
Last Reviewed:	

#### INTRODUCTION

In the right circumstances back burning can be an effective technique to stop the spread of bushfires or protect assets during emergency situations.

Back burning must be done under correct conditions and carried out by experienced personnel on the fire ground otherwise back burning may create dangerous fire behaviour or increase the size of the current fire. Back burning can only be done with express approval from the Incident Controller and must be overseen by the Officer in Charge.

Some reasons for conducting back burns;

- Asset protection.
- Inaccessible country to fight the fire in traditional means.
- Squaring up fire boundaries.
- Burning out to firebreaks.

#### PROCEDURE

- All techniques of fire suppression must be explored to suppress the fire before the choice is made to conduct a back burn.
- A risk assessment shall be considered prior to the all-clear given for any back burn to be conducted.
- Weather readings should be taken prior to any back burn being conducted.
- **ONLY** the Incident Controller can give permission to carry out this task.
- All personnel shall record the proceedings of the back burn in the personal fire diary.

#### NOTES

There is a difference between back burning and burning out pockets, and permission shall still be sought from the Incident Controller if burning out pockets is required/recommended.





## **Section Two – Standard Operating Procedures**

### ***For Bush Fire Brigades and Operations***

SOP.20 Review Date(s)			



## Section Two – Standard Operating Procedures

### For Bush Fire Brigades and Operations

#### SOP.21 CONTAINMENT LINES AND FALLBACK

Procedure No.	SOP.21
Procedure Subject:	Containment Lines and Fall Back
Adoption Date:	
Last Reviewed:	

#### INTRODUCTION

Containment and fallback lines are often important tools in a bushfire situation. Implementation of containment and fallback lines must only be carried out with the approval of the incident controller, and undertaken by experienced personnel on the fire ground. Supervision of contractors is required by the Incident Controller or Operations Officer at the incident.

The Shire has varying vegetation types that result in different fire behaviour patterns. These vegetation types also require a variation of treatment to protect both life and property, as well as having least impact on the natural environment.

All machinery used must be cleaned as per the dieback SOP .13

Fallback lines will **only** be able to be established under the clear direction of the Incident Controller and only once trigger points have been nominated and reached. Any fallback lines are to be reported in writing to the Shire and include a Rehabilitation Plan.

The following practices should be followed depending in the vegetation type;

#### **Mallee Scrub**

Containment: in most situations a containment line of **10 metres** in width is more than adequate in these plant communities to achieve successful containment of a bushfire.

Pushed up heaps are to be pushed into the burnt ground if there is hot material within the heap, and pushed out into the unburnt ground if no hot material is located within the heaps.

Ideally the surface soil is not to be graded to any significant depth to ensure that all lignotubers of native vegetation is left intact within the soil for resprouting and recovery post disturbance.

Fallback: Chained and/or tracked rolled “scrub rolling” fallback lines established within this plant community should be **1 chain, 20 meters wide**.

#### **Banksia Speciosa Scrub**

This once widespread plant community is now confined to the coastal strip of country between Hopetoun to the Oldfield Estuary, remnants within road reserves on the



## **Section Two – Standard Operating Procedures**

### **For Bush Fire Brigades and Operations**

Jerdacuttup sandplain and within the middle to lower reaches of the Oldfield River from West Point road to Springdale road.

This plant community is a key feature of the Federally Listed Threatened Ecological Community “Proteaceae Dominated Kwongan Scrub Community of the South Coast of Western Australia”. Provision within the Federal Legislation provides for emergency management measures to be deployed in order to protect Life and Property above conservation values.

Where there is limited alternative for the protection of life and property, and subject to the approval, of the Incident Controller, and supervision of the Operations Officer (or delegated experienced personnel) containment line and fallback construction measures may be undertaken. All care must be taken in this plant community to avoid compromising the potential for successful regeneration of the community and all of its key elements.

**Containment:** In most situations a containment line of a maximum **10 metres** in width is more than adequate to achieve containment of a bushfire in this plant community.

Again, it is ideal that all lignotubers are not removed out of the soil with deep soil grading and/or machine containment line construction techniques, as the soils that these Banksia grow upon are very susceptible to wind and water erosion.

**Fallback:** Fallback containment lines of “scrub rolled” native vegetation only need to be a maximum of **1 chain** or **20 metres at the widest**.

### **Kwongan Scrub – Ravensthorpe Ranges**

These plant communities are also a key feature of the Federally Listed Threatened Ecological Community “Proteaceae Dominated Kwongan Scrub Community of the South Coast of Western Australia”. Provision within the Federal Legislation provides for emergency management measures to be deployed in order to protect Life and Property above conservation values.

Similar to the Banksia speciosa dominated plant community on the coast within the Shire it is important to take all available steps not to compromise future regeneration potential with inappropriate containment line construction techniques, where possible.

Works will only be undertaken with the express approval of the Incident Controller and supervision of the Officer in Charge (or delegated experienced personnel), and on the basis that alternative measures are not available for the protection of life and property. All care must be taken when undertaking containment line and fallback construction measures in this plant community to avoid compromising the potential for successful regeneration of the community and all of its key elements.

**Containment:** In most situations a containment line of a maximum **10 metres** in width is generally adequate to achieve containment of a bushfire in this plant community.



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Fallback: Fallback containment lines of “scrub-rolled” native vegetation only need to be a maximum of **1 chain** or **20 metres** at the widest.

#### **Mature Eucalypt Woodlands (Salmon Gum and Yate)**

These mature woodlands have significant amenity value in our landscapes and are of considerable conservation value. The woodlands in the Ravensthorpe Shire are now the single largest representatives of the once formerly widespread occurrence of this plant community in southern Western Australia.

There are now a number of Federally listed threatened fauna species that are recognized as being reliant on these trees in the woodlands for either habitat in which to nest, ie Carnaby’s white tailed black cockatoo and or preferred habitat utilising fallen hollow tree material such as the Numbat.

Bushfires within these woodlands are generally confined to the understorey plant communities underneath the mature trees. It is therefore considered that a parkland clearing approach to either removing and or track rolling this understorey element of these woodland communities is sufficient to enable successful containment of bushfire incidents under most normal weather conditions.

Containment: A minimum of a **10 meters** wide break in width is still to be established within the woodlands to reduce all potential for an escape. Works are to be under the supervision of the Operations Officer, and at the express direction of the Incident Controller.

It is not considered necessary to push over mature trees within the containment line around a bushfire unless the trees have dead crowns or are completely dead and pose a risk to embers crossing over the containment line into the unburnt vegetation.

Parkland clearing is best undertaken with machinery with the blade in the air up off of the soil and either flattening the understorey plants and or physically removing these understorey plants and relocating them into either burnt or unburnt ground. Parkland clearing is to be also implemented within the burnt ground if there are unburnt pockets of native vegetation inside the containment line.

Fall back Lines: It is acceptable to have the Parkland clearing undertaken out to 20 meters in width within these woodlands, where deemed necessary by the Incident Controller.

#### **Mallet Woodlands (Moort and other densely stocked Thin Gum trees)**

These Mallet woodlands are located in scattered occurrences across the Crown lands and Shire managed reserves within the Shire and are comprised of a large variety of Eucalyptus species, probably in the order of at least 15 different species.



## **Section Two – Standard Operating Procedures**

### **For Bush Fire Brigades and Operations**

They also have significant amenity value in our landscapes and are of considerable conservation value.

Containment:

It is considered that a **10 metre wide** break within these woodlands is more than sufficient to achieve effective separation from the unburnt side of the vegetation. Again, it is often considered necessary, just like in the mallee scrub communities, to track roll the mallet on the inside of the bushfire that have not burnt correctly in the passage of the bushfire and the machinery have not been able to work on the black edge of the fire. This track rolled element should then be burnt in order to achieve a full black edge and reduce the potential for an escape.

Fall back: If these plant communities are encountered when undertaking scrub rolling fall back containment lines using shipping chains and dozers it is considered appropriate to reduce the overall width of the scrub rolling to around a minimum of **10 metres** in width.

#### **Jam Forests of *Acacia accuminata***

There are three distinct occurrences of this plant community in the Ravensthorpe Shire being;

- the middle Phillips River valley around both sides of the South Coast Highway
- the upper reaches of the Carlingup creek, a tributary of the Jerdacuttup River north east of Ravensthorpe in the larger Crown lands of the Northern Ravensthorpe Ranges
- the upper Munglinup River Valley on Mills Road

These jam forests successfully regenerate post exposure to bushfires and so disturbance is not as serious an issue when it comes to bushfire containment operations.

Containment: It is considered that in most situations a containment line of **10 metres** in width is more than adequate in these plant communities to achieve successful containment of a bushfire. Pushed up heaps are to be moved into the burnt ground if there is hot material within the heap and pushed out into the unburnt ground if no hot material is located within the heaps.

Just as in the case of the Mallee scrub plant community it is normal practise to scrub roll the burnt edge of the fire ground to a width of 10 metres around the boundary of a bushfire in the jam forest, as there are many instances where the machines have not been able to operate right on the fire edge and there are unburnt pockets of native vegetation along the containment line that poses a risk of subsequent ignition and escape.



## Section Two – Standard Operating Procedures

### For Bush Fire Brigades and Operations

In this situation the scrub rolled edge can then be burnt in a follow up operation during the bushfire containment activities and create a “complete” all burnt on the inside outcome which significantly improves bushfire containment operations. This approach significantly reduces the need for large volumes of water in a mop up operation, which is generally awkward in nature within the mallee scrub vegetation types.

Fall back: Chained and or tracked rolled “scrub rolling” fallback containment lines established within this plant community need to be a **1 chain in width**.

Any such “scrub rolling” activity is to be modified on approach to mature Eucalypt woodlands within the landscape when encountered during chaining/track rolling operations.

Dozers should walk through the easiest gap in the trees, maybe even out on the track itself, and then recommence the scrub rolling on the other side of the woodlands. Parkland clearing within the woodlands can be either implemented at the time with the use of one of the dozers and or as a follow up operation should a bucket loader be available.

SOP.21 Review Date(s)			



## Section Two – Standard Operating Procedures

### For Bush Fire Brigades and Operations

#### SOP.22 REHABILITATION PLANS

Procedure No.	SOP.22
Procedure Subject:	Rehabilitation Plans
Adoption Date:	
Last Reviewed:	

While the recovery component of a bushfire is not generally funded, it is important in areas of significant diversity that planning for the mitigation of the loss of species, and also their rehabilitation, is considered in the response phase of a bushfire, or when implementing a prescribed burn.

The Shire of Ravensthorpe Rehabilitation Plan (refer **Appendix XX**) must be completed by the Incident Controller (or delegated experienced personal) and submitted to the Shire CEM or Executive Manager of Projects and Regulatory services during the response phase of a bushfire. This will be provided to DFES prior to the funding close of the incident.

The Rehabilitation Plan will only be required to be completed where the incident, or prescribed burn, occurs in areas that contain a Federally Listed Threatened Ecological Community or areas of significant conservation value, such as Mature Eucalypt and Mallett woodlands.

SOP.22 Review Date(s)			



## **Section Two – Standard Operating Procedures**

### **For Bush Fire Brigades and Operations**

#### **SOP.23 STOWAGE OF NON-STANDARD ITEMS ON APPLIANCES**

Procedure No.	SOP.23
Procedure Subject:	Stowage of Non-Standard Items on Appliances
Adoption Date:	
Last Reviewed:	

#### **INTRODUCTION**

Bush Fire Brigade appliances are supplied by DFES under the Local Government Grants Scheme and funded by the Emergency Services Levy.

Each appliance type has an associated standard stowage list for equipment. For the purpose of interpreting this SOP, any equipment placed on an appliance additional to the DEFS list for that type of appliance shall be deemed as 'nonstandard'.

From time to time, a brigade or the local government may wish to add further equipment beyond that of the standard stowage. This SOP outlines consideration and circumstances where due-diligence or approval must be sought prior to introduction of additional equipment.

Please Note: This SOP is not intended to cover incidental items such as (but not limited to) paperwork/stationary or spare PPE.

#### **PROCEDURE**

The following checklist must be completed prior to the stowage of additional equipment on an appliance.

Where the answer to any of the questions is Yes or the answer is unknown, the Brigade must consult with the Shire for guidance and permission to proceed. Approvals, if granted may have conditions attached.





## Section Two – Standard Operating Procedures

### For Bush Fire Brigades and Operations

Consideration	Y	N	Example
<p>Appliance Weight Compliance:</p> <p>Will GMV and/or Axle ratings be exceeded post stowage of the proposed equipment?</p> <p>NB: Vehicle will require weighbridge weighing to determine this. 90kg per seat must be factored into the above calculations. If a weighing has not been recorded, answer 'N'.</p>			<p>Addition of a fully loaded vehicle fridge may cause appliance weight compliance issues.</p>
<p>Appliance Modifications:</p> <p>Will the proposed equipment stowage require modification or addition to locker facilities, electrical circuits or mounting/fastening arrangements?</p>			<p>Addition of a battery operated equipment requiring charges (hard wired or additional outlets) i.e., Dash Camera</p>
<p>Effect on Existing Stowage, Function or Capability:</p> <p>Will any existing stowage (standard or nonstandard) be moved or removed in order to accommodate the stowage of the proposed equipment or effect an existing function/capability of the appliance?</p>			<p>Windscreen mounted GPS navigation display interfering with heat shield curtains.</p>
<p>Safety - Training/Procedure:</p> <p>Does the proposed item of equipment have training requirements and/or additional procedures for its safe and effective operation?</p> <p>NB: This Should be based on compliance with WHS Act 2020</p>			<p>Chainsaw would require trained operators.</p>
<p>Safety – Unexpected Movement:</p> <p>Is there a risk that the proposed equipment may move in such a way to which may harm an occupant of the appliance (i.e., during heavy braking)?</p>			<p>Poorly engineered fitment of a vehicle fridge.</p>



## Section Two – Standard Operating Procedures

### For Bush Fire Brigades and Operations

Consideration	Y	N	Example
Safety – Fuels & Energy Source			Petrol powered small plant items (i.e., Blowervac or Chainsaw)
Does the introduction of the proposed item of equipment introduce the need for new or increased fuel or battery storage?			

Regardless of whether Shire approval is required or permission given the following principals shall apply:

**Costs:** All costs, including purchase of proposed equipment and associated accessories, servicing, replacement and training shall be borne by the brigade (unless otherwise agreed to in writing by the Shire).

**Removal:** The Shire may order the removal (or vary the terms) of non-standard stowage where it:

- a) disagrees with any aspect of the above assessment by the brigade or;
- b) identifies lack of upkeep of training, procedure or servicing of the item or its accessories or;
- c) identifies a need for more important item or;
- d) identifies any other breach of this or related SOP.

### NOTES

Where there is any apprehension as to whether this SOP is intended to cover a proposed item of stowage, the brigade is advised to first check with the Shire.



## **Section Two – Standard Operating Procedures**

### ***For Bush Fire Brigades and Operations***

SOP.23 Review Date(s)			



## Section Two – Standard Operating Procedures

### For Bush Fire Brigades and Operations

#### SOP.24 CHAINSAWS

Procedure No.	SOP.24
Procedure Subject:	Chainsaws
Adoption Date:	
Last Reviewed:	

#### INTRODUCTION

This SOP relates to use of chainsaws. It is intended to be read in conjunction with SOP.22 (Stowage of Non-Standard Items on Appliances) which covers additional aspects including, appliance weight/stowage compliance, training, administration, servicing and financial requirements.

#### PROCEDURE

1. On application to the Shire by a brigade, an appliance may be provided permission under SOP.22 (Stowage of Non-Standard Items on Appliances) to carry a battery-operated chainsaw.
2. The operator must wear suitable PPE which does not compromise standard firefighting PPE. This will include;
  - a) Mesh face guard (attached to bushfire helmet)
  - b) Zip on Chaps (over bushfire trousers)
  - c) Goggles
  - d) Gloves
3. Only trained operators are permitted operate the saw:
  - a) to the scope to which they are trained and;
  - b) within the capability of the saw.

**NB:** For a member to be considered a 'trained operator' The brigade must supply the relevant certificate of training (as per the below table) to the Shire with the Captain's endorsement. The Shire reserves the right to refuse or revoke recognition of the training.



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### For Bush Fire Brigades and Operations

Level of Training	Scope
<b>FPICOT2239A</b> – <i>Trim and cut felled trees</i>	Fallen Timber, Punning, standing timber to 100mm dia/4m height.
<b>FPICOT2236</b> – <i>manual tree falling (basic)</i>	Sound standing timber to 500mm dia/20m height.
<b>FPIFGM3212</b> – <i>Fall trees manually (intermediate)</i>	Sound standing timber to 800mm dia/40m height.
<b>FPIFGM3213</b> – <i>Fall trees manually (advanced)</i>	Any size trees, including stags.

4. The use of the saw must be authorised by the crew leader and with prior advice of intent to the Sector Commander, Operations Officer or Incident Controller. Any subsequent, reasonable direction from a Sector Commander, Operations Officer or Incident Controller must be complied with.
5. A spotter must be used at all times the saw is in use.
6. A saw must only be used for any felling operations during daylight hours.

Refer also DFES SOP 3.3.3

SOP.24 Review Date(s)			



## Section Two – Standard Operating Procedures

### For Bush Fire Brigades and Operations

#### SOP.25 USE OF DRONES DURING BUSH FIRE OPERATIONS

Procedure No.	SOP.25
Procedure Subject:	Use of Drones During Bush Fire Operations
Adoption Date:	
Last Reviewed:	

#### INTRODUCTION

Intelligence gathering can be vital in management of a bush fire incident. Technology such as drones can assist bush fire operations both in the escalation stage (locating, identifying life/property at risk) and de-escalation (mop up, identification of hotspots or weakness near control line). Drone operations can also assist in mitigation activities.

Drones, as an aircraft, require considered operation to ensure effectiveness and safety. This SOP outlines minimum standards for use of a drone during bush fire operations.

#### PROCEDURE

The following criteria must be considered and complied with when using drones during bushfire operations:

- 1. Limitations** – This SOP only applies to incidents/operations where Shire of Ravensthorpe is the controlling agency. This SOP does not cover use of drones at incidents controlled by other agencies (regardless of incident controller agency).
- 2. Non-Incident Use** – Drones may be used in exercises, training, and bush fire mitigation activities, provided:
  - a) the activity has a clearly defined management hierarchy, with a role equivalent to an Incident Controller (e.g., Exercise Controller, BRMC). Subsequent references to Incident Controller in this SOP may be substituted with the equivalent role/role title in such instances.
  - b) both the activity and use of the drone asset has been explicitly approved by a Bush Fire Control Officer appointed by the Shire of Ravensthorpe.
- 3. Authorisation to use** – Drone operations may only commence, or be conducted in line with, and for the duration of, expressed permission by Incident Controller.
- 4. Delegation of Authority** – The Incident Controller may delegate this responsibility to the Deputy Incident Controller or the Operations Officer by explicit diarised instruction. Subsequent delegation may only occur with explicit diarised permission of the Incident Controller. Where delegation



## **Section Two – Standard Operating Procedures**

### **For Bush Fire Brigades and Operations**

has occurred, subsequent references to the Incident Controller in this SOP, may be substituted with delegated role title.

5. **Sectorisation** – Upon authorisation to commence drone operations, drone operations must be sectorised (as a functional sector) to be called 'Sector Drone', and a sector commander appointed (callsign 'Sector Commander Drone'). The drone operator may fulfil the role of Sector Commander Drone.
6. **Communication Standards (Operator to Incident Controller)** – As minimum, of one of the following methods of communication must be always maintained:
  - a) Person to person, visual line of site (preferred); or
  - b) Via radio, tested prior to flight and during flight at 5 minute intervals or otherwise directed by the Incident Controller (i.e., reduced time frequency during mop-up phase) and where operator's radio selcall number has been provided and confirmed with the Incident Controller.
  - c) Where an air operations channel has been assigned to the incident, this must be monitored by the operator.
7. **Cessation of Operations** – Operations should immediately end upon:
  - a) Completion of task set/agreed by the Incident Controller; or
  - b) Loss of communications with Incident Controller; or
  - c) Operator becoming aware of other aircraft (eg. water bombers) operating in the operational area; or
  - d) Request of Incident Controller.
8. **Operator's Location** – Except in the case of 6a), the operator's location is to be reported to and confirmed by the Incident Controller prior to any operation.
9. **Identification of Drone** – Drone should have identifying red and blue flashing lights attached and operational during flight. Should this condition not be met it must be communicated to the Incident Controller.
10. **Authorisation of Operator** – The operator must:
  - a) Be a current registered member of a Shire of Ravensthorpe Bush Fire Brigade/Service; and
  - b) Have completed, and maintain, all relevant training and accreditation by/of the Civil Aviation Safety Authority (CASA) relevant to the aircraft and operations; and
  - c) Have supplied evidence of the above CASA training/endorsements to the Shire of Ravensthorpe (refer Appendix XX); and
  - d) Sign a copy of this SOP in its entirety to demonstrate understanding of the requirements of this SOP. This document must be endorsed



## Section Two – Standard Operating Procedures

### For Bush Fire Brigades and Operations

by the Community Emergency Services Manager and Chief Bush Fire Control Officer; and

- e) Advise the Community Emergency Services Manager and Chief Bush Fire Control Officer upon any lapsing or cessation of training or accreditation required by CASA.

**11. Records and Reporting – The operator must:**

- a) Record all flight commencement and cessation times; and
- b) Record and report via Incident Controller any incidents or near misses during operation.

**12. Post Operation Requirements – The operator must:**

- a) Complete any required incident/near miss/insurance reporting as relevant resulting from drone operations; and
- b) Attend any operational debriefs (provided reasonable notice and scheduling consultation has occurred).

**NOTES**

SOP.25 Review Date(s)			





## Section Two – Standard Operating Procedures

### For Bush Fire Brigades and Operations

#### SOP.26 USE OF FLASH HOODS DURING BUSH FIRE OPERATIONS

Procedure No.	SOP.26
Procedure Subject:	Use of Flash Hoods During Bush Fire Operations
Adoption Date:	
Last Reviewed:	

#### INTRODUCTION

The correct wearing of Personal Protective Equipment/Clothing (PPE/C) is an important component of safe firefighting operations. The shielding of the body via appropriate materials/garments minimises the exposure to radiant heat and limits contact with embers or other airborne burning material. To this end the Shire of Ravensthorpe have authorised the use of flash hoods in bush firefighting operations in line with this SOP.

This SOP outlines acceptable usage scenarios, management of associated body heat related issues, correct care and maintenance and donning procedure.

#### PROCEDURE

The following criteria must be considered and complied with when using flash hoods during bushfire operations:

1. **Usage Scenarios** – Owing to the body heat management consideration below the use of flash hoods are only to be used in appropriate scenarios. These may include:
  - a) Rural Urban Interface (RUI) line or ember defence operations.
  - b) Appliance rear work platform-based firefighting – for example running crop fire or flank attack machine supervision.
  - c) It is not expected or appropriate to wear this item of PPE during low intensity firefighting, mop-up or nondirect fire suppression operations.
  - d) The availability of this item of PPE does not change the risk assessment of safe operating environments nor does it necessitate its use in all circumstances. Risk assessment and decision to wear is the responsibility of the individual firefighter.
2. **Safety: Body Heat Management** – A flash hood is a head covering, restricting one of the body's most efficient method of regulating (loosing) heat:
  - a) Only use during operations where risk of embers contacting the skin or radiant heat exposure is elevated. Options for removing



## Section Two – Standard Operating Procedures

### For Bush Fire Brigades and Operations

personnel from such risks/environments should be considered before operations with flash hoods commence.

- b) Minimise time spent wearing flash hood by:
  - i. Limiting time spent in such operating conditions;
  - ii. Removing flash hood as soon as conditions allow (i.e. change of location, task);
  - iii. Rotating crew members through task necessitating a flash hood.
- c) Monitor wearers for signs of heat stress and fatigue. Remove any effected personnel immediately from active firefighting duties and follow first aid treatment.
- d) Do not wet the flash hood (or other PPE/C) to aid cooling due to increased risk of steam burns.

### 3. Care and Maintenance

- a) Flash hoods are to be washed following use as per other clothing related PPE/C items.
- b) Flash hoods are to be protected from contamination and damage when not in use (i.e. within a protective bag in tunic pocket or stowed within respiratory mask bag).

### 4. Donning Procedure

- a) Safety: Donning of a flash hood requires removal of helmet. Ensure this is done in an environment where removal of helmet can be performed safely.
- b) When also utilising full face respiratory protection, the flash hood is donned over (after) the donning of the respiratory protection.

### NOTES

SOP.26 Review Date(s)			



## Section Two – Standard Operating Procedures

### For Bush Fire Brigades and Operations

#### SOP.27 RECORDING AND USE OF DATA/INFORMATION

Procedure No.	SOP.27
Procedure Subject:	Recording and Use of Data/Information
Adoption Date:	
Last Reviewed:	

#### INTRODUCTION

Legislation under which firefighters operate provide certain privileges for access to, and carrying out fire management related actions on private, or otherwise restricted land, not accessible to the general public. It is vital that appropriate discretion is applied when collecting and disseminating data or information to ensure relevant legislation is followed, respect for the privacy of an individual/organisation and their property/possessions is observed, and professionalism in line with the standards of the *Shire of Ravensthorpe Bush Fire Operating Procedures*.

This SOP outlines acceptable, and non-acceptable usage scenarios, for recording and dissemination of data/information.

#### SCOPE/DEFINITIONS

This SOP applies to all activities including, but not limited to; fireground operations, training, exercises, fundraising and administration duties.

For the interpretation of this SOP, the term 'data/information' includes, but is not limited to; photographs, videos, audio recordings, sketches, conversations, and observations.

#### PROCEDURE

The following factors must be considered and complied with when recording, disseminating and retaining data/information as part of operations of the Shire of Ravensthorpe Bush Fire Service:

1. **1. General Principal:** The recording of data/information directly related fire management or fire investigation is permissible under auspice of the *Bush Fires Act 1954 (and other related legislation)*.

All other recordings of data/information shall:

- a) *Comply with legislation* – The recording of data/information at and/or of certain locations may be illegal, and shall be deemed to include:
  - i. Recordings of Defence facilities/installations.



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- ii. Recordings made on and of private property.
- b) *Be Respectful of Others* – Seek permission/consent to make a recording (for example, a photograph) of others.
- c) *Not disclose what would otherwise be private* – Recordings of belongings or assets of individuals or organisations shall not be made – may breach 1(a)i or ii.

2. **Dissemination of Data/Information:** The purpose of and what is contained in a recording will determine how it may subsequently be used. Dissemination of recordings shall be restricted as per the categories below.

- a) *Recordings made under the ‘General Principal’* – Such data/information shall be considered part of the incident (operations of the incident’s controlling agency) and shall only be disseminated:
  - i. to relevant incident personnel;
  - ii. as directed by the incident’s controlling agency;
  - iii. as part of an investigation or inquiry by another authorised agency (for example: WA Police, WorkSafe WA).

Disseminations of data/information made under the ‘*General Principal*’ for other reasons is not permitted.

- b) *Recordings made for Social or Promotional Purposes* – Most commonly (but not limited to) photographs and videos, are often captured for self or brigade promotional purposes. Such purposes are valid, but as they do not comply with ‘*General Principal*’ shall only be disseminated subject to:
  - i. Consent of other identifiable individuals in the recording;
  - ii. Not reveal non-publicly accessible assets and/or location which may reveal an individual’s property (privacy). NB: This includes stored metadata (i.e. photograph location coordinates).
  - iii. Must depict operations in line with, and not contradicting, the Shire of Ravensthorpe Bush Fire Operating Procedures.
  - iv. Must not be used to promote a business.
  - v. Must not be used in the context of embarrassing or attacking an individual, organisation or group or in a fashion which could be deemed vulgar or offensive.

Any recording and its metadata should be checked carefully for compliance with the above, and modified for compliance with this



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### For Bush Fire Brigades and Operations

SOP prior to dissemination. If in doubt, it is recommended that dissemination does not occur.

3. **Retention/Destruction of Data/Information:** Retention or/destruction data/information shall be guided by the following principals:
- a) *Recordings made under the 'General Principal' – Should be retained until no longer required by the incident, debrief or inquiry/investigation. There is no specific duration designated.*
  - b) *Recordings not compliant with this SOP should be modified or destroyed as to meet the requirements of this SOP.*

#### NOTES

SOP.27 Review Date(s)			



# SECTION THREE

## Review Table



**Section Three – Review Table**  
**For Bush Fire Brigades and Operations**

<b>Review Table – Bush Fire Operating Procedures</b>				
<b>Review No</b>	<b>Date</b>	<b>Detail</b>	<b>Amended SOP Numbers</b> <i>where applicable</i>	<b>Council Resolution No</b> <i>where applicable</i>
First				
Second				
Third				
Fourth				
Fifth				
Sixth				
Seventh				



# **SECTION FOUR DFES Adopted Standard Operating Procedures and Field Guides**







## Section Four – DFES Adopted Standard Operating Procedures

For Bush Fire Brigades and Operations

### INTRODUCTION

These Standard Operating Procedures (SOPs) which have been developed by the Department of Fire and Emergency Services have been adopted by Council for the safe and efficient operation of Brigades and personnel at emergency incidents.

These DFES Procedures are living documents, amendments and new additional SOP's may be adopted by Council when DFES update or implement Procedures, these documents are controlled externally from the Shire of Ravensthorpe by the Department of Fire and Emergency Services.

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## **Attachment 3 – OWG Meeting #5 Minutes**



## Minutes – Meeting 5 – BFAC OWG

*Meeting to define ongoing operational and BFB requirements to facilitate recommendations to be made to Council, via the BFAC, and to better define funding requirements and requests.*

DATE : 19/02/24

TIME: 3:00

VENUE Location: Shire Office

### ATTENDEES

MEMBERS     Rod Daw – CBFCO (RD)  
                  Rian Duncan – DCBFCO (RiD)  
                  Gavin Gibson – DCFCO (GG)  
                  Malcom Grant – DCBFCO (MG)  
                  Reece Laycock – FCO (RL)  
                  Barnes Featherstonhaugh – FCO (BF)  
                  Russell Palmer – SoR CESM (RP)  
                  Natalie Bell – SoR Representative (NB)

### APOLOGIES

Nil

### DISTRIBUTION

Keith Rowe – BFAC Chair  
Matthew Bird – SoR CEO

### BUSINESS ARISING

1. Guest Speaker – Danny Sanderson – Volunteer Bushfire Brigade Association
  - 1.1. Danny spoke about the lack of transparency local governments have in the ESL process and input into State decisions. He noted that there were 2 LG reps on the LGGS committee, however was not aware of who they were or from where. Believes they are selected through a Walga process and then nominated by the EM Minister
  - 1.2. Noted that it is important that the brigades and LG work with DFES to enable better decision making and raising concerns
  - 1.3. Noted that training and PPE are the 2 biggest issues
  - 1.4. Wants more transparency on where ESL is being spent. RD noted that ESL was not supposed to be spent of DFES wages. Advised Danny that we have written twice to the Minister, with little positive and constructive feedback. NB to investigate who is on the LGGS committee from LG through Walga.
2. Training
  - 2.1. RP gave a general update on training. Noted upcoming training for fire fighting skills and Rural Fire Safety course in Albany April 26 – 28
  - 2.2. Noted that FCO/IC refresher course has been booked for Ravensthorpe for 19 March. Half day refresher. Generally agreed that ground controller course should be added to this and that all FCO's should have ground controller training. RP requested that this course be promoted at the brigade level.
3. Fire Control and Fire Break Notice (FBN) review
  - 3.1. General discussion around changes required to the FBN post the November 23 inspections. MG noted that he did see a lot of improvement in works people had done, however he (and BDS) recommended several changes. Recommended changes attached at Appendix 1 for recommendation to BFAC.

4. BFB Standard Administration and Operating Procedures Draft Manual
  - Motion** - CBFCO, RD, noted that this should be recommended to the BFAC to adopt. Noted that the brigades could see how it goes and provide recommendations for changes at the next BFAC.
    - Moved – Rod Daw Seconded – Gavin Gibson  
Carried
5. Ravensthorpe Ranges Mitigation
  - 5.1. Per the Spetember BFAC it was moved that the OWG review and present an option to the BFAC with respect to mitigation and the Ravensthorpe ranges risk to the Ravensthorpe townsite.
  - 5.2. MG presenting a briefing note and maps for discussion (Appendix 2).
    - Motion** – to recommend to the BFAC that the Shire Emergency Services team work with DBCA to confirm the Shires concerns about the lack of any works being carried out by BDCA and to request them to re-prioritise the work they are doing and that this be moved closer to the town site. Also that an invite be sent to relevant Ministers to visit the Shire and that Malcom Grant do a presentation to the BFAC of the current situation in the ranges.
      - Moved – Rod Daw Seconded – Gavin Gibson  
Carried
6. Harvest and Vehicle Movement Bans
  - 6.1. Discussion around when these are to be implemented when a TFB has been called for the Shire. RP noted must be when FBI hits 40 per BF Regulation 26 (c).
  - 6.2. FCOs not keen to do any pre-emptive bans. Prefer that each region call the HVMB when necessary in their zone on the day.

## CORRESPONDENCE

7. Dangerous traffic Incident. RP noted that a BFB member had contacted him in regards to a concern that their appliance was on the way to a fire and was overtaken by a farm unit with a trailer. RP reiterated that this was dangerous driving and members or private units should take all due care and attention when attending a fire.
  - 7.1. WHS online induction
  - 7.2. Reducing Harvest Fires
  - 7.3. Grassland Observations
  - 7.4. Burnover Incident investigations – circular

## WHS

8. Incidents
  - Nil reported. CBFCO noted the tragic death in the Esperance Shire and that we need to all learn from the incident.
  - 8.1. PPE
    - Discussion around provision of PPE. BF noted need to be able to have spare PPE – ridiculous that this needs to be handed back to the Shire. NB noted has never seen any PPE returned to the Shire. Volunteers concerned that during fire season many of them are away and if there is a fire often no time to go home and collect PPE. NB happy for members to complete the forms and get additional kit. RP noted some restrictions. Also discussion around masks, not enough available. NB noted CEO had said he would be prepared to fund masks if needed, however BF noted the ratepayers shouldn't have to fund this – needs to come from DFES. Noted that there were 2 different types for selection on the PPE form for members to order.
  - 8.2. Training
    - Discussed earlier.

## NEW GENERAL BUSINESS

9. Fire Weather Officer

- Noted that only 1 gazetted FWO, which is the CBFCO. RiD, RP, and NB attended the information evening presented by DFES. Only the gazetted FWO can override the suspension of all permits if the is an AFDR of High or above. Powers only exist during restricted period. Powers not there if TFB called. Noted that there could be a FWO for different areas but only if those areas were recognised in Landgate.

**10. Meeting Closed 5.25pm**

## **Attachment 4 – 2024-25 Fire Control Notice**

*Shire of*  
**RAVENSTHORPE**  
**FIRE CONTROL NOTICE**  
**AND FIREBREAK**  
**NOTICE**                    **FIRST AND**  
**2024-2025**                    **FINAL NOTICE**

First and Final notice has been served to all landowner/occupiers within the Shire of Ravensthorpe, who have the legal responsibilities to prepare their properties to reduce the risk of outbreak and spread of fires.

**These are your legal requirements.**  
**Please read carefully and retain for future reference.**

This notice sets out the actions that you must take to prepare your property for the fire season. As a measure for preventing the spread or extension of a bush fire which may occur, all owners and occupiers of the land within the Shire's district are required before **Thursday, 31 October 2024**; to clear firebreaks or to take measures in accordance with this Notice and maintain those firebreaks and measures in accordance with this Notice up to and including Wednesday, 30 April 2025.

It is the responsibility of ALL landowners/occupiers within the Shire of Ravensthorpe to read and fully understand their requirements mentioned within this Notice.

This Notice constitutes the Shire of Ravensthorpe Firebreak Notice and is issued under *Section 33(1) Bush Fires Act 1954*.

<b>FOR ALL FIRE &amp; EMERGENCIES</b> <b>000</b>
<b>TO REGISTER FOR SMS ALERTS</b> <b>08 9839 0000</b>
<b>BUSHFIRE EMERGENCY</b>



## 1. RESTRICTED & PROHIBITED BURNING TIMES

The Shire of Ravensthorpe has gazetted the following datelines for its Restricted Burning Times (RBT) & Prohibited Burning Times (PBT).

1 July - 19 September 2024	Unrestricted Burning Time, Rural only
1 July - 31 October 2024	Restricted Burning Time, Permits required.
1 November 2024- 31 January 2025	<b>PROHIBITED BURNING</b>
1 February - 30 June 2025	Restricted Burning Time, Permits required
31 March - 30 June 2025	Unrestricted Burning Time, Rural only

Depending on seasonal factors, above datelines can be changed or extended as permitted under the Bush Fires Act 1954. Any changes will be published in local newsletter, public notice board, Shire's SMS service and website.

- Burning is **PROHIBITED** on the following Public Holiday dates, within the Restricted Burning Time;
  - \* **King's Birthday:** Monday 23rd September 2024
  - \* **Labour Day:** Monday 3rd March 2025
  - \* **Easter:** 18th April to 21st April 2025
  - \* **Anzac Day:** Friday 25th April 2025
- Burning is **PROHIBITED** on Sundays, **except** between 1 March to 19 September every year.

## 2. OTHER IMPORTANT DATES

1 September 2024	Applications for individual Bushfire Management Plan - <b>Last Day!</b>
1 October 2024	Applications for Variation to the Fire Control Notice - <b>Last Day!</b>
30 October 2024	<b>Last Day!</b> for your property to be compliant to this notice
3—7 November 2024	<b>FIREBREAK INSPECTION</b> Dates for when properties will undergo their inspection for compliance to this Notice
31 October 2024 - 30 April 2025	<b>FIREBREAK COMPLIANCE PERIOD</b> Properties must be maintained to the requirements of this Firebreak Notice.



### 3. BURNING REQUIREMENTS

Pursuant to *Section 18, Bush Fires Act 1954* all landowner/occupiers, before setting fire to bush or burning off within the Shire during the Restricted Burning period, MUST obey the following conditions:

- Obtain a written Fire Permit from an endorsed Fire Control Officer for the Shire of Ravensthorpe (see contacts on back of pamphlet);
- Fire Permits are automatically deemed **invalid** on days where the Fire Behaviour Index (FBI) is forecast "High" or above;
- **It is the Permit Holder's responsibility to comply with ALL conditions outlined on the front and rear of the permit;**
- All permit holders must ring DFES ComCen on 1800 198 140 to register their burn with the nearest road intersection referenced as the location of the planned burn activity
- All permit holders must notify the shire on 9839 0000 or [shire@ravensthorpe.wa.gov.au](mailto:shire@ravensthorpe.wa.gov.au)
- A Fire Control Officer has the authority under the Bush Fires Act to halt any activity or operation that they deem as hazardous or likely to start a fire; and
- Failure to comply with requirements of any permit to burn may incur penalties as defined in the Bush Fires Act and/or Regulations 1954.

From the **31 May - 31 August every year** Fire Permits for burning under 0.1Ha in size are not required, but landowner/occupier MUST obey the following conditions:

- Burn area must have a 3m wide **bare earth firebreak\*** surrounding it
- Someone shall be in attendance at **all** times
- Inform your neighbours, prior to lighting
- Piles for burning can not be greater than 2 metre in diameter and 1 metre in height
- Have a fire unit carrying a minimum of 400lt or a hose connected to running water that can reach the whole burn area present at all times.

### 4. CAMPING & COOKING FIRES

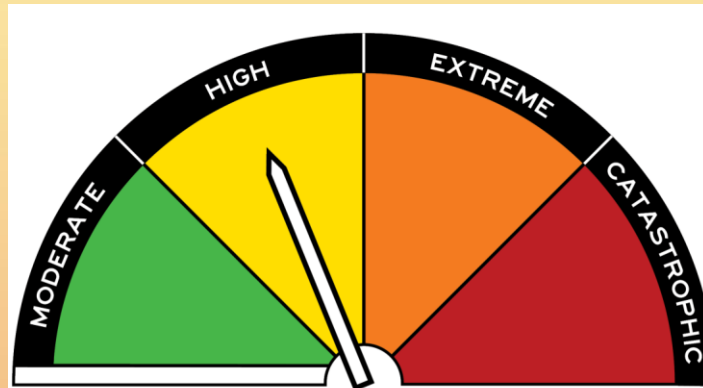
Pursuant to *Section 25(1a) Bush Fires Act 1954*, the lighting of fires in the open air in the Shire of Ravensthorpe for the purpose of camping and cooking is prohibited during the Prohibited Burning Time, **except** in the Starvation and Masons Bay Camping areas and Hopetoun Caravan Park.

Lighting of fires in the open air in the Shire of Ravensthorpe, for the purpose of camping and cooking, is permitted during the period 30 April to 19 September, without a permit to burn.

All open air fires are to be **contained** within a cement ring or designated fire areas, ie barbecue.

## FIRE DANGER RATING INFORMATION

# AUSTRALIA'S FIRE DANGER RATING SYSTEM HAS CHANGED



## FIRE DANGER RATINGS

MODERATE	PLAN AND PREPARE
HIGH	BE READY TO ACT
EXTREME	TAKE ACTION NOW
CATASTROPHIC	LEAVE BUSHFIRE RISK AREA

Australians now have a simplified, action-oriented Fire Danger Rating System.

**Fire Danger Ratings describe the potential level of danger should a bush fire start.**

## EMERGENCY ALERTS & BUSHFIRE WARNINGS



### EMERGENCY WARNING

There is a threat to lives or homes.  
**You are in danger and need to take immediate action to survive.**



### WATCH AND ACT

There is a possible threat to lives or homes.  
**You need to leave or get ready to defend – do not wait and see.**



### ADVICE

A fire has started but there is no immediate threat to lives or homes.  
**Be aware and keep up to date.**

#### Where can I get information during an emergency?

[emergency.wa.gov.au](https://www.emergency.wa.gov.au) ☎ 13 DFES (13 33 37)  
[@dfeswa](https://www.facebook.com/dfeswa) [@dfes\\_wa](https://www.instagram.com/dfes_wa) 📻 Local ABC Radio



**Stay alert when a bushfire starts!  
Do not wait and see, this can be deadly.**

## 5. TOWN SITE: RESIDENTIAL, INDUSTRIAL & COMMERCIAL AREAS

*(please refer to the definition section of this notice for words marked with '\*')*

Applies to all land zoned within the town sites of Fitzgerald, Hopetoun, Jerdacuttup, Munglinup & Ravensthorpe, you must:

- a. Where the area of land is 4,000m<sup>2</sup> or less;
  - i. Maintain the whole of the land in a fire fuel reduce state,
  - ii. Properties to establish and maintain an **Asset Protection Zone\*** around all habitable buildings,
  - iii. Isolated trees and managed shrubs may generally be retained in a parkland cleared state,
  - iv. Establish and maintain a Low Fuel Zone, 1 metre wide, around power infrastructure e.g. Meter Box, Poles and above Ground Power Domes,
- b. Where the area of land exceeds 4,000m<sup>2</sup>;
  - i. Establish and maintain an **Asset Protection Zone\*** around all habitable buildings;
  - ii. Grassed areas (dry or reticulated) to be maintained to a maximum height of 100mm; and
  - iii. A 3 metre wide **bare earth firebreak\*** shall be constructed and maintained inside ALL external boundaries and around **fuel storage tanks**, sheds, gas cylinders and within 6 metres of haystacks (see diagram 5.1) where practicable. Haystacks cannot be situated on the external boundary; or
  - iv. Implement **parkland clearing** of vegetation across the entire extent of the native and planted vegetation within the parcel of land in question.
- c. Where a **Bushfire Management Plan\*** which relates to the property has been adopted by Council, clear firebreaks and take measures in accordance with that **Bushfire Management Plan\*** as an alternative to the standard requirements listed in this Notice.
- d. Where the land has been cleared for the purpose of development and the land remains vacant it must be maintained in that cleared state.

**NOTE:** Where any conditions listed in Requirements 5a and 5b are physically impractical on a property, the Shire may approve a **Variation\*** in place of the standard requirement (refer to section 12 of this Notice).



## 6. RURAL AREAS

*(please refer to the definition section of this notice for words marked with '\*')*

Applies to all land zoned as Rural, you must:

- a. Any rural land abutting or adjacent to land zoned as Rural Residential, Urban, industrial or Commercial must have a 3 metre wide **bare earth firebreak\*** constructed and maintained inside ALL external boundaries. Breaks should also have a 5 metre vertical clearance so that the firebreak provides unrestricted vehicular access (refer to diagram 6.1) or,
- b. Any Rural Land, **including** Rural Small Holdings less than 200Ha and not being managed in a large single entity farming operation that is within 4km from the Ravensthorpe Post Office:
  - i. Areas of unmanaged pasture or grassland must have a 3 metre wide **bare earth firebreak\*** constructed and maintained inside ALL external boundaries where possible or on the inside of large pockets of remnant vegetation located on the boundary of the land, and
  - ii. Breaks to provide a 5 metre vertical clearance so that the firebreak provides unrestricted vehicular access. (refer to diagram 6.1); and,
  - iii. Driveways must be cleared to a minimum of 4 metres wide and 5 metres in height, and must provide unrestricted access to emergency service vehicles (refer to Section 13: Driveways)
- c. A 3 metre wide **bare earth firebreak\*** shall be located around **fuel storage tanks**, sheds, gas cylinders and within 6 metres of haystacks. Haystacks cannot be situated on the external boundary.
- d. Establish and maintain an **Asset Protection Zone\*** around all habitable buildings.

**Diagram 6.1;**  
3 metre wide Bare Earth  
Firebreak with 5 metre  
vertical clearance



## 7. RURAL RESIDENTIAL:

*(please refer to the definition section of this notice for words marked with '\*')*

Applies to all land zoned Rural Residential, you must:

- a. Clear either a 3 metre wide **bare earth firebreak\*** or a 3 metre wide mulched/slashed firebreak immediately inside ALL external boundaries. Breaks should also have a 5 metre vertical clearance so that the firebreak provides unrestricted vehicular access. (refer to diagram 6.1 & diagram 7.1) and
- b. Unmanaged pasture and grasslands must be maintained to height no greater than 100 millimetres (refer to diagram 7.2) and
- c. A 3 metre wide **bare earth firebreak\*** shall be located around **fuel storage tanks**, sheds, gas cylinders and within 6 metres of haystacks. Haystacks cannot be situated on the external boundary and
- d. Establish and maintain a Low Fuel Zone, 1 metre wide, around Power Infrastructure e.g. Metre Box, Poles and Above Ground Power Domes and
- e. Driveways must be cleared to a minimum of 4 metres wide and 5 metres in height, and must provide unrestricted access to emergency service vehicles; (refer to Section 13: Driveways for more details) and
- f. Properties to establish & maintain an **Asset Protection Zone\*** around all habitable buildings (refer to Section 10: Asset Protection Zone) and
- h. Where a **Bushfire Management Plan\*** which relates to the property has been adopted by Council, clear firebreaks and take measures in accordance with that Bushfire Management Plan as an alternative to the standard requirement listed in this Notice.

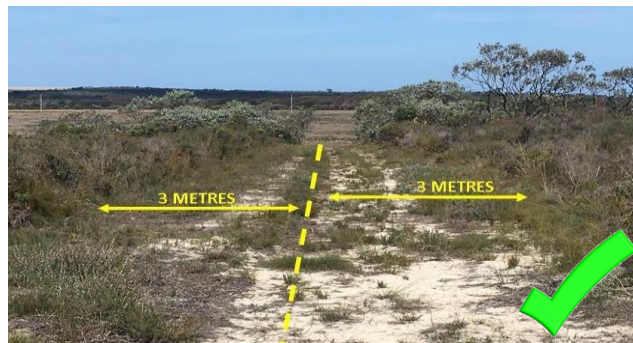


## 7. RURAL RESIDENTIAL: continued

**NOTE:** Where any conditions listed in Requirement above are impractical for site-specific, topographical or environmental reasons on a property, the Shire may approve a **Bushfire Management Plan\*** or **Variation\*** in place of the standard requirement (refer to sections 14 and 12 of this Notice).



**Diagram 7.1;**  
3 metre mulched  
firebreaks



The below outlines specific requirements or variations to the above for nominated Shire sub-divisions.

### **Steeredale Meadows and Blue Vista:**

- i. Property owners may use stock to graze out all pastures and grasslands to achieve the less than 100mm height.



## 7. RURAL RESIDENTIAL: continued

### Krystal Park:

- i. Krystal Park falls within Special Control Area 1 and is a Drinking Water Protection Area, therefore stock cannot be used to manage property.
- ii. Parkland clearing must be carried out in all open paddocks and along the boundary of the property. Clearing means that all dead vegetation and **flammable material\*** are removed;

### Whalebay/Seaview, Beach Barren Estate (Dunn Swamp), Lakes Entrance North and South:

- i. Property owners must mulch, or slash a 3mt firebreak in order to minimise soil erosion.
- ii. Property owners in the Lakes Entrance Estate must note that a population of *Caesia arcuata* has recently been discovered occurring in the Lakes Entrance Estate. *Caesia arcuata* is currently listed as a Priority 1 species under the Biodiversity Conservation Act.





## 8. PLANTATIONS AND PRACTICES OTHER THAN FARMING

(please refer to the definition section of this notice for words marked with “\*”)

All Plantations MUST;

- a. Maintain a 15 metre wide **bare earth firebreak\*** inside all external boundaries with a 5 metre vertical clearance so that the firebreak provides unrestricted vehicular access; and,
- b. Have an approved **Bushfire Management Plan\*** with the Shire of Ravensthorpe; or
- c. Plantations are to abide by the Guidelines for Plantation Fire Protection developed by the Department of Fire & Emergency Services.

## 9. USE OF ENGINES, VEHICLES, PLANT OR MACHINERY LIKELY TO CAUSE BUSH FIRE:

If the Shire’s Fire Control Officer is of the opinion that harvesting machines, headers, stubble mulchers, hay bailers, track raking, chaining, rock picking or any **other machine or activity** other than clover harvesters likely to cause a fire, or would be conducive to the spread of a bush fire, during the prohibited and restricted burning times:

The Shire of Ravensthorpe hereby prohibits pursuant to *Regulation 38A(1) Bush Fires Regulation 1954* the following:

- a. The use of those machines or conduction of those activities during the prohibited and restricted burning times unless, in the paddock being harvested/mulched/raked or adjacent to the entrance of the paddock being harvested/mulched/raked, there are sufficient suitable mobile fire fighting units, or;
- b. A minimum of 400lt fire fighting water must be available per machine, operating within the same paddock.

Note: Shire of Ravensthorpe advises all primary producers and their workers should be registered to the Shire’s Harvest Ban SMS system prior to operating any engines, vehicles, plant or machinery during the prohibited and restricted periods to receive Harvest & Vehicle Movement Ban alerts.



[www.emergency.wa.gov.au](http://www.emergency.wa.gov.au)



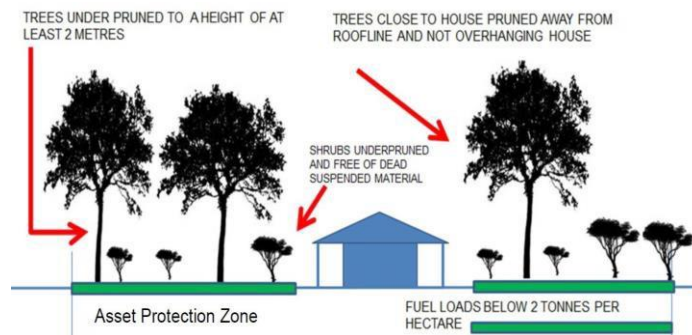
Providing you with information and community warnings about emergencies, Fire Danger Ratings and declared Total Fire Bans

Alerts and warnings about fires, floods, storms, earthquakes, cyclones, hazardous material incidents and more

## 10. ASSET PROTECTION ZONE (APZ)

Asset Protection Zone (formally Building Protection Zone) is a low fuel area immediately surrounding a building. These requirements are designed to reduce the fire's intensity and minimise the likelihood of flame contact with buildings. APZ gives more protection to families should a fire threaten suddenly and they cannot leave:

- a. The width of an APZ is to be a minimum of 20m, increasing by 10m per 10 degree in slope and located within the boundaries of the lot on which the building is situated;
- b. Fire fuels are to be reduced and maintained. All grasses **within** the APZ are to be maintained to a height no greater than 100mm;
- c. Trees (>5m in height) at maturity should be a minimum of 6 metres from the building, branches should not touch or overhang the building, lower branches should be removed to a height of 2 metres above the ground, canopies should be at least 5 metres apart and coverage should be less than 15%;
- d. Shrubs (0.5m to 5m in height) should not be located under trees or within 3m of buildings or planted in clumps of >5 metres square in area;
- e. Ground covers (<0.5m in height) can be planted under trees but must be maintained to remove dead material and any part within 2 metres of a building;
- f. Firewood piles to be stored a safe distance away from buildings and no greater than 1m in height; and,
- g. Fences and sheds within the APZ are constructed using non-combustible materials (e.g. iron, brick, limestone).



*Imagery of an 20 metre Asset Protection Zone*

**FIRE MITIGATION AND PREPAREDNESS  
IS A SHARED RESPONSIBILITY**

## 11. NON COMPLIANCE

Pursuant to *Section 33(3)(4)(5) Bush Fires Act 1954*, failure to comply to the requirements mentioned within this notice, by the required compliance dates will result in the following:

- a. An Infringement Notice:
  - a \$250.00 infringement will be issued to the landowner for non-compliance to this Notice. Landowner/occupiers will have 7 calendar days for the property to be compliant to this notice. Failure to comply to this notice will result in;
- b. A Works Order:
 

Shire will engage an available contractor on your behalf and authorise the contractor to enter the property to carry out the required works in accordance with this Firebreak Notice.

**Note: Landowner/occupiers will NOT be provided with a warning notice for non-compliance to this Notice. Additionally, Landowner/occupiers will NOT be provided an additional 14 calendar days to comply.**

Landowner/occupiers issued with an Infringement Notice will have 28 days to arrange payment with the Shire, otherwise infringement notices may be referred to Department of Justice Fines Enforcement Registry for follow up payment, which can lead to the suspension of your Driver's Licence.

A Works Order can be issued at anytime throughout the compliance period for properties not maintained to the requirements within the Firebreak Notice. As such the Shire of Ravensthorpe will recover ALL cost incurred against the landowner as permissible under the *Bush Fires Act 1954*.

INFRINGEMENT	PENALTY
s33: Failure of owner or occupier of land to comply with a notice (Firebreak Notice)	\$250.00
S25: Offences relating to lighting of fires in the open air. (campfires, etc. during prohibited and restricted burning period)	\$250.00
s24E: Offences relating to fires in the open air during a Total Fire Ban. s22B:	\$1,000.00 or \$25 000 and/or 12 months
s18: Offences relating burning to the bush. (Burning without a fire permit)	\$250.00
r15B: Failure to comply with conditions of a fire permit.	\$250.00
r38A(3): Operating or using engines, vehicles plant or machinery contrary to notice or direction. (Harvest & Vehicle Movement Ban)	\$500.00

## 12. APPLICATION TO VARY REQUEST

(please refer to the definition section of this notice for words marked with ‘\*’)

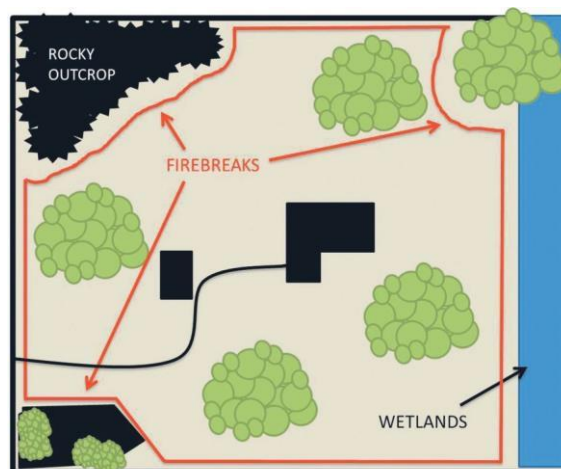
(a) **Variations:**

If it is impracticable for any reason to clear firebreaks or to take measures in accordance with this Notice, you may apply to the Shire in writing before **1 October** each year for permission to provide firebreaks in alternative locations or take alternative measures to prevent the outbreak or spread of a bush fire. If permission is not granted in writing by the Shire, you shall comply with the requirements of this Notice.

The requirement for an **Asset Protection Zone\*** may be varied by Council on application. Where it is not practical for an existing dwelling to provide a 20 metre **Asset Protection Zone\*** a landowner may apply for a variation to the Firebreak Notice. In considering any such request regard will be given to;

- (i) The topography of the site or privacy issues;
- (ii) Potential environmental impacts; and,
- (iii) Provision of alternative low or managed fuel zones.

The Shire may approve variations to the Asset Protection Zone for a period not more than 5 years.



EXAMPLE OF A FIREBREAK VARIATION

**ARE YOU  
BUSHFIRE  
READY?**

(b) **Bushfire Management Plan:**

As an alternative to lodging a request for a variation, a landowner may have a site-specific **Bushfire Management Plan\*** prepared by a **Bushfire Planning Practitioner\*** that fully complies with the requirements of State Planning Policy 3.7 Planning in Bush fire Prone Areas (SPP3.7) and associated Guidelines. This **Bushfire Management Plan\*** is to be approved by the Shire of Ravensthorpe.

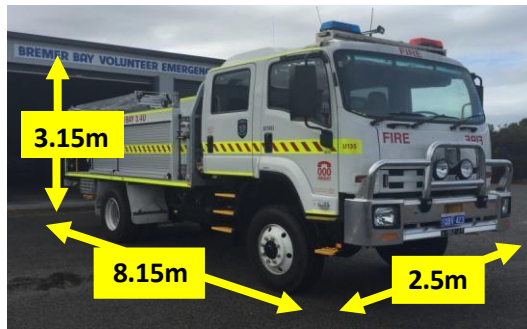
Proposals for a **Bushfire Management Plan\*** (BMP) for permission to provide alternative fire mitigation measures on the land must be provided to the Shire no later than **1 September**.

- (i) If a BMP has been approved by the Shire, it will thereafter replace and totally extinguish the landowner's obligations to otherwise implement the standard regulations as described in the Fire Regulation Notice, appropriate to the zoning of the property; or,
- (ii) If a BMP has not been approved then the standard Regulations must be implemented by the due dates.

**Note:** A number of properties developed since 2015 will have an adopted BMP as part of their existing planning approval.

### 13. DRIVEWAYS

Driveways must be cleared to a minimum of 4 metres wide and 5 metres in height and must provide unrestricted access to emergency service vehicles gaining entrance and trans-versing your property during an emergency.



## 14. DEFINITIONS

- (a) **Asset Protection Zone;** refer to Section 10
- (b) **Bare Earth Fire Breaks:** A strip of land that has been cleared of all trees, bushes, grasses and any other object or thing or flammable vegetation material leaving clear bare mineral earth - Achievable by ploughing, grading or early spraying.
- (c) **Bushfire Management Plan (BMP):** A document that sets out short, medium and long-term risk management strategies for the life of the development. It is to be prepared by an accredited Bushfire Planning Practitioner in accordance with the requirements of State Planning Policy 3.7 Planning in Bushfire Prone Areas (SPP3.7) and associated Guidelines.
- (d) **Bushfire Planning Practitioner:** A person who holds Level Two or Level Three accreditation under the Western Australia Bushfire Accreditation Framework.
- (e) **Flammable Material:** Any material that is easily ignited, capable of burning and of carrying a fire.
- (f) **Fire Fuel:** Any combustible material, dead or alive, in isolation or clusters or aggregation with other combustible materials that, in the opinion of an authorised officer of the Shire of Ravensthorpe, is likely to fuel a bush fire. Including but not limited to;
- Heavy leaf litter on the ground, dead leaves in gutters, fallen branches and any combustible vegetation in clusters including combustible materials suspended off the ground
  - All Grasses exceeding a height of 100mm and
  - Any tree within the APZ or branch of a tree that may fall onto a building which in the opinion of an authorised officer of the Shire of Ravensthorpe constitutes an unacceptable fire risk.

It does not include;

- Vegetable gardens, tended lawns, landscaped gardens (including deciduous or ornamental planted trees), isolated planted shrubs, established natural or planted trees that, in the opinion of an authorised officer of the Shire of Ravensthorpe, do not constitute an unacceptable fire risk
- Well compacted dead vegetative material e.g. mulch, that in the opinion of an authorised officer of the Shire of Ravensthorpe does not constitute an unacceptable fire risk.

**ARE YOU  
BUSHFIRE  
READY?**

- (g) **Managed Land:** Land that is cropped, grazed or slashed.
- (h) **Parkland Clearing:** A technique of mulching understorey ladder fuel plants from within native vegetation and planted vegetation along with thinning any densely stocked over storey plants to create an open parkland similar in nature to that of the APZ but over a larger area of land.



**BECOME A EMERGENCY SERVICES  
VOLUNTEER TODAY!**

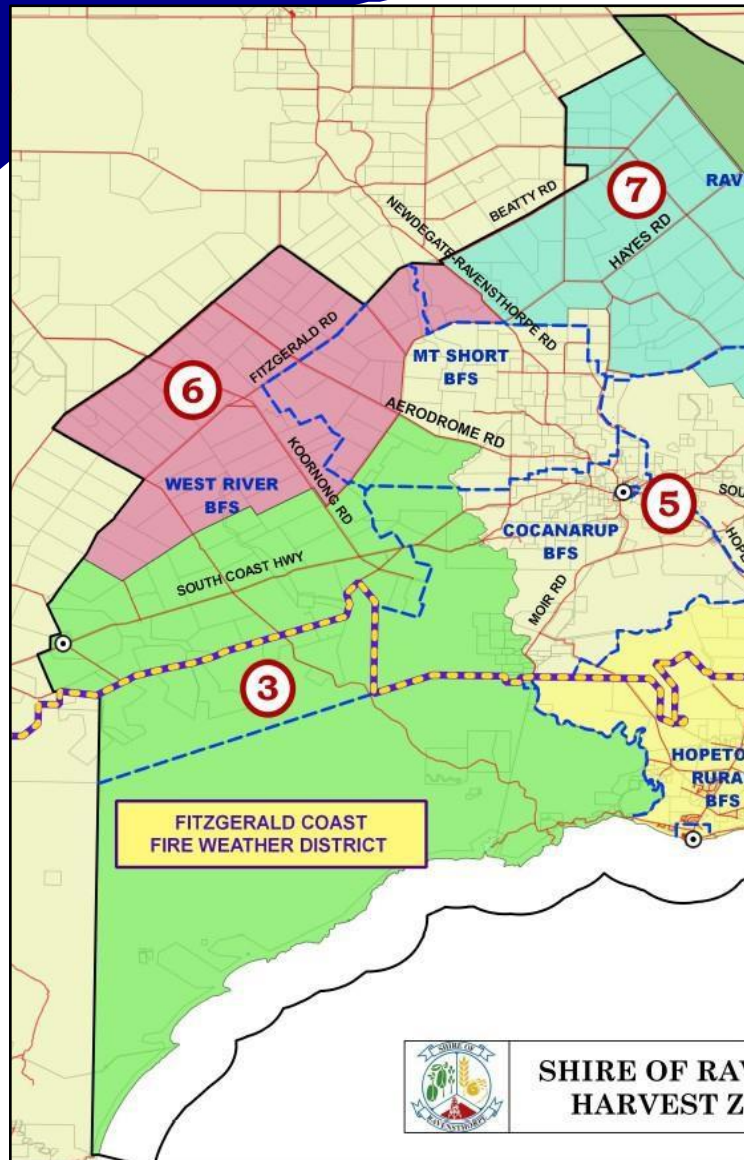
"Our communities are served by dedicated group of emergency services volunteers, who require your help today!

There is a role to suit everyone and training is available."



Contact the Community Emergency Services Officer at the Shire of Ravensthorpe  
on 08 9839 0000 for more details or how to join.

# SHIRE OF RAVENSTHORPE HARVEST BAN AREAS

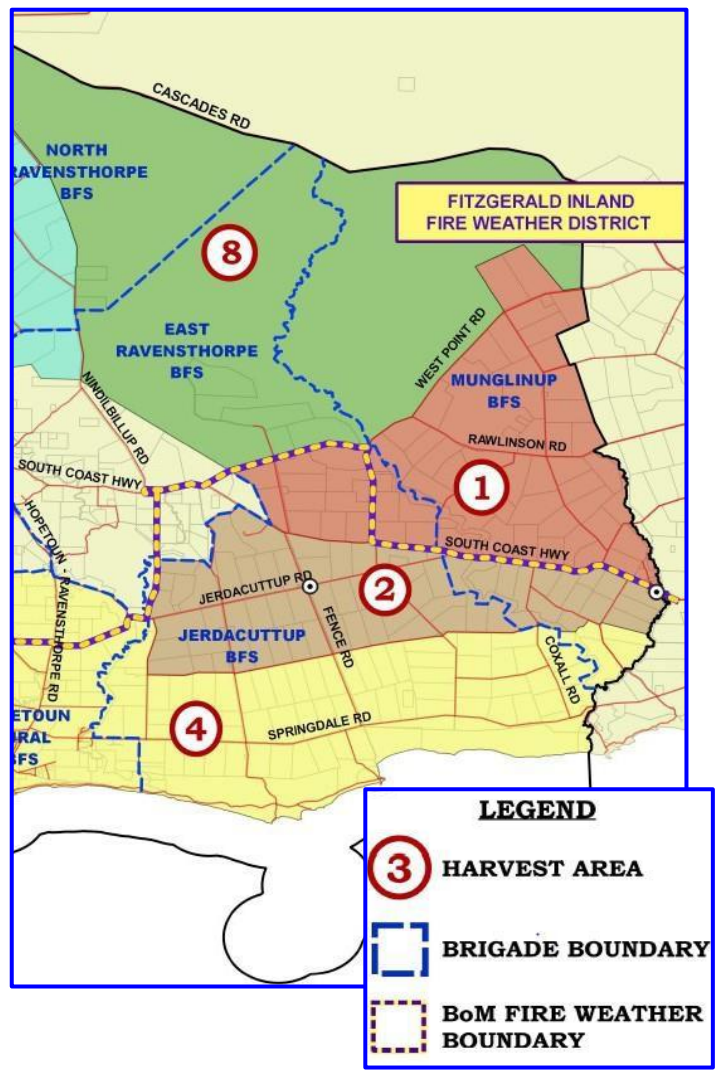




## HARVEST & VEHICLE MOVEMENT BAN / FIRE BAN INFORMATION

All Harvest & Vehicle Movement Bans and Fire Bans will be communicated via the Shire's SMS system or on ABC local radio 558AM / 837AM at the following times; 10:05am, 12:35pm and 2:05pm weekdays, 12:35pm and 2:05pm weekends.

If you are a farmer or a contractor and would like to receive notification by SMS of Harvest and Vehicle Movement Ban direct to your mobile phone, contact the Shire Office during office hours on 08 9839 0000.



**REAR COVER PAGE**

**FIRE CONTROL OFFICER CONTACT DETAILS**

<b>FOR ALL FIRE &amp; EMERGENCIES</b>		<b>000</b>
<b>SHIRE OF RAVENSTHORPE</b>		<b>08 9839 0000</b>
Chief Bush Fire Control Officer - Rod Daw		0429 396 010
Community Emergency Services Officer - Russell Palmer		0438 498 221
COCANARUP BFB	Luke Webster	0427 381 454
	Keith Rowe	0428 381 231
EAST RAVENS- THORPE BFB	Andy Daw	0429 396 031
	Devon Burton	0408 144 117
	Malcolm Grant	0499 351 155
HOPETOUN RURAL BFS	Stott Redman	0429 351 475
	Courtney Foulds	0423 819 270
	Andrew Venning ( <i>Permits Only</i> )	0427 383 552
HOPETOUN VFES	Peter Nankervis ( <i>Permits Only</i> )	0491 065 025
JERDACUTTUP BFB	Paul Bell	0429 075 118
	Matthew Bell	0419 933 113
	James Mollet	0429 396 035
MT SHORT BFB	Brad Clarke	0427 381 082
	Peter Belli	0427 381 122
	Richard Norrish	0427 507 561
MUNGLINUP BFB	Gavin Gibson	0427 751 062
	Barn Fetherstonhaugh	0427 751 089
	Kieren Barrett	0427 449 677
	Sam Fetherstonhaugh	0427 751 054
	Brody Wickstein	0417714543
NORTH RAVENS- THORPE BFB	Reece Laycock	0438 838 007
	Andrew Chambers	0429 380 084
	Kye Chambers	0427 380 084
	Chad Tuckett	0429 109 591
RAVEY VFES	Gary Webster	0427 381 114
WEST RIVER BFB	Peter Kuiper	0428 357 043
	Richard Norrish	0427 507 561
	Mark Mudie	0428 356 064
	Rian Duncan	0428 324 400
	Brett Kershaw	0427 356 053



# Bush Fire Operating Procedures

*(Bush Fire Administration Manual including Standard Operating Procedures)*

Adopted by Council on XX XX 2024  
Council Resolution

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## VOLUNTEER BUSH FIRE BRIGADE





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# *Bush Fire Operating Procedures*

## *For Bush Fire Brigades and Operations*

### **Introduction**

The Bush Fire Operating Procedures are guidelines adopted by the local government.

This document incorporates both the Administrative Procedures and Standard Operating Procedures.

This document is considered to be a living document that may, from time to time, require updating and annual review.

### **Review**

The Shire of Ravensthorpe Volunteer Bush Fire Brigade Operating Procedures will be reviewed annually as per Paragraph 8, Section One.

### **Interpretation**

In these procedures, unless the context otherwise requires;

"Absolute Majority"	means more than half of the total votes of those eligible to vote whether present or not.
"Auxiliary"	means a member that provides support to operational fire fighters of the Brigade and must be a minimum of sixteen (16) years of age.
"Cadet"	means a member of a Brigade aged between twelve (12) and up to sixteen (16) years of age. The member is not allowed to carry out operational firefighting duties.
"CBFCO"	means the Chief Bush Fire Control Officer appointed by the Shire of Ravensthorpe.
"CEO"	means Chief Executive Officer of the Shire of Ravensthorpe.
"CESM"	means the Community Emergency Services Manager for the Shire of Ravensthorpe.
"Council"	means the Shire of Ravensthorpe Council.
"DBCA"	means the Department of Biodiversity, Conservation and Attractions.
"DFES"	means the Department of Fire and Emergency Services.
"FCO"	means a Fire Control Officer appointed by the Shire of Ravensthorpe.
"Fire fighter"	means a member of a Brigade with the competency and currency to carry out operational firefighting duties.
"Local Government"	means the Local Government established under the Local Government Act 1995.





## *Bush Fire Operating Procedures*

### *For Bush Fire Brigades and Operations*

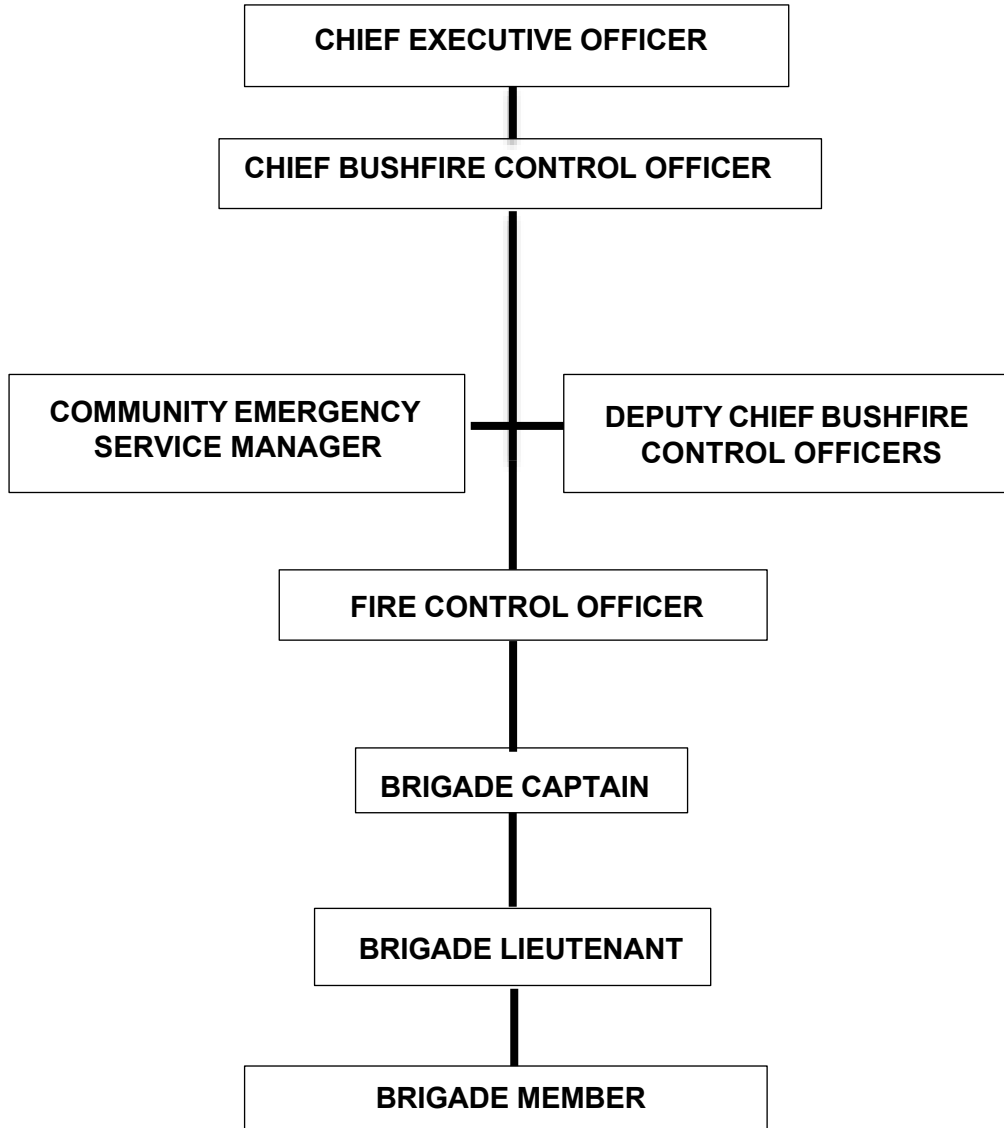
"Normal Brigade Activities"	as defined in Section 35A of the Act.
"Operations Officer"	Means that person who is the first responder at an incident, and then the FCO, or Captain, who takes control of the forward command position at an incident.
"Ordinary Meeting"	means any meeting of the Brigade other than an annual general meeting, operational meeting or a special meeting.
"Review Date"	means a dated listed for review via a Meeting of Council.
"The ACT"	means the Bush Fires Act, 1954 and amendments.
"The Regulations"	means the Bush Fires Regulations 1954.



## *Bush Fire Operating Procedures*

*For Bush Fire Brigades and Operations*

### **BRIGADE CHAIN OF COMMAND**





# *Bush Fire Operating Procedures*

*For Bush Fire Brigades and Operations*

**Authorisation**

These procedures have been produced and issued under the authority of the Shire of Ravensthorpe in accordance with the Bush Fires Act 1954 (WA) and endorsed by the Shire of Ravensthorpe Council.

.....  
TOM MAJOR  
SHIRE PRESIDENT  
SHIRE OF RAVENSTHORPE

..... / ..... / .....  
DATE

.....  
MATTHEW BIRD  
CHIEF EXECUTIVE OFFICER  
SHIRE OF RAVENSTHORPE

..... / ..... / .....  
DATE



# **SECTION ONE**

# **Administrative**

# **Procedures**

Volunteer Bush Fire Brigades



## **Section One – Administrative Procedures**

### *For Bush Fire Brigades and Operations*

## **1. OBJECTIVES AND VALUES**

### **1.1 Objectives**

The objectives of the Shire of Ravensthorpe Volunteer Bush Fire Brigades are to:

- 1.1.1 Provide timely, quality and effective emergency service;
- 1.1.2 Minimise the impact of emergencies on the community;
- 1.1.3 Work with the community to increase bush fire awareness and fire prevention;
- 1.1.4 Endeavour to ensure that active Brigade members training requirements are maintained and documented to meet DFES standards, Local Laws and WHS requirements;
- 1.1.5 Ensure all operational equipment is serviceable and available for emergencies;
- 1.1.6 Provide a workplace where every individual is treated with respect, in an environment free from discrimination or harassment;
- 1.1.7 Work cohesively with other agencies;
- 1.1.8 Report to Council on matters referred to the Brigades by the Council, through the Shire of Ravensthorpe Bush Fire Advisory Committee.

### **1.2 Values**

Members are to adopt the following principles at all times when representing the Bush Fire Brigades of the Shire of Ravensthorpe.

These values shall include;

- a) Put the community first;
- b) Act with integrity and honesty;
- c) Work together as a committed team;
- d) Strive to keep ourselves and others safe;
- e) Respect and value the contribution of others;
- f) Have open and honest two-way communication; and
- g) Continuously develop our skills to service the community.



## **Section One – Administrative Procedures**

### *For Bush Fire Brigades and Operations*

## **2. MEMBERSHIP**

### **2.1 New Membership Application Process**

- 2.1.1 A new member is to complete a Bush Fire Service Application to Join a Bush Fire Brigade form and accept the Shire of Ravensthorpe conditions for membership.
- 2.1.2 Upon (or prior to) receipt of a membership form from the prospective member the Brigade Captain will:
- Advertise to the existing brigade membership the name of the prospective member and provide a period of no less than 7 days for the existing members to raise objections or request for discussion.
  - Consider, but not otherwise be bound by, the outcome of any information received from the brigade membership in final determination on endorsement of the membership application.
  - Provide evidence of activities conducted in this section when submitting any endorsed or not endorsed application form to the Shire.

### **2.2 Conditions of Membership**

- 2.2.1 The conditions of membership shall refer to:
- Active fire fighters;
  - Life memberships;
  - Cadets and;
  - Auxiliary members.
- 2.2.2 Basic Training: All Volunteer Bush Fire members are required to complete the DFES Volunteer Induction and Bush Fire Safety Awareness prior to commencing active duties. Fire fighters must additionally complete the DFES Firefighting Skills competency. Competencies in these modules shall be the minimum acceptable standard required for a volunteer bush fire fighter to perform operational firefighting duties.
- 2.2.3 Relevant Legislation, Procedures and Guidelines: Members must comply with the legislative requirements of:
- Fire and Emergency Services Act 1998;
  - Bush Fires Act 1954 and Bush Fires Regulations 1954;
  - Work Health and Safety Act 2020



## **Section One – Administrative Procedures**

### *For Bush Fire Brigades and Operations*

- Equal Opportunity Act 1984 (WA);
- The Shire of Ravensthorpe Bushfires Local Law;
- The Shire of Ravensthorpe Bush Fire Advisory Committee Policy; and
- Shire of Ravensthorpe Administration Procedures and Standard Operating Procedures

2.2.4 Probationary Period: All new Shire of Ravensthorpe Bush Fire Brigade personnel's membership shall be probationary until the latter of:

- a) three months from becoming a member;
- b) completion of the basic training relevant to the role (as outlined in item 2.2.2 of this section).

During the above period, the Brigade Captain may make application in writing to the CEO requesting termination of; or additional conditions attached to the personnel's membership sighting any conduct not reflective of this procedure manual.

The CEO shall make a determination in regard to the request either:

- a) Upholding the request;
- b) Dismissing the request;
- c) Applying another outcome (for example an extended period of probation, or other restriction of duty) following consultation with the Brigade Captain;

### **2.3 Induction**

All new members shall be provided with a formal induction. New members will be:

- a) Introduced to Brigade members and shown all Brigade facilities.
- b) Instructed about any safety requirements.
- c) Complete the DFES Volunteer Fire Fighter Induction
- d) Made aware of Brigade duties and responsibilities.
- e) Provided with a mentor until such time as they are familiar with normal Brigade activities and operational requirements.



## **Section One – Administrative Procedures**

### *For Bush Fire Brigades and Operations*

- f) Provided with a complete set of PPC as soon as reasonably practicable.
- g) Provided with a copy of this SAP/SOP.
- h) Be informed that all Personal Protective Equipment (PPE) issued to them by the Brigade or the Shire of Ravensthorpe is for Brigade activities only and remains the property of the Shire of Ravensthorpe.
- i) Be assisted in registering for the DFES Volunteer Hub and use of online resources such as the eAcademy.

#### **2.4 Brigade Commitments**

Shire of Ravensthorpe Volunteer Bush Fire Brigade members are required to maintain currency in training and active firefighting.

If extenuating circumstances prevent a member from meeting his or her Brigade commitments, it is the responsibility of the member to notify the Brigade Captain.

#### **2.5 Change of Details**

Shire of Ravensthorpe Volunteer Bush Fire Brigade members are required to ensure that their personal details are up to date. Any change of personal details is to be made via the DFES Volunteer Portal or via the Volunteer Personal Details – Change Request Form (submitted to the Shire) within fourteen (14) days of the change.

All drivers of vehicles are required to hold a current Western Australian driver's license for the class of vehicle that is to be driven. Any traffic offence that results in a suspension or loss of license must be reported to the Brigade Captain.





## Section One – Administrative Procedures

### For Bush Fire Brigades and Operations

#### 2.6 Termination of membership

Volunteer Bush Fire Brigade membership shall or may be terminated when a member;

- 2.6.1 Provides written notification of resignation to the Brigade;
- 2.6.2 Has received two (2) official written warnings from the Shire of Ravensthorpe CEO for violations;
- 2.6.3 Has not been active with the Brigade for a period of twenty-four (24) months (member will be taken to have resigned from the Bush Fire Brigade).
- 2.6.4 A member may be considered inactive if they fail to attend a minimum of four (4) brigade activities relevant to the member's role within twenty-four (24) months.

2.6.4.1 A firefighter, who in a twenty-four (24) month period, does not go on roster or attend at least four (4) Brigade activities relevant to their role as a firefighter, will be reclassified as an Auxiliary in the Brigade. Brigade activities that relate to the firefighting role include but are not limited to, Brigade training and turning out to an incident.

Upon reclassification as an Auxiliary the member shall return any firefighting equipment in their possession and will only be able to vote in Brigade meetings in accordance with paragraph 3.7, Section One.

The member may at a later time be reclassified as a firefighter by request to, and subsequent agreement of the Brigade Captain. They may be required to update or undertake additional training related to the role.

If extenuating circumstances prevent a member from meeting his or her Brigade commitments, it is the responsibility of the member to notify the Brigade Captain or Lieutenants.

- 2.6.5 Where a membership is terminated, all property owned by the Shire of Ravensthorpe should be returned to the Shire Community Emergency Services Manager within fourteen (14) days of giving notice.



## **Section One – Administrative Procedures**

### *For Bush Fire Brigades and Operations*

#### **2.7 Suspension of membership**

A volunteer member may be suspended by the Brigade Captain where the member:

- 2.7.1 Wilfully or negligently disregards the Bush Fires Act 1954, Bush Fires Regulations 1954, or the Bush Fire Operating Procedures (Administration) Manual; and
- 2.7.2 Has performed an unsafe act that jeopardizes the safety of the member or others.

The suspended member will be excluded immediately from such Brigade duties and activities. The Brigade Captain must notify the member, in writing, advising of the suspension period and reason.

The period of suspension shall not exceed three (3) consecutive months and shall be determined by the Brigade Captain and Lieutenants.

On completion of the suspension period the member may be required to undertake refresher training before resuming active firefighting duties.

#### **2.8 Rights of a Volunteer Member**

A Brigade member shall not be dismissed from any Brigade duty without an opportunity to defend any allegation.

A member may lodge a written objection to the CBFCO or CEO should they consider they have been unfairly dealt with.

The CBFCO or CEO shall consider the objection and resolve it by either:

- a) Dismissing the objection;
- b) Vary the decision after consultation with the Brigade Captain and Lieutenants;
- c) Revoking the original decision; and imposing a different decision.

#### **2.9 Equal Opportunity and Grievance Process**

The Shire of Ravensthorpe is committed to providing a work environment in which all persons can expect to be treated with respect. It ensures that all individuals uphold State and Federal laws concerning harassment and discrimination. All complaints will be in accordance with the Shire's Grievance Procedure.



## **Section One – Administrative Procedures**

### *For Bush Fire Brigades and Operations*

### **3. MEETINGS OF THE BUSH FIRE BRIGADES**

All meetings of the Bush Fire Brigade shall be minuted unless confidential information is being discussed.

#### **3.1 Ordinary Meetings**

- 3.1.1 The Brigade may at any time call an ordinary meeting of its members.
- 3.1.2 The Brigade shall hold a minimum of two (2) ordinary meetings each financial year, one of which is to be in conjunction with the Brigade AGM. The AGM should be carried out in March of each year, prior to the Bush Fire Advisory Committee AGM. The second, pre-season meeting in September/October is to include member refresher training.
- 3.1.3 The brigade shall use the agenda template at Appendix 2 for all general meetings.

#### **3.2 Annual General Meeting (AGM)**

- 3.2.1 The Brigade shall hold an annual general meeting in March of each year. The AGM must be held prior to the BFAC AGM;
- 3.2.2 A report shall be presented to the membership by the Captain and Treasurer of the Brigade;
- 3.2.3 At this meeting all office bearer positions will be declared vacant;
- 3.2.4 The CBFCA or CEO (or their delegate) will act as returning officer during the election of the new positions;
- 3.2.5 The new office bearers will assume the positions as of the date of the AGM.

#### **3.3 Special Meeting**

- 3.3.1 The Brigade Captain may at any time convene a special meeting of the Brigade.
- 3.3.2 The secretary of the Brigade must convene a special meeting when a written request is made by not less than six (6) active members of the Brigade.
- 3.3.3 The names of the members requesting the special meeting are to be recorded in the minutes of the meeting.



## **Section One – Administrative Procedures**

### *For Bush Fire Brigades and Operations*

#### **3.4 Operational Meeting**

- 3.4.1 The Brigade Captain may at any time convene an operational meeting of the Brigade.
- 3.4.2 An operational meeting may convene with any members of the Brigade at the Brigade Captain's request.
- 3.4.3 The Brigade secretary is to record those attending in the minutes of the meeting.
- 3.4.4 A pre-season brigade refresher meeting must be held in September or October.

#### **3.5 Notice of a Meeting**

- 3.5.1 Notice of any special general meeting of the Brigade, must be given to all members of the Brigade eligible to vote at least seventy-two (72) hours before the commencement of the meeting;
- 3.5.2 Chief Bush Fire Control Officer, CESM and CEO are to be notified;
- 3.5.3 Notice of the Annual General Meeting and of any Ordinary Meeting of the Brigade must be given to all members of the Brigade eligible to vote and the Shire of Ravensthorpe at least fourteen (14) days before the commencement of the meeting;
- 3.5.4 Notice of a meeting under sub-clauses 3.5.1 and 3.5.3 above.
  - a) must be given by the Secretary;
  - b) must be given by written notice to each member;
    - Personally, by post, via the Brigade WhatsApp, or electronic email; or
    - By a notice published in a newspaper circulating in the area of the Brigade; or
    - By public notice on the Fire Brigade's notice board/s.
  - c) must set out the date, time, and place of the meeting;



## **Section One – Administrative Procedures**

### *For Bush Fire Brigades and Operations*

- d) must be signed by the Secretary or, in the case of a special meeting, by the person convening the meeting; and
- e) must set out an agenda for the meeting.

3.5.5 An operational meeting of the Brigade may be convened at the earliest appropriate date, time and place acceptable to those members requested to attend.

### **3.6 Quorum**

A quorum for:

3.6.1 All Brigade Meetings:

- a) Shall consist of not less than five (5) active Brigade members.
- b) No business is to be transacted at a meeting of the bush fire Brigade unless a quorum of Brigade members is present.
- c) Operational Meetings do not require a quorum.

### **3.7 Voting**

Each Brigade member present at the meeting shall be entitled to vote.

In the event of an equality of votes:-

The Brigade Captain during the meeting may exercise the deciding vote.

When voting on operational matters at any brigade meeting, only listed fire fighters are entitled to vote. This includes the voting for the election of operational office bearers.

Votes may be counted by either:

- a) Formal secret ballot for election of Captain, Lieutenants when there is more than one nomination; or
- b) Show of hands for all other elections and general meeting business.

Proxy votes are permitted at an AGM for the election of Captain and Lieutenants subject to nominations being closed seven (7) days prior to the AGM.



## **Section One – Administrative Procedures**

### *For Bush Fire Brigades and Operations*

#### **4. BRIGADE ELECTIONS**

##### **4.1 Nomination of Office Bearer Candidates for Brigade Elections**

- 4.1.1 Nominations are required to be presented at the Annual General meeting;
- 4.1.2 For an operational position, a person can only be nominated by a listed active Fire Fighter brigade member who has been a listed active fire fighter brigade member for a minimum of twelve (12) months;
- 4.1.3 A nomination for an operational position must be endorsed by a second listed active Fire Fighter Brigade member with a minimum of twelve (12) months as a listed active fire fighter brigade member. Each member is only entitled to nominate one (1) person per position;
- 4.1.4 For non-operational positions, a person can only be nominated by a Brigade member who is from that Brigade with a minimum of twelve (12) months as a Brigade member;
- 4.1.5 A nomination for a non-operational position must be endorsed by a second Brigade member with a minimum of twelve (12) months as a Brigade member;
- 4.1.6 A nomination shall be made –
  - a) in writing to be received by the Brigade Secretary before the official close of nominations;
- 4.1.7 Nominees must indicate acceptance of nomination.

##### **4.2 Special Elections**

- 4.2.1 Where a supplementary election must be held due to a vacancy in the position as a result of an early resignation or other reason:
  - a) The Captain via the Secretary will arrange a special meeting of the Brigade at which the election will be held and call for nominations;
  - b) The Captain via the Secretary must advise each member of the Brigade in writing giving a minimum of fourteen (14) days' notice of the special meeting the election is to be held; and
  - c) Nominations should be in accordance with other elections.



## **Section One – Administrative Procedures**

### *For Bush Fire Brigades and Operations*

#### **5. BRIGADE FINANCES / AUDIT CONTROLS**

##### **5.1 Accounts at Financial Institutions**

- 5.1.1 The Brigade must disclose where Brigade account(s) are to be held for the ensuing financial year at each Annual General Meeting;
- 5.1.2 A minimum of two signatures is required on any Brigade account cheque or bank transaction form;
- 5.1.3 All accounts raised, works undertaken or goods to be purchased by the Brigade must be authorised for payment at an ordinary Brigade meeting by the Brigade;
- 5.1.4 All cheques issued must be accompanied by the appropriate documentation (invoice or monthly account); and
- 5.1.5 All money received by the Brigade or by a member on behalf of the Brigade must be recorded in a Brigade receipt book and entered in Brigade financial records.

##### **5.2 Financial Reports**

- 5.2.1 The Brigade must, at each Ordinary and Annual General Meeting, present a financial report and;
- 5.2.2 For the Annual General Meeting the previous 12-month period or since the last AGM.

#### **6. RULES**

##### **6.1 The Brigade may not make rules inconsistent with:**

- a) The Bush Fires Act 1954 and Bush Fires Regulations 1954;
- b) The Shire of Ravensthorpe Bush Fire Local Law;
- c) These Bush Fire Administration Procedures;
- d) The Shire of Ravensthorpe Policies as set out in this document or elsewhere;
- e) Shire of Ravensthorpe Fire Control and Firebreak Notice; and/or
- f) Any other Shire of Ravensthorpe Local Law.



## **Section One – Administrative Procedures**

### *For Bush Fire Brigades and Operations*

- 6.2 Where the Brigade wishes to make a rule under this clause or vary or revoke such a rule, the Secretary must, within fourteen (14) days of acceptance by the Brigade at an Ordinary Meeting, or Special Meeting, send a copy of the proposed rule or amendment to the CBFCO, CESM and CEO for consideration.

## **7. AMENDMENT TO ADMINISTRATION PROCEDURE MANUAL**

7.1.1 The Brigade may, by resolution, recommend to the Shire of Ravensthorpe Bush Fire Advisory Committee that the Administration Procedure Manual be amended, if:

- a) At least one month's written notice, setting out the terms of the proposed resolution, is given to each member of the Brigade personally or by post; and
- b) The resolution is supported at a duly convened meeting of the Brigade by an absolute majority of the Brigade.

Any proposed amendment to the policy manual is subject to the approval of the Shire of Ravensthorpe Bush Fire Advisory Committee and Council in accordance.

The Shire of Ravensthorpe Bush Fire Advisory Committee shall review the Volunteer Bush Fire Brigade Administration Procedure Manual at the meeting held in September or March each year. Proposed rules or amendments are to be sent to the CEO by close of business on 30 June. The Shire of Ravensthorpe Bush Fire Advisory Committee will review any proposed amendments to the Administration Procedure Manual and make recommendation to Council for any addition, deletion or amendment.

## **8. COMPLAINTS AND GRIEVANCES**

Any member who is dissatisfied with any matter in relation to the operation of a Brigade should raise their concerns with the Brigade Captain in the first instance. If still dissatisfied, the member may complain in writing the CEO of the Shire of Ravensthorpe outlining their concerns.

## **9. THE DUTIES AND RESPONSIBILITIES OF VOLUNTEER BUSH FIRE BRIGADE OFFICE BEARERS**

The office bearers of a volunteer bush fire Brigade must be able to demonstrate current competencies for the position of office they are





## **Section One – Administrative Procedures**

### *For Bush Fire Brigades and Operations*

nominated prior to accepting the nomination or undertaking the duties and responsibilities of the said position.

#### **9.1 Lieutenant**

##### **Role**

The Lieutenant of a volunteer bush fire Brigade is responsible for the operational management of volunteer bush fire fighters during Brigade activities. The position is required to provide both operational and administrative support to the Captain in managing the Brigade. The position reports to the Captain on all matters pertinent to the functioning of the Brigade and/or personnel whom they are supervising.

The Brigade should appoint a maximum of 4 lieutenant positions, identified numerically from one (1) to four (4), Lieutenant one (1) being the more senior position.

- a) In the absence of the Brigade Captain, the Lieutenant assumes all powers, responsibilities and duties of that officer.
- b) The Brigade must rank all Lieutenants in seniority. This will be determined by resolution at the Annual General Meeting. The Captain may exercise a casting vote if required.

##### **Duties and Responsibilities**

Duties and responsibilities of a Brigade Lieutenant include:

- 9.1.1 Provide support to the Captain and assist with the management of the Brigade;
- 9.1.2 Demonstrate Positive leadership and mentor Brigade members;
- 9.1.3 In the absence of the Captain administer all powers and responsibilities of the Bush Fires Act. (Bush Fires Act 1954, Part iv Section 44(1));
- 9.1.4 Command and manage volunteer bush fire fighters during emergencies and other Brigade related activities;
- 9.1.5 Maintain a personal logbook with a record of events that occur during all incidents;
- 9.1.6 Conduct briefings during and after incidents and maintain open lines of two-way communications between fire fighters and management;



## **Section One – Administrative Procedures**

### *For Bush Fire Brigades and Operations*

- 9.1.7 Encourage positive interaction and teamwork between volunteer fire fighters;
- 9.1.8 Ensure Shire of Ravensthorpe, DFES and Brigade standing operating procedures are adhered to at Brigade activities;
- 9.1.9 Ensure fire fighters engaged in firefighting activities hold competencies relevant to the task;
- 9.1.10 Work cohesively with the Brigade Training Officer to conduct training activities for volunteer fire fighters;
- 9.1.11 Ensure the behaviour of fire fighters is in accordance with the Shire of Ravensthorpe and DFES codes of conduct.

#### **Criteria of a Lieutenant**

- Experience with a minimum of 2 years
- Knowledge of managing a volunteer organisation.
- Ability to attend further fire and emergency management training.
- Effective Interpersonal Skills
- Good Written and Verbal Communication Skills
- Leadership Skills
- Management Skills
- Experience in managing operations.
- Ability to perform under stressful conditions.

#### **Qualifications of Lieutenant**

- Following courses completed;
  - Bush Fire Safety Awareness
  - Firefighting Skills
  - Crew Leader 2020
  - Advanced Bush Fire Firefighting 2020
  - AIIMS Awareness
  - Machine Supervision



## **Section One – Administrative Procedures**

### *For Bush Fire Brigades and Operations*

If a member has not done a course they must endeavour to complete the next available course and in this situation the appointment will be at the discretion of the CBFCO and/or CEO.

#### **Recommended Qualifications**

- Incident Controller Level 1
- Sector Commander

### **9.2 Captain**

#### **Role**

The Captain of a Volunteer Bush Fire Brigade shall be responsible for the leadership and management of Brigade firefighting activities.

As role model and mentor for members of the Brigade the Captain should always act with integrity and consider each member equally. All decisions should be in the interest the Brigade and its membership.

The position reports to the CBFCO on Brigade related matters and represents the Brigade at Bush Fire Advisory Committee (BFAC) and Shire of Ravensthorpe Operations Committee meetings. The Captain may delegate authority to another operational Brigade member to represent the Captain at BFAC or Shire of Ravensthorpe Operations Committee meetings.

#### **Duties and Responsibilities**

Duties and responsibilities of the Brigade Captain include:

- 9.2.1 Demonstrate positive leadership and mentor Lieutenants and Brigade members;
- 9.2.2 Command, control and confidently manage firefighting activities at emergency incidents;
- 9.2.3 To ensure the agreed AIIMS Incident Control System is implemented and maintained during all emergency incidents;
- 9.2.4 Maintain a personal logbook with a record of events and decisions that occur at an incident;
- 9.2.5 Conduct Brigade briefings and post incident analysis of any incident involving firefighting or Brigade management issues;



## **Section One – Administrative Procedures**

### *For Bush Fire Brigades and Operations*

- 9.2.6 Ensure that all attended incidents have an incident number, and that the Incident Report form relevant to the attendance at an incident is completed and provided to DFES and the Shire of Ravensthorpe CESH (refer **Appendix 3**);
- 9.2.7 To ensure Brigade members deployed for operational duties have the competencies to complete the task or duty assigned and hold current qualifications to carry out the functions required, in accordance with Shire of Ravensthorpe Operating Guidelines and DFES Standard Operating Procedures;
- 9.2.8 To undertake responsibility for the proper management and maintenance of Brigade property and equipment;
- 9.2.9 Ensure conduct of bush fire Brigade members is in accordance with the Shire of Ravensthorpe Policies, Procedures, Operating Guidelines and SOP's;
- 9.2.10 Report any injuries of personnel or damage to fire fighting vehicles as soon as possible to the Shire of Ravensthorpe CESH.

#### **Criteria of Captain -**

- Firefighting experience of 5 years and preferably time spent as a Lieutenant.
- Effective Interpersonal Skills
- Good Written and Verbal Communication Skills
- Leadership Skills
- Management Skills
- Experience in managing operations.
- Ability to perform under stressful conditions.

#### **Qualifications of Captain –**

- Following courses completed;
  - Bush Fire Safety Awareness
  - Firefighting Skills
  - Crew Leader 2020
  - Advanced Bush Fire Firefighting 2020
  - Sector Commander



## **Section One – Administrative Procedures**

### *For Bush Fire Brigades and Operations*

- AIIMS awareness
- Machine Supervision

If a member has not done a course they must endeavour to complete the next available course and in this situation the appointment will be at the discretion of the CBFCO and/or CEO.

#### **Recommended Qualifications**

- Incident Controller Level 1
- Sector Commander.

### **9.3 Presiding Member (if appointed)**

#### **Role**

The presiding member shall preside over all official Brigade meetings. In the absence of a President the next most senior Brigade Officer may preside over a meeting.

#### **Duties and Responsibilities**

The President shall perform the following functions:

- 9.3.1 Preside over official Brigade meetings and is a neutral party and has no voting rights;
- 9.3.2 Ensure meeting procedure and protocol is maintained;
- 9.3.3 Promote the aims and objectives of the Brigade where possible;
- 9.3.4 Advise the Brigade on administrative matters;
- 9.3.5 Report Brigade matters to the Captain;
- 9.3.6 Promote open fair discussion during debate in relation to Brigade matters; and
- 9.3.7 Ensure minutes of meetings are signed and dated by the President.

#### **Criteria**

- Understanding of meeting procedures.
- Demonstrated ability to conduct and manage meetings.



## **Section One – Administrative Procedures**

### *For Bush Fire Brigades and Operations*

#### **9.4 Secretary**

##### **Role**

The secretary is to manage administration matters of the Brigade. The position is not required to perform active operational duties and may be inclusive to an operational position held within the Brigade. The position reports to the Captain on administration matters pertinent to the Brigade.

##### **Duties and Responsibilities**

The Secretary shall perform the following functions:

- 9.4.1 Ensure members receive notification of Brigade meetings in accordance with this procedure manual;
- 9.4.2 Prepare an agenda for Brigade meetings and distribute to members and to the Shire of Ravensthorpe;
- 9.4.3 Ensure minutes of Brigade meetings are recorded and, distributed to all members and the Shire of Ravensthorpe within fourteen (14) days;
- 9.4.4 Ensure the relevant Incident Report form is completed and issued to DFES, the CBFCO and Shire CESM within 14 days after any Brigade attendance;
- 9.4.5 Maintain a register of all current brigade members which includes each brigade member's contact details and type of membership
- 9.4.6 Document and record all Brigade correspondence;
- 9.4.7 Ensure Brigade information is disseminated to all listed members;
- 9.4.8 Disseminate circulars and other information to all Brigade members;
- 9.4.9 Work cohesively with Shire of Ravensthorpe management and administration staff on matters pertinent to Brigade administration;
- 9.4.10 Ensure compliance with all Shire of Ravensthorpe Local Laws

Note: The position of Secretary and Treasurer may be combined.

##### **Criteria of Secretary**

- An understanding of meeting procedure and minute taking.



## **Section One – Administrative Procedures**

### *For Bush Fire Brigades and Operations*

- Computer Skills

#### **9.5 Treasurer**

##### **Role**

The role of the treasurer is to manage and report to the Brigade on all financial matters. The position is not required to perform active operational duties and may be inclusive to an operational position held within the Brigade. The position reports to the Captain on financial matters pertinent to the Brigade.

##### **Duties and Responsibilities**

The Treasurer shall perform the following functions:

- 9.5.1 Manage financial affairs of the Brigade;
- 9.5.2 Maintain Brigade financial records and provide detailed report of income and expenditure at meetings;
- 9.5.3 Ensure that the Brigade Financial records are audited by an external body or agency annually;
- 9.5.4 Provide the Shire of Ravensthorpe with financial statements of Brigade income and expenditure after each financial year;
- 9.5.5 Work with the Brigade Equipment Officer to provide a projected budget for the next financial year to the Shire of Ravensthorpe by 15 March of each year. This should include all appliance maintenance, new equipment requests and PPE/C requests.
- 9.5.6 Work cohesively with Shire of Ravensthorpe management and administration staff on matters pertinent to Brigade financial matters;

##### **Criteria of Treasurer**

- Knowledge and understanding of accounting principles.
- Computer skills



## **Section One – Administrative Procedures**

### *For Bush Fire Brigades and Operations*

#### **9.6 Brigade Training Officer**

##### **Role**

The Brigade Training Officer is responsible for the management and coordination of Brigade training, and the documentation of these activities. The position is not required to perform active operational duties and may be inclusive to an operational position held within the Brigade. The position reports to the Captain on training matters pertinent to the Brigade.

##### **Duties and Responsibilities**

Duties and Responsibilities of the Brigade training coordinator shall include:

- 9.6.1 Ensure Brigade members maintain basic skill levels equivalent to the competency standards as detailed in the DFES Volunteer Fire fighter Program and DFES Bush Fire Brigade Training Guidelines;
- 9.6.2 Ensure regular training sessions are conducted within the Brigade to maintain currency of qualification and skill;
- 9.6.3 Provide mentoring for members who express an interest in training;
- 9.6.4 Coordinate training for the Brigade with the Shire CESM

#### **9.7 Brigade Equipment Officer**

##### **Role**

The role of the equipment officer is to manage Brigade assets, equipment and personal equipment/clothing requirements. The position is not required to perform active operational duties but must be able to demonstrate knowledge of firefighting equipment. The position may be inclusive to an operational position held within the Brigade and shall report to the Captain on matters pertinent to Brigade and personal equipment.

##### **Duties and Responsibilities**

The equipment officer shall perform the following functions:

- 9.7.1 Manage Brigade equipment and appliances and maintain a register of all assets;
- 9.7.2 Ensure Brigade equipment and appliances are maintained and operationally ready;





## **Section One – Administrative Procedures**

### *For Bush Fire Brigades and Operations*

- 9.7.3 Coordinate and record maintenance checks on equipment and appliances as required;
- 9.7.4 Ensure all appliances are cleaned immediately after each attendance, and inspection items are entered into the appliance log book.
- 9.7.5 Report, as soon as practicable, all damage of Brigade equipment or property to the Brigade Captain and Shire CISM immediately;
- 9.7.6 Manage Brigade requests for replacement items and equipment. Compile documentation with replacement item and submit to the Shire of Ravensthorpe;
- 9.7.7 Submit to the Brigade Captain a request for replacement of equipment for inclusion in ESL equipment replacement program
- 9.7.8 Work with the Brigade Treasurer to provide a projected budget for the next financial year to the Shire of Ravensthorpe by 15 March of each year. This should include all appliance maintenance, new equipment requests and PPE/C requests.

## **10. BUSH FIRE CONTROL OFFICERS**

### **10.1 Duties and Responsibilities of the Chief Bush Fire Control Officer (CBFCO)**

#### **Role**

The role of the Chief Bush Fire Control Officer is that of a leader, decision maker, planner and manager of the Bush Fire Organisation in the Shire of Ravensthorpe and not as a 'hands on' fire fighter. The CBFCO is to ensure that the organisation is functioning to a standard commensurate to the risks within the Shire of Ravensthorpe and is to ensure that the following tasks are achieved.

#### **Duties and Responsibilities**

- 10.1.1 During bushfire incidents manage the fire resources of the Shire and Brigades and act as the Incident Controller as required and/or until the Hazard Management Authority appoints another agency Incident Controller in accordance with any agreed incident structure;



## **Section One – Administrative Procedures**

### *For Bush Fire Brigades and Operations*

- 10.1.2 Promote the approved Shire AIIMS Incident Management system to all FCO'S, Brigades and volunteer fire fighters within the Shire of Ravensthorpe;
- 10.1.3 Ensure that FCO'S, Brigade Officers and volunteers are trained to a standard commensurate to the risk and equipment within the Brigade and Shire area;
- 10.1.4 Demonstrate positive leadership and mentor DCBFCOs, FCOs, Captains and Brigade members;
- 10.1.5 Promote community fire prevention as a priority, to identify and reduce fire hazards;
- 10.1.6 Develop the fire organisation to effectively and efficiently control bushfires;
- 10.1.7 Develop and promote the use of Standard Operating Procedures and Guidelines, minimum training standards, identify hazards and assess risk to prevent injury to volunteers and implement the principals of WHS for volunteers to develop a safe working environment for fire fighters;
- 10.1.8 Ensure welfare preparedness is arranged for the provision of food, medical aid and counselling services for volunteers;
- 10.1.9 Establish and maintain effective communication and liaison with the Shire of Ravensthorpe, FCO'S, Brigades, DFES, DBCA, State Emergency Services, statutory authorities and facilitate prompt response to fire incidents;
- 10.1.10 Ensure that Brigades are involved in the development of policy for the preparation of ESL Fire Appliance program, and maintenance programs for Shire and Brigade owned equipment;
- 10.1.11 Ensure Brigade members and operational positions are involved in incident de-briefing of bushfires, and understand their responsibilities around the welfare and safety of volunteers.
- 10.1.12 Promote the values of Volunteer Fire Brigades to the community and within the Brigades;
- 10.1.13 Delegate specific tasks to DCBFCO'S, FCO'S, or Brigades;



## **Section One – Administrative Procedures**

### *For Bush Fire Brigades and Operations*

- 10.1.14 Liaise with the Shire of Ravensthorpe, DFES and other organisations to achieve the duties outlined above.
- 10.1.15 Ensure Brigade compliance with relevant Legislation, Shire Local Laws and policies.
- 10.1.16 Attend and provide representation for the Shire of Ravensthorpe at regional and other agency working or operational groups.
- 10.1.17 Represent the Bush Fire Brigades at the Shire of Ravensthorpe Local Emergency Management Committee.

#### **Criteria of Chief Bush Fire Control Officer -**

- Firefighting experience of a minimum of 7 years
- Knowledge of managing a volunteer organisation.
- Working Knowledge of the Shire of Ravensthorpe Local Emergency Management Arrangements
- Knowledge of the Bush Fires Act 1954 and Bush Fires Regulations 1954
- Knowledge of the State Emergency Management Policy No 4.8 (Traffic Management During Emergencies)
- Ability to attend further fire and emergency management training.
- Effective Interpersonal Skills.
- Good Written and Verbal Communication Skills.
- Leadership Skills.
- Management Skills.
- Experience in managing operations.
- Ability to perform under stressful conditions.
- Current appointment as Fire Control Officer.
- Experienced in firefighting operations within the Shire of Ravensthorpe;
- Be a member of the ROAC, BFAC, SEFWG and LEMC.

#### **Qualifications of Chief Bush Fire Control Officer –**

- Following courses completed



## **Section One – Administrative Procedures**

### *For Bush Fire Brigades and Operations*

- o Bush Fire Safety Awareness
- o Firefighting Skills
- o AIIMS Awareness
- o Crew Leader 2020
- o Advanced Bush Fire Firefighting 2020
- o Sector Commander
- o Fire Control Officer
- o Incident Controller Level 1
- o AIIMS 2017
- o Ground Controller
- o Machine Supervision

#### **10.2 Duties and Responsibilities of a Deputy Chief Bush Fire Control Officer (DCBFCO)**

##### **Role**

The role of the Deputy Chief Bush Fire Control Officer is to assist the Chief Bush Fire Control Officer in the areas of decision making, planning and management.

A Deputy Bush Fire Control Officer may be appointed by the Chief Bush Fire Control Officer as the Planning Officer for incidents managed by the Shire.

Deputy Chief Bush Fire Control Officers may be appointed by Council.

##### **Duties and Responsibilities**

- 10.2.1 The role of Deputy Chief Bush Fire Control Officer is that of a leader, decision maker, planner and assists the CBFCO in managing the Bush Fire Organisation;
- 10.2.2 The Deputy Chief Bush Fire Control Officer may deputise in the absence of the Chief Bush Fire Control Officer;
- 10.2.3 Demonstrate positive leadership and mentor FCOs, Captains and Brigade members;
- 10.2.4 If more than one FCO or Brigade is in attendance at an incident, may take control of fire operations and be the



## **Section One – Administrative Procedures**

### *For Bush Fire Brigades and Operations*

Officer in Charge or part of the Incident Management Team as delegated by the Incident Controller;

- 10.2.5 The Deputy Chief Bush Fire Control Officer is responsible to the Chief Bush Fire Control Officer.

#### **Criteria of DCBFCO**

- Firefighting experience of a minimum of 7 years
- Effective Interpersonal Skills.
- Good Written and Verbal Communication Skills.
- Leadership Skills.
- Management Skills.
- Experience in managing operations.
- Ability to perform under stressful conditions.
- Current appointment as Fire Control Officer.
- Experienced in firefighting operations within the Shire of Ravensthorpe.
- Currently holds all of the preferred qualifications of the Fire Control Officer.
- Knowledge of managing a volunteer organisation.
- Knowledge of the Bush Fires Act 1954 and Bush Fires Regulations 1954
- Knowledge of the State Emergency Management Policy No 4.8 (Traffic Management During Emergencies)
- Ability to attend further fire and emergency management training.

#### **Qualifications of Deputy Chief Bush Fire Control Officer –**

- Following courses completed
  - Bush Fire Safety Awareness
  - Firefighting Skills
  - AIIMS Awareness
  - Crew Leader 2020
  - Advanced Bush Fire Firefighting 2020
  - Sector Commander
  - Fire Control Officer



## **Section One – Administrative Procedures**

### *For Bush Fire Brigades and Operations*

- o Incident Controller Level 1
- o AIIMS 2017
- o Ground Controller
- o Machine Supervision

### **10.3 Duties and Responsibilities of a Bush Fire Control Officer (FCO)**

#### **Role**

A Bush Fire Control Officer is a delegated representative of the Local Government responsible for the administration of provisions within the Bush Fires Act 1954. The position is required to perform active operational duties in relation to both firefighting and fire prevention strategies within the local community.

A Bush Fire Control Officer must be able to demonstrate experience in bushfire behaviour, AIIMS and knowledge of the area. The person in this position must be able to interpret provisions of the Bush Fires Act 1954 and the Bush Fires Regulations 1954 and be confident with communication skills.

This position reports to the Chief Bush Fire Control Officer on all matters pertinent to bush fire management.

A Fire Control Officer may hold jointly the position of Brigade Captain.

#### **Duties and Responsibilities**

Duties and responsibilities of the Bush Fire Control Officer include:

- 10.3.1 Authorise permits for hazard reduction burns within the Shire of Ravensthorpe in accordance with the Bush Fires Act 1954 and Environmental Act as and when directed by the CEO;
- 10.3.2 Identify and conduct risk assessments of fire hazards within the Shire of Ravensthorpe;
- 10.3.3 Perform duties prescribed by the Bush Fires Act 1954 and authorised by Local Government;
- 10.3.4 Maintain a personal logbook to include a record of events and decisions during an incident;



## **Section One – Administrative Procedures**

### *For Bush Fire Brigades and Operations*

- 10.3.5 Take control, command and manage resources during bushfire, or hazard reduction burns in coordination with the Shire Bushfire Mitigation Coordinator, within the Brigade area they are appointed;
- 10.3.6 To take control of firefighting operations at a bushfire outside their Brigade area where no other Fire Control Officer is present;
- 10.3.7 Demonstrate Positive leadership and mentor Captains and Brigade members;
- 10.3.8 Provide advice to the CBFCO and CESM as to when Harvest Bans and or Movement of Vehicle Bans should be applied.

#### **Criteria of Bush Fire Control Officer**

- Firefighting experience of five (5) years, unless otherwise approved by the BFAC
- Knowledge of managing a volunteer organisation.
- Knowledge of all Fire Response Plans in the Shire of Ravensthorpe
- Knowledge of the Bush Fires Act 1954
- Ability to attend further fire and emergency management training.
- Effective Interpersonal Skills
- Good Written and Verbal Communication Skills
- Leadership Skills
- Management Skills
- Experience in managing operations.
- Ability to perform under stressful conditions.

#### **Qualifications of Bush Fire Control Officer –**

Following courses completed;

- Bush Fire Safety Awareness
- Firefighting Skills
- Crew Leader 2020
- Advanced Bush Fire Firefighting 2020
- Sector Commander
- Fire Control Officer



## **Section One – Administrative Procedures**

### *For Bush Fire Brigades and Operations*

- AIIMS 2017
- Incident Controller Level 1
- AIIMS awareness  
Recommended/Optional;
- Ground Controller
- Machine Supervision

If a member has not done a course they must endeavour to complete the next available course and in this situation the appointment will be at the discretion of the CBFCO and/or CEO.

#### **10.4 Nomination of Fire Control Officer Candidates (to BFAC)**

10.4.1 Nominations for appointment for FCO must come from:

- a) A brigade AGM, ordinary or special meeting where the nomination is made in writing and received by the brigade secretary seven (7) days prior to the meeting and the nomination achieves a simple majority of firefighters or their proxy in a formal secret ballot and the CBFCO or CEO (or their delegate) is present; or
- b) A member of BFAC; or
- c) Self-nomination of a current FCO

10.4.2 All nominations must be formally received in writing to the Executive Officer of the Bush Fire Advisory Committee a minimum of five (5) days prior to the BFAC AGM.

10.4.3 All nominees must be a member of a registered Bushfire Brigade of the Shire of Ravensthorpe (as per Item 2 of this Section) 21 days prior to the BFAC AGM.

10.4.4 All nominations should indicate acceptance, or nonacceptance, if nominated, for Chief or Deputy Roles. No indication will be deemed as non-acceptance.

10.4.5 A nomination acceptance from a non-appointed FCO (i.e. new nomination), shall include a cover letter indicating:

- a) Their reason for seeking the role; and
- b) The qualities they bring to the role; and
- c) Their capacity to carry out such duties.





## **Section One – Administrative Procedures**

### *For Bush Fire Brigades and Operations*

10.4.6 The CEO, within his/her delegated authority from Council, will appoint FCO to such staff or contractors which require it for their roles without need to nominate via BFAC.

#### **10.5 Recommendation of Nominations (to Council)**

10.5.1 At each BFAC AGM, the committee will consider the nominations for all FCO positions and each member will participate in the following manner to assist the committee in drafting a CBFCO recommendation to Council:

- a) Nominations for CBFCO will be called from the BFAC membership. Nominations may come from either:
  - i. candidates recommended in or;
  - ii. a member of staff who has been appointed an FCO as part of their employment duties under council delegated authority to the CEO.
- b) Nominees must have expressed their acceptance of the nomination by:
  - i. In writing along with their FCO nomination; or;
  - ii. In person as a member or guest at the March BFAC.
- c) Where there are more than two accepted nominations, each member present will participate in a survey of the nominees. The membership will be advised of the survey results in descending order based on the number of survey endorsements to assist the committee in drafting a recommendation to Council.
- d) In the case of a tie, the tied candidates shall become the subject of a subsequent survey, and so on until a result.
- e) In the case process (d) results in a tie of two candidates the BFAC chair shall have the casting survey response.

10.5.2 At each BFAC AGM, the committee will consider, and each member will participate in the following manner to assist the committee in drafting DCBFCO recommendation(s) to Council:



## **Section One – Administrative Procedures**

### *For Bush Fire Brigades and Operations*

- a) The process followed shall be the same as 11.5.1, substituting the term CBFCE for DCBFCE.
  - b) The process may be repeated to appoint desired number of DCBFCEs by ascending number designation.
- 10.5.3 The drafted recommendation(s) resulting from 11.5.1 and, 11.5.2 shall be moved/voted on by the committee membership present as per normal committee procedures.

### **10.6 Termination of FCO designation**

- 10.6.1 An FCO appointment may be terminated by the following methods:
- a) As per Item 2.6 (excluding 2.6.4.1) of this document.
  - b) By recommendation of BFAC which gains simple majority of the committee in a secret ballot which is subsequently upheld by Council resolution.
  - c) Failure of an existing FCO to be reappointed by Council in the annual process.
- 10.6.2 A BFAC committee member intending to move a motion must provide a full report in writing on the recommendation to the Chairman of BFAC for and prior to the circulation agendas to the committee members.
- 10.6.3 The FCO(s) for which the motion is to be moved must be provided a copy of the report and informed of the intent at the time of circulation of agendas to committee members.
- 10.6.4 The FCO(s) for which the motion is to be moved shall be afforded the opportunity to address BFAC prior to the ballot.



# **SECTION TWO**

# **Standard**

# **Operating**

# **Procedures**

Volunteer Bush Fire Brigades



## **Section Two – Standard Operating Procedures**

### ***For Bush Fire Brigades and Operations***

#### **INTRODUCTION**

These Standard Operating Procedures (SOPs) are set of procedures, standards and guidelines approved by Council for the safe and efficient operation of Brigades and personnel at emergency incidents.

These SOPs for Bush Fire Brigades and Operations are a living document that may, from time to time, require updating and additions.

Input from Brigade members is welcome.

If a Brigade member feels that an SOP is unworkable, not practical or needs inclusion they should raise the matter at their local Brigade Meeting.

If the meeting agrees then it should be raised by the Brigade representative on the Bush Fire Advisory Committee.

The Bush Fire Advisory Committee will discuss the matter and make a recommendation to Council that the SOP be added or amended.



## Section Two – Standard Operating Procedures

### For Bush Fire Brigades and Operations

#### SOP.1 DRIVING GUIDELINES FOR BUSH FIRE BRIGADES

Procedure No.	SOP.1
Procedure Subject:	Driving Guidelines for Bush Fire Brigades
Adoption Date:	
Last Reviewed:	

#### INTRODUCTION

Driving emergency vehicles under emergency conditions brings with it an added responsibility to the officer in charge and the driver of the vehicle. The safety of the community at large should be balanced with the urgency of the call.

Drivers should, in the first instance, ensure the safety of the crew and the public when responding to a call, and secondly endeavour to arrive at the incident as soon as practicable.

Drivers and the Operations Officer are accountable for the use, operation, and security of their appliances at an incident.

Drivers should follow the principles outlined in this Standard Operational Procedure. No risk is justified if it is likely to prejudice the safe arrival of the appliance and crews at an incident or the safety of others within the community.

Driving an emergency vehicle under emergency conditions comes with a set of responsibilities that may have dire consequences if they are not performed rationally, competently, professionally and with consideration for others (road users, pedestrians etc.).

#### PROCEDURE

##### 1. DRIVING CONDITIONS FOR BUSH FIRE BRIGADE PERSONNEL

All drivers must hold a valid and current class of driving license for the vehicle type that is being driven.

All drivers must have the approval of the brigade Captain to drive the vehicle. Driving under emergency conditions can only be undertaken by drivers with appropriate training and experience. A minimum standard is to have completed DFES0470 On Road Driving.

Driver holding "P" Plates may drive appliances as part of driver training; however, are not to drive to or at emergency/incidents.

Drivers are not to operate fire appliances for longer than a 12-hour shift.



## Section Two – Standard Operating Procedures

### For Bush Fire Brigades and Operations

#### 2. FIRE CALL CONDITIONS CODE 1

Appliances responding with haste where Life/Property is in danger.

Emergency Warning Beacons, SIREN and headlights are to be on at all times when travelling to an Operational Emergency incident or at the discretion of the OIC or Crew Leader.

Rail crossing signals and boom gates to be obeyed at ALL times.

Drivers and Officers should also refer to DFES issued SOP 3.3.1 and SOP 3.3.12.

#### 3. NORMAL ROAD CONDITIONS CODE 2

When returning to fire station, attending training or exercises and general operations:

No emergency warning lights and sirens are to be used.

ALL road rules must be obeyed at ALL times.

#### 4. DRIVING REQUIREMENTS FOR OFFROAD USE

Before taking a vehicle off road all drivers should consider the following:

- a) Do you need to go there?
- b) Is the vehicle capable of going there?
- c) Are you capable of going there?

Vehicle is to operate in 4X4 at all times when driving off road on the fire ground.

Hubs on vehicles with freewheeling hubs are to be locked in at all times.

Speed is to be minimised to ensure safety of occupants.

**Deflating Tyres:** Any tyre deflation should be done before entering sandy areas and using supplied deflators. The following deflation/reinflation guidelines should be followed:

Vehicle Type	Recommended Tyre Pressure		Minimum Pressure
	Front	Rear	
4.4 Broadacre	675 kpa	575 kpa	250 kpa
3.4 Broadacre	675 kpa	575 kpa	250 kpa
2.4 Broadacre	675 kpa	575 kpa	250 kpa
1.4 Broadacre	500 kpa	500 kpa	250 kpa*
Light Tanker	300 kpa	450 kpa	Deflation <b>NOT</b> Recommend



## Section Two – Standard Operating Procedures

### For Bush Fire Brigades and Operations

#### 1. GENERAL

- Fire Fighters must at all times, drive with due care and attention and continue to show consideration to other road users.
- It is essential that the privileges granted by law are not abused.
- Crew Care and Safety must be ensured at all times when driving.
- Warning Lights are to be in operation at all times when brigade personnel are working off the appliance as other vehicle movement may prove a hazard.
- The MAXIMUM speed limit for the vehicle class is to be observed at all times on roadways.
- Brigade units are not to be used other than for call outs or normal brigade activities as defined the Bush Fires Act so as to receive insurance cover.

#### 2. TURN OUT PROCEDURE

- 1 All firefighting appliances are to respond as Emergency Vehicles (Code 1) unless instructed otherwise,
- 2 The initial response to fires will be as Emergency Vehicles (**Code 1**). Subsequent support vehicles are to travel under **Code 2 UNLESS OTHERWISE DETERMINED BY THE INCIDENT CONTROLLER.**
- 3 Station/Group radio operators may downgrade/upgrade responding vehicles on advice from the Incident Controller.
- 4 For response to fire/incidents or alarms where there is a HIGH LIFE RISK FACTOR – e.g., Schools, Hospitals, Nursing Homes, incidents involving aircraft or buses, ALL vehicles will respond Code 1 unless otherwise determined by the Incident Controller.

**REMEMBER** that to drive under Code 1 condition when it is not expedient or safe to do so is a breach of the Road Traffic Act and could result in driver prosecution.

Refer also DFES SOP 3.3.12

SOP.1 Review Date(s)			



## **Section Two – Standard Operating Procedures**

### **For Bush Fire Brigades and Operations**

#### **SOP.2 PERSONAL PROTECTIVE EQUIPMENT**

Procedure No.	SOP.2
Procedure Subject:	Personnel Protective Equipment
Adoption Date:	
Last Reviewed:	

#### **STANDARD OF DRESS FOR ALL FIRE FIGHTING PERSONNEL WILL BE:**

Registered Brigade Personnel on the fire grounds must be dressed in accordance with the Department of Fire & Emergency Services recommended industry standard or equivalent. Personnel turning up to fires without the minimum requirement will be advised to dress properly or asked to leave the fire ground.

Refer also to DFES SOP 3.2.1

#### **RECOMMENDED STANDARD FOR BUSH FIRE FIGHTING**

- Approved Proban overalls and jacket as supplied by the Shire of Ravensthorpe.
- Approved Helmet (level1) as supplied by the Shire of Ravensthorpe.
- Fireman's Boots (Level 1) as supplied by the Shire of Ravensthorpe.
- Gloves and Goggles as supplied by the Shire of Ravensthorpe.
- Smoke Mask as supplied by the Shire of Ravensthorpe.

All personnel are responsible for the availability, condition, care and cleanliness of their own kit in accordance with the manufacturers care instructions..

Only correctly attired personnel will be permitted to crew Brigade appliances.

The appearance and conduct of Bush Fire personnel members whilst wearing operational uniform is to be such that it will not cause any criticism upon the organisation or the Shire of Ravensthorpe.

Each brigade must conduct an annual audit of all volunteers' PPE. Equipment Officers shall order replacement PPE items as required through the Shire of Ravensthorpe CESM.

#### **EQUIVALENT STANDARD**

Cotton or woollen long trousers, cotton or woollen long sleeve shirt and safety boots and leather gloves, may be acceptable at the discretion of the Operations Officer or CBFCO.





## **Section Two – Standard Operating Procedures**

### ***For Bush Fire Brigades and Operations***

SOP.2 Review Date(s)			



## Section Two – Standard Operating Procedures

### For Bush Fire Brigades and Operations

#### SOP.3 ALCOHOL AND DRUG CONSUMPTION

Procedure No.	SOP.3
Procedure Subject:	Alcohol and Drug Consumption
Adoption Date:	
Last Reviewed:	

#### INTRODUCTION

Fire fighters affected by drugs and/or alcohol can pose a safety risk to themselves and their colleagues. Research endorsed by the International Labour Organisation (ILO) shows a strong correlation between drugs and alcohol, both of which impairs a person's capacity to work safely and efficiently.

As all aspects of fire suppression carry an element of risk this SOP aims to ensure the highest possible standards of Work Health and Safety are maintained by all volunteers and Brigades in line with the WHS Act 2020.

#### PROCEDURE

- 1 Bush Fire Brigade personnel shall **NOT** respond to an incident or participate in any Bush Fire operation or activity if alcohol or drugs have been consumed in quantities that contravenes any written Law or Policy.
- 2 Alcohol or drugs shall **NOT** be consumed by personnel whilst undertaking any task or function associated with incident response, suppression or recovery phases.
- 3 Alcohol or drugs shall **NOT** be consumed by personnel whilst engaged in training activities associated with operational tasks.
- 4 When driving, personnel must comply with Road Traffic Regulations.

SOP.3 Review Date(s)			



## Section Two – Standard Operating Procedures

### For Bush Fire Brigades and Operations

#### SOP.4 CREWING OF BRIGADE FIRE APPLIANCES

Procedure No.	SOP.4
Procedure Subject:	Crewing of Brigade Fire Appliances
Adoption Date:	
Last Reviewed:	

#### INTRODUCTION

Firefighting crew members are potentially exposed to physical, physiological and other fireground hazards. Correctly crewing appliances increases the likelihood that appropriate mitigation strategies are put in place, thereby reducing the potential for accidents.

#### PROCEDURE

- All Fast Attack/Light Tanker appliances must be crewed by two people. *Under no circumstances will three crew be permitted in these appliances as this will exceed the GVM.*
- In exceptional circumstances the Shire of Ravensthorpe Incident Management Team or the Chief Bush Fire Control Officer (or delegate) may approve reduced crew numbers. Approval must be obtained prior to departure from the shed and the reason for the reduced crew levels, and authorisation must be noted in the Incident Log.
- Crew levels must not exceed the number of available seat belts under any circumstances.
- Crew Protection seats at the rear of some older heavy duty appliances are not to be used to carry passengers on the road.

SOP.4 Review Date(s)			



## Section Two – Standard Operating Procedures

### For Bush Fire Brigades and Operations

#### SOP.5 RESPONSE TO BUSHFIRES AT RUBBISH TIPS

Procedure No.	SOP.5
Procedure Subject:	Response to bushfires at Rubbish Tips
Adoption Date:	
Last Reviewed:	

#### NOTIFICATION

All fires occurring within rubbish tip sites are to be reported to the Local Authority's Environmental Health Officer, Fire and Rescue and the Department of Fire & Emergency Services Communications centre who will notify, as necessary, other agencies.

#### TYPE OF FIRE

Fire within rubbish-site boundary, but clear of dump area, i.e., bush, grass, garden waste or windblown papers.

#### RESPONSE

- a. Brigade Response will be as for Rural Type Fire or as indicated in their Brigade Response Plan.
- b. VFRS to be requested to attend the incident.
- c. Brigade members to remain clear of danger zone, remain up-wind of incident.
- d. Attend to adjacent bush fires if it is safe to do so.

#### NOTE

If tip site involved includes a pit/trench area, Brigade members are to remain above ground level at all times.

1. If incident is confirmed to be hazardous, Brigade members will assist VFRS who will assume the Hazard Management Agency role.
2. Consideration will be given to evacuation of persons likely to be affected by fire products.
3. If the incident is confirmed to be non-hazardous by VFRS and Council's Environmental Officer, Brigade members will become involved in Fire Suppression as directed by the Senior Brigade/CBFCO (OIC/Incident Controller).



## Section Two – Standard Operating Procedures

### For Bush Fire Brigades and Operations

**It cannot be stressed too strongly that to act without specialist advice is dangerous and that it is essential that safe Operating Procedures are adhered to in responding to all situations.**

SOP.5 Review Date(s)			



## Section Two – Standard Operating Procedures

### For Bush Fire Brigades and Operations

#### SOP.6 DETECTION OF FIRES, SHIRE RESPONSE AND MOBILISATION OF BRIGADES

Procedure No.	SOP.6
Procedure Subject:	Detection of Fires, Shire Response and Mobilisation of Brigades
Adoption Date:	
Last Reviewed:	

#### DETECTION AND REPORTING OF FIRES

- The normal notification of a fire is through the '000'.
- Report all fires to Department of Fire & Emergency Services Communication Centre by telephoning 1800 198 140 and Great Southern RDC 1800 314 644.

#### SHIRE RESPONSE TO FIRE CALLS

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##### DURING PROHIBITED FIRE SEASON

- On receipt of a report of a fire a shire FCO will cause a Whats App and/or SMS to be made turning out all brigades to the fire until such time as they are stood down.
- A brigade may be placed on 'standby' if determined by the location of the fire.

##### DURING RESTRICTED AND UNRESTRICTED FIRE SEASON

- Each call will be assessed and a decision as to how many brigades will be turned out will be made. This turn out must still be carried out through the use of the FCO WhatsApp service so that other brigades are aware of the fire and can commence to make themselves available if required.

Systems, procedures and equipment must be installed and maintained with due regard to this aim while ensuring fire fighter and public safety.

##### STANDBY

For the purposes of this SOP 'STANDBY' means that personnel are to go to the fire station and make the vehicle ready for departure should the need arise and are to remain there until stood down.

Refer also DFES SOP 3.5.1 – Bushfire Response



## **Section Two – Standard Operating Procedures**

### ***For Bush Fire Brigades and Operations***

#### **Harvest and Vehicle Movement Bans (HVMB)**

The CBFCO has authority to nominate a HVMB within designated Brigade Areas within the Shire, when an assessment of the nature of the fire deems it necessary.

SOP.6 Review Date(s)			



## Section Two – Standard Operating Procedures

### For Bush Fire Brigades and Operations

#### SOP.7 SMOKE AFFECTED ROADS / ROAD HAZARD MANAGEMENT

Procedure No.	SOP.7
Procedure Subject:	Smoke affected roads
Adoption Date:	
Last Reviewed:	

#### PROCEDURE

Fire burning on or near road verges, with smoke obscuring vision, is potentially the most dangerous situation volunteers can find themselves in. More fire fighters have been killed or injured in this situation than any other firefighting activity.

Treat traffic like electricity! Do not attempt to work in smoke reduced visibility until you are sure the flow has been cut off.

Extreme caution must be taken and the following procedures followed at all times:

- The Incident Controller will request police to provide traffic control at the earliest possible moment.
- **Fire fighters working from or on a Gazetted roadway that is part of a fire ground. (Roads will be closed under State Emergency Management Policy No. 4.8)**
  1. For the safety of fire fighters any roadway where fire fighters are working must be closed if there is a risk of injury or accident
  2. Where possible fire fighters should look for alternative work environments other than the roadway.
- **Gazetted Roads under the Care & Control of the Local Government**
  1. If the Road is a Local road under the care of the Shire of Ravensthorpe the Shire the Incident Controller will close the road. The CESM or Works Supervisor shall arrange for the road to be attended to by appropriate qualified staff.

If police assistance is unavailable, and a detour is not possible, then the Road or Roads are to be closed when fire operations are be undertaken from any gazetted roadway.





## Section Two – Standard Operating Procedures

### For Bush Fire Brigades and Operations

#### **Gazetted Roads under the Care & Control of Main Roads (MRWA).**

If the Road is a major Highway or arterial road under the care of Main Roads then Main Roads shall be contacted via the police to have the Road closed and signed accordingly, or alternatively have traffic management put in place.

The Incident Controller shall request MRWA to formulate and implement a Traffic Plan. The request shall be made via the DFES Regional District Controller (RDC) or Communication Centre.

If police assistance is unavailable, and a detour is not possible, then the Road or Roads are to be closed when fire operations are being undertaken on any gazetted roadway.

The Incident Controller must be notified **by radio** immediately when a motorist disobeys any direction and proceeds.

Fire appliances **must** have all emergency lights on and headlights dipped when working in a visibility reduced hazard.

**BRIGADE PERSONNEL HAVE A DUTY TO THEMSELVES AND THE TRAVELLING PUBLIC TO ENSURE THAT ALL OPERATIONS ARE PERFORMED WITH MAXIMUM SAFETY**

Refer DFES SOP 3.3.2

SOP.7 Review Date(s)			



## Section Two – Standard Operating Procedures

### For Bush Fire Brigades and Operations

#### SOP.8 RADIO CALL SIGN SYSTEM / INCIDENT COMMUNICATIONS

Procedure No.	SOP.8
Procedure Subject:	Radio Call Sign System
Adoption Date:	
Last Reviewed:	

#### PROCEDURE

Radio call signs for units shall be in accordance with the Shire of Ravensthorpe 'Bushfire Radio Call Sign Network'. (refer [Appendix XX](#))

Refer DFES SOP 3.2.4 for Incident Communications

SOP.8 Review Date(s)			



## Section Two – Standard Operating Procedures

### For Bush Fire Brigades and Operations

#### SOP.9 OPERATIONAL AND INCIDENT MANAGEMENT RESPONSIBILITIES

Procedure No.	SOP.9
Procedure Subject:	Operational and Incident Management Responsibilities
Adoption Date:	
Last Reviewed:	

#### PROCEDURE

In accordance with the provision of the Bush Fires Act and Regulations, DFES are responsible for the standard of fire incident response planning at State, Regional, Local Authority and Brigade level, co-ordination of fire responses and to provide a support role in the Incident Control System.

Local Government has the responsibility for the planning, command and control of fire response within the Shire through their CBFCA and Brigade Captain/FCO's.

To ensure that a common standard is effective across all Local Government and Brigades, it is necessary to recognise that the DFES Staff are part of that Chain of Command and the duties of all officers are clearly defined and documented.

The following list represents the Chain of Command and responsibilities:

- Regional Superintendent
- District Officer
- Area Officer
- Chief Bush Fire Control Officer (1)
- Deputy Chief Bush Fire Control Officer (2)
- Fire Control Officer (3)
- Captain (3)
- Lieutenant (4)
- Fire Fighter (5)
- Auxiliary Members

#### CHIEF BUSH FIRE CONTROL OFFICER

- ***Operational and Incident Management Responsibilities***
- ***(Responsible For Fire Operations Within A Shire)***



## **Section Two – Standard Operating Procedures**

### **For Bush Fire Brigades and Operations**

#### **PRINCIPLE RESPONSIBILITIES**

- 1 As directed by the Chief Executive Officer or his Delegate, the CBFCO will take responsibility for the specific functions of incident management, communications, intelligence, logistics support, welfare and liaison during incidents within the Shire.
- 2 During fire incidents manage the fire incident resources of the Shire and Brigades and co-ordinate and support the command functions undertaken by Brigade FCO/Captains.
- 3 Establish and maintain effective communication and liaison with group personnel and Brigade Captains and the Shire of Ravensthorpe to facilitate prompt response and recovery at all incidents.
- 4 At Shire level, establish and maintain effective communication and liaison with emergency services, statutory authorities and facilitate prompt response and recovery at all incidents.
- 5 Ensure that Brigade Captains or Fire Incident Controllers have taken command and established correct organisational structure, assigning resources to combat the incidents and undertaking tasks in accordance with established procedures (AIIMS Incident Control System).
- 6 Compliance with all Shire of Ravensthorpe Policies and Procedures relevant to Fire & Emergency Services.

#### **TASKS WITHIN A GROUP**

- 1 Ensure that the Incident Controllers' established control point and organisational structure will facilitate prompt, and effective incident response and recovery through the Operations Officer and delegated IMT (CESM, Deputy CBFCOs, FCO, Brigade Captain, Shire rep).
- 2 Ensure that liaison with emergency services at Shire level has been established and maintained to facilitate the operational and incident control requirement of Local Authority response plan and the Local Emergency Management Arrangement (LEMA).
- 3 Manage the development and maintenance of the organisational structure within the Shire and Brigades to ensure effective incident management and communications between the Brigades, the Shire CESM, Regional Operations Centre and DFES Comcen.
- 4 When appropriate, ensure that the Shire or Brigades have established temporary or mobile communication facilities to meet the needs of incident management.



## **Section Two – Standard Operating Procedures**

### **For Bush Fire Brigades and Operations**

- 5 Through the Deputy CBFCO's and Brigade FCO's and Captains, ensure that timely communication of situation reports is provided by the Operations Officer to the Incident Controller to assist in assessment of future resource needs, both human and physical.
- 6 Ensure that intelligence information and meteorological reports are provided to the Regional Operations Centre and Incident Controller.
- 7 Establish with Deputy CBFCOs and Brigade FCO's and Captains or Operations Officer, strategy plans and tactics to combat escalation of all incidents, monitor and assist in the timely provision of additional resource requirements.
- 8 Maintain liaison and advice to emergency services and Brigades regarding strategy and predicted resource requirements.
- 9 Ensure that Brigade officers initiate fire or incident investigation procedures as required, provide overview and assist in the preparation of major incident reports at Shire and Brigade level.
- 10 Ensure that communication procedures used within the Shire and Brigades during incidents are used in accordance with standard operational procedures, and contribute to or assist in briefing, and de-briefing procedures during and post incident.
- 11 Ensure that group or individual counselling processes are available to Shire and Brigade personnel who have been subject to incident stress or trauma.
- 12 Provide timely and accurate incident status information to the Regional Operations Centre, and as required, assist the Shire CEO and DFES communications prepare information for local news media for public release.
- 13 Ensure that all vehicles, plant and equipment used by Brigades during incidents are operated and maintained in accordance with any DFES SOPs and WA statutes.
- 14 Assign specific functional responsibilities to Deputy CBFCO's in the areas of communications, intelligence, logistics support and welfare.
- 15 Ensure that all tasks undertaken during incidents are carried out in the safest possible manner (bearing in mind at all times, the hazardous nature of emergency incident management).



## **Section Two – Standard Operating Procedures**

### **For Bush Fire Brigades and Operations**

#### **DEPUTY CHIEF BUSH FIRE CONTROL OFFICERS**

- ***Operational and Incident Management Responsibilities***
- ***(Responsible For Fire Operations Within A Shire)***

#### **PRINCIPLE RESPONSIBILITIES**

- 1 During fire incidents, assist in the co-ordination and management of resources as directed and assist specific Brigades with operational activities.
- 2 Assist and contribute to the establishment and maintenance of effective communications and liaison with Brigades and other emergency services to ensure prompt response and recovery at all incidents within the Shire.
- 3 Assist in ensuring that the Officers in Charge have taken control, that Brigade Captains have assigned appropriate resources to combat emergencies and are undertaking tasks in accordance with established practice and procedure.
- 4 Compliance with all Shire of Ravensthorpe Policies and Procedures relevant to Fire & Emergency Services.

#### **TASKS WITHIN A GROUP**

- 1 As directed by the CBFCO or the Chief Executive Officer or his Delegate, take responsibility for the specific functions of communications, intelligence, logistics support, welfare and liaison during incidents within the Shire.
- 2 In the absence of the CBFCO, adopt the responsibilities of the CBFCO for incident management.
- 3 During major incidents within the Shire and as directed, assist in and contribute to the establishment and management of activities or functions of the Incident Control Centre and IMT.
- 4 Mobilise by appropriate means and provide Situation reports to the Incident Controller.
- 5 Overview and co-ordinate health, welfare and safety requirements of personnel at all incidents within the Shire.
- 6 Undertake other duties as delegated by the CBFCO.



## **Section Two – Standard Operating Procedures**

### **For Bush Fire Brigades and Operations**

#### **FIRE CONTROL OFFICER (FCO) / BRIGADE CAPTAIN**

- ***Operational and Incident Management Responsibilities***
- ***(Responsible to the CBFCO)***

#### **PRINCIPLE RESPONSIBILITIES**

- 1 During incidents within the Brigade area, co-ordinate and manage the resources of the Brigade, take control, assume the role of Operations Officer as required.
- 2 During incidents within the Shire area, assist and participate in using the facilities and resources of the Brigade.
- 3 Establish and maintain effective communications and liaison both with the CBFCO, Brigade personnel and Emergency Services; to ensure prompt response and recovery at all incidents within the Brigade area.
- 4 Ensure that Brigade Lieutenants have taken control of functions or areas, have established correct organisational structure and have assigned resources to deal with the incident.
- 5 Compliance with all Shire of Ravensthorpe Policies and Procedures relevant to Fire & Emergency Services.

#### **TASKS WITHIN A BRIGADE**

- 1 Through Lieutenants, ensure that a control facility and organisational structure has been established to facilitate prompt and effective incident response and recovery.
- 2 Through Lieutenants and Senior Fire Fighters, ensure that liaison and communication is established and maintained throughout the incident between the Brigade's firefighting crews.
- 3 Ensure that the Brigade establishes mobile communication facilities to meet the needs of incident management.
- 4 Ensure that situation reports are provided by Lieutenants or Senior Fire Fighters to the Shire Base to assist in assessment of future resource needs.
- 5 Maintain liaison and advice to the Brigade Officers and CBFCO regarding strategy, tactics and predicted resource requirements.
- 6 Initiate fire or incident investigation procedures and incident reports as required.
- 7 Ensure that communication procedures used within the Brigade during incidents are used in accordance with standard operating procedures of the Department of Fire & Emergency Services.



## **Section Two – Standard Operating Procedures**

### ***For Bush Fire Brigades and Operations***

- 8 Ensure that Brigade personnel counselling processes are available to individuals or crews who have been subjected to incident stress or trauma.
- 9 Provide Situation reports to the Brigade and CBFCCO and as required provide information for public release by the Authorised Officer.
- 10 Ensure that all vehicles, plant and equipment used by the Brigade during incidents are operated and maintained in accordance with DFES Policies and Standards.
- 11 Through Lieutenants and Senior Fire Fighters, delegate specific tasks to auxiliary Brigade personnel in the areas of communications, intelligence, logistics and support welfare only.
- 12 Ensure that all tasks undertaken by Brigade personnel during incidents are carried out in the safest possible manner.





## **Section Two – Standard Operating Procedures**

### **For Bush Fire Brigades and Operations**

#### **BRIGADE LIEUTENANT**

- ***Operational and Incident Management Responsibilities***
- ***(Responsible to the Brigade Captain)***

#### **PRINCIPLE RESPONSIBILITIES**

- 1 Manage the response of the firefighting crews within the brigade and control the activities of all Fire Fighters under their command.
- 2 Assist in the establishment, control and maintenance of effective communications between firefighting crews and the Brigade during incidents.
- 3 Maintain liaison with other Lieutenants and Senior Fire Fighters during incidents for effective co-ordination and control of firefighting crews and supporting resources.
- 4 As directed, take responsibility for assigned functions, establish correct organisational structure and assign specific tasks to Senior Fire Fighters and firefighting crews.
- 5 Compliance with all Shire of Ravensthorpe Policies and Procedures relevant to Fire & Emergency Services.

#### **PRINCIPLE TASKS**

- 1 Assign firefighting crews and resources to meet the requirements of specific tasks and maintain advice to the Brigade Captain of predicted resource requirements.
- 2 Ensure that communications can be affected from the incident area to the Shire Base.
- 3 Provide Situation reports to the Brigade Captain, other Lieutenants and Senior Fire Fighters to ensure that all personnel are aware of potential or existing hazards.
- 4 Participate in incident investigations and preparation of incident reports as directed.
- 5 Ensure that a communication procedure between Senior Fire Fighters and firefighting crews is undertaken using standard operating procedure.
- 6 Monitor the effects of incident combat on firefighting personnel and facilitate counselling for crews or individuals who have been subjected to incident stress and trauma.



## **Section Two – Standard Operating Procedures**

### ***For Bush Fire Brigades and Operations***

- 7 In the absence of the Brigade Captain, adopt the responsibilities of the Brigade Captain for incident management.
- 8 Ensure that all vehicles, plant and equipment used by Senior Fire Fighters, firefighting crews or auxiliary Brigade personnel are operated and maintained in accordance with DFES policy and standards.
- 9 On departure of an appliance from the fire station to an incident, or at crew change on the fire ground, ensure that the names of all fire fighters and equipment are recorded as they are assigned to appliances.
- 10 Report to the Brigade Captain any failure or fault of vehicles, plant or equipment immediately it is identified.
- 11 Provide incident Situation reports to the Brigade Captain and ensure that all personnel are aware of the incident's current status.
- 12 Delegate specific responsibilities to auxiliary Brigade personnel in the functions of communications, intelligence, logistics support and welfare only.
- 13 Participate in co-ordinating shift rostering and relief of all Brigade firefighting and auxiliary personnel.
- 14 Ensure that all tasks undertaken by Senior Fire Fighters, firefighting and auxiliary personnel are carried out in the safest possible manner.



## **Section Two – Standard Operating Procedures**

### **For Bush Fire Brigades and Operations**

## **FIRE FIGHTER**

### **PRINCIPLE RESPONSIBILITIES**

- 1 Responsible for personal health, safety and welfare whilst engaged in incident activities and responsible for the safety and survival of each crew member one to another.
- 2 Responsible for personal performance standards, through ensuring that all tasks are undertaken in the safest possible manner.
- 3 Compliance with all Shire of Ravensthorpe Policies and Procedures relevant to Fire & Emergency Services.

### **PRINCIPLE TASKS**

- 1 Within defined areas, as described by the Senior Fire Fighter, undertake all tasks using standard operating procedures and safe working practice.
- 2 Report to Senior Fire Fighter your time of commencement and completion of duty.
- 3 Ensure personal safety and safety of other crew members through safe working practice and bring to the attention of all crew members hazards, areas of situations which may threaten crew safety and survival.
- 4 Provide a Situation report when requested to the Senior Fire Fighter during the incident.
- 5 Regularly inspect all personal safety equipment, tools or equipment being used during any incident shift and report to the Senior Fire Fighter failure or fault of equipment immediately it is recognised.
- 6 Prior to responding to any incident ensure that appropriate safety and protective equipment is being worn.
- 7 Report personal needs for liquid refreshment, food, medical attention, fuel and equipment to the Senior Fire Fighter in a timely manner.
- 8 Report any personal injury or injury to other crew members immediately it becomes evident.
- 9 Ensure regular servicing of vehicle, plant or piece of equipment that is being personally used during an incident.
- 10 Ensure that all radio communication used is in accordance with standard operating procedures.



## **Section Two – Standard Operating Procedures**

### ***For Bush Fire Brigades and Operations***

SOP.9 Review Date(s)			



## Section Two – Standard Operating Procedures

### For Bush Fire Brigades and Operations

#### SOP.10 ACCIDENT REPORTING

Procedure No.	SOP.10
Procedure Subject:	Accident Reporting
Adoption Date:	
Last Reviewed:	

#### PROCEDURE

All accidents and near miss accidents must be reported.

1. All accidents and near misses on an operational fire ground must be reported to either the
  - CBFCO
  - DCBFCO
  - CESM
  - Incident Controller
  - Brigade Captain
  - Operations Officer
2. The CBFCO will arrange for the accident to be investigated and the report must be with the District Officer within seven days using the form attached at Appendix **XX**.

SOP.10 Review Date(s)			



## Section Two – Standard Operating Procedures

### For Bush Fire Brigades and Operations

#### SOP.11 MUTUAL – BETWEEN SHIRES AND REGIONS

Procedure No.	SOP.11
Procedure Subject:	Mutual – between Shires and Regions
Adoption Date:	
Last Reviewed:	

#### INTRODUCTION

It is necessary to have an efficient turnout of brigades within a Local Authority. This is to be supported by the Regional Operations Centre coordinating the turnout between Shires, which in turn must be supported by the State Operations Centre, co-ordinating mutual aid between Regions.

To ensure an orderly and effective turnout occurs the following procedures are to apply.

#### **SHIRE TURNOUT RESPONSIBILITIES**

Chief Bush Fire Control Officer, Deputy Chief Bush Fire Control Officer or the Incident Controller are responsible for the turnout of all firefighting resources stationed within the Shire.

The Incident Controller is responsible that adequate relief has been arranged. The CBFCO and DCBFCO will ensure that some resources maybe held in reserve for further outbreaks of fire or that mutual aid has been arranged to cover all eventualities.

Call-out of these resources will be in accordance with the Local Authority and Brigade Response Plans and supported by the Local Emergency Management Arrangements.

#### **DISTRICT OPERATION CENTRE RESPONSIBILITIES**

If DFES requires assistance in addition to the Shires resources from adjoining Shires within their Region, such assistance will be activated through the DFES Regional Duty Coordinator (RDC).

When making a request DFES will supply the following information:

- 1 Number and type of fire appliances and minimum crewing
- 2 The task the appliance are to perform.
- 3 The duration the resources will be required for
- 4 Where and to who will the resources report to?
- 5 When are the resources required at the forward control?
- 6 Welfare and Relief arrangements



## Section Two – Standard Operating Procedures

### For Bush Fire Brigades and Operations

Region Duty Coordinator (RDC) will then:

- 1 Contact the CESM requesting the above be provided;
- 2 Once the request has been actioned, confirm back the arrangements made;  
AND
- 3 Advise the State Duty Officer of action taken.

### **BRIGADES TO PROVIDE OWN CREW LEADERS**

When a request is made to the Shire of Ravensthorpe to supply resources (Task Forces/Strike Teams) to another Shire then the following should apply.

- 1 The Chief Bush Fire Control Officer with the Deputy CBFCO's / CESM will decide on the number of resources that will be sent out of the Shire at any given time.
- 2 A Delegated Brigade Officer should accompany these appliances.
- 3 Ravensthorpe VFRS and VFES will be alerted that Shire resources will be leaving the Shire. And Fire Control Officers will be alerted via WhatsApp/SMS that resources are leaving the Shire.
- 4 The Shire supplying the mutual aid is responsible for providing personnel to meet the request, and they will be responsible for getting relief crews to and from the fire while the mutual aid is being supplied.
- 5 Crews responding to a mutual aid request should ensure they have eaten before being dispatched to the fire. Subsequent welfare will be the responsibility of the Incident Controller.

SOP.11 Review Date(s)			



## Section Two – Standard Operating Procedures

### For Bush Fire Brigades and Operations

#### SOP.12 FIRST AID

Procedure No.	SOP.12
Procedure Subject:	First Aid
Adoption Date:	
Last Reviewed:	

#### PROCEDURE

- 1 All volunteer fire fighters are to be encouraged to complete the St Johns Senior First Aid Course or equivalent.
- 2 The Incident Controller shall request a St Johns Ambulance Post be established at the Control Point when the number of attending firefighters and other staff agencies exceeds 50 personnel.
- 3 The Incident controller may request a St Johns Ambulance Post at any given time prior to the above number of personnel being reached.

SOP.12 Review Date(s)			





## Section Two – Standard Operating Procedures

### For Bush Fire Brigades and Operations

#### SOP.13 DIEBACK – BASIC GUIDELINES

Procedure No.	SOP.13
Procedure Subject:	Dieback – Basic Guidelines
Adoption Date:	
Last Reviewed:	

#### INTRODUCTION

Dieback is an important part of management of machinery in bushfires. To ensure dieback hygiene every effort must be made for machinery to be free of adhering soils and vegetation.

This is generally not a major issue for Shire based heavy machinery unless they have been operating in the south east corner of the Shire, east of the Hopetoun Ravensthorpe road and south of Jerdacuttup road. In this landscape there is a considerable occurrence of Wildflower dieback and all effort needs to be made in ensuring that any machinery to be used in bushfire containment activities in the Ravensthorpe Ranges and surrounding Crown lands, is washed down if arriving from these locations.

#### HYGIENE GUIDELINES

##### 1 Cleaning Machinery

- If soil is dry use a brush or compressed air in preference to washing down with water.
- Wash down at designated wash down points (ie. Ravensthorpe Shire Depot) or on bridges, rocky crossings or hard, well drained surfaces within dieback areas. Keep the wash down point clean of mud.
- Use a brush, bar or spade to help remove compacted soil where necessary.
- Clean all machinery, earthmoving equipment and vehicles before moving into uninfected areas and/or prior to departing infected areas.

##### 2 Firebreaks and Access Tracks

- Do not duplicate existing access.
- Select strategic breaks that are low in the landscape.
- Plan construction and maintenance of firebreaks and access tracks during months when soil is dry (December-March)



## Section Two – Standard Operating Procedures

### For Bush Fire Brigades and Operations

- Construct firebreaks to shed water and dry quickly.
- Ensure any runoff drains swiftly and directly into nearest natural watercourse.
- Never assume machinery is clean. Always inspect before allowing entry or commencement of work.

#### **SUMMARY**

There is no known method for eradicating dieback once it is well established in a forest or heath land environment.

We all have a responsibility to assist with the protection of our flora from dieback as well as fire. **The impacts of a fire are transitory however the impacts of dieback disease are permanent.**

SOP.13 Review Date(s)			



## Section Two – Standard Operating Procedures

### For Bush Fire Brigades and Operations

#### SOP.14 DECEASED PERSON / PRESERVATION OF SCENE

Procedure No.	SOP.14
Procedure Subject:	Deceased Person / Preservation of Scene
Adoption Date:	
Last Reviewed:	

#### PROCEDURE

The Police have a requirement under the Coroners Act and Police Routine Orders **to view the body of a deceased person, in situ** so that evidential information and forensic details may be obtained.

As a consequence, Brigade personnel are requested to assist the Police by strictly adhering to the following guidelines:

- 1 At any incident where death occurs the body is to remain in situ and the area immediately secured awaiting the arrival of the Police and Forensic Services.
- 2 Where the body is in a public place and visible by the public it should be screened if possible.
- 3 Where removal of the deceased to a place of security is essential, the Incident Controller, through the Officer in Charge, should attempt to obtain as much information as possible prior to the removal of the body with consideration being given to the following:
  - (a) Status of the deceased (i.e., General public, fire fighter etc.)
  - (b) Details of fire activity at the time of the incident causing death.
  - (c) Possible cause of death (i.e., burns, smoke etc.)

In order that Brigade resources are not unduly placed on Standby for lengthy periods whilst awaiting the arrival of the Police, the Incident Controller is to request Police attendance as soon as possible after initial incident appraisal.



## **Section Two – Standard Operating Procedures**

### ***For Bush Fire Brigades and Operations***

SOP.14 Review Date(s)			



## Section Two – Standard Operating Procedures

### For Bush Fire Brigades and Operations

#### SOP.15 INCIDENT NOTIFICATION PROCEDURES

Procedure No.	SOP.15
Procedure Subject:	Incident Notification Procedures
Adoption Date:	
Last Reviewed:	

#### 1 INCIDENT CONTROLLER

The senior officer on the first arriving unit at the fire becomes the Incident Controller until relieved by a more senior officer at the scene (Bush Fires Act 1954 s.44). Once the IMT and AAIMS structure is in place the CBFCO (or delegate DCBFCO) becomes the Incident Controller.

If the situation escalates then the Incident Controller will be nominated by the respective Hazard Management Agency.

The Incident Controller will within 15 minutes of arrival, provide a verbal Sit Rep to DFES Comcen on 1800 198 140 detailing the situation and whether further resources are required.

Within 60 minutes of arrival, provide details contained in Form 1 SITUATION SUMMARY (Parts A & B) and Form 2 Map if required. Subsequent Situation Summary reports will be provided as initiated from the fire ground.

#### 2 BRIGADES

The Operations Officer of the appliance/s shall notify the Incident Controller.

- i. when mobile to the incident.
- ii. upon arrival at the incident.

SOP.15 Review Date(s)			



## Section Two – Standard Operating Procedures

### For Bush Fire Brigades and Operations

#### SOP.16 FIRE LIGHTERS AND FUEL REQUIREMENTS

Procedure No.	SOP.16
Procedure Subject:	Fire lighters and Fuel Requirements
Adoption Date:	
Last Reviewed:	

#### PROCEDURE

1. Air valve (fuel trap) must be facing away from the handle
2. Drip torches are to be fuelled with either a mixture of diesel and petrol (75% diesel and 25% petrol), or 100% kerosene.
3. The fuel must be pre-mixed away from the fireground: do not mix individual fuels in the drip torch.
4. Pre-mixed fuel is to be stored in a suitable container that is identified as containing the fuel mixture in the designated carrying cradle on the appliance.

On return to the fire station, all firelighters are to be refuelled and left in a state of readiness.

**The fuel taps on firelighters are to be left in the 50% ON position and air vent closed at all times when the tool is not in use. This will allow the tool to vent in the event of excessive heat build-up in the canister.**

SOP.16 Review Date(s)			



## **Section Two – Standard Operating Procedures**

### **For Bush Fire Brigades and Operations**

#### **SOP.17 VEHICLE FIRES OUTSIDE OF GAZETTED TOWNSITE**

Procedure No.	SOP.17
Procedure Subject:	Vehicle Fires Outside of Gazetted Townsite
Adoption Date:	
Last Reviewed:	

#### **INTRODUCTION**

Bush Fire Brigades are the primary turnout to vehicle fires that occur outside of the gazetted townsites of Ravensthorpe. However, Ravensthorpe Bushfire Brigades are not trained nor do they have breathing apparatus to use whilst fighting fires in toxic smoke. Given the fact that cars give off multiple types of toxic fumes it is not safe for the Ravensthorpe Bush Fire Brigades to conduct offensive firefighting techniques on vehicle fires of any type.

#### **PROCEDURE**

Once the initial call has been received and the brigade has turned out to the vehicle fire incident, the crew leader or incident controller must advise DFES communications that the Ravensthorpe Volunteer Fire and Rescue is required to attend, due to the nature of the incident being HAZMAT. Also, the crew leader may request that Police attend for traffic control if required.

Once the brigade appliances arrive the units should be parked up wind or out of the toxic smoke and in the fend-off position across the road to stop passing traffic.

Beacons and head lights shall be on to warn approaching motorists.

Safety of firefighters working on the road shall be the number one priority.

The crew leader or incident controller shall conduct a scene size-up to determine if any persons may be trapped or located close to the vehicle and perform a rescue if safe to do so. The information on the incident shall be relayed to DFES communications.

Firefighting shall only be in the form of a defensive technique, meaning to protect any other assets or preventing the fire spreading to the road verge or surrounding bush or grass.

Fire fighters shall stop traffic from passing and keep public spectators away from the incident.

The BFB crew leader or incident controller may hand over control of the vehicle fire incident to the Ravensthorpe Volunteer Fire and Rescue officer in charge.



## Section Two – Standard Operating Procedures

### For Bush Fire Brigades and Operations

#### NOTES

Vehicle fires are extremely dangerous due to many pressurised vessels for example; LPG cylinders, tyres, and airbag deployment systems etc. These may cause explosions so maintaining a safe distance and wearing full PPE is required.

SOP.17 Review Date(s)			





## **Section Two – Standard Operating Procedures**

### **For Bush Fire Brigades and Operations**

#### **SOP.18 STRUCTURE FIRES OUTSIDE OF GAZETTED TOWN SITE**

Procedure No.	SOP.18
Procedure Subject:	Structure Fires Outside of Gazetted Town Site
Adoption Date:	
Last Reviewed:	

#### **INTRODUCTION**

Bush Fire Brigades are the primary turnout for structure fires that occur outside of the gazetted townsite of Ravensthorpe. However, Ravensthorpe Bushfire Brigades are not trained nor do they have breathing apparatus to use whilst fighting fires in toxic smoke.

#### **PROCEDURE**

Once the initial call has been received and the brigade has turned out to the structure fire incident, the crew leader or incident controller must advise DFES communications that the Ravensthorpe Volunteer Fire and Rescue is required to attend due to the nature of the incident. Also, the crew leader may request that Police, ambulance and Western Power/Horizon Power attend.

The crew leader or incident controller shall conduct a scene size-up to determine if any persons may be trapped or located close to the structure fire and perform a rescue if safe to do so. The information on the incident shall be relayed to DFES communications. The BFB crew leader or incident controller shall look for any potential hazards to the firefighters and the public.

Before any type of firefighting is conducted, power shall be isolated at the buildings power box by removing all fuses and shutting down the mains switch, the firefighter conducting the size up must also note if solar power modules are located anywhere on this structure. LPG cylinders shall also be isolated at the cylinder valves.

Firefighting activities for the Bush Fire Brigades are limited to defensive techniques only and brigades shall not enter the structure at any time. Defensive firefighting is to protect surrounding assets and to prevent the fire spreading.

The BFB crew leader or incident controller shall conduct a thorough SITREP hand over and hand control of the structure fire incident to the Ravensthorpe Volunteer Fire and Rescue officer in charge.



## Section Two – Standard Operating Procedures

### For Bush Fire Brigades and Operations

#### NOTES

Depending on the location of the structure fire incident, it is advised that extra water resourcing may be required and additional bulk water tankers may need to be sourced.

Requesting that the Ravensthorpe Volunteer St Johns Ambulance be turned out before the scenario has been assessed is advised due to the fact that they too are volunteers and it may take extra time for the ambulance to arrive. If they are not required then the Volunteer Ambulance can be stood down.

BFB appliances should not obstruct access to the structure for the arriving Volunteer Fire and Rescue trucks, as they will need to park closer to the building than BFB appliances need to.

The BFB appliances may be required to conduct relay pumping techniques to the Fire and Rescue Appliances.

SOP.18 Review Date(s)			



## Section Two – Standard Operating Procedures

### For Bush Fire Brigades and Operations

#### SOP.19 HARVEST AND VEHICLE MOVEMENT BANS

Procedure No.	SOP.19
Procedure Subject:	Harvest and Vehicle Movement Ban
Adoption Date:	
Last Reviewed:	

#### INTRODUCTION

The Shire of Ravensthorpe has the right to impose the ban on activities such as harvesting crops, vehicle movement and hot works. The only exception to the ban is watering and feeding of livestock. This procedure is to define the way the ban is measured and implemented.

#### PROCEDURE

The Chief Bushfire Control Officer for the Shire of Ravensthorpe is also the delegated Fire Weather Officer for the Shire of Ravensthorpe; the CBFCO in this role must liaise with a minimum of four (4) other Fire Control Officers located throughout Shire of Ravensthorpe to conduct weather readings using the appropriate tools such as Kestrels weather metres. Alternatively, the DPIRD weather monitors located at West River, Ravensthorpe, Jerdacuttup and Mt Short can be utilised in conjunction with a Fire Behaviour Index (FBI) online tool, such as Landgate FBI. The information and readings that has been gathered by these FCO's must be recorded and relayed to the CBFCO. The CBFCO will then make the decision to impose a ban if required.

HVMBs must be imposed when the Fire Behaviour Index reaches 50 in any brigade area.

**Note** When there is a Total Fire Ban (TFB) in place for the Shire, a HVMB **must** be imposed when the FBI reaches 40.

The following information shall give reason for the CBFCO of the Shire of Ravensthorpe to impose a harvest and vehicle movement ban;

- The weather readings taken have indicated a Fire Behaviour Index (FBI) of 50.
- A Total Fire Ban that has been implemented by DFES and the FBI reaches 40.
- Lack of firefighting resources located in the Shire of Ravensthorpe.
- Bushfire incidents currently ongoing in the Shire of Ravensthorpe.



## Section Two – Standard Operating Procedures

### For Bush Fire Brigades and Operations

- Once the harvest, vehicle movement and hot works ban has been imposed the delegated FCO's and CBFCO must review the conditions every two (2) hours until it is deemed safe for the ban to be lifted.

The CBFCO may request that the delegated FCO's take readings every day during the Prohibited Fire Season.

Once the decision has been made to impose the harvest, vehicle and hot works ban then the following notifications must be made;

- The CBFCO must notify the Shire of Ravensthorpe CESM
- Initiate notifications via the Shire website and/or the Shire Facebook page and/or SMS notification via the Shire message service.
- Where the ban is imposed before **9.30am**, email or phone the ABC harvest ban announcement service
- The CESM and CBFCO shall record each areas readings and update the records every two (2) hours until the ban is requested to be lifted.

The notification shall state the following information:

**The Shire of Ravensthorpe (SoR) has imposed a harvest, vehicle movement and hot works ban for today the ...../...../20.... Updates will be provided at XX.XXhrs and XX.XX hrs. The emergency watering and feeding of livestock is restricted to diesel powered vehicles only.**

SOP.19 Review Date(s)			



## Section Two – Standard Operating Procedures

### For Bush Fire Brigades and Operations

#### SOP.20 BACK BURNING DURING BUSHFIRE INCIDENTS

Procedure No.	SOP.20
Procedure Subject:	Back Burning during Bushfire Incidents
Adoption Date:	
Last Reviewed:	

#### INTRODUCTION

In the right circumstances back burning can be an effective technique to stop the spread of bushfires or protect assets during emergency situations.

Back burning must be done under correct conditions and carried out by experienced personnel on the fire ground otherwise back burning may create dangerous fire behaviour or increase the size of the current fire. Back burning can only be done with express approval from the Incident Controller and must be overseen by the Officer in Charge.

Some reasons for conducting back burns;

- Asset protection.
- Inaccessible country to fight the fire in traditional means.
- Squaring up fire boundaries.
- Burning out to firebreaks.

#### PROCEDURE

- All techniques of fire suppression must be explored to suppress the fire before the choice is made to conduct a back burn.
- A risk assessment shall be considered prior to the all-clear given for any back burn to be conducted.
- Weather readings should be taken prior to any back burn being conducted.
- **ONLY** the Incident Controller can give permission to carry out this task.
- All personnel shall record the proceedings of the back burn in the personal fire diary.

#### NOTES

There is a difference between back burning and burning out pockets, and permission shall still be sought from the Incident Controller if burning out pockets is required/recommended.



## **Section Two – Standard Operating Procedures**

### ***For Bush Fire Brigades and Operations***

SOP.20 Review Date(s)			



## Section Two – Standard Operating Procedures

### For Bush Fire Brigades and Operations

#### SOP.21 CONTAINMENT LINES AND FALLBACK

Procedure No.	SOP.21
Procedure Subject:	Containment Lines and Fall Back
Adoption Date:	
Last Reviewed:	

#### INTRODUCTION

Containment and fallback lines are often important tools in a bushfire situation. Implementation of containment and fallback lines must only be carried out with the approval of the incident controller, and undertaken by experienced personnel on the fire ground. Supervision of contractors is required by the Incident Controller or Operations Officer at the incident.

The Shire has varying vegetation types that result in different fire behaviour patterns. These vegetation types also require a variation of treatment to protect both life and property, as well as having least impact on the natural environment.

All machinery used must be cleaned as per the dieback SOP .13

Fallback lines will **only** be able to be established under the clear direction of the Incident Controller and only once trigger points have been nominated and reached. Any fallback lines are to be reported in writing to the Shire and include a Rehabilitation Plan.

The following practices should be followed depending in the vegetation type;

#### **Mallee Scrub**

Containment: in most situations a containment line of **10 metres** in width is more than adequate in these plant communities to achieve successful containment of a bushfire.

Pushed up heaps are to be pushed into the burnt ground if there is hot material within the heap, and pushed out into the unburnt ground if no hot material is located within the heaps.

Ideally the surface soil is not to be graded to any significant depth to ensure that all lignotubers of native vegetation is left intact within the soil for resprouting and recovery post disturbance.

Fallback: Chained and/or tracked rolled “scrub rolling” fallback lines established within this plant community should be **1 chain, 20 meters wide**.

#### **Banksia Speciosa Scrub**

This once widespread plant community is now confined to the coastal strip of country between Hopetoun to the Oldfield Estuary, remnants within road reserves on the



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### **For Bush Fire Brigades and Operations**

Jerdacuttup sandplain and within the middle to lower reaches of the Oldfield River from West Point road to Springdale road.

This plant community is a key feature of the Federally Listed Threatened Ecological Community “Proteaceae Dominated Kwongan Scrub Community of the South Coast of Western Australia”. Provision within the Federal Legislation provides for emergency management measures to be deployed in order to protect Life and Property above conservation values.

Where there is limited alternative for the protection of life and property, and subject to the approval, of the Incident Controller, and supervision of the Operations Officer (or delegated experienced personnel) containment line and fallback construction measures may be undertaken. All care must be taken in this plant community to avoid compromising the potential for successful regeneration of the community and all of its key elements.

**Containment:** In most situations a containment line of a maximum **10 metres** in width is more than adequate to achieve containment of a bushfire in this plant community.

Again, it is ideal that all lignotubers are not removed out of the soil with deep soil grading and/or machine containment line construction techniques, as the soils that these Banksia grow upon are very susceptible to wind and water erosion.

**Fallback:** Fallback containment lines of “scrub rolled” native vegetation only need to be a maximum of **1 chain** or **20 metres at the widest**.

### **Kwongan Scrub – Ravensthorpe Ranges**

These plant communities are also a key feature of the Federally Listed Threatened Ecological Community “Proteaceae Dominated Kwongan Scrub Community of the South Coast of Western Australia”. Provision within the Federal Legislation provides for emergency management measures to be deployed in order to protect Life and Property above conservation values.

Similar to the Banksia speciosa dominated plant community on the coast within the Shire it is important to take all available steps not to compromise future regeneration potential with inappropriate containment line construction techniques, where possible.

Works will only be undertaken with the express approval of the Incident Controller and supervision of the Officer in Charge (or delegated experienced personnel), and on the basis that alternative measures are not available for the protection of life and property. All care must be taken when undertaking containment line and fallback construction measures in this plant community to avoid compromising the potential for successful regeneration of the community and all of its key elements.

**Containment:** In most situations a containment line of a maximum **10 metres** in width is generally adequate to achieve containment of a bushfire in this plant community.





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Fallback: Fallback containment lines of “scrub-rolled” native vegetation only need to be a maximum of **1 chain** or **20 metres** at the widest.

#### **Mature Eucalypt Woodlands (Salmon Gum and Yate)**

These mature woodlands have significant amenity value in our landscapes and are of considerable conservation value. The woodlands in the Ravensthorpe Shire are now the single largest representatives of the once formerly widespread occurrence of this plant community in southern Western Australia.

There are now a number of Federally listed threatened fauna species that are recognized as being reliant on these trees in the woodlands for either habitat in which to nest, ie Carnaby’s white tailed black cockatoo and or preferred habitat utilising fallen hollow tree material such as the Numbat.

Bushfires within these woodlands are generally confined to the understorey plant communities underneath the mature trees. It is therefore considered that a parkland clearing approach to either removing and or track rolling this understorey element of these woodland communities is sufficient to enable successful containment of bushfire incidents under most normal weather conditions.

Containment: A minimum of a **10 meters** wide break in width is still to be established within the woodlands to reduce all potential for an escape. Works are to be under the supervision of the Operations Officer, and at the express direction of the Incident Controller.

It is not considered necessary to push over mature trees within the containment line around a bushfire unless the trees have dead crowns or are completely dead and pose a risk to embers crossing over the containment line into the unburnt vegetation.

Parkland clearing is best undertaken with machinery with the blade in the air up off of the soil and either flattening the understorey plants and or physically removing these understorey plants and relocating them into either burnt or unburnt ground. Parkland clearing is to be also implemented within the burnt ground if there are unburnt pockets of native vegetation inside the containment line.

Fall back Lines: It is acceptable to have the Parkland clearing undertaken out to 20 meters in width within these woodlands, where deemed necessary by the Incident Controller.

#### **Mallet Woodlands (Moort and other densely stocked Thin Gum trees)**

These Mallet woodlands are located in scattered occurrences across the Crown lands and Shire managed reserves within the Shire and are comprised of a large variety of Eucalyptus species, probably in the order of at least 15 different species.



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### **For Bush Fire Brigades and Operations**

They also have significant amenity value in our landscapes and are of considerable conservation value.

Containment:

It is considered that a **10 metre wide** break within these woodlands is more than sufficient to achieve effective separation from the unburnt side of the vegetation. Again, it is often considered necessary, just like in the mallee scrub communities, to track roll the mallet on the inside of the bushfire that have not burnt correctly in the passage of the bushfire and the machinery have not been able to work on the black edge of the fire. This track rolled element should then be burnt in order to achieve a full black edge and reduce the potential for an escape.

Fall back: If these plant communities are encountered when undertaking scrub rolling fall back containment lines using shipping chains and dozers it is considered appropriate to reduce the overall width of the scrub rolling to around a minimum of **10 metres** in width.

#### **Jam Forests of *Acacia accuminata***

There are three distinct occurrences of this plant community in the Ravensthorpe Shire being;

- the middle Phillips River valley around both sides of the South Coast Highway
- the upper reaches of the Carlingup creek, a tributary of the Jerdacuttup River north east of Ravensthorpe in the larger Crown lands of the Northern Ravensthorpe Ranges
- the upper Munglinup River Valley on Mills Road

These jam forests successfully regenerate post exposure to bushfires and so disturbance is not as serious an issue when it comes to bushfire containment operations.

Containment: It is considered that in most situations a containment line of **10 metres** in width is more than adequate in these plant communities to achieve successful containment of a bushfire. Pushed up heaps are to be moved into the burnt ground if there is hot material within the heap and pushed out into the unburnt ground if no hot material is located within the heaps.

Just as in the case of the Mallee scrub plant community it is normal practise to scrub roll the burnt edge of the fire ground to a width of 10 metres around the boundary of a bushfire in the jam forest, as there are many instances where the machines have not been able to operate right on the fire edge and there are unburnt pockets of native vegetation along the containment line that poses a risk of subsequent ignition and escape.



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### For Bush Fire Brigades and Operations

In this situation the scrub rolled edge can then be burnt in a follow up operation during the bushfire containment activities and create a “complete” all burnt on the inside outcome which significantly improves bushfire containment operations. This approach significantly reduces the need for large volumes of water in a mop up operation, which is generally awkward in nature within the mallee scrub vegetation types.

Fall back: Chained and or tracked rolled “scrub rolling” fallback containment lines established within this plant community need to be a **1 chain in width**.

Any such “scrub rolling” activity is to be modified on approach to mature Eucalypt woodlands within the landscape when encountered during chaining/track rolling operations.

Dozers should walk through the easiest gap in the trees, maybe even out on the track itself, and then recommence the scrub rolling on the other side of the woodlands. Parkland clearing within the woodlands can be either implemented at the time with the use of one of the dozers and or as a follow up operation should a bucket loader be available.

SOP.21 Review Date(s)			



## Section Two – Standard Operating Procedures

### For Bush Fire Brigades and Operations

#### SOP.22 REHABILITATION PLANS

Procedure No.	SOP.22
Procedure Subject:	Rehabilitation Plans
Adoption Date:	
Last Reviewed:	

While the recovery component of a bushfire is not generally funded, it is important in areas of significant diversity that planning for the mitigation of the loss of species, and also their rehabilitation, is considered in the response phase of a bushfire, or when implementing a prescribed burn.

The Shire of Ravensthorpe Rehabilitation Plan (refer **Appendix XX**) must be completed by the Incident Controller (or delegated experienced personal) and submitted to the Shire CESM or Executive Manager of Projects and Regulatory services during the response phase of a bushfire. This will be provided to DFES prior to the funding close of the incident.

The Rehabilitation Plan will only be required to be completed where the incident, or prescribed burn, occurs in areas that contain a Federally Listed Threatened Ecological Community or areas of significant conservation value, such as Mature Eucalypt and Mallett woodlands.

SOP.22 Review Date(s)			



## Section Two – Standard Operating Procedures

### For Bush Fire Brigades and Operations

#### SOP.23 STOWAGE OF NON-STANDARD ITEMS ON APPLIANCES

Procedure No.	SOP.23
Procedure Subject:	Stowage of Non-Standard Items on Appliances
Adoption Date:	
Last Reviewed:	

#### INTRODUCTION

Bush Fire Brigade appliances are supplied by DFES under the Local Government Grants Scheme and funded by the Emergency Services Levy.

Each appliance type has an associated standard stowage list for equipment. For the purpose of interpreting this SOP, any equipment placed on an appliance additional to the DEFS list for that type of appliance shall be deemed as 'nonstandard'.

From time to time, a brigade or the local government may wish to add further equipment beyond that of the standard stowage. This SOP outlines consideration and circumstances where due-diligence or approval must be sought prior to introduction of additional equipment.

Please Note: This SOP is not intended to cover incidental items such as (but not limited to) paperwork/stationary or spare PPE.

#### PROCEDURE

The following checklist must be completed prior to the stowage of additional equipment on an appliance.

Where the answer to any of the questions is Yes or the answer is unknown, the Brigade must consult with the Shire for guidance and permission to proceed. Approvals, if granted may have conditions attached.



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### For Bush Fire Brigades and Operations

Consideration	Y	N	Example
<p>Appliance Weight Compliance:</p> <p>Will GMV and/or Axle ratings be exceeded post stowage of the proposed equipment?</p> <p>NB: Vehicle will require weighbridge weighing to determine this. 90kg per seat must be factored into the above calculations. If a weighing has not been recorded, answer 'N'.</p>			Addition of a fully loaded vehicle fridge may cause appliance weight compliance issues.
<p>Appliance Modifications:</p> <p>Will the proposed equipment stowage require modification or addition to locker facilities, electrical circuits or mounting/fastening arrangements?</p>			Addition of a battery operated equipment requiring charges (hard wired or additional outlets) i.e., Dash Camera
<p>Effect on Existing Stowage, Function or Capability:</p> <p>Will any existing stowage (standard or nonstandard) be moved or removed in order to accommodate the stowage of the proposed equipment or effect an existing function/capability of the appliance?</p>			Windscreen mounted GPS navigation display interfering with heat shield curtains.
<p>Safety - Training/Procedure:</p> <p>Does the proposed item of equipment have training requirements and/or additional procedures for its safe and effective operation?</p> <p>NB: This Should be based on compliance with WHS Act 2020</p>			Chainsaw would require trained operators.
<p>Safety – Unexpected Movement:</p> <p>Is there a risk that the proposed equipment may move in such a way to which may harm an occupant of the appliance (i.e., during heavy braking)?</p>			Poorly engineered fitment of a vehicle fridge.



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Consideration	Y	N	Example
Safety – Fuels & Energy Source			Petrol powered small plant items (i.e., Blowervac or Chainsaw)
Does the introduction of the proposed item of equipment introduce the need for new or increased fuel or battery storage?			

Regardless of whether Shire approval is required or permission given the following principals shall apply:

**Costs:** All costs, including purchase of proposed equipment and associated accessories, servicing, replacement and training shall be borne by the brigade (unless otherwise agreed to in writing by the Shire).

**Removal:** The Shire may order the removal (or vary the terms) of non-standard stowage where it:

- a) disagrees with any aspect of the above assessment by the brigade or;
- b) identifies lack of upkeep of training, procedure or servicing of the item or its accessories or;
- c) identifies a need for more important item or;
- d) identifies any other breach of this or related SOP.

### NOTES

Where there is any apprehension as to whether this SOP is intended to cover a proposed item of stowage, the brigade is advised to first check with the Shire.



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### ***For Bush Fire Brigades and Operations***

SOP.23 Review Date(s)			





## Section Two – Standard Operating Procedures

### For Bush Fire Brigades and Operations

#### SOP.24 CHAINSAWS

Procedure No.	SOP.24
Procedure Subject:	Chainsaws
Adoption Date:	
Last Reviewed:	

#### INTRODUCTION

This SOP relates to use of chainsaws. It is intended to be read in conjunction with SOP.22 (Stowage of Non-Standard Items on Appliances) which covers additional aspects including, appliance weight/stowage compliance, training, administration, servicing and financial requirements.

#### PROCEDURE

1. On application to the Shire by a brigade, an appliance may be provided permission under SOP.22 (Stowage of Non-Standard Items on Appliances) to carry a battery-operated chainsaw.
2. The operator must wear suitable PPE which does not compromise standard firefighting PPE. This will include;
  - a) Mesh face guard (attached to bushfire helmet)
  - b) Zip on Chaps (over bushfire trousers)
  - c) Goggles
  - d) Gloves
3. Only trained operators are permitted operate the saw:
  - a) to the scope to which they are trained and;
  - b) within the capability of the saw.

**NB:** For a member to be considered a 'trained operator' The brigade must supply the relevant certificate of training (as per the below table) to the Shire with the Captain's endorsement. The Shire reserves the right to refuse or revoke recognition of the training.



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### For Bush Fire Brigades and Operations

Level of Training	Scope
<b>FPICOT2239A</b> – <i>Trim and cut felled trees</i>	Fallen Timber, Punning, standing timber to 100mm dia/4m height.
<b>FPICOT2236</b> – <i>manual tree falling (basic)</i>	Sound standing timber to 500mm dia/20m height.
<b>FPIFGM3212</b> – <i>Fall trees manually (intermediate)</i>	Sound standing timber to 800mm dia/40m height.
<b>FPIFGM3213</b> – <i>Fall trees manually (advanced)</i>	Any size trees, including stags.

4. The use of the saw must be authorised by the crew leader and with prior advice of intent to the Sector Commander, Operations Officer or Incident Controller. Any subsequent, reasonable direction from a Sector Commander, Operations Officer or Incident Controller must be complied with.
5. A spotter must be used at all times the saw is in use.
6. A saw must only be used for any felling operations during daylight hours.

Refer also DFES SOP 3.3.3

SOP.24 Review Date(s)			



## Section Two – Standard Operating Procedures

### For Bush Fire Brigades and Operations

#### SOP.25 USE OF DRONES DURING BUSH FIRE OPERATIONS

Procedure No.	SOP.25
Procedure Subject:	Use of Drones During Bush Fire Operations
Adoption Date:	
Last Reviewed:	

#### INTRODUCTION

Intelligence gathering can be vital in management of a bush fire incident. Technology such as drones can assist bush fire operations both in the escalation stage (locating, identifying life/property at risk) and de-escalation (mop up, identification of hotspots or weakness near control line). Drone operations can also assist in mitigation activities.

Drones, as an aircraft, require considered operation to ensure effectiveness and safety. This SOP outlines minimum standards for use of a drone during bush fire operations.

#### PROCEDURE

The following criteria must be considered and complied with when using drones during bushfire operations:

- 1. Limitations** – This SOP only applies to incidents/operations where Shire of Ravensthorpe is the controlling agency. This SOP does not cover use of drones at incidents controlled by other agencies (regardless of incident controller agency).
- 2. Non-Incident Use** – Drones may be used in exercises, training, and bush fire mitigation activities, provided:
  - a) the activity has a clearly defined management hierarchy, with a role equivalent to an Incident Controller (e.g., Exercise Controller, BRMC). Subsequent references to Incident Controller in this SOP may be substituted with the equivalent role/role title in such instances.
  - b) both the activity and use of the drone asset has been explicitly approved by a Bush Fire Control Officer appointed by the Shire of Ravensthorpe.
- 3. Authorisation to use** – Drone operations may only commence, or be conducted in line with, and for the duration of, expressed permission by Incident Controller.
- 4. Delegation of Authority** – The Incident Controller may delegate this responsibility to the Deputy Incident Controller or the Operations Officer by explicit diarised instruction. Subsequent delegation may only occur with explicit diarised permission of the Incident Controller. Where delegation



## **Section Two – Standard Operating Procedures**

### **For Bush Fire Brigades and Operations**

has occurred, subsequent references to the Incident Controller in this SOP, may be substituted with delegated role title.

- 5. Sectorisation** – Upon authorisation to commence drone operations, drone operations must be sectorised (as a functional sector) to be called 'Sector Drone', and a sector commander appointed (callsign 'Sector Commander Drone'). The drone operator may fulfil the role of Sector Commander Drone.
- 6. Communication Standards (Operator to Incident Controller)** – As minimum, of one of the following methods of communication must be always maintained:
  - a) Person to person, visual line of site (preferred); or
  - b) Via radio, tested prior to flight and during flight at 5 minute intervals or otherwise directed by the Incident Controller (i.e., reduced time frequency during mop-up phase) and where operator's radio selcall number has been provided and confirmed with the Incident Controller.
  - c) Where an air operations channel has been assigned to the incident, this must be monitored by the operator.
- 7. Cessation of Operations** – Operations should immediately end upon:
  - a) Completion of task set/agreed by the Incident Controller; or
  - b) Loss of communications with Incident Controller; or
  - c) Operator becoming aware of other aircraft (eg. water bombers) operating in the operational area; or
  - d) Request of Incident Controller.
- 8. Operator's Location** – Except in the case of 6a), the operator's location is to be reported to and confirmed by the Incident Controller prior to any operation.
- 9. Identification of Drone** – Drone should have identifying red and blue flashing lights attached and operational during flight. Should this condition not be met it must be communicated to the Incident Controller.
- 10. Authorisation of Operator** – The operator must:
  - a) Be a current registered member of a Shire of Ravensthorpe Bush Fire Brigade/Service; and
  - b) Have completed, and maintain, all relevant training and accreditation by/of the Civil Aviation Safety Authority (CASA) relevant to the aircraft and operations; and
  - c) Have supplied evidence of the above CASA training/endorsements to the Shire of Ravensthorpe (refer Appendix XX); and
  - d) Sign a copy of this SOP in its entirety to demonstrate understanding of the requirements of this SOP. This document must be endorsed



## Section Two – Standard Operating Procedures

### For Bush Fire Brigades and Operations

by the Community Emergency Services Manager and Chief Bush Fire Control Officer; and

- e) Advise the Community Emergency Services Manager and Chief Bush Fire Control Officer upon any lapsing or cessation of training or accreditation required by CASA.

**11. Records and Reporting – The operator must:**

- a) Record all flight commencement and cessation times; and
- b) Record and report via Incident Controller any incidents or near misses during operation.

**12. Post Operation Requirements – The operator must:**

- a) Complete any required incident/near miss/insurance reporting as relevant resulting from drone operations; and
- b) Attend any operational debriefs (provided reasonable notice and scheduling consultation has occurred).

#### NOTES

SOP.25 Review Date(s)			



## Section Two – Standard Operating Procedures

### For Bush Fire Brigades and Operations

#### SOP.26 USE OF FLASH HOODS DURING BUSH FIRE OPERATIONS

Procedure No.	SOP.26
Procedure Subject:	Use of Flash Hoods During Bush Fire Operations
Adoption Date:	
Last Reviewed:	

#### INTRODUCTION

The correct wearing of Personal Protective Equipment/Clothing (PPE/C) is an important component of safe firefighting operations. The shielding of the body via appropriate materials/garments minimises the exposure to radiant heat and limits contact with embers or other airborne burning material. To this end the Shire of Ravensthorpe have authorised the use of flash hoods in bush firefighting operations in line with this SOP.

This SOP outlines acceptable usage scenarios, management of associated body heat related issues, correct care and maintenance and donning procedure.

#### PROCEDURE

The following criteria must be considered and complied with when using flash hoods during bushfire operations:

1. **Usage Scenarios** – Owing to the body heat management consideration below the use of flash hoods are only to be used in appropriate scenarios. These may include:
  - a) Rural Urban Interface (RUI) line or ember defence operations.
  - b) Appliance rear work platform-based firefighting – for example running crop fire or flank attack machine supervision.
  - c) It is not expected or appropriate to wear this item of PPE during low intensity firefighting, mop-up or nondirect fire suppression operations.
  - d) The availability of this item of PPE does not change the risk assessment of safe operating environments nor does it necessitate its use in all circumstances. Risk assessment and decision to wear is the responsibility of the individual firefighter.
2. **Safety: Body Heat Management** – A flash hood is a head covering, restricting one of the body's most efficient method of regulating (loosing) heat:
  - a) Only use during operations where risk of embers contacting the skin or radiant heat exposure is elevated. Options for removing



## Section Two – Standard Operating Procedures

### For Bush Fire Brigades and Operations

personnel from such risks/environments should be considered before operations with flash hoods commence.

- b) Minimise time spent wearing flash hood by:
  - i. Limiting time spent in such operating conditions;
  - ii. Removing flash hood as soon as conditions allow (i.e. change of location, task);
  - iii. Rotating crew members through task necessitating a flash hood.
- c) Monitor wearers for signs of heat stress and fatigue. Remove any effected personnel immediately from active firefighting duties and follow first aid treatment.
- d) Do not wet the flash hood (or other PPE/C) to aid cooling due to increased risk of steam burns.

#### 3. Care and Maintenance

- a) Flash hoods are to be washed following use as per other clothing related PPE/C items.
- b) Flash hoods are to be protected from contamination and damage when not in use (i.e. within a protective bag in tunic pocket or stowed within respiratory mask bag).

#### 4. Donning Procedure

- a) Safety: Donning of a flash hood requires removal of helmet. Ensure this is done in an environment where removal of helmet can be performed safely.
- b) When also utilising full face respiratory protection, the flash hood is donned over (after) the donning of the respiratory protection.

#### NOTES

SOP.26 Review Date(s)			



## Section Two – Standard Operating Procedures

### For Bush Fire Brigades and Operations

#### SOP.27 RECORDING AND USE OF DATA/INFORMATION

Procedure No.	SOP.27
Procedure Subject:	Recording and Use of Data/Information
Adoption Date:	
Last Reviewed:	

#### INTRODUCTION

Legislation under which firefighters operate provide certain privileges for access to, and carrying out fire management related actions on private, or otherwise restricted land, not accessible to the general public. It is vital that appropriate discretion is applied when collecting and disseminating data or information to ensure relevant legislation is followed, respect for the privacy of an individual/organisation and their property/possessions is observed, and professionalism in line with the standards of the *Shire of Ravensthorpe Bush Fire Operating Procedures*.

This SOP outlines acceptable, and non-acceptable usage scenarios, for recording and dissemination of data/information.

#### SCOPE/DEFINITIONS

This SOP applies to all activities including, but not limited to; fireground operations, training, exercises, fundraising and administration duties.

For the interpretation of this SOP, the term 'data/information' includes, but is not limited to; photographs, videos, audio recordings, sketches, conversations, and observations.

#### PROCEDURE

The following factors must be considered and complied with when recording, disseminating and retaining data/information as part of operations of the Shire of Ravensthorpe Bush Fire Service:

1. **1. General Principal:** The recording of data/information directly related fire management or fire investigation is permissible under auspice of the *Bush Fires Act 1954 (and other related legislation)*.

All other recordings of data/information shall:

- a) *Comply with legislation* – The recording of data/information at and/or of certain locations may be illegal, and shall be deemed to include:
  - i. Recordings of Defence facilities/installations.





## Section Two – Standard Operating Procedures

### For Bush Fire Brigades and Operations

- ii. Recordings made on and of private property.
- b) *Be Respectful of Others* – Seek permission/consent to make a recording (for example, a photograph) of others.
- c) *Not disclose what would otherwise be private* – Recordings of belongings or assets of individuals or organisations shall not be made – may breach 1(a)i or ii.

2. **Dissemination of Data/Information:** The purpose of and what is contained in a recording will determine how it may subsequently be used. Dissemination of recordings shall be restricted as per the categories below.

- a) *Recordings made under the 'General Principal'* – Such data/information shall be considered part of the incident (operations of the incident's controlling agency) and shall only be disseminated:
  - i. to relevant incident personnel;
  - ii. as directed by the incident's controlling agency;
  - iii. as part of an investigation or inquiry by another authorised agency (for example: WA Police, WorkSafe WA).

Disseminations of data/information made under the '*General Principal*' for other reasons is not permitted.

- b) *Recordings made for Social or Promotional Purposes* – Most commonly (but not limited to) photographs and videos, are often captured for self or brigade promotional purposes. Such purposes are valid, but as they do not comply with '*General Principal*' shall only be disseminated subject to:
  - i. Consent of other identifiable individuals in the recording;
  - ii. Not reveal non-publicly accessible assets and/or location which may reveal an individual's property (privacy). NB: This includes stored metadata (i.e. photograph location coordinates).
  - iii. Must depict operations in line with, and not contradicting, the Shire of Ravensthorpe Bush Fire Operating Procedures.
  - iv. Must not be used to promote a business.
  - v. Must not be used in the context of embarrassing or attacking an individual, organisation or group or in a fashion which could be deemed vulgar or offensive.

Any recording and its metadata should be checked carefully for compliance with the above, and modified for compliance with this



## Section Two – Standard Operating Procedures

### For Bush Fire Brigades and Operations

SOP prior to dissemination. If in doubt, it is recommended that dissemination does not occur.

3. **Retention/Destruction of Data/Information:** Retention or/destruction data/information shall be guided by the following principals:
- a) *Recordings made under the 'General Principal' – Should be retained until no longer required by the incident, debrief or inquiry/investigation. There is no specific duration designated.*
  - b) *Recordings not compliant with this SOP should be modified or destroyed as to meet the requirements of this SOP.*

#### NOTES

SOP.27 Review Date(s)			



# **SECTION THREE**

## **Review Table**



**Section Three – Review Table**  
**For Bush Fire Brigades and Operations**

<b>Review Table – Bush Fire Operating Procedures</b>				
<b>Review No</b>	<b>Date</b>	<b>Detail</b>	<b>Amended SOP Numbers</b> <i>where applicable</i>	<b>Council Resolution No</b> <i>where applicable</i>
First				
Second				
Third				
Fourth				
Fifth				
Sixth				
Seventh				



# **SECTION FOUR DFES Adopted Standard Operating Procedures and Field Guides**





## Section Four – DFES Adopted Standard Operating Procedures

For Bush Fire Brigades and Operations

### INTRODUCTION

These Standard Operating Procedures (SOPs) which have been developed by the Department of Fire and Emergency Services have been adopted by Council for the safe and efficient operation of Brigades and personnel at emergency incidents.

These DFES Procedures are living documents, amendments and new additional SOP's may be adopted by Council when DFES update or implement Procedures, these documents are controlled externally from the Shire of Ravensthorpe by the Department of Fire and Emergency Services.

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12.1 **EXECUTIVE SERVICES**

12.1.1 **LOCAL GOVERNMENT EXTRAORDINARY ELECTION 2024 AND THE APPOINTMENT OF THE WESTERN AUSTRALIAN ELECTORAL COMMISSION**

<b>File Reference:</b>	<b>GV.EL.3</b>
<b>Location:</b>	<b>N/A</b>
<b>Applicant:</b>	<b>N/A</b>
<b>Author:</b>	<b>CEO</b>
<b>Authorising Officer</b>	<b>CEO</b>
<b>Date:</b>	<b>8 April 2024</b>
<b>Disclosure of Interest:</b>	<b>N/A</b>
<b>Attachments:</b>	<b>12.1.1 Correspondence from the Western Australian Electoral Commission</b>
<b>Previous Reference:</b>	<b>Nil</b>

---

**PURPOSE**

1. To seek Council endorsement for the appointment of the Western Australian Electoral Commissioner to undertake an extraordinary election to replace a resigning Councillor.

**OFFICER RECOMMENDATION**

**That Council by an Absolute Majority decision:**

1. **DECLARES** that, in accordance with Section 4.20(4) of the *Local Government Act (1995)* the Electoral Commissioner to be responsible for the conduct of the extraordinary election; and
2. **DECIDES**, in accordance with Section 4.61(2) of the *Local Government Act 1995* that the method of conducting the extraordinary election will be as a postal election; and
3. **ENDORSE** the allocation of funds up to \$17,727 (GST excluded) in the 2023/24 annual budget to undertake the Shire of Ravensthorpe's 2024 extraordinary election.

Moved: \_\_\_\_\_

Seconded: \_\_\_\_\_

Carried:    /

# ATTACHMENT 12.1.1





Mr Matthew Bird  
Chief Executive Officer  
Shire of Ravensthorpe  
PO Box 43  
RAVENSTHORPE WA 6346

Dear Mr Bird,

**Councillor vacancy - Local Government Extraordinary Election -  
Written Agreement**

I refer to an email dated 8 April 2024 in which you accept the Western Australian Electoral Commission's Cost Estimate for the 2024 Local Government Extraordinary Election and commit to take it to your next council meeting on the 16 April 2024.

For the purposes of section 4.20(4) of the *Local Government Act 1995*, this letter constitutes my written agreement to be responsible for the conduct of the local government extraordinary election for the Shire of Ravensthorpe **subject to** your Council passing the following two motions (**unchanged**):

1. declare, in accordance with section 4.20(4) of the *Local Government Act 1995*, the Electoral Commissioner to be responsible for the conduct of the extraordinary election; and
2. decide, in accordance with section 4.61(2) of the *Local Government Act 1995* that the method of conducting the extraordinary election will be as a postal election.

For the Commission to conduct the extraordinary election as a postal election, your Council will then need to pass the above two motions (**unchanged**) by an absolute majority upon receipt of this letter.

Once the Council passes the abovementioned motions, please forward confirmation to the Commission to the email address below.

If you have further queries, please contact [lgelections@waec.wa.gov.au](mailto:lgelections@waec.wa.gov.au).

Yours sincerely,

A handwritten signature in black ink that reads "R Kennedy".

Robert Kennedy  
**ELECTORAL COMMISSIONER**  
8 April 2024

## 12.2 **CORPORATE SERVICES**

### 12.2.1 MONTHLY FINANCIAL REPORT – 31 MARCH 2024

<b>File Reference:</b>	<b>N/A</b>
<b>Location:</b>	<b>Shire of Ravensthorpe</b>
<b>Applicant:</b>	<b>Nil</b>
<b>Author:</b>	<b>Accounting Manager</b>
<b>Authorising Officer</b>	<b>Executive Manager Corporate Services</b>
<b>Date:</b>	<b>09 April 2024</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachment:</b>	<b>12.2.1 Monthly Financial Reports for 31 March 2024</b>
<b>Previous Reference:</b>	<b>Nil</b>

---

#### **PURPOSE**

1. In accordance with the *Local Government Financial Management Regulations (1996)*, Regulation 34, a local government is to prepare a monthly Statement of Financial Activity for approval by Council.

#### **OFFICER RECOMMENDATION**

**That Council RECEIVE the March 2024 Monthly Financial Reports as presented.**

Moved: \_\_\_\_\_

Seconded: \_\_\_\_\_

**Carried: \_\_/**

# ATTACHMENT 12.2.1

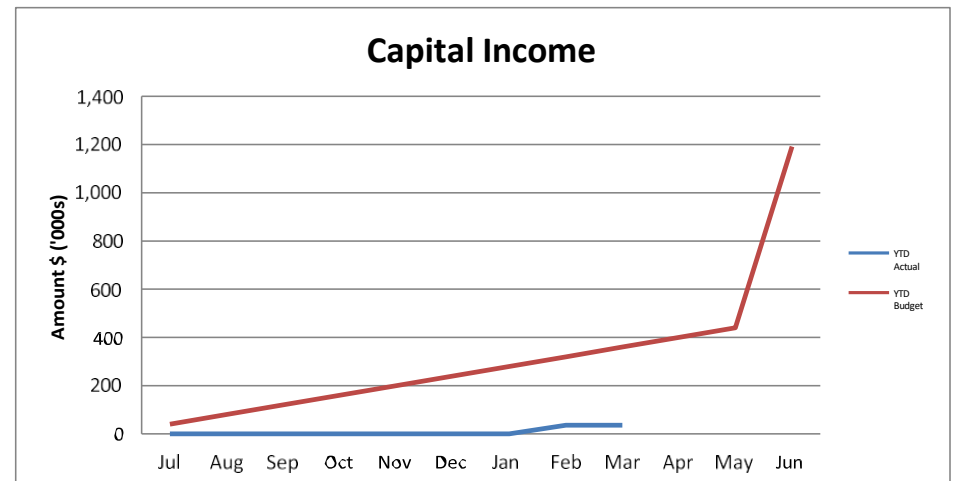
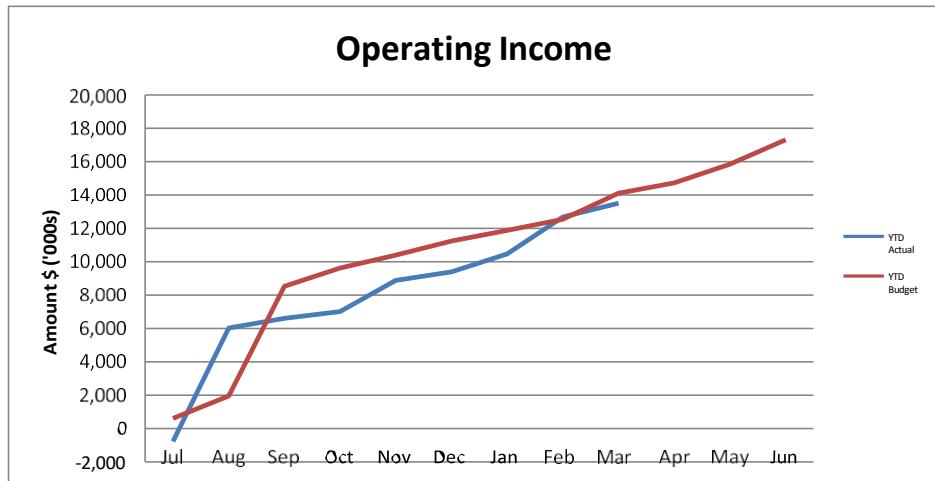
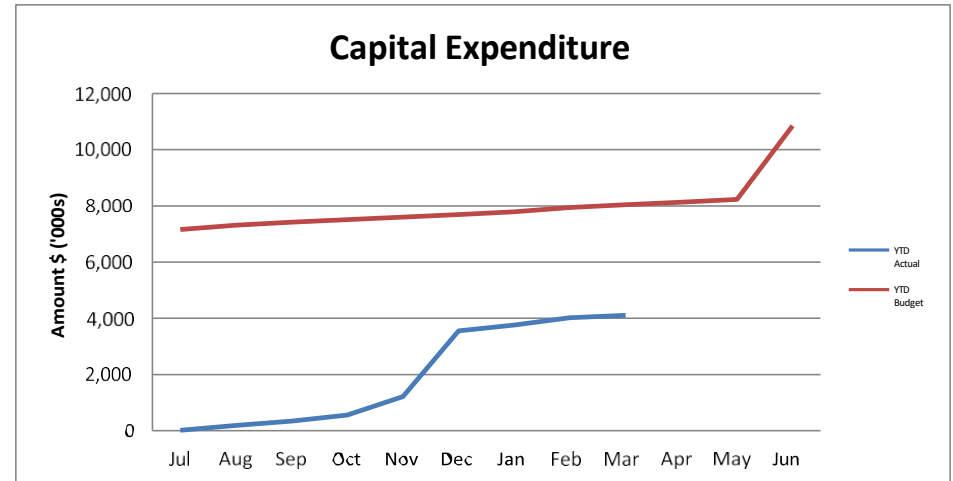
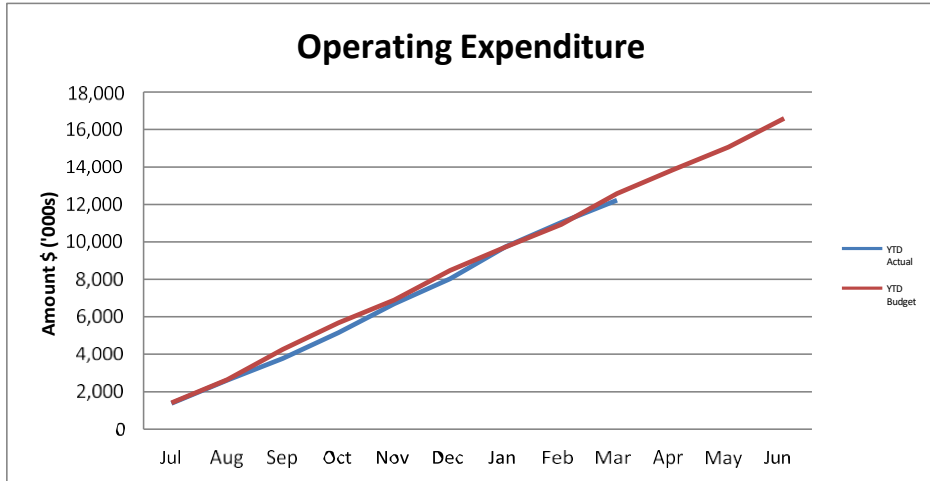


**SHIRE OF RAVENSTHORPE**  
**MONTHLY STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 31 MARCH 2024**

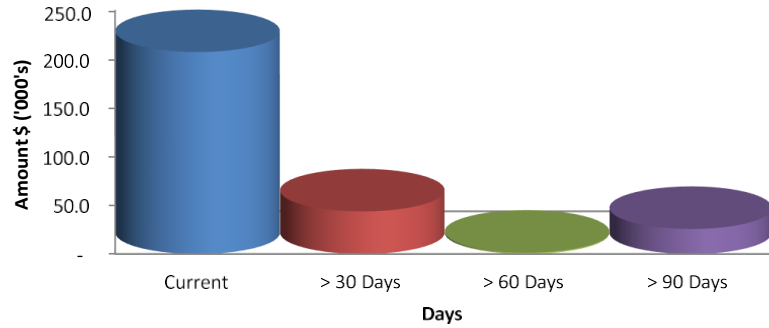
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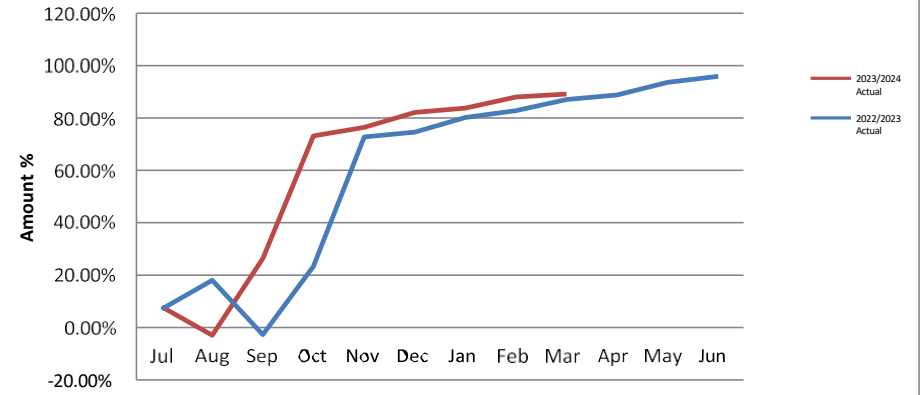
# Income and Expenditure Graphs to 31 March 2024



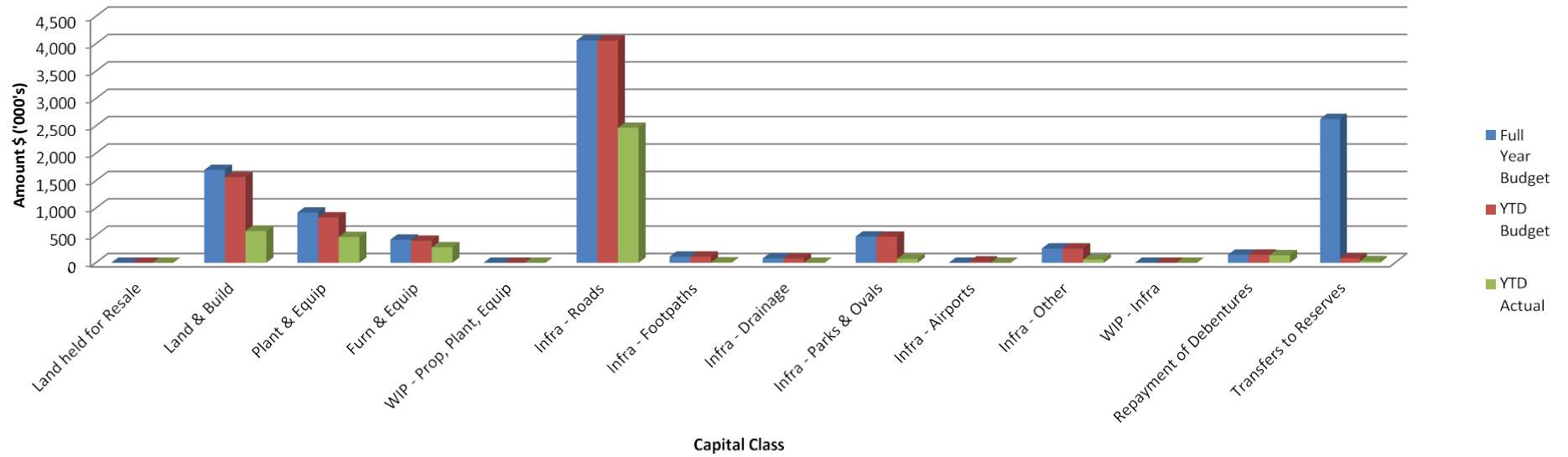
### Sundry Debtors Amount O/S



### Rates % Collected



### Capital Expenditure



**SHIRE OF RAVENSTHORPE**  
**STATEMENT OF FINANCIAL ACTIVITY BY NATURE**

FOR THE PERIOD ENDED 31 MARCH 2024

	NOTE	2023/2024 Adopted Budget \$	MARCH 2024 Y-T-D Budget \$	MARCH 2024 Actual \$	Variances Actuals to Budget \$	Variances Actual Budget to Y-T-D %	
<b>OPERATING ACTIVITIES</b>							
<b>Revenue from operating activities</b>							
Rates		5,790,238	5,788,743	5,795,927	7,184	100%	
Grants, Subsidies and Contributions		1,235,982	994,110	853,958	(140,152)	86%	▲
Fees and Charges		3,446,578	3,183,870	3,145,235	(38,635)	99%	
Service Charges		0	0	0	0	0%	
Interest Revenue		198,500	194,491	168,726	(25,765)	87%	
Other Revenue		594,055	506,821	494,658	(12,163)	98%	
Profit on Disposal of Assets		25,500	25,500	35,740	10,240	140%	
FV Adjust (Revenue)		0	0	0	0	0%	
		<u>11,290,853</u>	<u>10,693,535</u>	<u>10,494,244</u>	<u>(199,291)</u>	<u>98%</u>	
<b>Expenditure from operating activities</b>							
Employee Costs		(6,000,489)	(4,118,029)	(4,030,701)	87,328	(98%)	
Materials and Contracts		(4,328,071)	(3,435,296)	(2,750,999)	684,297	(80%)	▲
Utility Charges		(288,540)	(249,313)	(240,016)	9,297	(96%)	
Depreciation		(5,531,509)	(4,156,143)	(4,661,717)	(505,574)	(112%)	▲
Finance Costs		(42,746)	(38,688)	(13,359)	25,329	(35%)	
Insurance Expenses		(262,265)	(262,223)	(277,211)	(14,988)	(106%)	
Other Expenditure		(376,198)	(283,574)	(251,997)	31,577	(89%)	
Loss on Disposal of Assets		(27,700)	(27,700)	0	27,700	0%	
FV Adjust (Expenditure)		0	0	0	0	0%	
		<u>(16,857,518)</u>	<u>(12,570,966)</u>	<u>(12,225,999)</u>	<u>344,967</u>	<u>(97%)</u>	
<b>Non-cash amounts excluded from operating activities</b>							
(Profit)/Loss on Asset Disposals	2	2,200	2,200	(35,740)	(37,940)	1625%	
Movement in Deferred Pensioner Rates/ESL		0	0	0	0	0%	
Movement in Employee Benefit Provisions		0	0	0	0	0%	
Rounding		0	0	0	0	0%	
Depreciation on Assets		<u>5,531,509</u>	<u>4,156,143</u>	<u>4,661,717</u>	<u>505,574</u>	<u>(112%)</u>	▲
		<u>5,533,709</u>	<u>4,158,343</u>	<u>4,625,977</u>	<u>467,634</u>	<u>(111%)</u>	▲
<b>Amount attributable to operating activities</b>		<b>(32,956)</b>	<b>2,280,912</b>	<b>2,894,222</b>	<b>613,310</b>	<b>(127%)</b>	▲
<b>INVESTING ACTIVITIES</b>							
<b>Inflows from investing activities</b>							
Capital Grants, Subsidies and Contributions		5,312,244	3,419,293	3,016,831	(402,462)	(88%)	▼
Proceeds from Disposal of Assets	2	126,000	0	35,740	35,740	0%	
Proceeds from financial assets at amortised cost - self supporting loans		0	0	0	0	0%	
		<u>5,438,244</u>	<u>3,419,293</u>	<u>3,052,571</u>	<u>(366,722)</u>	<u>(89%)</u>	▲
<b>Outflows from investing activities</b>							
Purchase Land Held for Resale	1	0	0	0	0	0%	
Purchase of Land and Buildings	1	(1,538,723)	(1,565,639)	(581,402)	984,237	(37%)	▲
Purchase of Furniture & Equipment	1	(369,000)	(402,747)	(282,993)	119,754	(70%)	▲
Purchase of Plant & Equipment	1	(977,020)	(829,752)	(471,702)	358,050	(57%)	▲
Purchase of WIP - PP & E	1	0	0	0	0	0%	
Purchase of Infrastructure Assets - Roads	1	(4,048,615)	(4,058,306)	(2,465,918)	1,592,388	(61%)	▲
Purchase of Infrastructure Assets - Footpaths	1	(112,500)	(112,500)	(7,336)	105,164	(7%)	
Purchase of Infrastructure Assets - Drainage	1	(79,264)	(79,264)	0	79,264	0%	
Purchase of Infrastructure Assets - Parks & Ovals	1	(470,000)	(477,497)	(217,008)	260,489	(45%)	▲
Purchase of Infrastructure Assets - Airports	1	(24,583)	(24,583)	(17,866)	6,717	(73%)	
Purchase of Infrastructure Assets - Other	1	(407,380)	(262,380)	(58,599)	203,781	(22%)	▲
Purchase of WIP - INFRA	1	0	0	0	0	0%	
Payments for financial assets at amortised cost - self supporting loans		0	0	0	0	0%	
		<u>(8,027,085)</u>	<u>(7,812,668)</u>	<u>(4,102,824)</u>	<u>3,709,844</u>	<u>(53%)</u>	▲
<b>Amount attributable to investing activities</b>		<b>(2,588,841)</b>	<b>(4,393,375)</b>	<b>(1,050,253)</b>	<b>3,343,122</b>	<b>(24%)</b>	▲
<b>FINANCING ACTIVITIES</b>							
<b>Inflows from financing activities</b>							
Proceeds from New Borrowings	3	0	0	0	0	0%	
Transfers from Restricted Asset (Reserves)	4	1,034,490	359,694	0	(359,694)	0%	
Transfers from Restricted Asset (Other)		0	0	0	0	0%	
		<u>1,034,490</u>	<u>359,694</u>	<u>0</u>	<u>(359,694)</u>	<u>0%</u>	
<b>Outflows from financing activities</b>							
Repayment of borrowings	3	(147,923)	(147,918)	(138,442)	9,476	(94%)	
Payments for principal portion of lease liabilities	2	(128,223)	0	0	0	0%	
Transfers to Restricted Assets (Reserves)	4	(2,627,000)	(83,997)	(28,939)	55,058	(34%)	
Transfers to Restricted Assets (Other)		0	0	0	0	0%	
		<u>(2,903,146)</u>	<u>(231,915)</u>	<u>(167,381)</u>	<u>55,058</u>	<u>(72%)</u>	
<b>Amount attributable to financing activities</b>		<b>(1,868,656)</b>	<b>127,779</b>	<b>(167,381)</b>	<b>(304,636)</b>	<b>131%</b>	▼
<b>MOVEMENT IN SURPLUS OR DEFICIT</b>							
Surplus or deficit at the start of the financial year	5	4,570,453	4,564,071	4,564,071	0	(100%)	
Amount attributable to operating activities		(32,956)	2,280,912	2,894,222	613,310	(127%)	▲
Amount attributable to investing activities		(2,588,841)	(4,393,375)	(1,050,253)	3,343,122	(24%)	▲
Amount attributable to financing activities		(1,868,656)	127,779	(167,381)	(304,636)	131%	▼
<b>Surplus or deficit at the end of the financial year</b>	<b>5</b>	<b>80,001</b>	<b>2,579,387</b>	<b>6,240,659</b>	<b>3,651,796</b>	<b>(242%)</b>	<b>▲</b>

This statement is to be read in conjunction with the accompanying notes.

**Material Variances Symbol**

Above Budget Expectations Greater than 10% and \$100,000 ▲  
Below Budget Expectations Less than 10% and \$100,000 ▼

**SHIRE OF RAVENSTHORPE  
STATEMENT OF FINANCIAL ACTIVITY BY PROGRAM**

**FOR THE PERIOD ENDED 31 MARCH 2024**

	NOTE	2023/2024 Adopted Budget \$	MARCH 2024 Y-T-D Budget \$	MARCH 2024 Actual \$	Variations Actuals to Budget \$	Variations Actual Budget to Y-T-D %	
<b>OPERATING ACTIVITIES</b>							
<b>Revenue from operating activities</b>							
Governance		25,570	19,170	25,698	6,528	134%	
General Purpose Funding		6,163,460	6,116,846	6,102,667	(14,179)	100%	
Law, Order, Public Safety		663,294	521,313	570,049	48,736	109%	
Health		6,300	4,725	8,959	4,234	190%	
Education and Welfare		748,239	518,908	479,685	(39,223)	92%	
Housing		28,400	58,782	60,138	1,356	102%	
Community Amenities		889,522	865,158	822,531	(42,627)	95%	
Recreation and Culture		177,150	146,387	79,167	(67,220)	54%	
Transport		1,940,707	1,877,201	1,941,586	64,385	103%	
Economic Services		459,178	418,405	290,060	(128,345)	69%	▲
Other Property and Services		189,033	146,640	113,704	(32,936)	78%	
		<u>11,290,853</u>	<u>10,693,535</u>	<u>10,494,244</u>	<u>(199,291)</u>	<u>98%</u>	
<b>Expenditure from operating activities</b>							
Governance		(1,281,347)	(979,218)	(736,424)	242,794	(75%)	▲
General Purpose Funding		(317,452)	(235,489)	(199,189)	36,300	(85%)	
Law, Order, Public Safety		(1,461,690)	(1,146,525)	(1,179,341)	(32,816)	(103%)	
Health		(472,423)	(325,460)	(241,962)	83,498	(74%)	
Education and Welfare		(1,611,298)	(1,099,532)	(1,012,532)	87,000	(92%)	
Housing		(281,488)	(216,150)	(178,925)	37,225	(83%)	
Community Amenities		(1,774,454)	(1,332,723)	(1,373,304)	(40,581)	(103%)	
Recreation & Culture		(2,885,695)	(2,094,728)	(2,264,546)	(169,818)	(108%)	▲
Transport		(5,960,218)	(4,541,051)	(4,393,432)	147,619	(97%)	▲
Economic Services		(597,995)	(412,986)	(333,894)	79,092	(81%)	
Other Property and Services		(213,457)	(187,104)	(312,451)	(125,347)	(167%)	▲
		<u>(16,857,517)</u>	<u>(12,570,966)</u>	<u>(12,226,000)</u>	<u>344,966</u>	<u>(97%)</u>	
<b>Non-cash amounts excluded from operating activities</b>							
(Profit)/Loss on Asset Disposals	2	2,200	2,200	(35,740)	(37,940)	1625%	
Movement in Deferred Pensioner Rates/ESL		0	0	0	0	0%	
Movement in Employee Benefit Provisions		0	0	0	0	0%	
Rounding		0	0	0	0	0%	
Depreciation on Assets		5,531,509	4,156,143	4,661,717	505,574	(112%)	▲
		<u>5,533,709</u>	<u>4,158,343</u>	<u>4,625,977</u>	<u>467,634</u>	<u>(111%)</u>	▲
<b>Amount attributable to operating activities</b>		<b>(32,955)</b>	<b>2,280,912</b>	<b>2,894,221</b>	<b>613,309</b>	<b>(127%)</b>	▲
<b>INVESTING ACTIVITIES</b>							
<b>Inflows from investing activities</b>							
Capital Grants, Subsidies and Contributions		5,312,244	3,419,293	3,016,831	(402,462)	(88%)	▼
Proceeds from Disposal of Assets	2	126,000	0	35,740	35,740	0%	
Proceeds from financial assets at amortised cost - self supporting loans		0	0	0	0	0%	
		<u>5,438,244</u>	<u>3,419,293</u>	<u>3,052,571</u>	<u>(366,722)</u>	<u>(89%)</u>	▲
<b>Outflows from investing activities</b>							
Purchase Land Held for Resale	1	0	0	0	0	0%	
Purchase of Land and Buildings	1	(1,538,723)	(1,565,639)	(581,402)	984,237	(37%)	▲
Purchase of Furniture & Equipment	1	(369,000)	(402,747)	(282,993)	119,754	(70%)	▲
Purchase of Plant & Equipment	1	(977,020)	(829,752)	(471,702)	358,050	(57%)	▲
Purchase of WIP - PP & E	1	0	0	0	0	0%	
Purchase of Infrastructure Assets - Roads	1	(4,048,615)	(4,058,306)	(2,465,918)	1,592,388	(61%)	▲
Purchase of Infrastructure Assets - Footpaths	1	(112,500)	(112,500)	(7,336)	105,164	(7%)	
Purchase of Infrastructure Assets - Drainage	1	(79,264)	(79,264)	0	79,264	0%	
Purchase of Infrastructure Assets - Parks & Ovals	1	(470,000)	(477,497)	(217,008)	260,489	(45%)	▲
Purchase of Infrastructure Assets - Airports	1	(24,583)	(24,583)	(17,866)	6,717	(73%)	
Purchase of Infrastructure Assets - Other	1	(407,380)	(262,380)	(58,599)	203,781	(22%)	▲
Purchase of WIP - INFRA	1	0	0	0	0	0%	
Payments for financial assets at amortised cost - self supporting loans		0	0	0	0	0%	
		<u>(8,027,085)</u>	<u>(7,812,668)</u>	<u>(4,102,824)</u>	<u>3,709,844</u>	<u>(53%)</u>	▲
<b>Amount attributable to investing activities</b>		<b>(2,588,841)</b>	<b>(4,393,375)</b>	<b>(1,050,253)</b>	<b>3,343,122</b>	<b>(24%)</b>	▲
<b>FINANCING ACTIVITIES</b>							
<b>Inflows from financing activities</b>							
Proceeds from New Borrowings	3	0	0	0	0	0%	
Transfers from Restricted Asset (Reserves)	4	1,034,490	359,694	0	(359,694)	0%	
Transfers from Restricted Asset (Other)		0	0	0	0	0%	
		<u>1,034,490</u>	<u>359,694</u>	<u>0</u>	<u>(359,694)</u>	<u>0%</u>	
<b>Outflows from financing activities</b>							
Repayment of borrowings	3	(147,923)	(147,918)	(138,442)	9,476	(94%)	
Payments for principal portion of lease liabilities	2	(128,223)	0	0	0	0%	
Transfers to Restricted Assets (Reserves)	4	(2,627,000)	(83,997)	(28,939)	55,058	(34%)	
Transfers to Restricted Assets (Other)		0	0	0	0	0%	
		<u>(2,903,146)</u>	<u>(231,915)</u>	<u>(167,381)</u>	<u>55,058</u>	<u>(72%)</u>	
<b>Amount attributable to financing activities</b>		<b>(1,868,656)</b>	<b>127,779</b>	<b>(167,381)</b>	<b>(304,636)</b>	<b>131%</b>	▼
<b>MOVEMENT IN SURPLUS OR DEFICIT</b>							
Surplus or deficit at the start of the financial year	5	4,570,453	4,564,071	4,564,071	0	(100%)	
Amount attributable to operating activities		(32,955)	2,280,912	2,894,221	613,309	(127%)	▲
Amount attributable to investing activities		(2,588,841)	(4,393,375)	(1,050,253)	3,343,122	(24%)	▲
Amount attributable to financing activities		(1,868,656)	127,779	(167,381)	(304,636)	131%	▼
<b>Surplus or deficit at the end of the financial year</b>	<b>5</b>	<b>80,002</b>	<b>2,579,387</b>	<b>6,240,658</b>	<b>3,651,795</b>	<b>(242%)</b>	<b>▲</b>

This statement is to be read in conjunction with the accompanying notes.

**Material Variances Symbol**

Above Budget Expectations Greater than 10% and \$100,000 ▲  
Below Budget Expectations Less than 10% and \$100,000 ▼



**Purpose**

The purpose of the Monthly Variance Report is to highlight circumstances where there is a major variance from the YTD Monthly Budget and YTD Actual figures. These variances can occur because of a change in timing of the activity, circumstances change (e.g. a grants were budgeted for but was not received) or changes to the original budget projections. The Report is designed to highlight these issues and explain the reason for the variance.

**The Materiality variance adopted by Council is:**

Actual Variance exceeding 10% of YTD Budget and \$100,000 whichever is the lesser.

**REPORTABLE OPERATING REVENUE VARIATIONS**

**13 - Economic Services**

Timing Difference with budget for Leases spread across the year and invoices to be raised in April.

**REPORTABLE OPERATING EXPENSE VARIATIONS**

**04 - Governance**

Favourable variance with lower YTD Admin allocations. Council sitting fees for Quarter 3 to be paid in April. Community Strategic Development plan expenses yet to be received but budget spread across the year, expenses to being in April.

**14 - Other Property & Services**

Higher depreciation than budgeted (non-cash). Admin building operation cost and maintenance higher than YTD budget due to including precinct expenses as it is first year of operation. Separated in 2024/2025 budget.

**REPORTABLE NON-CASH VARIATIONS**

Depreciation expenditure YTD is higher than budgeted YTD, however this has no effect on the cash position.

**REPORTABLE CAPITAL EXPENSE VARIATIONS**

Favourable progress on Land and buildings 37%; Furniture & Equipment 70%; Parks & Ovals infrastructure 45% and airport infrastructure programs 73%, Plant and Equipment 57% and Roads Programs 61% have progressed with works in favourable weather.

**REPORTABLE CAPITAL INCOME VARIATIONS**

Grant funding running in line with YTD budget.

**REPORTABLE N&T INCOME VARIATIONS**

Grant, Subsidies and Contributions - DFES/CESM Quarterly contribution raised in April but budgeted in March. Genstreme Lottery west grant funding removed in amended budget.

**REPORTABLE N&T EXPENSE VARIATIONS**

Materials & Contracts - Favourable timing variances on Integrated Planning, Fire Mitigation, Medical Services, Childcare, Refuse services, Works administration and Work Health and Safety.  
Depreciation - Non-favourable YTD non-cash expenditure.

**SHIRE OF RAVENSTHORPE  
FOR THE PERIOD ENDED 31 MARCH 2024**

**BUDGET AMENDMENTS**

Amendments to original budget since budget adoption. Surplus/(Deficit)

Account#	Job#	Job/GL Description	Reason for Amendment	Council Res	Net Change	New Budget	Amended Budget Running Balance
							\$80,001
	AB503	Hopetoun Rural Bushfire Shed	\$8K over Plus \$12K locks & fencing; Nat 8/2	24/24	20,000	372,110	\$60,001
	AB529	88 Martin St, Ravensthorpe	\$26K Overrun? Bldg Reserve Funded	24/24	26,000	31,112	\$34,001
	AB225	West Beach Ablutions Updgrade	\$43K Overrun? Bldg Reserve Funded	24/24	43,000	55,042	(\$8,999)
	AB605B	Hanger	Purchase Hanger as per valuation	24/24	70,000	70,000	(\$78,999)
	AF653	Campground Data Connectivity	Starlink Estimate \$85K; Muni	24/24	55,000	85,000	(\$133,999)
	AP759	DEFS Style Vehicle Trackers (15 Key Vehicles)	DFES type vehicle trackers for fire grounds	24/24	18,000	18,000	(\$151,999)
	AP760	Aro Ranger Vehicle	3rd Ranger vehicle/Water ARO works	24/24	60,000	60,000	(\$211,999)
	AP366	Airport Tug	Completed \$20K under; Muni	24/24	(20,000)	45,000	(\$191,999)
	AP752	Airport Tractor And Slasher	Completed \$23K under; Muni	24/24	(23,000)	107,000	(\$168,999)
	AP749	22/23 Dual Cab Utility - Cleaners	Completed \$19K under; Plant Reserve funded	24/24	(19,000)	31,000	(\$149,999)
	AP750	22/23 Single Cab Utility - Cleaners	Completed \$19K under; Plant Reserve funded	24/24	(19,000)	31,000	(\$130,999)
	AP754	Fleet Vehicle 23/24	Completed \$10K under; Muni	24/24	(10,000)	65,000	(\$120,999)
	AP757	Mcsr Vehicle 23/24	Staff opted for vehicle alloc; Muni	24/24	(45,000)	-	(\$75,999)
	RG009	Springdale Road Slk 19.0 - 40.0	Completed \$13K over; RRG 66% Funded	24/24	13,000	13,236	(\$88,999)
	AI520	Playground Renewal - Ravensthorpe Recreation Grounds	Tigerland Softfall (trfr frm AI557 TCH)	24/24	10,000	10,000	(\$98,999)
	AI557	Little Barrens - Soft Fall Area	Trfr to AI520 Tigerland Softfall priority	24/24	(10,000)	-	(\$88,999)
	AE346	Campground Fire Pits	Paul - Zahra defered to 24/25	24/24	(25,000)	-	(\$63,999)
	AE347	Genstreame Projects	Zahra - Project supplier ceased trading	24/24	(110,000)	-	\$46,001
3220		Transfer Reserve Interest to Reserve Funds	Est \$112K, increase \$15K, Interest 03206 offset by transfer to Reserves	24/24	15,000	112,000	\$31,001
9161		Transfer from Building Reserve	Inc Trfr From \$43K AB225; \$26K AB529	24/24	(69,000)	(188,870)	\$100,001
12321		Transfer from Plant & Vehicle Reserve	Reduced Trfr From	24/24	38,000	(290,730)	\$62,001
5102		Bushfire Mitigation Activity Fund (MAF) Grant	Est \$280K, increase by \$35K, offset by MAF funding less \$11K overspend not claimable	24/24	(24,000)	(269,736)	\$86,001
	CC003	Other Income/Grants Relating to Child Care Centres	FQM Leased Housing Contribution; Reduced \$24K Birdwood no longer subsidised	24/24	24,000	(23,840)	\$62,001
5107		Bushfire/Compliance Fines and Infringements	Est \$1300, Reduce Income \$15K, Enforcement approach changed to education and warnings	24/24	15,000	(1,300)	\$47,001
8108		The Cub House Income (GST Free)	Est \$243K, Increase \$19K on first 6 mths	24/24	(19,000)	(128,000)	\$66,001
8110		Little Barrens Income (GST Free)	Est \$392K, Reduce \$52K	24/24	52,000	(167,000)	\$14,001
9127		Income from Staff House 41 Kingsmill St	Est \$10K, Increase \$10K	24/24	(10,000)	(10,000)	\$24,001
9131		Other Income Relating to Staff Housing	Est \$20K, Increase \$20K	24/24	(20,000)	(20,000)	\$44,001
9207		Income from Other Housing	Est \$25K, Increase \$20K	24/24	(20,000)	(25,000)	\$64,001
	1104	Tipsite And Transfer Station Fees	Est \$190K, Increase \$10K	24/24	(10,000)	(190,000)	\$74,001
10601		Income Relating to Town Planning & Regional Development	Est \$50K, CBH \$31K, Increase \$35K	24/24	(35,000)	(50,000)	\$109,001
11205		Income Relating to Swimming Pools	Est \$35500, increase \$10K	24/24	(10,000)	(17,000)	\$119,001
12601		Income Relating to Aerodromes	Est \$2,140K, backend reduced 1/3 for downturn, but overall Increased \$402K	24/24	(458,000)	(2,140,000)	\$577,001
12701		Income Relating to Water Transport Facilities	Est \$60K, low rainfall effect, increased \$28K	24/24	(28,000)	(58,000)	\$605,001
14701		Income Relating to Unclassified	Est \$25K, reduced \$15K, lower than expected volume	24/24	15,000	(25,000)	\$590,001
3204		Interest Received Municipal Funds	Est \$101K, increase \$41K, higher interest rates	24/24	(41,000)	(101,000)	\$631,001
3206		Interest Received Reserve Funds	Est \$112K, increase \$15K, increase offset by transfer to Reserves	24/24	(15,000)	(112,000)	\$646,001
5119		Other Income Relating to Fire Prevention	DBCA Fire recovery 01.12.23	24/24	(12,000)	(12,000)	\$658,001
14404		Diesel Fuel Rebate	Est \$71K, increase \$13K in fuel prices	24/24	(13,000)	(71,000)	\$671,001
3203		Grants Commission Grants Received - Special	Additional \$200K for Springdale Bridge	24/24	(200,000)	(1,000,000)	\$871,001
13201		Income Relating to Tourism & Area Promotion	Zahra - Genestreams Project supplier ceased trading	24/24	100,000	(80,000)	\$771,001

**SHIRE OF RAVENSTHORPE  
FOR THE PERIOD ENDED 31 MARCH 2024**

7400	R522	Brmc - Operating Expenses	Est \$69K, reduced \$27K late start	24/24	(27,000)	69,193	\$798,001
		Expenses Relating to Preventative Services - Administration & Inspection	Changed to contract Health Inspection services	24/24	(40,000)	50,449	\$838,001
	B812	Little Barrens Employee Costs	Lower childcare numbers; Est \$540K, reduced \$125K	24/24	(125,000)	540,722	\$963,001
	CH001	Cub House Employee Costs	Lower childcare numbers; Est \$283K, reduced \$30K	24/24	(30,000)	283,707	\$993,001
	B190	Recreation Services Employment Costs	Est \$86K, late start for MRCS	24/24	(27,000)	(27,000)	\$1,020,001
	R205	Airport Operating Costs	Est \$68K, reduced \$21K	24/24	(21,000)	66,539	\$1,041,001
	R250	Airport Passenger Services Operations	Est \$155K, reduced \$20K	24/24	(20,000)	155,078	\$1,061,001
	R251	Airport Administration And Compliance Expenses	Est \$86K, reduced \$24K	24/24	(24,000)	86,604	\$1,085,001
	O116	Works Workcare Insurance Premiums	Est \$83K, increase \$26K, increased 23/24 premium \$15K & wage adjustment 22/23 \$11K	24/24	26,000	83,338	\$1,059,001
	O117	Works Superannuation Expenses	Est \$209K, reduced \$15K	24/24	(15,000)	210,215	\$1,074,001
	O126	Administration Salaries, Superannuation & Other Employee Costs	Est \$1317K, reduced \$100K from staff absences	24/24	(100,000)	1,317,683	\$1,174,001
4214		GOV - Grant Co-contribution Expenditure	Reduced \$20K Genestreams project supplier ceased trading	24/24	(20,000)	25,000	\$1,194,001
	E111	Brigade Management & Support Expenses - Esl Funded	E111 Est \$88K, increase \$30K, (Plus 8K H/H Radios, 3K F/F Foam, 4K Thermal Camera, 3K 4G Trackers,)	24/24	18,000	18,000	\$1,176,001
	E126	Dbca Frmp Fire 01.12.23	\$12K fire expense recovery from DBCA	24/24	12,000	12,000	\$1,164,001
	R523	Oem - Bushfire Mitigation Activity	Est \$280K, increase by \$35K on budget, offset by MAF funding less \$11K overspend 22/23R2	24/24	35,000	280,736	\$1,129,001
	E116	Council Administration Expenses	Est \$48K, reduced \$10K, lesser use of Non-Esl admin exps.	24/24	(10,000)	48,000	\$1,139,001
	R503	Ranger Salaries, Other Employee Costs	Contract Rangers services not planned Sept '23	24/24	15,000	15,000	\$1,124,001
	B816	Childcare Leased Accomodation Birdwood & Maitland St, Hopetoun	Reduced by 3 Birdwood rent, allocated to Airport	24/24	(24,000)	23,840	\$1,148,001
	BM802	Hopetoun Senior Citizens Centre	+\$10K lights/painting &+\$12K Wet area/plumbing/painting/electrical	24/24	22,000	23,000	\$1,126,001
	R107	Starvation Bay	Est \$16K, Addtl signs, rubbish collection and Vacc Swim exps	24/24	10,000	16,041	\$1,116,001
	R180	Ravensthorpe Swimming Pool	Est \$27K, increase \$15K, Addtnl chemicals, Chemigen servicing, freight, maint. Mats, \$3K Vacc Swim defensive driving	24/24	15,000	24,000	\$1,101,001
	M999	Road Maintenance (Budget Purposes)	Est \$75K, increase \$22K, road slashing, tree lopping, haulage	24/24	22,000	25,272	\$1,079,001
	R205	Airport Operating Costs	Est \$30K; increase \$17K, includes \$9K AFRU PAL System replacement and \$10K treeline maintenance	24/24	17,000	29,728	\$1,062,001
	R251	Airport Administration And Compliance Expenses	Est \$84K; increase \$25K, includes \$24K apron movt assess for DH8D	24/24	25,000	84,100	\$1,037,001
	R253	Airport Master Planning	Est \$116K; increase \$36K for Airport feature and contour survey	24/24	36,000	116,000	\$1,001,001
	R346	Caravan Dump Point Muglinup	Est \$12K; increase \$12K for unplanned pump outs	24/24	12,000	12,000	\$989,001
	R339	Online Camping Grounds Booking System	Est \$28K; decrease \$10K, lower in first 4 months	24/24	(10,000)	28,600	\$999,001
	PW05	Private Works - Firebreak Compliance	Est \$10K; decrease \$20K, lower compliance work	24/24	(20,000)	10,000	\$1,019,001
	O111	Works Administration And Support	Est \$30K; increase \$10K, includes \$10K contract cleaning of depot	24/24	10,000	29,275	\$1,009,001
	O422	Cleaning Expendable Stores	Est \$50K; increase \$20K increased materials for public toilets	24/24	20,000	50,000	\$989,001
	O113	Works Staff Training And Seminars	Est \$35K; decrease \$10K, forecast lower	24/24	(10,000)	35,446	\$999,001
	O115	Building Maintenance Administration Expenses	Est \$3K, decrease \$10K not required	24/24	(10,000)	3,184	\$1,009,001
14303		Fuel & Oils	Est \$510; Act \$284K +allow \$45K/mth Feb-Jun, decrease \$20K	24/24	(20,000)	510,000	\$1,029,001
14304		Tyres and Tubes	Act Feb \$47K; Est \$70K, increase \$30K	24/24	30,000	70,000	\$999,001
14305		Parts & Repairs	Act Feb \$240K; Est \$360K, increase \$60K	24/24	60,000	360,000	\$939,001
	BM401	Admin Building	Est \$30K, increase \$30K, first year commissioning of RCP	24/24	30,000	28,312	\$909,001
14504		Telecommunications Costs	Est \$0; New phone system charged to IT Asset account AF481A	24/24	(12,000)	320	\$921,001
	O159	Temporary Contract Staff	Est \$50K; decrease \$20K lesser use of Temp Agency staff.	24/24	(20,000)	50,000	\$941,001
	R331	Hopetoun Standpipe	Est \$50K; increase \$20K dryer than expected period over summer	24/24	20,000	50,000	\$921,001
	B401	Admin Building Operating Costs	Est \$33K; increase \$13K first full year of RCP use	24/24	13,000	33,000	\$908,001
							\$908,001
					<b>(828,000)</b>	<b>972,406</b>	<b>\$908,001</b>

## SHIRE OF RAVENSTHORPE

## NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

## FOR THE PERIOD ENDED 31 MARCH 2024

	2023/2024 Adopted Budget \$	2023/2024 YTD Budget \$	MARCH 2024 Actual \$
<b>1. ACQUISITION OF ASSETS</b>			
The following assets have been acquired during the period under review:			
<b><u>By Program</u></b>			
<b>Law, Order &amp; Public Safety</b>			
<b><u>Fire Prevention &amp; Control</u></b>			
Hopetoun Rural Bushfire Shed	352,110	279,081	362,675
Water Tank Installation - Jerdacuttup Bfb	7,929	7,929	176
Water Tank Installation - Ravensthorpe North	14,199	14,199	0
Variable Message Boards	40,000	40,000	48,935
Defs Style Vehicle Trackers (15 Key Vehicles)	0	13,500	0
<b><u>Animal Control</u></b>			
Construction Of New Dog Pound	50,000	50,000	0
<b><u>Law &amp; Order</u></b>			
Ravensthorpe Ses Building Upgrades 21/22	9,700	9,700	0
22/23 Senior Ranger Vehicle	60,000	60,000	700
Aro New Vehicle	0	45,000	0
Dog And Vehicle Signage	12,000	12,000	4,424
<b>Education &amp; Welfare</b>			
<b><u>Child Care Centres</u></b>			
Little Barrens Building Upgrades	10,000	10,000	3,039
Little Barrens - Painting	21,120	21,120	0
Little Barrens - Shade	24,840	24,840	24,840
Little Barrens - Soft Fall Area	10,000	0	0
Cub House Building Upgrades	33,400	33,400	122
Cub House - Structural Repairs	15,000	15,000	2,466
Cub House - Shade	31,540	31,540	31,540
The Cub House - Playground Drainage	5,000	5,000	0
<b>Housing</b>			
<b><u>Staff Housing</u></b>			
30 Kingsmill Street, Ravensthorpe	16,800	16,800	0
4 Daw Street	18,500	18,500	733
88 Martin St, Ravensthorpe	12,100	30,316	37,806
27C Carlisle Street - Internal Painting	6,500	6,500	0
27A Carlisle Street - Internal Painting	6,500	6,500	0
<b><u>Other Housing</u></b>			
<b>Community Amenities</b>			
<b><u>Sanitation - Household Refuse</u></b>			
Ravensthorpe Transfer Shed Improvements	25,650	25,650	4,020
Munglinup Waste Site Improvements (Design)	57,000	57,000	0
Ravensthorpe Regional Landfill	8,000	8,000	1,509
<b><u>Sewerage</u></b>			
Skip Bin Trailer	20,000	20,000	10,875
2019/20 Purchase Plant - Sewerage Fencing	23,790	23,790	751
Ravensthorpe Effluent Ponds - Restore Banks	49,264	49,264	0
<b><u>Other Community Amenities</u></b>			
West Beach Ablutions Updgrade	17,030	46,262	58,590
Hopetoun Foreshore Ablutions - Upgrades	27,440	27,440	0
Munglinup Public Conveniences	25,000	25,000	0
Cemetery - Backhoe Bucket	3,500	3,500	3,070
Hopetoun Cemetery Upgrades	60,000	60,000	0
<b>Recreation and Culture</b>			
<b><u>Public Halls &amp; Civic Centres</u></b>			
Ravensthorpe Town Hall - Security Lighting	12,000	12,000	0
Hopetoun Office - Rainwater Switchboard	20,000	20,000	0
<b><u>Swimming Areas &amp; Beaches</u></b>			
Hopetoun Foreshore Upgrade	100,000	100,000	70,431
<b><u>Other Recreation &amp; Sport</u></b>			
Hopetoun Sports Pavilion, Repair Doors,	14,000	14,000	0
Ravensthorpe Rec Centre - Generator Switch	8,000	8,000	0
New Gym Equipment	10,000	10,000	0
Hopetoun Hockey Field - Switchboard Upgrade	20,000	20,000	0
Playground Renewal - Ravensthorpe Rec	0	7,497	0
<b><u>Libraries</u></b>			
Ravensthorpe Crc - Improvements	25,000	25,000	0

## SHIRE OF RAVENSTHORPE

## NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

## FOR THE PERIOD ENDED 31 MARCH 2024

1. ACQUISITION OF ASSETS (Continued)	2023/2024 Adopted Budget \$	2023/2024 YTD Budget \$	MARCH 2024 Actual \$
The following assets have been acquired during the period under review:			
<b>By Program (Continued)</b>			
<b>Recreation and Culture (Continued)</b>			
<i>Other Culture</i>			
Rcp Furniture Fit Out	50,000	50,000	13,684
Rcp Architect Services	4,000	4,000	7,500
Rcp Consultants Services	6,520	6,520	2,700
Rcp Project Management	0	0	0
Rcp Building Construction (& Builders)	0	0	0
Rcp Project Fees And Charges (Non-Grant)	0	0	0
Rcp Demolition	30,000	30,000	0
Rcp Contingency	0	0	0
Rcp Utility Services (External Services)	30,000	30,000	42,925
Rcp Landscaping And Playground	0	0	0
Rcp Public Art	0	0	0
Rcp Carpark	0	0	20,916
Rcp (Shire) Admin Building Construction	50,000	50,000	25,123
Rcp (Shire) Dunnart Building Construction	70,000	70,000	1,496
Rcp (Shire) Earthworks Building Construction	0	0	0
Rcp (Shire) Project Management	0	0	157
Rcp (Shire) Building Construction	0	0	0
Rcp (Shire) Demolition	0	0	0
Rcp (Shire) Fitout - Contingency	0	0	2,000
Precinct Solar	450,000	450,000	0
Rcp (Shire) Landscaping	220,000	220,000	125,661
Rcp (Shire) Public Art	0	0	0
Rcp (Shire) Carpark	130,000	130,000	0
<b>Transport</b>			
<i>Construction - Roads, Bridges, Depots</i>			
<b>Roads Construction Council</b>			
Bedford Harbour Road Construction	118,699	118,699	47,945
Springdale Road - Seal Missing Sealed	35,000	35,000	0
Jerdacuttup Road Re-Construction Works (Lrci)	809,099	809,099	0
Gravel Pit Development	55,000	55,000	0
<b>Roads Mrwa V Of G Constr</b>			
Springdale Road Slk 19.0 - 40.0	45,326	55,017	59,005
Southern Ocean Road Slk 0.00 - 2.00	100,000	100,000	24,039
Jerdacuttup Road - Stabilise Pavement &	0	0	3,264
Jerdacuttup Road Slk 9.74 - 14.74	215,000	215,000	0
<b>Roads To Recovery Construction</b>			
Springdale Road Slk 50.0-59.6 Resheet R2R	250,892	250,892	243,293
Mt Short Slk 0.0-1.6 Resheet R2R	40,000	40,000	29,980
Koornong Road Slk 27.8-30.0 Resheet R2R	55,000	55,000	45,086
Floater Road Slk 0-7.8 Resheet R2R	95,000	95,000	0
Laurina Road Slk 3.0-5.0	50,000	50,000	73,807
<b>Commodity Route Road Construction</b>			
Tamarine Road Reseal Slk 0.0 To 7.4	240,100	240,100	0
<b>Drainage Construction</b>			
Elverdton Road Culverts Slk 2.03, 3.02 & 4.19	30,000	30,000	0
<b>Footpath Construction</b>			
Concrete Footpath Construction Programme	75,000	75,000	0
Cambewarra Drive Footpath	7,500	7,500	7,336
Bike Paths Upgrades From Master Plan	30,000	30,000	0
<b>Bridges Construction</b>			
Jerdacuttup River Bridge - Springdale Road	1,939,499	1,939,499	1,939,499
<b>Purchase Land - Roadworks And Depots</b>			
<b>Purchase Land &amp; Buildings - Roadworks</b>			
Ravensthorpe Depot Grounds Upgrades	110,225	110,225	29,874
<b>Purchase Other Infrastructure - Roads &amp; Depots</b>			
Diesel Tank Hopetoun	36,000	36,000	0



SHIRE OF RAVENSTHORPE

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 31 MARCH 2024

2. DISPOSALS OF ASSETS

The following assets have been disposed of during the period under review:

By Program	Asset #	Plant #	Written Down Value		Sale Proceeds		Profit(Loss)	
			2023/2024 Adopted Budget \$	2023/2024 YTD Actual \$	2023/2024 Adopted Budget \$	2023/2024 YTD Actual \$	2023/2024 Adopted Budget \$	2023/2024 YTD Actual \$
			<b>Transport</b>					
Duraquip Side Tipper No 1	P611	P577	24,900		14,000		(10,900)	
Hino Dual Cab (Road Crew)	P578A	P578				35,739.76		35,740
<b>Public Works Overheads</b>								
18/19 Toyota Hilux Dual Cab - (Pool Car)	P638B	P638B	27,400		17,000		(10,400)	
Toyota Hilux 4X4 Utility - Works Supervisor	P698A	P698A	38,600		35,000		(3,600)	
18/19 Toyota Hilux - Admin Tech Officer	P702B	P702B	32,800		30,000		(2,800)	
Triton Xtra Cab	P632A	P632A	4,500		15,000		10,500	
Mitsubishi Triton	P705	P705			15,000		15,000	
			128,200.00	0.00	126,000.00	35,739.76	(2,200.00)	35,739.76

By Class of Asset	Asset #	Plant #	Written Down Value		Sale Proceeds		Profit(Loss)	
			2023/2024 Adopted Budget \$	2023/2024 YTD Actual \$	2023/2024 Adopted Budget \$	2023/2024 YTD Actual \$	2023/2024 Adopted Budget \$	2023/2024 YTD Actual \$
			<b>Plant &amp; Equipment</b>					
Duraquip Side Tipper No 1	P611		24,900		14,000		(10,900)	
Hino Dual Cab (Road Crew)	P578A	P578				35,740		35,740
18/19 Toyota Hilux Dual Cab - (Pool Car)	P638B	P638B	27,400		17,000		(10,400)	
Toyota Hilux 4X4 Utility - Works Supervisor	P698A	P698A	38,600		35,000		(3,600)	
18/19 Toyota Hilux - Admin Tech Officer	P702B	P702B	32,800		30,000		(2,800)	
Triton Xtra Cab	P632A	P632A	4,500		15,000		10,500	
Mitsubishi Triton	P705	P705			15,000		15,000	
	0	0	128,200.00	0.00	126,000.00	35,739.76	(2,200)	35,739.76

**Summary**

	2023/2024 Adopted Budget \$	2023/2024 YTD Actual \$
Profit on Asset Disposals	25,500	35,739.76
Loss on Asset Disposals	(27,700)	0.00
	<u>(2,200)</u>	<u>35,739.76</u>

Vehicles have been traded, however transactions for Profit/Loss will be processed once the Annual Audit is complete

SHIRE OF RAVENSTHORPE

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 31 MARCH 2024

3. INFORMATION ON BORROWINGS

(a) Debenture Repayments

Particulars	Principal 1-Jul-23	Principal Repayments		Principal Outstanding		Interest Repayments	
		2023/2024 Adopted Budget	2023/2024 YTD Actual	2023/2024 Adopted Budget	2023/2024 YTD Actual	2023/2024 Adopted Budget	2023/2024 YTD Actual
		\$	\$	\$	\$	\$	\$
<b>Housing</b>							
Loan 145 Staff Housing	79,285	39,080	39,080	40,205	40,205	2,593	1,426
Loan 147 Other Housing	169,538	18,805	9,324	150,733	160,214	6,715	2,013
<b>Recreation and Culture</b>							
Loan 146 Hopetoun Community Centre	254,569	15,678	15,678	238,891	238,891	10,751	6,279
<b>Transport</b>							
Loan 138D Town Street	0	0	0	0	0	0	0
Loan 144 Town Street	0	0	0	0	0	0	0
Loan 143B Refinance	71,004	34,998	34,998	36,006	36,006	2,322	1,277
Loan 138E Refinance	121,717	39,362	39,362	82,355	82,355	4,184	2,365
	696,113	147,923	138,442	548,190	557,671	26,565	13,360

(\*) Self supporting loan financed by payments from third parties.  
All other loan repayments were financed by general purpose revenue.

(b) Lease Repayments

Particulars	Principal 1-Jul-23	Principal Repayments		Principal Outstanding		Interest Repayments	
		2023/2024 Adopted Budget	2023/2024 YTD Actual	2023/2024 Adopted Budget	2023/2024 YTD Actual	2023/2024 Adopted Budget	2023/2024 YTD Actual
		\$	\$	\$	\$	\$	\$
<b>Law, Order &amp; Public Safety</b>							
Lease Contract 939384 CESO Vehicle	13,726	13,726	0	13,726		101	0
<b>Community Amenities</b>							
Lease Contract 908707	375,437	77,924	0	297,513		13,165	0
Lease Contract 915953	147,179	36,573	0	110,606		6,283	0
	536,342	128,223	0	421,845	0	19,549	0



## SHIRE OF RAVENSTHORPE

## NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

## FOR THE PERIOD ENDED 31 MARCH 2024

	2023/2024 Adopted Budget \$	2023/2024 YTD Actual \$
<b>4. RESERVES</b>		
<b>Cash Backed Reserves</b>		
<b>(a) Plant Reserve</b>		
Opening Balance	842,363	842,363
Amount Set Aside / Transfer to Reserve	1,133,515	9,999
Amount Used / Transfer from Reserve	<u>(328,730)</u>	<u>0</u>
	<u>1,647,148</u>	<u>852,362</u>
<b>(b) Emergency Farm Water Reserve</b>		
Opening Balance	12,722	12,722
Amount Set Aside / Transfer to Reserve	506	151
Amount Used / Transfer from Reserve	<u>0</u>	<u>0</u>
	<u>13,228</u>	<u>12,873</u>
<b>(c) Building Reserve</b>		
Opening Balance	389,108	389,108
Amount Set Aside / Transfer to Reserve	295,481	4,619
Amount Used / Transfer from Reserve	<u>(162,165)</u>	<u>0</u>
	<u>522,424</u>	<u>393,727</u>
<b>(d) Road &amp; Footpath Reserve</b>		
Opening Balance	411,242	411,242
Amount Set Aside / Transfer to Reserve	566,362	4,881
Amount Used / Transfer from Reserve	<u>(416,308)</u>	<u>0</u>
	<u>561,296</u>	<u>416,123</u>
<b>(e) Swimming Pool Upgrade Reserve</b>		
Opening Balance	46,437	46,437
Amount Set Aside / Transfer to Reserve	1,848	551
Amount Used / Transfer from Reserve	<u>0</u>	<u>0</u>
	<u>48,285</u>	<u>46,988</u>
<b>(f) Recreation Reserve</b>		
Opening Balance	40,522	40,522
Amount Set Aside / Transfer to Reserve	41,612	481
Amount Used / Transfer from Reserve	<u>0</u>	<u>0</u>
	<u>82,134</u>	<u>41,003</u>
<b>(g) Airport Reserve</b>		
Opening Balance	319,524	319,524
Amount Set Aside / Transfer to Reserve	362,713	3,793
Amount Used / Transfer from Reserve	<u>(17,583)</u>	<u>0</u>
	<u>664,654</u>	<u>323,317</u>
<b>(h) Waste &amp; Sewerage Reserve</b>		
Opening Balance	295,228	295,228
Amount Set Aside / Transfer to Reserve	201,746	3,504
Amount Used / Transfer from Reserve	<u>(98,704)</u>	<u>0</u>
	<u>398,270</u>	<u>298,732</u>

SHIRE OF RAVENSTHORPE

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 31 MARCH 2024

	2023/2024 Adopted Budget \$	2023/2024 YTD Actual \$
<b>4. RESERVES (Continued)</b>		
<b>(i) IT &amp; Equipment Reserve</b>		
Opening Balance	36,722	36,722
Amount Set Aside / Transfer to Reserve	21,461	436
Amount Used / Transfer from Reserve	<u>(11,000)</u>	<u>0</u>
	<u>47,183</u>	<u>37,158</u>
<b>(j) Leave Reserve</b>		
Opening Balance	44,138	44,138
Amount Set Aside / Transfer to Reserve	1,756	524
Amount Used / Transfer from Reserve	<u>0</u>	<u>0</u>
	<u>45,894</u>	<u>44,662</u>
<b>Total Cash Backed Reserves</b>	<u><u>4,030,516</u></u>	<u><u>2,466,945</u></u>

All of the above reserve accounts are to be supported by money held in financial institutions.

**Summary of Transfers  
To Cash Backed Reserves**

**Transfers to Reserves**

Plant Reserve	1,133,515	9,999
Emergency Farm Water Reserve	506	151
Building Reserve	295,481	4,619
Road & Footpath Reserve	566,362	4,881
Swimming Pool Upgrade Reserve	1,848	551
Recreation Reserve	41,612	481
Airport Reserve	362,713	3,793
Waste & Sewerage Reserve	201,746	3,504
IT & Equipment Reserve	21,461	436
Leave Reserve	1,756	524
	<u><u>2,627,000</u></u>	<u><u>28,939</u></u>

**Transfers from Reserves**

Plant Reserve	(328,730)	0
Emergency Farm Water Reserve	0	0
Building Reserve	(162,165)	0
Road & Footpath Reserve	(416,308)	0
Swimming Pool Upgrade Reserve	0	0
UHF Repeater Reserve	0	0
Airport Reserve	(17,583)	0
Waste & Sewerage Reserve	(98,704)	0
IT & Equipment Reserve	(11,000)	0
Leave Reserve	0	0
	<u><u>(1,034,490)</u></u>	<u><u>0</u></u>

<b>Total Transfer to/(from) Reserves</b>	<u><u>1,592,510</u></u>	<u><u>28,939</u></u>
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## SHIRE OF RAVENSTHORPE

### NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

#### FOR THE PERIOD ENDED 31 MARCH 2024

#### 4. RESERVES (Continued)

##### Cash Backed Reserves (Continued)

In accordance with council resolutions in relation to each reserve account, the purpose for which the reserves are set aside are as follows:

##### **Plant Reserve**

To be used to assist in the purchasing of major plant and machinery.

##### **Emergency Farm Water Reserve**

To be used for the repair and/or construction of emergency farm water supplies in the Shire of Ravensthorpe

##### **Building Reserve**

To be used for the construction, refurbishment, modification or renovation of all buildings in the Shire of

##### **Road and Footpath Reserve**

To be used for the construction, renewal, resealing or repair of the road and footpath network.

##### **Swimming Pool Upgrade Reserve**

To be used towards any major repairs or improvements for the Ravensthorpe swimming pool.

##### **Recreation Reserve**

To be used for the construction, renewal, refurbishment and upgrade of all recreation facilities and

##### **Airport Reserve**

To be used for the construction, reconstruction, repairs or modification of facilities including buildings,

##### **Waste and Sewerage Reserve**

To be used for the repair and/or construction of waste and sewerage facilities in the Shire of Ravensthorpe.

##### **IT & Equipment Reserve**

To be used for the upgrade and renewal of hardware, communication and software technological

##### **Leave Reserve**

To be used to fund long service leave and non-current annual leave requirements

**SHIRE OF RAVENSTHORPE**

**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY**

**FOR THE PERIOD ENDED 31 MARCH 2024**

	<b>2022/2023 B/Fwd Per 2023/2024 Budget \$</b>	<b>2022/2023 B/Fwd Per Financial Report \$</b>	<b>MARCH 2024 Actual \$</b>
<b>5. NET CURRENT ASSETS</b>			
<b>Composition of Estimated Net Current Asset Position</b>			
<b>CURRENT ASSETS</b>			
Cash - Unrestricted	2,373,938	3,673,829	5,672,389
Cash - Restricted Unspent Grants	935,272	0	
Cash - Restricted Unspent Loans	0	0	0
Cash - Restricted Reserves	1,682,126	2,438,006	2,466,944
Receivables (Budget Purposes Only)	0	0	0
Rates Outstanding	254,693	226,344	696,487
Sundry Debtors	231,740	774,964	311,744
Provision for Doubtful Debts	0	0	0
Gst Receivable	114,211	178,663	24,169
Accrued Income/Payments In Advance	938,927	2,205,470	10,676
Payments in Advance	0	0	0
Inventories	25,554	32,563	32,563
	<u>6,556,461</u>	<u>9,529,839</u>	<u>9,214,972</u>
<b>LESS: CURRENT LIABILITIES</b>			
Sundry Creditors	(386,634)	(566,519)	(23,928)
Accrued Interest On Loans	(27,768)	(26,119)	(17,895)
Accrued Salaries & Wages	(28,180)	(44,619)	0
Income In Advance (Contract Liabilities)	(935,272)	(1,147,134)	0
Gst Payable	0	(97,993)	(40,824)
Payroll Creditors	(114,053)	(86,490)	(2,360)
Accrued Expenses	0	(79,647)	0
PAYG Liability	0	0	0
Right of Use Assets - Current	(13,725)	(128,224)	(128,224)
Trust	0	0	0
Other Payables	(322,020)	(479,241)	(422,360)
Current Employee Benefits Provision	(502,817)	(636,870)	(636,870)
Current Loan Liability	(143,522)	(147,923)	(9,481)
	<u>(2,473,991)</u>	<u>(3,440,779)</u>	<u>(1,281,942)</u>
<b>NET CURRENT ASSET POSITION</b>	<b>4,082,470</b>	<b>6,089,060</b>	<b>7,933,030</b>
Less: Cash - Reserves - Restricted	(1,682,126)	(2,438,006)	(2,466,944)
Less: Cash - Unspent Grants - Restricted	0	0	
Less: Movements Associated with Change in Accounting Standards	0		
Add Back : Component of Leave Liability not Required to be Funded	502,817	636,870	636,870
Add Back : Current Loan Liability	143,522	147,923	9,481
ADD: Current Portion of Lease Liability	13,725	128,224	128,224
Adjustment for Trust Transactions Within Muni		0	0
<b>ESTIMATED SURPLUS/(DEFICIENCY) C/FWD</b>	<b><u>3,060,408</u></b>	<b><u>4,564,071</u></b>	<b><u>6,240,661</u></b>

SHIRE OF RAVENSTHORPE

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 31 MARCH 2024

6. RATING INFORMATION

RATE TYPE	Rate in \$	Number of Properties	Rateable Value \$	2023/2024 Rate Revenue \$	2023/2024 Interim Rates \$	2023/2024 Back Rates \$	2023/2024 Total Revenue \$	2023/2024 Budget \$
<b>General Rate</b>								
GRV Residential	0.117967	782	12,480,248	1,472,258	0	0	1,472,258	1,472,258
GRV Commercial	0.144823	34	1,661,574	240,634	0	0	240,634	240,634
GRV industrial	0.144823	36	628,700	91,050	0	0	91,050	91,050
GRV - Transient & Short Stay Accom	0.302765	2	1,075,000	325,472	0	0	325,472	325,472
UV - Mining	0.247811	113	3,269,270	810,161	11,663	24	821,848	810,161
UV - Other	0.004800	318	469,955,000	2,255,784	0	0	2,255,784	2,255,784
Non-Rateable	0.000000	472	201,799	0	0	0	0	0
<b>Sub-Totals</b>		1,757	489,271,591	5,195,360	11,663	24	5,207,047	5,195,359
<b>Minimum Rates</b>	<b>Minimum \$</b>							
GRV Residential	982.00	374	1,025,127	367,268	0	0	367,268	367,268
GRV Commercial	982.00	10	51,165	9,820	0	0	9,820	9,820
GRV Industrial	982.00	10	40,668	9,820	0	0	9,820	9,820
GRV - Transient & Short Stay Accom	982.00	0	0	0	0	0	0	0
UV - Mining	479.00	43	41,014	20,597	0	0	20,597	20,597
UV - Other	958.00	113	8,431,600	108,254	0	0	108,254	108,254
<b>Sub-Totals</b>		550	9,589,574	515,759	0	0	515,759	515,759
				5,711,119			<b>5,722,806</b>	<b>5,711,118</b>
Back Rates								1,500
Interim Rates								4,500
<b>Total Amount Raised From Rates</b>							<b>5,722,806</b>	<b>5,717,118</b>
Ex Gratia Rates		check after rates raised					73,121	73,120
<b>Total Rates</b>							<b>5,795,927</b>	<b>5,790,238</b>

All land except exempt land in the Shire of Ravensthorpe is rated according to its Gross Rental Value (GRV) in townsites or Unimproved Value (UV) in the remainder of the Shire.

The general rates detailed above for the 2019/20 financial year have been determined by Council on the basis of raising the revenue required to meet the deficiency between the total estimated expenditure proposed in the budget and the estimated revenue to be received from all sources other than rates and also bearing considering the extent of any increase in rating over the level adopted in the previous year.

The minimum rates have been determined by Council on the basis that all ratepayers must make a reasonable contribution to the cost of the Local Government services/facilities.

**SHIRE OF RAVENSTHORPE**

**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY**

**FOR THE PERIOD ENDED 31 MARCH 2024**

**7. TRUST FUNDS**

Monies previously held in Trust are now recognised as a current liability, although they are treated differently to other current liabilities in that they are required to be cash backed.

**SHIRE OF RAVENSTHORPE**

**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY**

**FOR THE PERIOD ENDED 31 MARCH 2024**

**8. OPERATING STATEMENT BY PROGRAM**

	<b>MARCH 2024 Actual \$</b>	<b>2023/2024 Adopted Budget \$</b>	<b>2022/2023 Actual \$</b>
<b>OPERATING REVENUES</b>			
Governance	25,698	25,570	(5,608)
General Purpose Funding	7,102,667	6,963,460	8,175,375
Law, Order, Public Safety	575,179	969,506	891,799
Health	8,959	6,300	6,359
Education and Welfare	479,685	748,239	782,969
Housing	60,138	28,400	33,024
Community Amenities	822,531	895,522	1,142,113
Recreation and Culture	114,359	1,237,375	4,659,826
Transport	3,752,643	4,900,514	2,782,610
Economic Services	455,512	639,178	357,125
Other Property and Services	<u>113,704</u>	<u>189,033</u>	<u>303,989</u>
<b>TOTAL OPERATING REVENUE</b>	<b>13,511,075</b>	<b>16,603,097</b>	<b>19,129,581</b>
<b>OPERATING EXPENSES</b>			
Governance	(736,424)	(1,281,347)	(978,968)
General Purpose Funding	(199,189)	(317,452)	(231,773)
Law, Order, Public Safety	(1,179,341)	(1,461,690)	(1,175,636)
Health	(241,962)	(472,423)	(380,769)
Education and Welfare	(1,012,532)	(1,611,298)	(1,386,554)
Housing	(178,925)	(281,488)	(266,128)
Community Amenities	(1,373,304)	(1,774,454)	(1,513,135)
Recreation & Culture	(2,264,546)	(2,885,695)	(2,448,339)
Transport	(4,393,432)	(5,960,218)	(5,633,628)
Economic Services	(333,894)	(597,995)	(403,687)
Other Property and Services	<u>(312,451)</u>	<u>(213,457)</u>	<u>(911,466)</u>
<b>TOTAL OPERATING EXPENSE</b>	<b>(12,226,000)</b>	<b>(16,857,518)</b>	<b>(15,330,083)</b>
<b>CHANGE IN NET ASSETS RESULTING FROM OPERATIONS</b>	<b><u>1,285,075</u></b>	<b><u>(254,420)</u></b>	<b><u>3,799,498</u></b>

**SHIRE OF RAVENSTHORPE**  
**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY**

**FOR THE PERIOD ENDED 31 MARCH 2024**

**8. OPERATING STATEMENT BY NATURE & TYPE**

	<b>MARCH</b>	<b>2023/2024</b>	<b>2022/2023</b>
	<b>2024</b>	<b>Adopted</b>	<b>Actual</b>
	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>
	<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>OPERATING REVENUES</b>			
Rates	5,795,927	5,790,238	5,024,821
Operating Grants, Subsidies and Contributions	853,958	1,235,982	3,918,617
Non-Operating Grants, Subsidies and Contributions	3,016,831	5,312,244	5,917,930
Fees and Charges	3,145,235	3,446,578	3,279,397
Service Charges	0	0	0
Interest Earnings	168,726	198,500	130,869
Profit on Asset Disposals	35,740	25,500	127,118
Proceeds on Disposal of Assets	35,740	126,000	187,194
Realisation on Disposal of Assets	(35,740)	(126,000)	(187,194)
Other Revenue	<u>494,658</u>	<u>594,055</u>	<u>730,828</u>
<b>TOTAL OPERATING REVENUE</b>	<b><u>13,511,075</u></b>	<b><u>16,603,097</u></b>	<b><u>19,129,580</u></b>
<b>OPERATING EXPENSES</b>			
Employee Costs	(4,030,701)	(6,000,489)	(5,290,647)
Materials and Contracts	(2,750,999)	(4,328,071)	(3,229,215)
Utility Charges	(240,016)	(288,540)	(341,067)
Depreciation on Non-Current Assets	(4,661,717)	(5,531,509)	(5,737,635)
Interest Expenses	(13,359)	(42,746)	(50,086)
Insurance Expenses	(277,211)	(262,265)	(240,155)
Loss on Asset Disposals	0	(27,700)	(17,042)
FV Adjustment of Non-Current assets	0	0	0
Other Expenditure	<u>(251,997)</u>	<u>(376,198)</u>	<u>(424,236)</u>
<b>TOTAL OPERATING EXPENSE</b>	<b><u>(12,226,000)</u></b>	<b><u>(16,857,518)</u></b>	<b><u>(15,330,083)</u></b>
 <b>CHANGE IN NET ASSETS</b>			
<b>RESULTING FROM OPERATIONS</b>	<b><u><u>1,285,075</u></u></b>	<b><u><u>(254,421)</u></u></b>	<b><u><u>3,799,497</u></u></b>



## SHIRE OF RAVENSTHORPE

### NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 31 MARCH 2024

#### 9. STATEMENT OF FINANCIAL POSITION

	MARCH 2024 Actual \$	2022/2023 Actual \$
<b>CURRENT ASSETS</b>		
Cash and Cash Equivalents	8,139,333	6,111,835
Trade and Other Receivables	1,043,076	3,385,441
Inventories	<u>32,563</u>	<u>32,563</u>
<b>TOTAL CURRENT ASSETS</b>	<u>9,214,972</u>	<u>9,529,839</u>
<b>NON-CURRENT ASSETS</b>		
Other Receivables	7,753	7,753
Inventories	0	0
Property, Plant and Equipment	49,365,120	50,135,181
Infrastructure	<u>118,763,275</u>	<u>118,552,109</u>
<b>TOTAL NON-CURRENT ASSETS</b>	<u>168,136,148</u>	<u>168,695,043</u>
<b>TOTAL ASSETS</b>	<u>177,351,120</u>	<u>178,224,882</u>
<b>CURRENT LIABILITIES</b>		
Trade and Other Payables	507,368	2,527,761
Right of Use Asset	128,224	128,224
Long Term Borrowings	9,481	147,923
Provisions	<u>636,870</u>	<u>636,870</u>
<b>TOTAL CURRENT LIABILITIES</b>	<u>1,281,943</u>	<u>3,440,778</u>
<b>NON-CURRENT LIABILITIES</b>		
Trade and Other Payables	0	0
Long Term Borrowings	548,189	548,189
Right of Use Assets	461,742	461,742
Provisions	<u>94,685</u>	<u>94,685</u>
<b>TOTAL NON-CURRENT LIABILITIES</b>	<u>1,104,616</u>	<u>1,104,616</u>
<b>TOTAL LIABILITIES</b>	<u>2,386,559</u>	<u>4,545,394</u>
<b>NET ASSETS</b>	<u>174,964,561</u>	<u>173,679,488</u>
Retained Surplus	43,895,665	42,639,528
Reserves - Cash Backed	2,466,944	2,438,006
Revaluation Surplus	<u>128,213,342</u>	<u>128,213,342</u>
<b>TOTAL EQUITY</b>	<u>174,575,952</u>	<u>173,290,876</u>

**SHIRE OF RAVENSTHORPE**

**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY**

**FOR THE PERIOD ENDED 31 MARCH 2024**

**10. FINANCIAL RATIOS**

	<b>2024 YTD</b>	<b>2023</b>	<b>2022</b>	<b>2021</b>
Current Ratio	10.46	2.53	3.01	1.64
Operating Surplus Ratio	(0.19)	(0.24)	3.29	(0.24)

The above ratios are calculated as follows:

Current Ratio	$\frac{\text{Current assets minus restricted current assets}}{\text{Current liabilities minus liabilities associated with restricted assets}}$
---------------	--

Operating Surplus Ratio	$\frac{\text{operating revenue minus operating expense}}{\text{own source operating revenue}}$
-------------------------	--

12.1 **CORPORATE SERVICES**

12.2.2 SCHEDULE OF ACCOUNT PAYMENTS – MARCH 2024

<b>File Reference:</b>	<b>GR.ME.8</b>
<b>Location:</b>	<b>Shire of Ravensthorpe</b>
<b>Applicant:</b>	<b>Shire of Ravensthorpe</b>
<b>Author:</b>	<b>Finance Officer</b>
<b>Authorising Officer</b>	<b>Executive Manager of Corporate</b>
<b>Services Date:</b>	<b>9 April 2024</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>12.2.2</b> <b>Schedule of Payments 31 March</b> <b>2024 Credit Card Transactions to</b> <b>01 March 2024 Creditors List of</b> <b>Accounts Paid March 2024</b>
<b>Previous Reference:</b>	<b>Nil</b>

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**PURPOSE**

1. This item presents the schedule of payments for Council approval in accordance with Regulation 13 of the Local Government (Financial Management) Regulations 1996.

**OFFICER RECOMMENDATION**

**That Council:**

1. Pursuant to Regulation 13 of the *Local Government (Financial Management) Regulations 1996*, the payment of accounts for the month of March 2024 be noted.

Moved: \_\_\_\_\_

Seconded: \_\_\_\_\_

**Carried:    /**

# ATTACHMENT 12.2.2

Date: 09/04/2024  
Time: 9:38:47AM

**Shire of Ravensthorpe**  
**Creditors list of Accounts Paid March 2024**

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Cheque/EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
604	14/03/2024	Horizon Power	136499 - STREET LIGHTING - HOPETOUN	1		4,702.42
INV 2101955501/03/2024		Horizon Power	136499 - STREET LIGHTING - HOPETOUN		4,702.42	
605	21/03/2024	Horizon Power	142028 - 2 TUBADA STREET MUNGLINUP - 09/01/2024 - 08/03/2024	1		260.34
INV 2101962011/03/2024		Horizon Power	142028 - 2 TUBADA STREET MUNGLINUP - 09/01/2024 - 08/03/2024		260.34	
606	28/03/2024	Horizon Power	565028 - U5/LOT 705 TAMAR STREET HOPETOUN - 24/01/2024 -25/03/2024	1		287.28
INV 2101978726/03/2024		Horizon Power	565028 - U5/LOT 705 TAMAR STREET HOPETOUN - 24/01/2024 -25/03/2024		287.28	
1081	01/03/2024	1 - BANK FEES	BANK FEES - BPAY	1		274.80
1081	04/03/2024	1 - BANK FEES	BANK FEES - MERCHANT	1		420.95
1081	28/03/2024	1 - BANK FEES	BANK FEES - LINE OF CREDIT	1		1,500.00
EFT18352	07/03/2024	4 Rivers Plumbing Gas & Civil Contracting WA	PUMP OUT HOPETOUN FORESHORE TOILETS AND DISPOSE OF WASTE AS PER QUOTE 00004068 27/2/24	1		1,100.00
INV 0000408029/02/2024		4 Rivers Plumbing Gas & Civil Contracting WA	PUMP OUT HOPETOUN FORESHORE TOILETS AND DISPOSE OF WASTE AS PER QUOTE 00004068 27/2/24		1,100.00	
EFT18353	07/03/2024	AMPAC Debt Recovery (WA) Pty Ltd	DEBTORS LEGAL EXPENSES FOR DEBT COLLECTION	1		852.50
INV 104462	23/02/2024	AMPAC Debt Recovery (WA) Pty Ltd	LEGAL CHARGES FOR DEBT RECOVERY 2023/2024 - RATES ONLY		247.50	
INV 104551	29/02/2024	AMPAC Debt Recovery (WA) Pty Ltd	DEBTORS LEGAL EXPENSES FOR DEBT COLLECTION		550.00	
INV 104550	29/02/2024	AMPAC Debt Recovery (WA) Pty Ltd	LEGAL CHARGES FOR DEBT RECOVERY 2023/2024 - RATES ONLY		55.00	
EFT18354	07/03/2024	ASSA ABLOY	10 X PADLOCKS, 10 X PLASTIC LOCK COVERS, 10 X KEYS, 2 HANDLES AND 2 CYLINDERS KEYED TO THE SHIRE SYSTEM NUMBER K20-1 FOR THE HOPETOUN RURAL BUSHFIRE SHED	1		1,560.17

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV IN02684527/02/2024		ASSA ABLOY	10 X PADLOCKS, 10 X PLASTIC LOCK COVERS, 10 X KEYS, 2 HANDLES AND 2 CYLINDERS KEYED TO THE SHIRE SYSTEM NUMBER K20-1 FOR THE HOPETOUN RURAL BUSHFIRE SHED		1,560.17	
EFT18355	07/03/2024	AirSafe Transport Training	STAFF TRAINING DANGEROUS GOODS BY AIR AWARENESS FOR ALL AWARENESS CATEGORIES (INCL. PILOTS AND LOAD PLANNERS) - INITIAL AND REFRESHER	1		90.00
INV A 55551	06/03/2024	AirSafe Transport Training	STAFF TRAINING DANGEROUS GOODS BY AIR AWARENESS FOR ALL AWARENESS CATEGORIES (INCL. PILOTS AND LOAD PLANNERS) - INITIAL AND REFRESHER		90.00	
EFT18356	07/03/2024	Albany Gutter Cleaning	ANNUAL GUTTER PRESSURE CLEANING TO BUILDINGS AND HOUSES FOR THE SHIRE OF RAVENSTHORPE INCLUDING TRAVEL	1		1,280.00
INV 0000055825/01/2024		Albany Gutter Cleaning	ANNUAL GUTTER PRESSURE CLEANING TO BUILDINGS AND HOUSES FOR THE SHIRE OF RAVENSTHORPE INCLUDING TRAVEL		1,280.00	
EFT18357	07/03/2024	Australia Post	POSTAL CHARGES - PERIOD ENDING 29/02/2024	1		345.38
INV 1013081702/03/2024		Australia Post	POSTAL CHARGES - PERIOD ENDING 29/02/2024		345.38	
EFT18358	07/03/2024	Australian Government Child Support Agency	Payroll deductions	1		66.72
INV DEDUCT04/03/2024		Australian Government Child Support Agency	Payroll deductions		66.72	
EFT18359	07/03/2024	Australian Taxation Office (ATO) PAYG	Payroll deductions	1		51,070.00
INV DEDUCT04/03/2024		Australian Taxation Office (ATO) PAYG	Payroll deductions		50,790.00	
INV DEDUCT04/03/2024		Australian Taxation Office (ATO) PAYG	Payroll deductions		280.00	
EFT18361	07/03/2024	Bluemar Pty Ltd T/As Esperance Testing and Tagging	SITE INSPECTION ON FRIDAY 23RD FENRUARY AT LITTLE BARRENS ROOF TRUSSES AS PER QUOTE # 24138	1		1,078.00
INV 2489	04/03/2024	Bluemar Pty Ltd T/As Esperance Testing and Tagging	SITE INSPECTION ON FRIDAY 23RD FENRUARY AT LITTLE BARRENS ROOF TRUSSES AS PER QUOTE # 24138		1,078.00	

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**Creditors list of Accounts Paid March 2024**

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Cheque/EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT18362	07/03/2024	Breeze Connect Pty Ltd	TRUNK ID 118057 VOIP 16 LINE SUBSCRIPTION CHARGE + CALL CHARGES - 01/02/2024 - 29/02/2024	1		291.59
INV 154460	02/03/2024	Breeze Connect Pty Ltd	TRUNK ID 118057 VOIP 16 LINE SUBSCRIPTION CHARGE + CALL CHARGES - 01/02/2024 - 29/02/2024		291.59	
EFT18363	07/03/2024	██████████	SALARY SACRIFICE - WEEK ENDING 04/03/2024	1		485.00
INV SAL SAC04/03/2024		██████████	SALARY SACRIFICE - WEEK ENDING 04/03/2024		485.00	
EFT18364	07/03/2024	Caravan Industry Association WA (Inc)	3 X 4 DAY EXHIBITOR PASS FOR THE PERTH CARAVAN AND CAMPING SHOW @\$45 EACH FOR FITZGERALD BIOSPHERE COAST/RAVENSTHORPE WILDFLOWER SHOW STAND (SITE 261)	1		135.00
INV INV-141631/01/2024		Caravan Industry Association WA (Inc)	3 X 4 DAY EXHIBITOR PASS FOR THE PERTH CARAVAN AND CAMPING SHOW @\$45 EACH FOR FITZGERALD BIOSPHERE COAST/RAVENSTHORPE WILDFLOWER SHOW STAND (SITE 261)		135.00	
EFT18365	07/03/2024	City of Albany	BUILDING SURVEYING SERVICES CERTIFICATE OF DESIGN #167824	1		187.00
INV 104050	26/02/2024	City of Albany	BUILDING SURVEYING SERVICES CERTIFICATE OF DESIGN #167824		187.00	
EFT18366	07/03/2024	Cleanaway Pty Ltd	RUBBISH COLLECTION 2 X 3.0M BIN INCLUDING TRAVEL AND FUEL SURCHARGES - FEBRUARY 2024	1		2,585.43
INV 2177582829/02/2024		Cleanaway Pty Ltd	RUBBISH COLLECTION 2 X 3.0M BIN INCLUDING TRAVEL AND FUEL SURCHARGES - FEBRUARY 2024		1,185.81	
INV 2177582729/02/2024		Cleanaway Pty Ltd	RUBBISH COLLECTION 2 X 3.0M BIN INCLUDING TRAVEL AND FUEL SURCHARGES - FEBRUARY 2024		1,399.62	
EFT18367	07/03/2024	Department of Transport (Shire Licensing)	TEMPORARY MOVEMENT PERMIT FOR NEW TRAILER AP753	1		25.00
INV 1438512705/03/2024		Department of Transport (Shire Licensing)	TEMPORARY MOVEMENT PERMIT FOR NEW TRAILER AP753		25.00	
EFT18368	07/03/2024	Elite HR Solutions	PROVIDING SUPPORT TO THE SHIRE OF RAVENSTHORPE RELATING TO HR NEEDS - JANUARY 2024	1		330.00
INV 01199	28/02/2024	Elite HR Solutions	PROVIDING SUPPORT TO THE SHIRE OF RAVENSTHORPE RELATING TO HR NEEDS - JANUARY 2024		330.00	

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Cheque/EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT18369	07/03/2024	[REDACTED]	SALARY SACRIFICE - WEEK ENDING 04/03/2024	1		480.00
INV SAL SAC04/03/2024		[REDACTED]	SALARY SACRIFICE - WEEK ENDING 04/03/2024		480.00	
EFT18370	07/03/2024	Frontline Fire & Rescue Equipment	TRAINING DRAGER OXY 3000 MK11 AS PER QUOTE #64900 THERMAGUARD TRAINING BLANKET WITH STORAGE BAG	1		1,454.40
INV 81512	29/02/2024	Frontline Fire & Rescue Equipment	TRAINING DRAGER OXY 3000 MK11 AS PER QUOTE #64900 THERMAGUARD TRAINING BLANKET WITH STORAGE BAG		1,454.40	
EFT18371	07/03/2024	G.C. Sales	10 X YELLOW BIN LIDS TO SUITE 240LTR BINS, PLUS PINS AS PER EMAIL QUOTE 27/2/24	1		253.00
INV 33486	27/02/2024	G.C. Sales	10 X YELLOW BIN LIDS TO SUITE 240LTR BINS, PLUS PINS AS PER EMAIL QUOTE 27/2/24		253.00	
EFT18372	07/03/2024	HJ Lochner GP	PRE- EMPLOYMENT MEDICAL INCL D&A, HEARING & MUSKULOSKELETAL- NEW STAFF MEMBER	1		1,287.00
INV 29172	20/12/2023	HJ Lochner GP	PRE- EMPLOYMENT MEDICAL INCL D&A, HEARING & MUSKULOSKELETAL- NEW STAFF MEMBER		643.50	
INV 29170	20/12/2023	HJ Lochner GP	PRE- EMPLOYMENT MEDICAL INCL D&A, HEARING & MUSKULOSKELETAL- NEW STAFF MEMBER		643.50	
EFT18373	07/03/2024	Hopetoun Ray White Rural South Coast Wa	8 France Street Rent	1		710.00
INV 8 France S05/03/2024		Hopetoun Ray White Rural South Coast Wa	8 France Street Rent		460.00	
INV 3 Birdwoo05/03/2024		Hopetoun Ray White Rural South Coast Wa	3 Birdwood Street Rent		250.00	
EFT18374	07/03/2024	Iris Consulting Group Pty Ltd	IRIS CONSULTING - RECORDS TRAINING FOR RECORDS OFFICER	1		1,177.00
INV 0000223217/01/2024		Iris Consulting Group Pty Ltd	IRIS CONSULTING - RECORDS TRAINING FOR RECORDS OFFICER		1,177.00	
EFT18375	07/03/2024	J&K Hopkins	RAPID RISER SMALL - BLACK (#RR1)	1		409.00
INV T20255	01/03/2024	J&K Hopkins	RAPID RISER SMALL - BLACK (#RR1)		409.00	
EFT18376	07/03/2024	Karl Hutchinson	GYM FOB BOND REFUND	1		30.00



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Cheque/EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV T2502	05/03/2024	Karl Hutchinson	GYM FOB BOND REFUND	1	30.00	
EFT18377	07/03/2024	Landgate	LAND ENQUIRIES SEARCH FEES, INTERIMS, RUV, MINING AND GRV ROLLS	1		30.50
INV 1361422	01/03/2024	Landgate	LAND ENQUIRIES SEARCH FEES, INTERIMS, RUV, MINING AND GRV ROLLS		30.50	
EFT18378	07/03/2024	██████████	REFUND FOR DEBTOR CREDIT - OVERPAYMENT OF INVOICE	1		49.66
INV REFUND07/03/2024		██████████	REFUND FOR DEBTOR CREDIT - OVERPAYMENT OF INVOICE		49.66	
EFT18379	07/03/2024	Lawry's Electrical Solutions *DO NOT USE*	INVESTIGATE FAULT AND CARRY OUT EMERGENCY TEMP REPAIRS	1		1,082.85
INV 2268	27/02/2024	Lawry's Electrical Solutions *DO NOT USE*	INVESTIGATE FAULT AND CARRY OUT EMERGENCY TEMP REPAIRS		605.00	
INV 2266	27/02/2024	Lawry's Electrical Solutions *DO NOT USE*	RELOCATION OF CONDUIT AND NEW INSTALLATION FOR WEST BEACH ABLUTION UPGRADE		213.85	
INV 2267	27/02/2024	Lawry's Electrical Solutions *DO NOT USE*	INVESTIGATE VSD INTERMITTENT FAULT WITH JUMPING PILLOW AS PER QUOTE 1273 10/10/23		264.00	
EFT18380	07/03/2024	██████████	SALARY SACRIFICE - WEEK ENDING 04/03/2024	1		548.00
INV SAL SAC04/03/2024		██████████	SALARY SACRIFICE - WEEK ENDING 04/03/2024		548.00	
EFT18381	07/03/2024	██████████	SALARY SACRIFICE - WEEK ENDING 04/03/2024	1		450.00
INV SAL SAC04/03/2024		██████████	SALARY SACRIFICE - WEEK ENDING 04/03/2024		450.00	
EFT18382	07/03/2024	████████████████████	SALARY SACRIFICE - WEEK ENDING 04/03/2024	1		450.00
INV SAL SAC04/03/2024		████████████████████	SALARY SACRIFICE - WEEK ENDING 04/03/2024		450.00	
EFT18383	07/03/2024	Midland Trophies	LASER ENGRAVED NAME TAG X1 - HONOUR BOARD TAGE X2 - NAME BADGES WITH MAGNET BACKING X7 AND POSTAGE	1		220.00
INV 23357	27/02/2024	Midland Trophies	LASER ENGRAVED NAME TAG X1 - HONOUR BOARD TAGE X2 - NAME BADGES WITH MAGNET BACKING X7 AND POSTAGE		220.00	

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Cheque/EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT18384	07/03/2024	Moore Australia (WA) Pty Ltd	2024 BUDGET WORKSHOP - 1 MARCH LIVESTREAM ATTENDANCE - 2 STAFF	1		2,112.00
INV 3953	22/01/2024	Moore Australia (WA) Pty Ltd	2024 BUDGET WORKSHOP - 1 MARCH LIVESTREAM ATTENDANCE - 2 STAFF		2,112.00	
EFT18385	07/03/2024	Nutrien Ag Solutions Ravensthorpe	CAMP HOST GAS BOTTLE EXCHANGE	1		142.86
INV 9103434214/02/2024		Nutrien Ag Solutions Ravensthorpe	CAMP HOST GAS BOTTLE EXCHANGE		142.86	
EFT18386	07/03/2024	Palm Creations	CONTRACT CLEANING IN RAVENSTHORPE - 21/02/2024 - 04/03/2024	1		1,520.00
INV 62	04/03/2024	Palm Creations	CONTRACT CLEANING IN RAVENSTHORPE - 21/02/2024 - 04/03/2024		1,520.00	
EFT18387	07/03/2024	██████████	REIMBURSEMENT FOR ACCOMODATION FOR WORKS MANAGER MEETING IN MT BARKER 18/02/2024	1		146.70
INV REIMBU28/02/2024		██████████	REIMBURSEMENT FOR ACCOMODATION FOR WORKS MANAGER MEETING IN MT BARKER 18/02/2024		146.70	
EFT18388	07/03/2024	Perfect Computer Solutions Pty Ltd	2023/24 IT SERVICE DESK AND ASSOCIATED SUPPORT - 16/02/2024 -28/02/2024	1		637.50
INV 28595	29/02/2024	Perfect Computer Solutions Pty Ltd	2023/24 IT SERVICE DESK AND ASSOCIATED SUPPORT - 26/02/2024		42.50	
INV 28594	29/02/2024	Perfect Computer Solutions Pty Ltd	2023/24 IT SERVICE DESK AND ASSOCIATED SUPPORT - 16/02/2024 -28/02/2024		595.00	
EFT18389	07/03/2024	Pink Lake Tree Works	TREE LOPPING	1		4,928.00
INV 0293	27/02/2024	Pink Lake Tree Works	TREE LOPPING		4,928.00	
EFT18390	07/03/2024	R And R Heavy Diesel Services	CHANGE OUT SEAL IN TURNTABLE DRIVE ON KOMATSU GRADER RA3762 P584A	1		2,096.93
INV 7631	28/02/2024	R And R Heavy Diesel Services	CHANGE OUT SEAL IN TURNTABLE DRIVE ON KOMATSU GRADER RA3762 P584A		1,327.45	
INV 7632	28/02/2024	R And R Heavy Diesel Services	REMOVE OLD TRACKS AND REPLACE BOTH TRACKS AND SET UP, AND REMOVE COVERS FROM TRACK HYDRAULIC HOSES AND WRAP WITH RUBBER ON CAT SKIDSTEER 1GTT-665 P714A		769.48	
EFT18391	07/03/2024	Ravensthorpe Agencies	COOPEX RESIDUAL INSECTICIDE	1		885.18

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INV 20694	23/02/2024	Ravensthorpe Agencies	REPLACEMENT WATER TANK SEAL		58.30	
INV 20634	28/02/2024	Ravensthorpe Agencies	VARIOUS PARTS AS PER QUOTE 0021 27/2/24		110.91	
INV 20697	28/02/2024	Ravensthorpe Agencies	VARIOUS PARTS AS PER QUOTE 0021 27/2/24		37.20	
INV 20555	28/02/2024	Ravensthorpe Agencies	VARIOUS PARTS AS PER QUOTE 0020 15/2/24		138.77	
INV 20686	28/02/2024	Ravensthorpe Agencies	1 X 45KG GAS BOTTLE FOR 1/29 DUNN STREET - QUOTE 0024		180.00	
INV 20801	29/02/2024	Ravensthorpe Agencies	COOPEX RESIDUAL INSECTICIDE		360.00	
EFT18392	07/03/2024	Ravensthorpe Building Supplies	1 X VENT ALUMIUM PRESSED SILVER (RECEIPT 37517 28/2/24), 12 HEX BOLTS/NUTS (RECEIPT 37504 27/2/24); 1 X BRACKET MEND PLATE (RECEIPT 37479 26/2/24); VARIOUS BOLTS AND WASHERS (RECEIPT 37477 26/2/24); VARIOUS ITEMS (RECEIPT 37476 26/2/24)	1		158.60
INV 37537	28/02/2024	Ravensthorpe Building Supplies	1 X VENT ALUMIUM PRESSED SILVER (RECEIPT 37517 28/2/24), 12 HEX BOLTS/NUTS (RECEIPT 37504 27/2/24); 1 X BRACKET MEND PLATE (RECEIPT 37479 26/2/24); VARIOUS BOLTS AND WASHERS (RECEIPT 37477 26/2/24); VARIOUS ITEMS (RECEIPT 37476 26/2/24)		158.60	
EFT18393	07/03/2024	Rent Me Australia Pty Ltd	SUPPLY 3M3 TIPPER SKIP BIN AND FREIGHT	1		5,566.00
INV INV-142105/03/2024		Rent Me Australia Pty Ltd	SUPPLY 3M3 TIPPER SKIP BIN AND FREIGHT		5,566.00	
EFT18394	07/03/2024	Roselea Trading	Hopetoun Gym Rent	1		2,206.52
INV RENT	05/03/2024	Roselea Trading	Hopetoun Gym Rent		953.15	
INV RATES	05/03/2024	Roselea Trading	Hopetoun Gym Rates		150.11	
INV YOUTH	05/03/2024	Roselea Trading	Hopetoun Youth Space Rent		953.15	
INV YOUTH	05/03/2024	Roselea Trading	Hopetoun Youth Space Rates		150.11	
EFT18395	07/03/2024	Scott Smalley Partnership PTY LTD	QUOTE PER NO 3675 FOR 40050-13 RAVENSTHORPE CULTURAL PRECINCT - BILL SMALLEY SITE VISIT ON 09/06/2023	1		3,850.00

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INV 3675	25/02/2024	Scott Smalley Partnership PTY LTD	QUOTE PER NO 3675 FOR 40050-13 RAVENSTHORPE CULTURAL PRECINCT - BILL SMALLEY SITE VISIT ON 09/06/2023		3,850.00	
EFT18396	07/03/2024	Seek Limited	SEEK ADVERT- ROADS TECHINCAL OFFICER/ ROADS TECHNICAL ASSISTANT	1		715.00
INV 7003782809/02/2024		Seek Limited	SEEK ADVERTISEMENT- RANGER AND CREDIT FOR DUPLICATE PAYMENT OF INVOICE 700062322		-44.00	
INV 7004091927/02/2024		Seek Limited	SEEK ADVERT- ROADS TECHINCAL OFFICER/ ROADS TECHNICAL ASSISTANT		379.50	
INV 7004230801/03/2024		Seek Limited	SEEK ADVERT- CUSTOMER SERVICE OFFICER		379.50	
EFT18397	07/03/2024	Shire of Ravensthorpe Social Club	Payroll deductions	1		235.00
INV DEDUCT04/03/2024		Shire of Ravensthorpe Social Club	Payroll deductions		235.00	
EFT18398	07/03/2024	██████████	SALARY SACRIFICE - WEEK ENDING 04/03/2024	1		460.00
INV SAL SAC04/03/2024		██████████	SALARY SACRIFICE - WEEK ENDING 04/03/2024		460.00	
EFT18399	07/03/2024	Tarryn Ford	REFUND FOR OVERCHARGED CHILD CARE FEES	1		116.00
INV REFUND07/03/2024		Tarryn Ford	REFUND FOR OVERCHARGED CHILD CARE FEES		116.00	
EFT18400	07/03/2024	Team Global Express Pty Ltd (TOLL)	FREIGHT - PATHWEST - PCS	1		380.69
INV 0604-S3025/02/2024		Team Global Express Pty Ltd (TOLL)	FREIGHT - PATHWEST - PCS		380.69	
EFT18401	07/03/2024	██████████	ENVIRONMENTAL HEALTH OFFICER SERVICES - 31/01/2024 - 02/02/2024	1		5,820.00
INV 24019	29/02/2024	██████████	ENVIRONMENTAL HEALTH OFFICER SERVICES - 31/01/2024 - 02/02/2024		5,820.00	
EFT18402	07/03/2024	The Local Government, Racing And Cemeteries Employees Union (wa)	Payroll deductions	1		220.00
INV DEDUCT04/03/2024		The Local Government, Racing And Cemeteries Employees Union (wa)	Payroll deductions		198.00	
INV DEDUCT04/03/2024		The Local Government, Racing And Cemeteries Employees Union (wa)	Payroll deductions		22.00	

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EFT18403	07/03/2024	The Trustee for Pendle Hill Trust T/as Steerdale Farms	LOADER HIRE LAURINA ROAD FIRE INCIDENT NUMBER616604 - EXTERNAL CONTRACTOR REQUIRED	1		7,507.50
INV INV-001030/04/2023		The Trustee for Pendle Hill Trust T/as Steerdale Farms	LOADER HIRE LAURINA ROAD FIRE INCIDENT NUMBER616604 - EXTERNAL CONTRACTOR REQUIRED		7,507.50	
EFT18404	07/03/2024	Tina Marie Harris	DONATION FOR CHILD TO ATTEND STATE NETBALL TRIALS IN PERTH	1		750.00
INV DONATI 05/03/2024		Tina Marie Harris	DONATION FOR CHILD TO ATTEND STATE NETBALL TRIALS IN PERTH		750.00	
EFT18405	07/03/2024	██████████	SALARY SACRIFICE - WEEK ENDING 04/03/2024	1		340.00
INV SAL SAC04/03/2024		██████████	SALARY SACRIFICE - WEEK ENDING 04/03/2024		340.00	
EFT18406	07/03/2024	Tyrepower Esperance	ROTATION AND WHEEL ALIGNMENT TO RA3860 P698A	1		130.00
INV 124930	27/02/2024	Tyrepower Esperance	ROTATION AND WHEEL ALIGNMENT TO RA3860 P698A		130.00	
EFT18407	07/03/2024	WA Fuel Supply PTY LTD	18,839 LITRES DIESEL - FEBRUARY 2024	1		38,865.79
INV 0016376629/02/2024		WA Fuel Supply PTY LTD	18,839 LITRES DIESEL - FEBRUARY 2024		38,865.79	
EFT18408	07/03/2024	Woodlands Distributors Pty Ltd	WOODLANDS BOYD SEAT WITH ARMRESTS	1		2,626.80
INV INV-005529/02/2024		Woodlands Distributors Pty Ltd	WOODLANDS BOYD SEAT WITH ARMRESTS		2,626.80	
EFT18409	07/03/2024	Service Leadership	DELIVERY OF 3 X WORKSHOPS TO SHIRE OF RAVENSTHORPE TEAM 20 AND 21 FEBRUARY 2024	1		4,345.00
INV 3370	22/02/2024	Service Leadership	DELIVERY OF 3 X WORKSHOPS TO SHIRE OF RAVENSTHORPE TEAM 20 AND 21 FEBRUARY 2024		4,345.00	
EFT18410	14/03/2024	4 Rivers Plumbing Gas & Civil Contracting WA	SUPPLY 2 X 1200X1400 LINER TANKS AS PER QUOTE 00004049 21/2/24	1		1,454.86
INV 0000416212/03/2024		4 Rivers Plumbing Gas & Civil Contracting WA	SUPPLY 2 X 1200X1400 LINER TANKS AS PER QUOTE 00004049 21/2/24		1,454.86	
EFT18411	14/03/2024	ASSA ABLOY	SERIES WEATHER COVER - BLUE PK OF 10	1		200.31
INV IN02685328/02/2024		ASSA ABLOY	SERIES WEATHER COVER - BLUE PK OF 10		200.31	
EFT18412	14/03/2024	Asha Warburton	GYM FOB BOND REFUND	1		30.00

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INV T2488	14/03/2024	Asha Warburton	GYM FOB BOND REFUND	1	30.00	
EFT18413	14/03/2024	BE Stearne & Co Pty Ltd	20 X HUNTER PGP ULTRA SPRAYERS - NOZZLE SOLENOID COILS	1		1,322.10
INV 121053	16/02/2024	BE Stearne & Co Pty Ltd	20 X HUNTER PGP ULTRA SPRAYERS - NOZZLE SOLENOID COILS		1,322.10	
EFT18414	14/03/2024	BP Australia Pty Ltd	BP FUEL CARD - FEBRUARY 2024	1		1,826.43
INV 1307159429/02/2024		BP Australia Pty Ltd	BP FUEL CARD - FEBRUARY 2024		1,826.43	
EFT18415	14/03/2024	Bio Diverse Solutions	SHIRE OF RAVENSTHORPE BAL CONTOUR REVIEW AS PER TASK 1 QUOTE#RAV001-005 & RAV002 DATED 21/8/23	1		6,589.00
INV BDSA-0106/03/2024		Bio Diverse Solutions	SHIRE OF RAVENSTHORPE BAL CONTOUR REVIEW AS PER TASK 1 QUOTE#RAV001-005 & RAV002 DATED 21/8/23		6,589.00	
EFT18416	14/03/2024	Bob Waddell	ASSITANCE WITH THE FEBRUARY MONTHLY FINANCIAL STATEMENTS	1		41.25
INV 3783	11/03/2024	Bob Waddell	ASSITANCE WITH THE FEBRUARY MONTHLY FINANCIAL STATEMENTS		41.25	
EFT18417	14/03/2024	Comfort Inn Bay of Isles	ACCOMODATION AND MEALS FOR STAFF MEMBER - TRAINING	1		492.00
INV 257902	29/02/2024	Comfort Inn Bay of Isles	ACCOMODATION AND MEAL FOR STAFF MEMBER - TRAINING		229.00	
INV 257934	01/03/2024	Comfort Inn Bay of Isles	ACCOMODATION AND MEALS FOR STAFF MEMBER - TRAINING		263.00	
EFT18418	14/03/2024	Community Spirit Newspaper Inc	DOUBLE PAGE ADVERTORIAL ISSUE 3 PAGE 12 AND 13	1		342.00
INV 0002603129/02/2024		Community Spirit Newspaper Inc	DOUBLE PAGE ADVERTORIAL ISSUE 3 PAGE 12 AND 13		342.00	
EFT18419	14/03/2024	██████████	REIMBURSEMENT FOR PRE EMPLOYMENT MEDICAL	1		467.50
INV REIMBU08/03/2024		██████████	REIMBURSEMENT FOR PRE EMPLOYMENT MEDICAL		467.50	
EFT18420	14/03/2024	Dick's Electronics Esperance	SDSQXCD-128G-GN6MAS ANDISK EXTREME PRO MICRO SDXC - SCANDISC	1		1,678.90
INV 4981008007/03/2024		Dick's Electronics Esperance	SDSQXCD-128G-GN6MAS ANDISK EXTREME PRO MICRO SDXC - SCANDISC		1,678.90	

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EFT18421	14/03/2024	Esperance Fire Services	MONTHLY ROUTINE TESTING OF JACKING PUMP SITE IN MORGAN STREET, RAVENSTHORPE AND TRAVEL	1		324.50
INV S4790	06/03/2024	Esperance Fire Services	MONTHLY ROUTINE TESTING OF JACKING PUMP SITE IN MORGAN STREET, RAVENSTHORPE AND TRAVEL		324.50	
EFT18422	14/03/2024	Freight Lines Group	FREIGHT - G C SALES	1		35.65
INV 0017381429/02/2024		Freight Lines Group	FREIGHT - G C SALES		35.65	
EFT18423	14/03/2024	██████████	REIMBURSEMENT FOR MEALS AND TRAVEL - RECORDS TRAINING PERTH	1		1,619.98
INV 00005	06/03/2024	██████████	CATERING EVEINING MEAL AFTER CORPORATE DISCUSSION 05/03/2024		600.00	
INV REIMBU 12/03/2024		██████████	REIMBURSEMENT FOR MEALS AND TRAVEL - RECORDS TRAINING PERTH		1,019.98	
EFT18424	14/03/2024	Gillian Elizabeth Turner	Rates refund for assessment A1529 LOT 1355 HOPETOUN - RAVENSTHORPE ROAD RAVENSTHORPE 6346	1		1,023.94
INV A1529	11/03/2024	Gillian Elizabeth Turner	Rates refund for assessment A1529 LOT 1355 HOPETOUN - RAVENSTHORPE ROAD RAVENSTHORPE 6346		1,023.94	
EFT18425	14/03/2024	Hanson Consruction Materials	SUPPLY AND DELIVERY OF 10MM SEALING AGGREGATE (MRWA SPEC) TO 16 TAMAR ST HOPETOUN FOR SOUTHERN OCEAN RD PROJECT, AS PER QUOTE DATED 11.01.2024	1		7,080.46
INV 7506337205/02/2024		Hanson Consruction Materials	SUPPLY AND DELIVERY OF 10MM SEALING AGGREGATE (MRWA SPEC) TO 16 TAMAR ST HOPETOUN FOR SOUTHERN OCEAN RD PROJECT, AS PER QUOTE DATED 11.01.2024		14,171.49	
INV 9639926913/03/2024		Hanson Consruction Materials	CREDIT ADJUSTMENT FOR INVOICE 75063372 - LOAD INCORRECTLY CHARGED OUT		-7,091.03	
EFT18426	14/03/2024	Hollowpool Pty Ltd T/as North OZ Electrical Contracting	ELECTRICAL WORK CARRIED OUT AT HOPETOUN SENIOR CITIZENS CENTRE (RELOCATING EXISTING POWER FOR NEW KITCHEN UPGRADE)	1		3,202.10
INV INV-023606/03/2024		Hollowpool Pty Ltd T/as North OZ Electrical Contracting	ELECTRICAL WORK CARRIED OUT AT HOPETOUN SENIOR CITIZENS CENTRE (KITCHEN)		809.60	
INV INV-025008/03/2024		Hollowpool Pty Ltd T/as North OZ Electrical Contracting	ELECTRICAL WORK CARRIED OUT AT HOPETOUN SENIOR CITIZENS CENTRE (RELOCATING EXISTING POWER FOR NEW KITCHEN UPGRADE)		2,392.50	

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EFT18427	14/03/2024	Hopetoun Ray White Rural South Coast Wa	8 France Street Rent	1		710.00
INV 8 France S13/03/2024		Hopetoun Ray White Rural South Coast Wa	8 France Street Rent		460.00	
INV 3 Birdwoo13/03/2024		Hopetoun Ray White Rural South Coast Wa	3 Birdwood Street Rent		250.00	
EFT18428	14/03/2024	Hopetoun Senior Citizens	COMMUNITY DEVELOPMENT FUND 2023/2024	1		1,365.00
INV CDF	26/02/2024	Hopetoun Senior Citizens			1,365.00	
EFT18429	14/03/2024	Interfire Agencies	FLIR THERMAL CAMERA, BLACK HARD CASE AND TRUCK CHARGER AS PER ATTACHED QUOTE #22068	1		3,899.32
INV INV-181111/03/2024		Interfire Agencies	FLIR THERMAL CAMERA, BLACK HARD CASE AND TRUCK CHARGER AS PER ATTACHED QUOTE #22068		3,899.32	
EFT18430	14/03/2024	Kleenheat Gas Pty Ltd (wesfarmers)	45KG VAP CYL X2 - SERVICE CHARGE	1		100.10
INV 4564509	01/02/2024	Kleenheat Gas Pty Ltd (wesfarmers)	45KG VAP CYL X2 - SERVICE CHARGE		100.10	
EFT18431	14/03/2024	Livingston Medical Pty Ltd	MONTHLY HIRE OF HANGAR	1		1,320.00
INV INV-023511/03/2024		Livingston Medical Pty Ltd	MONTHLY HIRE OF HANGAR		1,320.00	
EFT18432	14/03/2024	Lloydey's Power Services	REPLACE WHEEL BEARINGS AND SEALS, REPLACE ALL LEAF SUSPENSION SPRINGS REPLACE WORN KING PIN, REPLACE 2 REAR SLACK ADJUSTERS, REPAIR AIR LEAK ON REAR AXEL, RETRO FIT REMOTE GREASE LINES, DESCALE AND RUST PROOF AND PAINT SURFACES, REPAIR LIGHTS, REMOVE OLD AIR TAPS AND REPLACE WITH PLUGS, TORQUE ALL WHEELS TO SPEC ON WATER CART SEMI TRAILER P713 1TQB-638 AS PER ESTIMATE 6235 29/2/24	1		4,646.02



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INV INV-138206/03/2024		Lloydey's Power Services	REPLACE WHEEL BEARINGS AND SEALS, REPLACE ALL LEAF SUSPENSION SPRINGS REPLACE WORN KING PIN, REPLACE 2 REAR SLACK ADJUSTERS, REPAIR AIR LEAK ON REAR AXEL, RETRO FIT REMOTE GREASE LINES, DESCALE AND RUST PROOF AND PAINT SURFACES, REPAIR LIGHTS, REMOVE OLD AIR TAPS AND REPLACE WITH PLUGS, TORQUE ALL WHEELS TO SPEC ON WATER CART SEMI TRAILER P713 1TQB-638 AS PER ESTIMATE 6235 29/2/24		4,646.02	
EFT18433	14/03/2024	McLeods Barristers & Solicitors	LEGAL ADVICE - MATTER NUMBER 48198	1		1,854.60
INV 134367	29/02/2024	McLeods Barristers & Solicitors	LEGAL ADVICE - MATTER NUMBER 48198		1,854.60	
EFT18434	14/03/2024	Metalicity Ltd	Rates refund for assessment A14143 LOT E74/00550 EXPLORATION LICENCE RAVENSTHORPE	1		208.96
INV A14143	06/03/2024	Metalicity Ltd	Rates refund for assessment A14143 LOT E74/00550 EXPLORATION LICENCE RAVENSTHORPE		208.96	
EFT18435	14/03/2024	PHP Freight Services	COLLECT SKIP BIN TRAILER FROM FREMANTLE PORT WHARF AND DELIVER TO SHIRE DEPOT IN RAVENSTHORPE ON MARTIN STREET.	1		770.00
INV 00168	11/03/2024	PHP Freight Services			770.00	
EFT18436	14/03/2024	Palm Creations	CONTRACT CLEANING IN RAVENSTHORPE - 05/03/2024 - 07/03/2024	1		770.00
INV 63	07/03/2024	Palm Creations	CONTRACT CLEANING IN RAVENSTHORPE - 05/03/2024 - 07/03/2024		770.00	
EFT18437	14/03/2024	R And R Heavy Diesel Services	REPLACE WHEEL BEARINGS AND SEALS, REPLACE ALL LEAF SUSPENSION SPRINGS REPLACE WORN KING PIN, REPLACE 2 REAR SLACK ADJUSTERS, REPAIR AIR LEAK ON REAR AXEL, RETRO FIT REMOTE GREASE LINES, DESCALE AND RUST PROOF AND PAINT SURFACES, REPAIR LIGHTS, REMOVE OLD AIR TAPS AND REPLACE WITH PLUGS, TORQUE ALL WHEELS TO SPEC ON WATER CART SEMI TRAILER P713 1TQB-638 AS PER ESTIMATE 6235 29/2/24	1		13,046.00

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INV 7640	05/03/2024	R And R Heavy Diesel Services	REPLACE WHEEL BEARINGS AND SEALS, REPLACE ALL LEAF SUSPENSION SPRINGS REPLACE WORN KING PIN, REPLACE 2 REAR SLACK ADJUSTERS, REPAIR AIR LEAK ON REAR AXEL, RETRO FIT REMOTE GREASE LINES, DESCALE AND RUST PROOF AND PAINT SURFACES, REPAIR LIGHTS, REMOVE OLD AIR TAPS AND REPLACE WITH PLUGS, TORQUE ALL WHEELS TO SPEC ON WATER CART SEMI TRAILER P713 1TQB-638 AS PER ESTIMATE 6235 29/2/24		9,654.00	
INV 7644	06/03/2024	R And R Heavy Diesel Services	QUOTE 6226- TRAVEL AND REPLACE FUEL PUMP STOP SOLENOID P682		541.83	
INV 7643	06/03/2024	R And R Heavy Diesel Services	REPAIR HYDRAULIC PIPES/HOSES ON SIDE TIPPER P577 RA-1421, AS PER ESTIMATE 6254 5/3/24		2,850.17	
EFT18438	14/03/2024	Ravensthorpe Agencies	1 X STEELBLUE BOOTS	1		454.00
INV 20896	07/03/2024	Ravensthorpe Agencies	1 X OLIVER BOOTS BLACK LADIES SIZE 40		189.00	
INV 20908	08/03/2024	Ravensthorpe Agencies	1 X STEELBLUE BOOTS		265.00	
EFT18439	14/03/2024	██████████	2023/2024 CHIEF BUSH FIRE CONTROL OFFICER ANNUAL HONORARIUM - PAYMENT 2	1		7,582.14
INV REIMBU 12/03/2024		██████████	CBFO REIMBURSEMENT FOR TELSTRA CHARGES TO 10/03/2024		82.14	
INV 23/24 CB 14/03/2024		██████████	2023/2024 CHIEF BUSH FIRE CONTROL OFFICER ANNUAL HONORARIUM - PAYMENT 2		7,500.00	
EFT18440	14/03/2024	Shire of Ravensthorpe- Petty Cash	HOPETOUN PETTY CASH REIMBURSEMENT - 22/11/2023 - 26/02/2024	1		81.95
INV HOPEY F08/03/2024		Shire of Ravensthorpe- Petty Cash	HOPETOUN PETTY CASH REIMBURSEMENT - 22/11/2023 - 26/02/2024		81.95	
EFT18441	14/03/2024	Sigma Chemicals	4 X 200L DRUMS OF CHLORINE AND PACKAGING/PALLETS - 3 X 20L HYDROCHLORIC ACID 28% AND 2 X 20L HYDROCHLORIC ACID 14% INCLUDING PALLETS	1		1,030.27
INV 180672/0 27/02/2024		Sigma Chemicals	4 X 200L DRUMS OF CHLORINE AND PACKAGING/PALLETS - 3 X 20L HYDROCHLORIC ACID 28% AND 2 X 20L HYDROCHLORIC ACID 14% INCLUDING PALLETS		1,030.27	

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EFT18442	14/03/2024	Smarter Tourism Technology Pty Ltd	3X UNIFI 360 AI CAMERA FOR STARLINK TOWER INSTALLATIONS AT HAMERSLEY INLET, MASON BAY AND STARVATION BAY CAMPGROUNDS	1		2,773.32
INV INV-106801/03/2024		Smarter Tourism Technology Pty Ltd	3X UNIFI 360 AI CAMERA FOR STARLINK TOWER INSTALLATIONS AT HAMERSLEY INLET, MASON BAY AND STARVATION BAY CAMPGROUNDS		2,773.32	
EFT18443	14/03/2024	Team Global Express Pty Ltd (TOLL)	FREIGHT - BEST OFFICE - ALBANY LOCK - FRONTLINE	1		257.20
INV 0605-S3005/03/2024		Team Global Express Pty Ltd (TOLL)	FREIGHT - BEST OFFICE - ALBANY LOCK - FRONTLINE		193.59	
INV 0606-S3010/03/2024		Team Global Express Pty Ltd (TOLL)	FREIGHT - J&K HOPKINS		63.61	
EFT18444	14/03/2024	Telstra Limited	TELSTRA CHARGES TO 24/03/2024 - TIM 500K RAMPUP	1		4,226.65
INV T311	25/02/2024	Telstra Limited	TELSTRA CHARGES TO 24/03/2024 - TIM 500K RAMPUP		4,226.65	
EFT18445	14/03/2024	Topsigns	4X CUSTOM RV SURVEY SIGNS, 1X HOPETOUN 48HR RV SIGN & 1 RAVENSTHORE 48HR RV SIGN	1		781.00
INV INV-695708/03/2024		Topsigns	4X CUSTOM RV SURVEY SIGNS, 1X HOPETOUN 48HR RV SIGN & 1 RAVENSTHORE 48HR RV SIGN		781.00	
EFT18446	14/03/2024	Valeo Coaching	PROFESSIONAL DEVELOPMENT SERVICES FOR SHIRE PRESIDENT - LEADERSHIP AND EXECUTIVE COACHING - 6 MONTHS CONTRACT @ \$899 PER MONTH.	1		5,394.00
INV 0000007129/02/2024		Valeo Coaching	PROFESSIONAL DEVELOPMENT SERVICES FOR SHIRE PRESIDENT - LEADERSHIP AND EXECUTIVE COACHING - 6 MONTHS CONTRACT @ \$899 PER MONTH.		5,394.00	
EFT18447	14/03/2024	Vanguard Print	MONTHLY STORAGE AND BROCHURE DISTRIBUTION COSTS	1		205.52
INV 0004142729/02/2024		Vanguard Print	MONTHLY STORAGE AND BROCHURE DISTRIBUTION COSTS		205.52	
EFT18448	14/03/2024	WINC Australia Pty Ltd	MONTHLY CONSUMABLES ORDER NET56820315	1		515.57
INV 9044775701/03/2024		WINC Australia Pty Ltd	MONTHLY CONSUMABLES ORDER NET56820315		515.57	
EFT18449	14/03/2024	██████████	REIMBURSEMENT FOR FUEL RA3837	1		50.01
INV REIMBU11/03/2024		██████████	REIMBURSEMENT FOR FUEL RA3837		50.01	

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EFT18450	21/03/2024	4 Rivers Plumbing Gas & Civil Contracting WA	PUMPING OUT OF SEPTICS	1		5,062.50
INV 0000418414/03/2024		4 Rivers Plumbing Gas & Civil Contracting WA	PUMPING OUT OF SEPTICS		3,029.00	
INV 0000419614/03/2024		4 Rivers Plumbing Gas & Civil Contracting WA	CALL OUT AND INSPECTION OF BLOCKED DRAINAGE AT 29 DUNN STREET UNIT 1 - SEPTIC TANK PUMP OUT		2,033.50	
EFT18451	21/03/2024	BE Stearne & Co Pty Ltd	PLEASE SUPPLY EX ESPERANCE 7 OF ALUMINIUM WHITE FRAMED MIRRORS 1050H X 600W INCLUDING MOUNTING BRACKETS AS PER YOUR QUOTE NO 0030	1		924.00
INV 121239	23/02/2024	BE Stearne & Co Pty Ltd	PLEASE SUPPLY EX ESPERANCE 7 OF ALUMINIUM WHITE FRAMED MIRRORS 1050H X 600W INCLUDING MOUNTING BRACKETS AS PER YOUR QUOTE NO 0030		924.00	
EFT18452	21/03/2024	Bluemar Pty Ltd T/As Esperance Testing and Tagging	REPAIRS TO LITTLE BARRENS EVES	1		1,996.50
INV 2503	17/03/2024	Bluemar Pty Ltd T/As Esperance Testing and Tagging	REPAIRS TO LITTLE BARRENS EVES		1,996.50	
EFT18453	21/03/2024	██████████	SALARY SACRIFICE - FORTNIGHT ENDING 18/03/2024	1		485.00
INV SAL SAC18/03/2024		██████████	SALARY SACRIFICE - FORTNIGHT ENDING 18/03/2024		485.00	
EFT18454	21/03/2024	City of Albany	BUILDING SURVEYING SERVICES - CERTIFICATE OF COMPLIANCE #4994	1		374.00
INV 104261	14/03/2024	City of Albany	BUILDING SURVEYING SERVICES - CERTIFICATE OF COMPLIANCE #4994		187.00	
INV 104297	15/03/2024	City of Albany	BUILDING SURVEYING SERVICES - CERTIFICATE OF COMPLIANCE #4993		187.00	
EFT18455	21/03/2024	Community Spirit Newspaper Inc	DOUBLE PAGE ADVERTORIAL FOR ISSUE 4 PAGE 12 & 13	1		342.00
INV 0002605914/03/2024		Community Spirit Newspaper Inc	DOUBLE PAGE ADVERTORIAL FOR ISSUE 4 PAGE 12 & 13		342.00	
EFT18456	21/03/2024	Concrete World	2 X SOAKWELL 1500X 1500, 2 X BASE 1500 & 2 X COVER TRAFFIC 1500 NO IO'S AS PER QUOTE 24-0094	1		3,855.87
INV 24-0094	19/03/2024	Concrete World	2 X SOAKWELL 1500X 1500, 2 X BASE 1500 & 2 X COVER TRAFFIC 1500 NO IO'S AS PER QUOTE 24-0094		3,855.87	

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EFT18457	21/03/2024	DELNORTH PTY Ltd	30 X 1300MM WHITE STEEL0FLEX GUIDE POSTS WITH DELINEATORS AND FREIGHT AS PER QUOTE 72611	1		2,769.14
INV 72611	14/03/2024	DELNORTH PTY Ltd	13/3/24		2,769.14	
EFT18458	21/03/2024	Dawry's Bottlo PTY LTD	COUNCIL DINING ROOM REFRESHMENTS	1		460.51
INV 1-266385	14/03/2024	Dawry's Bottlo PTY LTD	COUNCIL DINING ROOM REFRESHMENTS		460.51	
EFT18459	21/03/2024	Department of Transport (Shire Licensing)	PLATE CHANGE FOR NEW SKIP BIN TRAILER FROM 1TVY752 TO RA1793 - AP753	1		31.10
INV 144124911	14/03/2024	Department of Transport (Shire Licensing)			31.10	
EFT18460	21/03/2024	██████████	SALARY SACRIFICE - FORTNIGHT ENDING 18/03/2024	1		480.00
INV SAL SAC18/03/2024	██████████	██████████	SALARY SACRIFICE - FORTNIGHT ENDING 18/03/2024		480.00	
EFT18461	21/03/2024	Esperance Fire Services	MONTHLY ROUTINE TESTING OF JACKING PUMP SITE IN MORGAN STREET AND TRAVEL	1		324.50
INV S4862	19/03/2024	Esperance Fire Services	MONTHLY ROUTINE TESTING OF JACKING PUMP SITE IN MORGAN STREET AND TRAVEL		324.50	
EFT18462	21/03/2024	Freight Lines Group	FREIGHT - SIGMA	1		686.97
INV 0017332723	02/2024	Freight Lines Group	FREIGHT - DECKING PERTH		99.24	
INV 0017463814	03/2024	Freight Lines Group	FREIGHT - SIGMA		587.73	
EFT18463	21/03/2024	██████████	CATERING FOR COUNCIL MEALS - 19/03/2024	1		500.00
INV 00006	20/03/2024	██████████	CATERING FOR COUNCIL MEALS - 19/03/2024		500.00	
EFT18464	21/03/2024	Hopetoun Ray White Rural South Coast Wa	8 France Street Rent	1		710.00
INV 8 France S18	03/2024	Hopetoun Ray White Rural South Coast Wa	8 France Street Rent		460.00	
INV 3 Birdwoo	18/03/2024	Hopetoun Ray White Rural South Coast Wa	3 Birdwood Street Rent		250.00	
EFT18465	21/03/2024	Kleen West Distributors	CLEANING GOODS AS PER QUOTE 00092112 11/3/24	1		2,922.01
INV 00092112	14/03/2024	Kleen West Distributors	CLEANING GOODS AS PER QUOTE 00092112 11/3/24		2,371.22	

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INV 0009216214/03/2024		Kleen West Distributors			550.79	
EFT18466	21/03/2024	[REDACTED]	SALARY SACRIFICE - FORTNIGHT ENDING 18/03/2024	1		548.00
INV SAL SAC18/03/2024		[REDACTED]	SALARY SACRIFICE - FORTNIGHT ENDING 18/03/2024		548.00	
EFT18467	21/03/2024	[REDACTED]	SALARY SACRIFICE - FORTNIGHT ENDING 18/03/2024	1		450.00
INV SAL SAC18/03/2024		[REDACTED]	SALARY SACRIFICE - FORTNIGHT ENDING 18/03/2024		450.00	
EFT18468	21/03/2024	[REDACTED]	SALARY SACRIFICE - FORTNIGHT ENDING 18/03/2024	1		450.00
INV SAL SAC18/03/2024		[REDACTED]	SALARY SACRIFICE - FORTNIGHT ENDING 18/03/2024		450.00	
EFT18469	21/03/2024	[REDACTED]	REIMBURSEMENT FOR FIRE BLANKETS	1		477.00
INV REIMBU 14/03/2024		[REDACTED]	REIMBURSEMENT FOR FIRE BLANKETS		477.00	
EFT18470	21/03/2024	Matthews Smash Repairs	EXCESS ON INSURANCE CLAIM FOR WORK DONE ON RA3837 P655A	1		500.00
INV 13251/2	18/03/2024	Matthews Smash Repairs	EXCESS ON INSURANCE CLAIM FOR WORK DONE ON RA3837 P655A		500.00	
EFT18471	21/03/2024	Meridian Agencies (Weistermann Family Trust)	EVEREADY HEAVY DUTY AA BATTERIES	1		33.00
INV INV-132609/02/2024		Meridian Agencies (Weistermann Family Trust)	EVEREADY HEAVY DUTY AA BATTERIES		33.00	
EFT18472	21/03/2024	[REDACTED]	REIMBURSEMENT FOR PARKING AND MEALS - DOT TRAINING PERTH	1		259.77
INV REIMBU 20/03/2024		[REDACTED]	REIMBURSEMENT FOR PARKING AND MEALS - DOT TRAINING PERTH		259.77	
EFT18473	21/03/2024	Opteon Property Group Pty Ltd	PROPERTY VALUATION 303 FLOATER ROAD, RAVENSTHORPE	1		3,850.00
INV 1775961914/03/2024		Opteon Property Group Pty Ltd	PROPERTY VALUATION 303 FLOATER ROAD, RAVENSTHORPE		3,850.00	
EFT18474	21/03/2024	Palm Creations	CONTRACT CLEANING IN RAVENSTHORPE 12/03/2024 - 18/03/2023	1		1,520.00
INV 64	18/03/2024	Palm Creations	CONTRACT CLEANING IN RAVENSTHORPE 12/03/2024 - 18/03/2023		1,520.00	

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EFT18475	21/03/2024	[REDACTED]	REIMBURSEMENT FOR WIPER REFILL	1		20.98
INV REIMBU 20/03/2024		[REDACTED]	REIMBURSEMENT FOR WIPER REFILL		20.98	
EFT18476	21/03/2024	Perfect Computer Solutions Pty Ltd	2023/24 IT SERVICE DESK AND ASSOCIATED SUPPORT - 01/03/2024 - 11/03/2024	1		1,062.50
INV 28624	14/03/2024	Perfect Computer Solutions Pty Ltd	2023/24 IT SERVICE DESK AND ASSOCIATED SUPPORT - 01/03/2024 - 11/03/2024		680.00	
INV 28625	14/03/2024	Perfect Computer Solutions Pty Ltd	2023/24 IT SERVICE DESK AND ASSOCIATED SUPPORT - 11/03/2024 - 13/03/2024		382.50	
EFT18477	21/03/2024	R And R Heavy Diesel Services	REMOVE, CLEAN AND REPLACE BELLY GUARDS, REPLACE BATTERY ISOLATOR, CARRY OUT 250HR SERVICE AND INSPECTION ON P552 CAT D6 DOZER	1		5,719.87
INV 7693	13/03/2024	R And R Heavy Diesel Services	CARRY OUT 60,000KM SERVICE INSPECTION AND LUBRICATION, ON HILUX RA-292 P699B		438.90	
INV 7699	15/03/2024	R And R Heavy Diesel Services	REMOVE, CLEAN AND REPLACE BELLY GUARDS, REPLACE BATTERY ISOLATOR, CARRY OUT 250HR SERVICE AND INSPECTION ON P552 CAT D6 DOZER		3,508.32	
INV 7700	15/03/2024	R And R Heavy Diesel Services	CARRY OUT 60,000KM LOGBOOK SERVICE AND INSPECTION ON HILUX RA-93 P691B		535.82	
INV 7701	15/03/2024	R And R Heavy Diesel Services	REPLACE TEMP SENDER ON HINO P721 RA-3751		249.53	
INV 7706	15/03/2024	R And R Heavy Diesel Services	RA3280 110,000KM SERVICE - P697A		439.20	
INV 26132	19/03/2024	R And R Heavy Diesel Services	CARRY OUT 225,000KM SERVICE INSPECTION AND LUBE, ADJUST PARK BRAKE RA3359 P677B		548.10	
EFT18478	21/03/2024	Ravensthorpe Agencies	3 X 500KG BULKA BAGS CEMENT AS PER QUOTE 0028 7/3/24	1		2,205.90
INV 20813	07/03/2024	Ravensthorpe Agencies	MEASURING JUG		8.80	
INV 20827	07/03/2024	Ravensthorpe Agencies	14 X 20KG BAGS GREY CEMENT		231.00	
INV 20884	07/03/2024	Ravensthorpe Agencies	3 X 500KG BULKA BAGS CEMENT AS PER QUOTE 0028 7/3/24		1,140.00	
INV 21055	15/03/2024	Ravensthorpe Agencies	1 X FASTLOCK 15/150/15 VERMIN WIRE 100M - 10 X VERMIN POST 240CM HEAVY DUTY BLACK STEEL		826.10	
EFT18479	21/03/2024	Ravensthorpe Building Supplies	2 X BAGS OF RAGS, 3 CHAINSAW FILES, 10 BARBED JOINERS 19MM & 5 PLUG ENDS 19MM BARB	1		526.11

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INV 37741	13/03/2024	Ravensthorpe Building Supplies	3 X TAP HANDLES & 5 NUTS GAL M8		44.10	
INV 37745	13/03/2024	Ravensthorpe Building Supplies	BOLTS - NUTS - WASHERS		26.50	
INV 37740	13/03/2024	Ravensthorpe Building Supplies	1 X DOOR HANDLE ENTRY AND 1 X DOOR INTERNAL H1 PRIMECOAT 2040 X 820 X 35		84.95	
INV 37739	13/03/2024	Ravensthorpe Building Supplies	1 X 3"X 3"BRASS NUT & TAIL FOR ROAD CONSTRUCTION PUMP		75.40	
INV 37738	13/03/2024	Ravensthorpe Building Supplies	4 X HOOK ROBE CHROME PK2		34.00	
INV 37744	13/03/2024	Ravensthorpe Building Supplies	3 X SCREW T17 14G X 100 HEX B8+SL PK25		85.68	
INV 37743	13/03/2024	Ravensthorpe Building Supplies	1 X 100PK NARVA CABLE TIES 4.8MM X 300MM		22.98	
INV 37742	13/03/2024	Ravensthorpe Building Supplies	2 X BAGS OF RAGS, 3 CHAINSAW FILES, 10 BARBED JOINERS 19MM & 5 PLUG ENDS 19MM BARB		125.05	
INV 37754	14/03/2024	Ravensthorpe Building Supplies	1 X TAPE MASKING 36MMX55MM AND 1 X ACCENT QUICKSPRAY FLAT BLACK 310G		19.65	
INV 37756	14/03/2024	Ravensthorpe Building Supplies	1 X DURA PAN CONE BLACK 50MM		7.80	
EFT18480	21/03/2024	Shire of Jerramungup	BUSHFIRE RISK MITIGATION COORDINATOR FUNDING CONTRIBUTION - TRANSPORT COSTS FOR VEHICLE 1HDM204 RETURNED	1		990.00
INV 18015	14/03/2024	Shire of Jerramungup	BUSHFIRE RISK MITIGATION COORDINATOR FUNDING CONTRIBUTION - TRANSPORT COSTS FOR VEHICLE 1HDM204 RETURNED		990.00	
EFT18481	21/03/2024	██████████	SALARY SACRIFICE - FORTNIGHT ENDING 18/03/2024	1		460.00
INV SAL SAC18/03/2024		██████████	SALARY SACRIFICE - FORTNIGHT ENDING 18/03/2024		460.00	
EFT18482	21/03/2024	Terrence Ray Sargent	ENVIRONMENTAL HEALTH OFFICER SERVICES - 14/03/2024 - 15/03/2024	1		3,500.00
INV 24021	15/03/2024	Terrence Ray Sargent	ENVIRONMENTAL HEALTH OFFICER SERVICES - 14/03/2024 - 15/03/2024		3,500.00	
EFT18483	21/03/2024	██████████████████	SALARY SACRIFICE - FORTNIGHT ENDING 18/03/2024	1		340.00
INV SAL SAC18/03/2024		██████████████████	SALARY SACRIFICE - FORTNIGHT ENDING 18/03/2024		340.00	
EFT18484	21/03/2024	ZenPay Pty Ltd	KINDYHUB SUBSCRIPTION - MARCH 2024	1		320.10



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INV K0407-2611/03/2024		ZenPay Pty Ltd	KINDYHUB SUBSCRIPTION - MARCH 2024		157.30	
INV K0407-2611/03/2024		ZenPay Pty Ltd	KINDYHUB SUBSCRIPTION - MARCH 2024		162.80	
EFT18485	22/03/2024	A J & J F Chambers	REFUND FOR OVERPAYMENT FOR ASBESTOS DISPOSAL FEE - CALCULATION OF AMOUNT OVERESTIMATED	1		924.93
INV REFUND21/03/2024		A J & J F Chambers	REFUND FOR OVERPAYMENT FOR ASBESTOS DISPOSAL FEE - CALCULATION OF AMOUNT OVERESTIMATED		924.93	
EFT18486	22/03/2024	Amanda Challenger	REFUND OF OVERCHARGE ON DOG REGISTRATIONS AND CREDIT CARD SURCHARGE	1		456.75
INV REFUND22/03/2024		Amanda Challenger	REFUND OF OVERCHARGE ON DOG REGISTRATIONS AND CREDIT CARD SURCHARGE		456.75	
EFT18487	22/03/2024	Australian Taxation Office (ATO)	BAS RETURN FOR FEBRUARY 2024	1		118,678.00
INV BAS FEB22/03/2024		Australian Taxation Office (ATO)	BAS RETURN FOR FEBRUARY 2024		118,678.00	
EFT18488	28/03/2024	4 Rivers Plumbing Gas & Civil Contracting WA	MAINTENANCE OF LEACH DRAINS AT HOEPTOUN FORESHORE TOILETS AS PER QUOTE 24103 DATED 14 FEBRUARY 2024	1		9,149.40
INV 0000422921/03/2024		4 Rivers Plumbing Gas & Civil Contracting WA	CALL OUT AND INSPECTION TO CUB HOUSE FOR GAS COMPLIANCE		132.00	
INV 0000423921/03/2024		4 Rivers Plumbing Gas & Civil Contracting WA	MAINTENANCE OF LEACH DRAINS AT HOEPTOUN FORESHORE TOILETS AS PER QUOTE 24103 DATED 14 FEBRUARY 2024		7,935.40	
INV 0000424525/03/2024		4 Rivers Plumbing Gas & Civil Contracting WA	PUMP OUT HOPETOUN DUMP POINT AS PER QOTE 00004238 21/3/24		1,082.00	
EFT18489	28/03/2024	AMPAC Debt Recovery (WA) Pty Ltd	LEGAL CHARGES FOR DEBT RECOVERY 2023/2024 - RATES ONLY	1		4,186.00
INV 105240	21/03/2024	AMPAC Debt Recovery (WA) Pty Ltd	DEBTORS LEGAL EXPENSES FOR DEBT COLLECTION 23/2024		88.00	
INV 105239	21/03/2024	AMPAC Debt Recovery (WA) Pty Ltd			4,098.00	
EFT18490	28/03/2024	ASSA ABLOY	PADLOCKS STAMPED K 2-1A CODE 334B45/148/TIM	1		1,357.36

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INV IN02679119/02/2024		ASSA ABLOY	YALE KEY IN KNOB DOOR HANDLES CODE Y16/EXT/SS TO ACCOMODATE AN 8221 CYLINDER 60MM BACKSET		103.49	
INV IN02684527/02/2024		ASSA ABLOY			1,253.87	
EFT18491	28/03/2024	Airport Security Pty Ltd	ASIC APPLICATION- NEW STAFF MEMBER	1		240.00
INV 18116	14/03/2024	Airport Security Pty Ltd	ASIC APPLICATION- NEW STAFF MEMBER		240.00	
EFT18492	28/03/2024	Australian Government Child Support Agency	Payroll deductions	1		66.72
INV DEDUCT18/03/2024		Australian Government Child Support Agency	Payroll deductions		66.72	
EFT18493	28/03/2024	Australian Taxation Office (ATO) PAYG	Payroll deductions	1		50,550.00
INV DEDUCT18/03/2024		Australian Taxation Office (ATO) PAYG	Payroll deductions		50,270.00	
INV DEDUCT18/03/2024		Australian Taxation Office (ATO) PAYG	Payroll deductions		280.00	
EFT18494	28/03/2024	Best Office Systems	PRINTER READINGS - RAVENSTHORPE OFFICE C659 & C550 - 20/02/2024 - 20/03/2024	1		2,269.40
INV 629019	21/03/2024	Best Office Systems	AIRPORT KONICA PRINTER READINGS- 20/02/2024 - 20/03/2024		67.60	
INV 629017	21/03/2024	Best Office Systems	PRINTER READINGS - RAVENSTHORPE OFFICE C659 & C550 - 20/02/2024 - 20/03/2024		1,245.80	
INV 629018	21/03/2024	Best Office Systems	PRINTER READINGS - HOPETOUN OFFICE C558 - 20/02/2024 - 20/03/2024		889.40	
INV 629177	22/03/2024	Best Office Systems	PRINTER READINGS - RAVENSTHORPE DEPOT - 20/02/2024 - 20/03/2024		66.60	
EFT18495	28/03/2024	Bio Diverse Solutions	SHIRE OF RAVENSTHORPE BAL CONTOUR REVIEW - PRINTING AND LAMINATING OF A1 MAPS	1		254.10
INV BDSA-0122/03/2024		Bio Diverse Solutions	SHIRE OF RAVENSTHORPE BAL CONTOUR REVIEW - PRINTING AND LAMINATING OF A1 MAPS		254.10	
EFT18496	28/03/2024	Building and Energy, Department of Mines, Industry Regulation and Safety	BSL RETURN - JANUARY 2024 AMENDED	1		3,923.96
INV JAN 24	31/01/2024	Building and Energy, Department of Mines, Industry Regulation and Safety	BSL RETURN - JANUARY 2024 AMENDED		3,831.00	
INV FEB 24	27/03/2024	Building and Energy, Department of Mines, Industry Regulation and Safety	BSL RETURN - FEBRUARY 2024		92.96	

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EFT18497	28/03/2024	Bunnings	ADHESIVE TILER DUNLOP++20KG MASTIC TILE 30229 WATERPROOF MEMBRANE DAVCO++20L GREEN PLUS 1 Roll WATERPROOF REINFORCING FABRIC++100MMX50M BASTION POLYURETHANE SEALANT SIKA++310ML SIKAFLEX PRO PLUS WHITE	1		1,996.35
INV 2022/998	08/03/2024	Bunnings	ADHESIVE TILER DUNLOP++20KG MASTIC TILE 30229 WATERPROOF MEMBRANE DAVCO++20L GREEN PLUS 1 Roll WATERPROOF REINFORCING FABRIC++100MMX50M BASTION POLYURETHANE SEALANT SIKA++310ML SIKAFLEX PRO PLUS WHITE		1,255.14	
INV 2022/008	08/03/2024	Bunnings	MDF DAR PRIMED 42X18MM 2.7M		39.40	
INV 2022/009	08/03/2024	Bunnings	VARIOUS MATERIALS		701.81	
EFT18498	28/03/2024	City of Albany	BUILDING SURVEYING SERVICES - DESIGN OF COMPLIANCE 4993	1		187.00
INV 104187	07/03/2024	City of Albany	BUILDING SURVEYING SERVICES - DESIGN OF COMPLIANCE 4993		187.00	
EFT18499	28/03/2024	David Michael Moloney	GYM FOB BOND REFUND	1		20.00
INV T804	27/03/2024	David Michael Moloney	GYM FOB BOND REFUND	1	20.00	
EFT18500	28/03/2024	Department of Transport (Shire Licensing)	REGISTRATION FOR RA1793 AP753	1		51.05
INV 14404893	12/03/2024	Department of Transport (Shire Licensing)	REGISTRATION FOR RA1793 AP753		51.05	
EFT18501	28/03/2024	Florissons Home Furnishings	PLEASE SUPPLY 5 LENGTHS OF 10MM ALUMINIUM TILE TRIM ROUND EDGE FOR OUR HOPETOUN SENIORS KITCHEN RENOVATIONS	1		146.00
INV 80305	08/03/2024	Florissons Home Furnishings	PLEASE SUPPLY 5 LENGTHS OF 10MM ALUMINIUM TILE TRIM ROUND EDGE FOR OUR HOPETOUN SENIORS KITCHEN RENOVATIONS		146.00	
EFT18502	28/03/2024	██████████	REIMBURSEMENT FOR LONG LIFE MILK AT AIRPORT	1		31.32
INV REIMBU	22/03/2024	██████████	REIMBURSEMENT FOR LONG LIFE MILK AT AIRPORT		31.32	
EFT18503	28/03/2024	Hopetoun Painting Service	ADDITIONAL PAINTING OF CEILING AREA AT RAVENSTHORPE TOWN HALL	1		792.00

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INV INV-134024/03/2024		Hopetoun Painting Service	ADDITIONAL PAINTING OF CEILING AREA AT RAVENSTHORPE TOWN HALL		792.00	
EFT18504	28/03/2024	Hopetoun Ray White Rural South Coast Wa	8 France Street Rent	1		710.00
INV 8 France S22/03/2024		Hopetoun Ray White Rural South Coast Wa	8 France Street Rent		460.00	
INV 3 Birdwoo22/03/2024		Hopetoun Ray White Rural South Coast Wa	3 Birdwood Street Rent		250.00	
EFT18505	28/03/2024	JOVY Uniform and Embroidery	8 X JB LAYER JACKET BLK EMB 4 X LADIES SOFTSHELL LAYER JACKET BLK EMB 2 X JB LAYER VEST BLK EMB LADIES	1		2,052.93
INV 0000141007/03/2024		JOVY Uniform and Embroidery	EMBROIDERED K44211 X3 & EMBROIDERED BK6975 Y.N X 1		296.45	
INV 0000141107/03/2024		JOVY Uniform and Embroidery	QUOTE 1408- BKL6819T EM RANGER & SHIRE		78.10	
INV 0000149621/03/2024		JOVY Uniform and Embroidery	6 X BSC6267 EMB & NAME ON WORKSHIRT - FLEX MOV PANT		668.58	
INV 0000149721/03/2024		JOVY Uniform and Embroidery			1,009.80	
EFT18506	28/03/2024	██████████	REIMBURSEMENT FOR ACCOMODATION AND MEALS - FINANCE CONFERENCE	1		655.80
INV REIMBU27/03/2024		██████████	REIMBURSEMENT FOR ACCOMODATION AND MEALS - FINANCE CONFERENCE		655.80	
EFT18507	28/03/2024	██████████	REIMBURSEMENT - MOBILE PHONE MOUNT FOR VEHICLE	1		323.55
INV REIMBU22/03/2024		██████████	REIMBURSEMENT - MOBILE PHONE MOUNT FOR VEHICLE		323.55	
EFT18508	28/03/2024	Modern Teaching Aids	REPLACEMENT OF TOYS AND EQUIPMENT	1		318.95
INV 4586503614/03/2024		Modern Teaching Aids	REPLACEMENT OF TOYS AND EQUIPMENT		318.95	
EFT18509	28/03/2024	PHP Freight Services	COLLECT UTE CANOPY FROM T.C. BOXES (REF - SO93283593) - DELIVER TO SHIRE DEPOT IN RAVENSHORPE	1		770.00
INV 00170	21/03/2024	PHP Freight Services	COLLECT UTE CANOPY FROM T.C. BOXES (REF - SO93283593) - DELIVER TO SHIRE DEPOT IN RAVENSHORPE		770.00	

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EFT18510	28/03/2024	Palm Creations	CONTRACT CLEANING IN RAVENSTHORPE - 19/03/2024 - 25/03/2023	1		1,410.00
INV 65	25/03/2024	Palm Creations			1,410.00	
EFT18511	28/03/2024	██████████	REIMBURSEMENT FOR FUEL - P690 4HK1936993	1		162.53
INV REIMBU	22/03/2024	██████████	REIMBURSEMENT FOR FUEL - P690 4HK1936993		162.53	
EFT18512	28/03/2024	Perfect Computer Solutions Pty Ltd	2023/24 IT SERVICE DESK AND ASSOCIATED SUPPORT - 13/03/2024 - 15/03/2024	1		510.00
INV 28645	21/03/2024	Perfect Computer Solutions Pty Ltd	2023/24 IT SERVICE DESK AND ASSOCIATED SUPPORT - 13/03/2024 - 15/03/2024		510.00	
EFT18513	28/03/2024	R And R Heavy Diesel Services	P632A RA270 MAJOR SERVICE - QUOTE 6225	1		2,414.03
INV 7717	20/03/2024	R And R Heavy Diesel Services	P632A RA270 MAJOR SERVICE - QUOTE 6225		838.49	
INV 7721	21/03/2024	R And R Heavy Diesel Services	REPAIRS TO JERDACUTTUP BFB TRUCK AIR LINE E103 1EGP115		486.37	
INV 7722	21/03/2024	R And R Heavy Diesel Services	CARRY OUT 200,000KM SERVICE INSPECTION AND LUBE ON HILUX RA-137 P698		702.44	
INV 7724	22/03/2024	R And R Heavy Diesel Services	CARRY OUT 190,000K,M SERVICE INSPECTION AND LUBRICATION, ADJUST HAND BRAKE ON HILUX P702B RA-3794		386.73	
EFT18514	28/03/2024	Ravensthorpe Agencies	1 8KG BUCKET OF RATSHOT MOUSE BAITS - 25 COMPACT MOUSE BAIT STATIONS	1		445.28
INV 20814	01/03/2024	Ravensthorpe Agencies	1 8KG BUCKET OF RATSHOT MOUSE BAITS - 25 COMPACT MOUSE BAIT STATIONS		321.75	
INV 21117	20/03/2024	Ravensthorpe Agencies	PARTS FOR WATER TANK REFILLING		123.53	
EFT18515	28/03/2024	Retravisio Esperance (JAPMR Pty Ltd)	2 X STAINLESS STEEL RUSSELL HOBBS QUIET KETTLE	1		108.00
INV 6032801722	03/2024	Retravisio Esperance (JAPMR Pty Ltd)	2 X STAINLESS STEEL RUSSELL HOBBS QUIET KETTLE		108.00	
EFT18516	28/03/2024	Shire of Jerramungup	BUSHFIRE RISK MITIGATION COORDINATOR FUNDING CONTRIBUTION - TRANSPORT COSTS FOR VEHICLE 1HDM204 RETURNED	1		990.00

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INV 18015	14/03/2024	Shire of Jerramungup	BUSHFIRE RISK MITIGATION COORDINATOR FUNDING CONTRIBUTION - TRANSPORT COSTS FOR VEHICLE 1HDM204 RETURNED		990.00	
EFT18517	28/03/2024	Shire of Ravensthorpe Social Club	Payroll deductions	1		215.00
INV DEDUCT18/03/2024		Shire of Ravensthorpe Social Club	Payroll deductions		215.00	
EFT18518	28/03/2024	Sigma Chemicals	8 X DRUMS LIQUID CHLORINE 200L - CHEMICALS AS PER QUOTE 181312 22/3/24	1		3,777.87
INV 181312/0 25/03/2024		Sigma Chemicals	8 X DRUMS LIQUID CHLORINE 200L - CHEMICALS AS PER QUOTE 181312 22/3/24		3,777.87	
EFT18519	28/03/2024	Stewart & Heaton Clothing Co Pty Ltd	FIRE JACKETS AND TROUSERS FOR BUSHFIRE BRIGADES - NAME BADGE FOR FIRE JACKET	1		104.58
INV SIN-387820/03/2024		Stewart & Heaton Clothing Co Pty Ltd	FIRE JACKETS AND TROUSERS FOR BUSHFIRE BRIGADES - NAME BADGE FOR FIRE JACKET		104.58	
EFT18520	28/03/2024	Team Global Express Pty Ltd (TOLL)	FREIGHT - SILVAN - FRONTLINE - PCS	1		273.66
INV 0603-S30 18/02/2024		Team Global Express Pty Ltd (TOLL)	FREIGHT - SILVAN - FRONTLINE - PCS		436.38	
INV 153125 23/02/2024		Team Global Express Pty Ltd (TOLL)	ADJUSTMENT NOTE FOR INCORRECTLY CHARGED FREIGHT - SILVAN - INV0603-S302680		-162.72	
EFT18521	28/03/2024	Telstra Limited	TELSTRA CHARGES TO 10/03/2024	1		4,810.77
INV K 709 71218/03/2024		Telstra Limited	TELSTRA CHARGES TO 10/03/2024		4,645.77	
INV T311 22/03/2024		Telstra Limited	TELSTRA CHARGES - SAT PHONE - 22/03/2024 - 21/04/2024		165.00	
EFT18522	28/03/2024	The Local Government, Racing And Cemeteries Employees Union (wa)	Payroll deductions	1		187.00
INV DEDUCT18/03/2024		The Local Government, Racing And Cemeteries Employees Union (wa)	Payroll deductions		176.00	
INV DEDUCT18/03/2024		The Local Government, Racing And Cemeteries Employees Union (wa)	Payroll deductions		11.00	
EFT18523	28/03/2024	Tim Parry-Jones	GYM FOB BOND REFUND	1		30.00
INV T2522 27/03/2024		Tim Parry-Jones	GYM FOB BOND REFUND	1	30.00	

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EFT18524	28/03/2024	Traffic Force	QUOTE #RA1483-2024 FOR TRAFFIC MANAGEMENT PLAN AND SITE INSPECTION, ROAD TRAFFIC MANAGER ENDORSEMENT FEE FOR SOUTH COAST HIGHWAY, MUNGLINUP	1		4,523.76
INV 0003667122/03/2024		Traffic Force	QUOTE #RA1483-2024 FOR TRAFFIC MANAGEMENT PLAN AND SITE INSPECTION, ROAD TRAFFIC MANAGER ENDORSEMENT FEE FOR SOUTH COAST HIGHWAY, MUNGLINUP		2,357.58	
INV 0003667226/03/2024		Traffic Force	QUOTE #RA1279-2024 FOR TRAFFIC MANAGEMENT PLAN AND SITE INSPECTION, ROAD TRAFFIC MANAGER ENDORSEMENT FEE FOR HOPETOUN-RAVENSTHORPE ROAD, HOPETOUN		2,166.18	
EFT18525	28/03/2024	Ultimate Detailing & Auto Glass	WINDSCREEN REPLACEMENTS AND REPAIRS	1		3,653.00
INV 5277	22/03/2024	Ultimate Detailing & Auto Glass	WINDSCREEN REPLACEMENTS AND REPAIRS		3,653.00	
EFT18526	28/03/2024	WINC Australia Pty Ltd	MONTHLY CONSUMABLES ORDER NET56986400	1		22.81
INV 9044964626/03/2024		WINC Australia Pty Ltd	MONTHLY CONSUMABLES ORDER NET56986400		22.81	
DD7267.1	04/03/2024	Aware Super	Payroll deductions	1		13,643.10
INV SUPER	04/03/2024	Aware Super	Superannuation contributions	1	11,314.13	
INV DEDUCT	04/03/2024	Aware Super	Payroll deductions	1	440.21	
INV DEDUCT	04/03/2024	Aware Super	Payroll deductions	1	1,326.92	
INV DEDUCT	04/03/2024	Aware Super	Payroll deductions	1	448.08	
INV DEDUCT	04/03/2024	Aware Super	Payroll deductions	1	100.00	
INV DEDUCT	04/03/2024	Aware Super	Payroll deductions	1	13.76	
DD7267.2	04/03/2024	C-Bus Super	Payroll deductions	1		1,034.74
INV SUPER	04/03/2024	C-Bus Super	Superannuation contributions	1	958.68	
INV DEDUCT	04/03/2024	C-Bus Super	Payroll deductions	1	76.06	
DD7267.3	04/03/2024	MLC Superannuation	Superannuation contributions	1		535.39

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INV SUPER	04/03/2024	MLC Superannuation	Superannuation contributions	1	535.39	
DD7267.4	04/03/2024	AL & KL Pearson PTY LTD ATF Alaska Superannuation Fund	Payroll deductions	1		938.04
INV SUPER	04/03/2024	AL & KL Pearson PTY LTD ATF Alaska Superannuation Fund	Superannuation contributions	1	684.52	
INV DEDUCT	04/03/2024	AL & KL Pearson PTY LTD ATF Alaska Superannuation Fund	Payroll deductions	1	253.52	
DD7267.5	04/03/2024	IOOF Lifetrack Personal Super	Superannuation contributions	1		18.12
INV SUPER	04/03/2024	IOOF Lifetrack Personal Super	Superannuation contributions	1	18.12	
DD7267.6	04/03/2024	Resolution Life Australasia Limited SUPER	Superannuation contributions	1		157.36
INV SUPER	04/03/2024	Resolution Life Australasia Limited SUPER	Superannuation contributions	1	157.36	
DD7267.7	04/03/2024	Commonwealth Essential Super	Superannuation contributions	1		247.28
INV SUPER	04/03/2024	Commonwealth Essential Super	Superannuation contributions	1	247.28	
DD7267.8	04/03/2024	Australian Super Pty Ltd	Superannuation contributions	1		690.14
INV SUPER	04/03/2024	Australian Super Pty Ltd	Superannuation contributions	1	690.14	
DD7267.9	04/03/2024	Public Sector Superannuation Accumulation Plan (PSSap)	Payroll deductions	1		670.78
INV SUPER	04/03/2024	Public Sector Superannuation Accumulation Plan (PSSap)	Superannuation contributions	1	511.07	
INV DEDUCT	04/03/2024	Public Sector Superannuation Accumulation Plan (PSSap)	Payroll deductions	1	159.71	
DD7304.1	18/03/2024	Aware Super	Payroll deductions	1		13,511.02
INV SUPER	18/03/2024	Aware Super	Superannuation contributions	1	11,144.26	
INV DEDUCT	18/03/2024	Aware Super	Payroll deductions	1	462.57	
INV DEDUCT	18/03/2024	Aware Super	Payroll deductions	1	1,326.92	
INV DEDUCT	18/03/2024	Aware Super	Payroll deductions	1	448.08	



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INV DEDUCT	18/03/2024	Aware Super	Payroll deductions	1	100.00	
INV DEDUCT	18/03/2024	Aware Super	Payroll deductions	1	29.19	
DD7304.2	18/03/2024	C-Bus Super	Payroll deductions	1		1,197.00
INV SUPER	18/03/2024	C-Bus Super	Superannuation contributions	1	1,070.24	
INV DEDUCT	18/03/2024	C-Bus Super	Payroll deductions	1	126.76	
DD7304.3	18/03/2024	MLC Superannuation	Superannuation contributions	1		535.39
INV SUPER	18/03/2024	MLC Superannuation	Superannuation contributions	1	535.39	
DD7304.4	18/03/2024	AL & KL Pearson PTY LTD ATF Alaska Superannuation Fund	Payroll deductions	1		1,191.56
INV SUPER	18/03/2024	AL & KL Pearson PTY LTD ATF Alaska Superannuation Fund	Superannuation contributions	1	938.04	
INV DEDUCT	18/03/2024	AL & KL Pearson PTY LTD ATF Alaska Superannuation Fund	Payroll deductions	1	253.52	
DD7304.5	18/03/2024	Resolution Life Australasia Limited SUPER	Superannuation contributions	1		102.36
INV SUPER	18/03/2024	Resolution Life Australasia Limited SUPER	Superannuation contributions	1	102.36	
DD7304.6	18/03/2024	Commonwealth Essential Super	Superannuation contributions	1		278.88
INV SUPER	18/03/2024	Commonwealth Essential Super	Superannuation contributions	1	278.88	
DD7304.7	18/03/2024	Australian Super Pty Ltd	Superannuation contributions	1		677.11
INV SUPER	18/03/2024	Australian Super Pty Ltd	Superannuation contributions	1	677.11	
DD7304.8	18/03/2024	Public Sector Superannuation Accumulation Plan (PSSap)	Payroll deductions	1		644.52
INV SUPER	18/03/2024	Public Sector Superannuation Accumulation Plan (PSSap)	Superannuation contributions	1	491.06	
INV DEDUCT	18/03/2024	Public Sector Superannuation Accumulation Plan (PSSap)	Payroll deductions	1	153.46	
DD7304.9	18/03/2024	Australian Retirement Trust	Superannuation contributions	1		315.20

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INV SUPER	18/03/2024	Australian Retirement Trust	Superannuation contributions	1	315.20	
DD7313.1	07/03/2024	Childcare EasyPay	Childcare Easypay Zenpay - Direct Debit Processing March 2024	5		89.98
INV 007738-2	07/03/2024	Childcare EasyPay	Childcare Easypay Zenpay - Direct Debit Processing March 2024	5	25.66	
INV 007721-2	07/03/2024	Childcare EasyPay	Childcare Easypay Zenpay - Direct Debit Processing March 2024	5	64.32	
DD7319.1	21/03/2024	BANKWEST Corporate Mastercard	FEBRUARY 2024 STATEMENT - CHIEF EXECUTIVE OFFICER - FE DAW & SONS - REFRESHMENTS AND MILK	1		4,213.54
INV FEB 24	21/03/2024	BANKWEST Corporate Mastercard	FEBRUARY 2024 STATEMENT - BANKWEST	1	423.68	
INV FEB 24	21/03/2024	BANKWEST Corporate Mastercard	FEBRUARY 2024 STATEMENT - WORKS SUPERVISOR	1	185.30	
INV FEB 24	21/03/2024	BANKWEST Corporate Mastercard	FEBRUARY 2024 STATEMENT - MANAGER OF CHILD CARE SERVICES	1	701.92	
INV FEB 24	21/03/2024	BANKWEST Corporate Mastercard	FEBRUARY 2024 STATEMENT - EXECUTIVE MANAGER OF CORPORATE SERVICES	1	138.32	
INV FEB 24	21/03/2024	BANKWEST Corporate Mastercard	FEBRUARY 2024 STATEMENT - EXECUTIVE MANAGER INFRASTRUCTURE SERVICES	1	192.13	
INV FEB 24	21/03/2024	BANKWEST Corporate Mastercard	FEBRUARY 2024 STATEMENT - EXECUTIVE MANAGER PROJECT AND REGULATORY SERVICES	1	2,571.28	
INV FEB 24	21/03/2024	BANKWEST Corporate Mastercard	FEBRUARY 2024 STATEMENT - CHIEF EXECUTIVE OFFICER	1	0.91	
DD7322.1	28/03/2024	Department of Transport (Shire Licensing)	FEBRUARY 2024 STATEMENT - CHIEF EXECUTIVE OFFICER - FE DAW & SONS - REFRESHMENTS AND MILK	1		
INV MAR 24	28/03/2024	Department of Transport (Shire Licensing)	FEBRUARY 2024 STATEMENT - BANKWEST	1	33,957.30	
DD7322.2	26/03/2024	Water Corporation	DOT PAYMENT BY AUTHORITY - MARCH 2024	1		33,957.30
INV MAR 24	26/03/2024	Water Corporation	DOT PAYMENT BY AUTHORITY - MARCH 2024	1	13,544.54	
DD7322.3	19/03/2024	Synergy	WATER CORPORATION PAYMENT BY AUTHORITY - MARCH 2024	1		13,544.54
INV MAR 24	19/03/2024	Synergy	WATER CORPORATION PAYMENT BY AUTHORITY - MARCH 2024	1	5,375.75	
DD7322.3	19/03/2024	Synergy	SYNERGY PAYMENT BY AUTHORITY - MARCH 2024	1		5,375.75
INV MAR 24	19/03/2024	Synergy	SYNERGY PAYMENT BY AUTHORITY - MARCH 2024	1	5,375.75	

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DD7322.4	07/03/2024	Fleetcare Pty Ltd	FLEETCARE PAYMENT BY AUTHORITY - MARCH 2024	1		2,948.60
INV MAR 24	07/03/2024	Fleetcare Pty Ltd	FLEETCARE PAYMENT BY AUTHORITY - MARCH 2024	1	2,948.60	
DD7322.5	15/03/2024	SG Fleet	SG FLEET PAYMENT BY AUTHORITY - MARCH 2024	1		13,236.15
INV MAR 24	15/03/2024	SG Fleet	SG FLEET PAYMENT BY AUTHORITY - MARCH 2024	1	13,236.15	
DD7267.10	04/03/2024	Australian Retirement Trust	Superannuation contributions	1		315.20
INV SUPER	04/03/2024	Australian Retirement Trust	Superannuation contributions	1	315.20	
DD7267.11	04/03/2024	Uni Super	Payroll deductions	1		187.51
INV SUPER	04/03/2024	Uni Super	Superannuation contributions	1	128.91	
INV DEDUCT	04/03/2024	Uni Super	Payroll deductions	1	58.60	
DD7267.12	04/03/2024	Mercer SmartSuper	Payroll deductions	1		1,913.23
INV SUPER	04/03/2024	Mercer SmartSuper	Superannuation contributions	1	1,592.61	
INV DEDUCT	04/03/2024	Mercer SmartSuper	Payroll deductions	1	320.62	
DD7267.13	04/03/2024	Prime Super	Superannuation contributions	1		278.88
INV SUPER	04/03/2024	Prime Super	Superannuation contributions	1	278.88	
DD7267.14	04/03/2024	WA Local Government Super Plan	Payroll deductions	1		1,753.27
INV DEDUCT	04/03/2024	WA Local Government Super Plan	Payroll deductions	1	360.00	
INV DEDUCT	04/03/2024	WA Local Government Super Plan	Payroll deductions	1	216.59	
INV DEDUCT	04/03/2024	WA Local Government Super Plan	Payroll deductions	1	913.02	
INV DEDUCT	04/03/2024	WA Local Government Super Plan	Payroll deductions	1	52.73	
INV DEDUCT	04/03/2024	WA Local Government Super Plan	Payroll deductions	1	210.93	
DD7267.15	04/03/2024	Australian Superannuation (Formally Westscheme)	Payroll deductions	1		2,638.41
INV DEDUCT	04/03/2024	Australian Superannuation (Formally Westscheme)	Payroll deductions	1	204.08	

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INV SUPER	04/03/2024	Australian Superannuation (Formally Westscheme)	Superannuation contributions	1	2,292.74	
INV DEDUCT	04/03/2024	Australian Superannuation (Formally Westscheme)	Payroll deductions	1	141.59	
DD7267.16	04/03/2024	BUSSQ	Superannuation contributions	1		532.40
INV DEDUCT	04/03/2024	BUSSQ	Payroll deductions	1	126.76	
INV SUPER	04/03/2024	BUSSQ	Superannuation contributions	1	405.64	
DD7267.17	04/03/2024	Colonial First State	Superannuation contributions	1		1,110.66
INV DEDUCT	04/03/2024	Colonial First State	Payroll deductions	1	25.00	
INV DEDUCT	04/03/2024	Colonial First State	Payroll deductions	1	258.49	
INV SUPER	04/03/2024	Colonial First State	Superannuation contributions	1	827.17	
DD7267.18	04/03/2024	Hostplus Superannuation	Superannuation contributions	1		1,915.54
INV DEDUCT	04/03/2024	Hostplus Superannuation	Payroll deductions	1	176.99	
INV DEDUCT	04/03/2024	Hostplus Superannuation	Payroll deductions	1	96.09	
INV SUPER	04/03/2024	Hostplus Superannuation	Superannuation contributions	1	1,642.46	
DD7267.19	04/03/2024	MLC MasterKey Business Super	Payroll deductions	1		167.31
INV DEDUCT	04/03/2024	MLC MasterKey Business Super	Payroll deductions	1	167.31	
DD7267.20	04/03/2024	IOOF Employer Super	Superannuation contributions	1		1,224.50
INV DEDUCT	04/03/2024	IOOF Employer Super	Payroll deductions	1	500.00	
INV SUPER	04/03/2024	IOOF Employer Super	Superannuation contributions	1	724.50	
DD7267.21	04/03/2024	Rest Superannuation	Superannuation contributions	1		771.68
INV DEDUCT	04/03/2024	Rest Superannuation	Payroll deductions	1	63.38	
INV SUPER	04/03/2024	Rest Superannuation	Superannuation contributions	1	708.30	
DD7267.22	04/03/2024		Superannuation contributions	1		414.74

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PAGE: 33

Cheque/EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV SUPER	04/03/2024		Superannuation contributions	1	414.74	
DD7304.10	18/03/2024	Uni Super	Payroll deductions	1		211.11
INV SUPER	18/03/2024	Uni Super	Superannuation contributions	1	145.14	
INV DEDUCT	18/03/2024	Uni Super	Payroll deductions	1	65.97	
DD7304.11	18/03/2024	Prime Super	Superannuation contributions	1		278.88
INV SUPER	18/03/2024	Prime Super	Superannuation contributions	1	278.88	
DD7304.12	18/03/2024	Mercer SmartSuper	Payroll deductions	1		1,913.23
INV SUPER	18/03/2024	Mercer SmartSuper	Superannuation contributions	1	1,592.61	
INV DEDUCT	18/03/2024	Mercer SmartSuper	Payroll deductions	1	320.62	
DD7304.13	18/03/2024	WA Local Government Super Plan	Payroll deductions	1		1,775.15
INV DEDUCT	18/03/2024	WA Local Government Super Plan	Payroll deductions	1	360.00	
INV DEDUCT	18/03/2024	WA Local Government Super Plan	Payroll deductions	1	209.26	
INV DEDUCT	18/03/2024	WA Local Government Super Plan	Payroll deductions	1	942.23	
INV DEDUCT	18/03/2024	WA Local Government Super Plan	Payroll deductions	1	52.73	
INV DEDUCT	18/03/2024	WA Local Government Super Plan	Payroll deductions	1	210.93	
DD7304.14	18/03/2024	Australian Superannuation (Formally Westscheme)	Payroll deductions	1		2,461.25
INV DEDUCT	18/03/2024	Australian Superannuation (Formally Westscheme)	Payroll deductions	1	227.51	
INV SUPER	18/03/2024	Australian Superannuation (Formally Westscheme)	Superannuation contributions	1	2,092.15	
INV DEDUCT	18/03/2024	Australian Superannuation (Formally Westscheme)	Payroll deductions	1	141.59	
DD7304.15	18/03/2024	BUSSQ	Superannuation contributions	1		532.40
INV DEDUCT	18/03/2024	BUSSQ	Payroll deductions	1	126.76	
INV SUPER	18/03/2024	BUSSQ	Superannuation contributions	1	405.64	

Date: 09/04/2024  
 Time: 9:38:47AM

**Shire of Ravensthorpe**  
**Creditors list of Accounts Paid March 2024**

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<b>Cheque/EFT No</b>	<b>Date</b>	<b>Name</b>	<b>Invoice Description</b>	<b>Bank Code</b>	<b>INV Amount</b>	<b>Amount</b>
DD7304.16	18/03/2024	Colonial First State	Superannuation contributions	1		1,110.66
INV DEDUCT	18/03/2024	Colonial First State	Payroll deductions	1	25.00	
INV DEDUCT	18/03/2024	Colonial First State	Payroll deductions	1	258.49	
INV SUPER	18/03/2024	Colonial First State	Superannuation contributions	1	827.17	
DD7304.17	18/03/2024	Hostplus Superannuation	Superannuation contributions	1		1,922.89
INV DEDUCT	18/03/2024	Hostplus Superannuation	Payroll deductions	1	176.99	
INV DEDUCT	18/03/2024	Hostplus Superannuation	Payroll deductions	1	96.09	
INV SUPER	18/03/2024	Hostplus Superannuation	Superannuation contributions	1	1,649.81	
DD7304.18	18/03/2024	MLC MasterKey Business Super	Payroll deductions	1		167.31
INV DEDUCT	18/03/2024	MLC MasterKey Business Super	Payroll deductions	1	167.31	
DD7304.19	18/03/2024	IOOF Employer Super	Superannuation contributions	1		1,139.65
INV DEDUCT	18/03/2024	IOOF Employer Super	Payroll deductions	1	500.00	
INV SUPER	18/03/2024	IOOF Employer Super	Superannuation contributions	1	639.65	
DD7304.20	18/03/2024	Rest Superannuation	Superannuation contributions	1		932.25
INV DEDUCT	18/03/2024	Rest Superannuation	Payroll deductions	1	126.76	
INV SUPER	18/03/2024	Rest Superannuation	Superannuation contributions	1	805.49	
DD7304.21	18/03/2024	████████████████████	Superannuation contributions	1		414.74
INV SUPER	18/03/2024	████████████████████	Superannuation contributions	1	414.74	

Date: 09/04/2024  
Time: 9:38:47AM

**Shire of Ravensthorpe**  
**Creditors list of Accounts Paid March 2024**

USER: Wendy Spaans  
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<b>Cheque /EFT No</b>	<b>Date</b>	<b>Name</b>	<b>Invoice Description</b>	<b>Bank Code</b>	<b>INV Amount</b>	<b>Amount</b>
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**REPORT TOTALS**

<b>Bank Code</b>	<b>Bank Name</b>	<b>TOTAL</b>
1	Municipal Bank Account	<b>648,747.58</b>
5	Childcare Operating Account	<b>89.98</b>
<b>TOTAL</b>		<b>648,837.56</b>

12/02/2024	Ravensthorpe Building Supplies	Duct tape	\$ 15.10	\$ 1.37
16/02/2024	Patel Motels Pty Ltd	Accommodation	\$ 127.00	\$ 11.55
20/02/2024	FE Daw & Sons	Food items for Toolbox meeting	\$ 45.84	\$ -
25/02/2024	Bunnings	Fencing bar - Shovel replacement handle - Spirit level - Stanley Knife- HI-Vis vest - Wire brush	\$ 157.74	\$ 14.34
26/02/2024	Gaylene Weisterman - Aust Post	Clip folders	\$ 25.50	\$ 2.32
<b>Total Purchases for WS</b>			<b>\$ 423.68</b>	<b>\$ 34.35</b>

F

Business Credit Card - Community Emergency Services Manager				
Date	Payment to	Description	Amount	GST
			\$ -	\$ -
			\$ -	\$ -
<b>Total Purchases for CESM</b>			<b>\$ -</b>	<b>\$ -</b>

Nothing spent

Business Credit Card - Executive Manager Infrastructure Services				
Date	Payment to	Description	Amount	GST
9/02/2024	Gaylene Weisterman - Aust Post	Power Lead	\$ 21.99	\$ 2.00
19/02/2024	Caltex Mount Barker	Fuel	\$ 116.33	\$ 10.58
<b>Total Purchases for EMIS</b>			<b>\$ 138.32</b>	<b>\$ 12.57</b>

Business Credit Card - Executive Manager Project & Regulatory Services				
Date	Payment to	Description	Amount	GST
1/02/2024	Shipwrecked Gourmet Bakery	Morning Tea	\$ 168.00	\$ 15.27
19/02/2024	FE Daw & Sons	Snacks	\$ 24.13	\$ 1.49
<b>Total Purchases for EMPRS</b>			<b>\$ 192.13</b>	<b>\$ 16.76</b>

Business Credit Card - Miscellaneous Fees and Charges Bankwest				
Date	Payment to	Description	Amount	GST
11/02/2024	Bankwest	Foreign Transaction Fee	\$ 0.91	\$ -
<b>Total fees and charges</b>			<b>\$ 0.91</b>	<b>\$ -</b>
<b>Total Bankwest Corporate MasterCard Statement</b>			<b>\$ 4,213.54</b>	<b>\$ 340.38</b>

N

\$ 4,212.63



02 February 2024 to 01 March 2024

\*All credit card purchased items have accompanying receipts, purchase orders or statutory declarations\*

Business Credit Card - Chief Executive Officer				
Date	Payment to	Description	Amount	GST
4/02/2024	Mount Barren Café	Community markets Cr Beverages	\$ 18.00	\$ 1.64
5/02/2024	FE Daw & Sons	Kitchen Supplies	\$ 9.61	\$ -
5/02/2024	FE Daw & Sons	Kitchen Supplies	\$ 70.10	\$ 3.03
5/02/2024	Kavensthorpe Building Supplies	Light Bulbs	\$ 38.98	\$ 3.54
6/02/2024	Adobe Systems	Creative cloud subscription	\$ 79.99	\$ 7.27
8/02/2024	Adobe Systems	Adobe stock subscription	\$ 39.59	\$ 3.60
9/02/2024	Kmart	Kitchen ware	\$ 128.00	\$ 11.64
11/02/2024	Dropbox	Dropbox subscription	\$ 30.79	\$ 2.80
14/02/2024	Officeworks	Office chair and freight	\$ 338.95	\$ 30.81
14/02/2024	Hotel booking.com	Accommodation	\$ 378.00	\$ 34.36
16/02/2024	Spotlight	Tablecloths	\$ 36.00	\$ 3.27
17/02/2024	Officeworks	Foot rest - Stand up desk	\$ 398.00	\$ 36.18
17/02/2024	Sleep Inn Accommodation	Meals	\$ 54.00	\$ 4.91
21/02/2024	Ravy Country Kitchen	Morning Tea and lunch - Training	\$ 437.00	\$ 39.73
21/02/2024	Wanewsdti	Newspaper subscription	\$ 28.00	\$ -
27/02/2024	Starlink	Campground internet	\$ 417.00	\$ 37.91
28/02/2024	Intuit Mailchimp	Subscription	\$ 69.27	\$ 6.30
<b>Total Purchases for CEO</b>			<b>\$ 2,571.28</b>	<b>\$ 226.99</b>

Business Credit Card - Executive Manager Corporate Services				
Date	Payment to	Description	Amount	GST
7/02/2024	Behard Pty Ltd	Water filters for coffee machine	\$ 209.60	\$ 19.05
14/02/2024	DT Perth Northbridge	Accommodation for Records Officer Training	\$ 492.32	\$ 44.76
<b>Total Purchases for EMCS</b>			<b>\$ 701.92</b>	<b>\$ 63.81</b>

Business Credit Card - Manager Child Care Services				
Date	Payment to	Description	Amount	GST
17/02/2024	Woolworths Online	Various baking and crafting items	\$ 185.30	\$ 2.65
<b>Total Purchases for MCCS</b>			<b>\$ 185.30</b>	<b>\$ 2.65</b>

Business Credit Card - Works Supervisor				
Date	Payment to	Description	Amount	GST
8/02/2024	Florrisons - Esperance	Vertical blind replacement slats	\$ 52.50	\$ 4.77

## **12.3      PROJECTS AND REGULATORY SERVICES**

### **12.3.1      SHIRE OF RAVENSTHORPE DOGS AMENDMENT LOCAL LAW 2022**

<b>File Reference:</b>	<b>LE.LL.13</b>
<b>Location:</b>	<b>Shire of Ravensthorpe</b>
<b>Applicant:</b>	<b>Executive Manager Projects and Regulatory</b>
<b>Author:</b>	<b>Executive Manager Projects and Regulatory</b>
<b>Authorising Officer</b>	<b>Chief Executive Officer</b>
<b>Date:</b>	<b>08 April 2024</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>12.3.1 Proposed Dogs Amendment</b>
<b>Previous Reference:</b>	<b>Item 10.3 March 2022 Ordinary Council</b>

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#### **PURPOSE**

1. To commence the process to amend the Shire of Ravensthorpe Dogs Local Law 2010 and to provide notice of the purpose and effect of the proposed local law.

#### **OFFICER RECOMMENDATION**

##### **That Council:**

1. In accordance with sections 3.12(3)(a) and (3)(b) of the Local Government Act 1995, provide local public notice stating that:
  - (a) It is proposed to make a Dogs Amendment Local Law 2022, and a summary of its purpose and effect;
  - (b) Copies of the proposed local law may be inspected at the Shire offices and website; and
  - (c) Submissions about the proposed local law may be given to the Shire within a period not less than 6 weeks after the notice is given.
2. In accordance with section 3.12(3)(b) of the Act, as soon as the notice is given a copy of the proposed local law be sent to the Minister for Local Government, Sport and Cultural Industries.
3. In accordance with section 3.12(3)(c) of the Act, a copy of the proposed local law be supplied to any person requesting it.
4. Considers any submissions received through the public consultation process.

Moved: \_\_\_\_\_

Seconded: \_\_\_\_\_

Carried:   /  \_\_\_\_\_

# ATTACHMENT 12.3.1

# **SHIRE OF RAVENSTHORPE**

***DOG ACT 1976***

***LOCAL GOVERNMENT ACT 1995***

## **Dogs Local Law 2010**

**Updated with Amendment March 2022**



# SHIRE OF RAVENSTHORPE

## **DOG ACT 1976**

## **LOCAL GOVERNMENT ACT 1995**

### **DOGS LOCAL LAW 2010**

**Updated with Amendment March 2022**

Under the powers conferred by the *Dog Act 1976* and the *Local Government Act 1995* and under all other powers enabling it, the Council of the Shire of Ravensthorpe resolved on 19 August 2010 to adopt the following local law.

#### **PART 1 — PRELIMINARY**

##### **1.1. Citation**

This local law may be cited as the *Shire of Ravensthorpe Dogs Local Law 2010*.

##### **1.2. Purpose and effect**

- a) The purpose of this local law is to make provisions about the impounding of dogs, to control the number of dogs that can be kept on a premises and the manner of keeping those dogs and to prescribe areas in which dogs are prohibited and dog exercise areas.
- b) The effect of this local law is to extend the controls over dogs which exist under the *Dog Act 1976*.

##### **1.3. Commencement**

This local law will come into operation on the fourteenth day after the day on which it is published in the *Government Gazette*.

##### **1.4. Interpretation**

In this local law unless the context otherwise requires—

“**Act**” means the *Dog Act 1976*;

“**authorized person**” means a person authorized by the local government to perform all or any of the functions conferred on an authorized person under this local law;

“**CEO**” means the Chief Executive Officer of the local government;

“**food premises**” means any premises or vehicle in which a food business, as defined in section 10 of the *Food Act 2008*, is being carried on;

**“food transport vehicle”** has the meaning given to it in the *Food Act 2008*; **“licence”** means a licence to keep an approved kennel establishment on premises; **“licensee”** means the holder of a licence;

**“local government”** means the Shire of Ravensthorpe;

**“local planning scheme”** means a local planning scheme made by the local government under the *Planning and Development Act 2005* which applies throughout the whole or part of the district.

**“pound keeper”** means a person authorized by the local government to perform all or any of the functions conferred on a “pound keeper” under this local law;

**“premises”**, in addition to the meaning given to it in section 3 of the Act, means the premises described in the application for a licence;

**“public building”** includes–

- I. churches;
- II. community, sporting and recreation centres and public swimming pools;
- III. premises licensed under the *Liquor Control Act 1988*; and
- IV. public and private places of education;

**“Regulations”** means the *Dog Regulations 1976*;

**“transferee”** means a person who applies for the transfer of a licence to her or him under clause 4.13; and

**“thoroughfare”** has the meaning given to it in section 1.4 of the *Local Government Act 1995*.

### **1.5. Application**

This local law applies throughout the district.

## **PART 2 — IMPOUNDING OF DOGS**

### **2.1 Charges and costs**

The following are to be imposed and determined by the local government under sections 6.16 to 6.19 of the *Local Government Act 1995*—

- a) the charges to be levied under section 29(4) of the Act relating to the seizure and impounding of a dog;
- b) the additional fee payable under section 29(4) of the Act where a dog is released at a time or on a day other than those determined under clause 2.2; and
- c) the costs of the destruction and the disposal of a dog referred to in section 29(15) of the Act.

### **2.2 Attendance of pound keeper at pound**

The pound keeper is to be in attendance at the pound for the release of dogs at the times and on the days of the week as are determined by the CEO.

### **2.3 Release of impounded dog**

- 1) A claim for the release of a dog seized and impounded is to be made to the pound keeper or in the absence of the pound keeper, to the CEO.
- 2) The pound keeper is not to release a dog seized and impounded to any person unless that person has produced, to the satisfaction of the pound keeper, satisfactory evidence—
  - a) of her or his ownership of the dog or of her or his authority to take delivery of it; or
  - b) that he or she is the person identified as the owner on a microchip implanted in the dog.

### **2.4 No breaking into or destruction of pound**

A person who—

- a) unless he or she is the pound keeper or a person authorized to do so, releases or attempts to release a dog from a pound; or
- b) destroys, breaks into, damages or in any way interferes with or renders not dog-proof—
  - (i) any pound; or



- (ii) any vehicle or container used for the purpose of catching, holding or conveying a seized dog,

commits an offence.

**Penalty:** Where the dog is a dangerous dog, \$2,000; otherwise \$1,000.

WESTERN AUSTRALIA  
DOG ACT 1976  
LOCAL GOVERNMENT ACT 1995  
SHIRE OF RAVENSTHORPE  
DOGS AMENDMENT LOCAL LAW 2022

Under the powers conferred by the *Dog Act 1976*, and the *Local Government Act 1995* and under all other powers enabling it, the Council of the Shire of Ravensthorpe resolved on 15 March 2022 to make the following local law.

PART 1 – PRELIMINARY

**1. Citation**

This local law may be cited as the *Shire of Ravensthorpe Dogs Amendment Local Law 2022*.

**2. Commencement**

This local law comes into operation 14 days after the date of its publication in the *Government Gazette*.

**3. Application**

This local law applies throughout the district of the Shire of Ravensthorpe.

**4. Principal Local Law**

This local law amends the *Shire of Ravensthorpe Dogs Local Law 2010* as published in the *Government Gazette* on 8 February 2011.

**5. PART 5 – Dogs in Public Places**

Delete Part 5 – Dogs in Public Places (clauses 5.1, 5.2, 5.3)

**6. Schedule 3 – amended**

Delete Schedule 3 and replace with –

**Schedule 3 – Offences and modified penalties**

**OFFENCES IN RESPECT OF WHICH MODIFIED PENALTY APPLIES**

CLAUSE	NATURE OF OFFENCE	MODIFIED PENALTY \$	DANGEROUS DOG MODIFIED PENALTY \$
2.4(a)	Attempting to or causing the unauthorized release of a dog from a pound	200	400
2.4(b)	Interfering with any pound or vehicle used for the purpose of catching, holding or conveying dogs	200	
3.1	Failing to provide means for effectively confining a dog	100	200
4.8	Failing to comply with the conditions of a licence	100	200
6.1(2)	Dog excreting in prohibited place	100	

Dated:

Executed by the Shire of Ravensthorpe ABN 52674 538 418 in accordance with the authority of Council to affix the Common Seal in the presence of -

  
**TOM MAJOR**  
President



  
**MATTHEW BIRD**  
Chief Executive Officer

## **PART 3 — REQUIREMENTS AND LIMITATIONS ON THE KEEPING OF DOGS**

### **3.1 *Dogs to be confined***

- 1) An occupier of premises on which a dog is kept must—
  - a) cause a portion of the premises on which the dog is kept to be fenced in a manner capable of confining the dog;
  - b) ensure the fence used to confine the dog and every gate or door in the fence is of a type, height and construction which having regard to the breed, age, size and physical condition of the dog is capable of preventing the dog at all times from passing over, under or through it;
  - c) ensure that every gate or door in the fence is kept closed at all times when the dog is on the premises and is fitted with a proper latch or other means of fastening it;
  - d) maintain the fence and all gates and doors in the fence in good order and condition; and
  - e) where no part of the premises consists of open space, yard or garden or there is no open space or garden or yard of which the occupier has exclusive use or occupation, ensure that other means exist on the premises (other than the tethering of the dog) for effectively confining the dog within the premises.
- 2) Where an occupier fails to comply with subclause (1), he or she commits an offence.

**Penalty:** Where the dog is a dangerous dog, \$200; otherwise \$100.

### **3.2 *Limitation on the number of dogs***

- 1) This clause does not apply to premises which have been—
  - a) licensed under Part 4 as an approved kennel establishment; or
  - b) granted an exemption under section 26(3) of the Act.
- 2) The limit on the number of dogs which may be kept on any premises is, for the purpose of section 26(4) of the Act—
  - a) 2 dogs over the age of 3 months and the young of those dogs under that age if the premises are situated within a townsite; or
  - b) 4 dogs over the age of 3 months and the young of those dogs under that age if the premises are situated outside a townsite.

## **PART 4 — APPROVED KENNEL ESTABLISHMENTS**

### **4.1 *Application for licence for approved kennel establishment***

- 1) An application for a licence must be made in the form of that in Schedule 1, and must be lodged with the local government together with—
  - a) plans and specifications of the kennel establishment, including a site plan;
  - b) copies of the notices to be given under clause 4.2;
  - c) written evidence that either the applicant or another person who will have the charge of the dogs, will reside on the premises or, in the opinion of the local government, sufficiently close to the premises so as to control the dogs and so as to ensure their health and welfare;
  - d) a written acknowledgement that the applicant has read and agrees to comply with any code of practice relating to the keeping of dogs nominated by the local government; and
  - e) the fee for the application for a licence referred to in clause 4.9(1).

### **4.2 *Notice of proposed use***

- 1) An applicant for a licence must give notice of the proposed use of the premises as an approved kennel establishment after the application for a licence has been lodged—
  - a) once in a newspaper circulating in the district; and
  - b) to the owners and occupiers of any premises adjoining the premises.
- 2) The notices in subclause (1) must specify that—
  - a) any written submissions as to the proposed use are to be lodged with the CEO within 14 days of the date the notice is given; and
  - b) the application and plans and specifications may be inspected at the offices of the local government.
- 3) Where—
  - a) the notices given under subclause (1) do not clearly identify the premises; or
  - b) a notice given under subclause (1)(a) is of a size or in a location in the newspaper which, in the opinion of the local government, would fail to serve the purpose of notifying persons of the proposed use of the premises,

then the local government may refuse to determine the application for a licence until the notices or notice, as the case may be, is given in accordance with its directions.

#### **4.3 Exemption from notice requirements**

- 1) Where an application for a licence is made in respect of premises on which an approved kennel establishment is either a—
  - a) permitted use; or
  - b) use which the local government may approve subject to compliance with specified notice requirements,

under a town planning scheme, then the requirements of clauses 4.1(b), 4.2 and 4.4(a) do not apply in respect of the application for a licence.

#### **4.4 When application can be determined**

- 1) An application for a licence is not to be determined by the local government until—
  - a) the applicant has complied with clause 4.1;
  - b) the applicant submits proof that the notices referred to in clause 4.2(1) have been given in accordance with that clause; and
  - c) the local government has considered any written submissions received within the time specified in clause 4.2(2)(a) on the proposed use of the premises.

#### **4.5 Determination of application**

- 1) In determining an application for a licence, the local government is to have regard to—
  - a) the matters referred to in clause 4.6;
  - b) any written submissions received within the time specified in clause 4.2(2)(a) on the proposed use of the premises;
  - c) any economic or social benefits which may be derived by any person in the district if the application for a licence is approved;
  - d) the effect which the kennel establishment may have on the environment or amenity of the neighborhood;
  - e) whether the approved kennel establishment will create a nuisance for the owners and occupiers of adjoining premises; and

- f) whether or not the imposition of and compliance with appropriate conditions of a licence will mitigate any adverse effects of the approved kennel establishment identified in the preceding paragraphs.

#### **4.6 Where application cannot be approved**

- 1) The local government cannot approve an application for a licence where—
  - a) an approved kennel establishment cannot be permitted by the local government on the premises under a town planning scheme; or
  - b) an applicant for a licence or another person who will have the charge of the dogs will not reside on the premises, or, in the opinion of the local government, sufficiently close to the premises so as to control the dogs and so as to ensure their health and welfare.

#### **4.7 Conditions of approval**

- 1) The local government may approve an application for a licence subject to the conditions contained in Schedule 2 and to such other conditions as the local government considers appropriate.
- 2) In respect of a particular application for a licence, the local government may vary any of the conditions contained in Schedule 2.

#### **4.8 Compliance with conditions of approval**

A licensee who does not comply with the conditions of a licence commits an offence.

**Penalty:** Where a dog involved in the contravention is a dangerous dog, \$200; otherwise \$100.

#### **4.9 Fees**

- 1) On lodging an application for a licence, the applicant is to pay a fee to the local government.
- 2) On the issue or renewal of a licence, the licensee is to pay a fee to the local government.
- 3) On lodging an application for the transfer of a valid licence, the transferee is to pay a fee to the local government.
- 4) The fees referred to in subclauses (1) to (3) are to be imposed and determined by the local government under sections 6.16 to 6.19 of the *Local Government Act 1995*.

#### **4.10 Form of licence**

The licence is to be in the form determined by the local government and is to be issued to the licensee.

#### **4.11 Period of licence**

- 1) The period of effect of a licence is set out in section 27(5) of the Act.
- 2) A licence is to be renewed if the fee referred to in clause 4.9(2) is paid to the local government prior to the expiry of the licence.
- 3) On the renewal of a licence the conditions of the licence at the time of its renewal continue to have effect.

#### **4.12 Variation or cancellation of licence**

- 1) The local government may vary the conditions of a licence.
- 2) The local government may cancel a licence—
  - a) on the request of the licensee;
  - b) following a breach of the Act, the Regulations or this local law; or
  - c) if the licensee is not a fit and proper person.
- 3) The date a licence is cancelled is to be, in the case of—
  - a) paragraph (a) of subclause (2), the date requested by the licensee; or
  - b) paragraphs (b) and (c) of subclause (2), the date determined under section 27(6) of the Act.
- 4) If a licence is cancelled the fee paid for that licence is not refundable for the term of the licence that has not yet expired.

#### **4.13 Transfer**

- 1) An application for the transfer of a valid licence from the licensee to another person must be—
  - a) made in the form determined by the local government;
  - b) made by the transferee;
  - c) made with the written consent of the licensee; and
  - d) lodged with the local government together with—
    - (i) written evidence that a person will reside at or within reasonably close proximity to the premises the subject of the licence; and

- (ii) the fee for the application for the transfer of a licence referred to in clause 4.9(3).
- 2) The local government is not to determine an application for the transfer of a valid licence until the transferee has complied with subclause (1).
- 3) The local government may approve, whether or not subject to such conditions as it considers appropriate, or refuse to approve an application for the transfer of a valid licence.
- 4) Where the local government approves an application for the transfer of a valid licence, then on the date of approval, unless otherwise specified in the notice issued under clause 4.14(b), the transferee becomes the licensee of the licence for the purposes of this Local law.

#### **4.14 Notification**

- 1) The local government is to give written notice to—
  - a) an applicant for a licence of the local government’s decision on her or his application;
  - b) a transferee of the local government’s decision on her or his application for the transfer of a valid licence;
  - c) a licensee of any variation made under clause 4.12(1);
  - d) a licensee when her or his licence is due for renewal and the manner in which it may be renewed;
  - e) a licensee when her or his licence is renewed;
  - f) a licensee of the cancellation of a licence under clause 4.12(2)(a); and
  - g) a licensee of the cancellation of a licence under paragraphs (b) or (c) of clause 4.12(2), which notice is to be given in accordance with section 27(6) of the Act.

#### **4.15 Inspection of kennel**

With the consent of the occupier, an authorized person may inspect an approved kennel establishment at any time.



**PART 5 — ~~DOGS IN PUBLIC PLACES~~**

*Deleted as per Council Resolution 11/22 passed 15 March 2022.*

## **PART 6—MISCELLANEOUS**

### **6.1 *Offence to excrete***

- 1) A dog must not excrete on—
  - a) any thoroughfare or other public place; or
  - b) any land which is not a public place without the consent of the occupier.
- 2) Subject to subclause (3), if a dog excretes contrary to subclause (1), every person liable for the control of the dog at that time commits an offence.
- 3) Penalty: \$100.
- 4) The person liable for the control of the dog does not commit an offence against subclause (2) if any excreta is removed immediately by that person.

## **PART 7—ENFORCEMENT**

### **7.1 Modified penalties**

- 1) The offences contained in Schedule 3 are offences in relation to which a modified penalty may be imposed.
- 2) The amount appearing in the third column of Schedule 3 directly opposite an offence is the modified penalty payable in respect of that offence if—
  - a) the dog is not a dangerous dog; or
  - b) the dog is a dangerous dog, but an amount does not appear in the fourth column directly opposite that offence.
- 3) The amount appearing in the fourth column of Schedule 3 directly opposite an offence is the modified penalty payable in respect of that offence if the dog is a dangerous dog.

### **7.2 Issue of infringement notice**

Where an authorized person has reason to believe that a person has committed an offence in respect of which a modified penalty may be imposed, he or she may issue to that person a notice in the form of Form 7 of the First Schedule of the Regulations.

### **7.3 Failure to pay modified penalty**

Where a person who has received an infringement notice fails to pay the modified penalty within the time specified in the notice, or within such further time as may in any particular case be allowed by the CEO, he or she is deemed to have declined to have the offence dealt with by way of a modified penalty.

### **7.4 Payment of modified penalty**

A person who has received an infringement notice may, within the time specified in that notice or within such further time as may in any particular case be allowed by the CEO, send or deliver to the local government the amount of the penalty, with or without a reply as to the circumstances giving rise to the offence, and the local government may appropriate that amount in satisfaction of the penalty and issue an acknowledgment.

### **7.5 Withdrawal of infringement notice**

- 1) Whether or not the modified penalty has been paid, the authorised person

may withdraw an infringement notice by sending a notice in the form of Form 8 of the First Schedule of the Regulations.

- 2) A person authorised to issue an infringement notice under clause 7.2 cannot sign or send a notice of withdrawal.

### **7.6 Service**

An infringement notice or a notice of withdrawal may be served on a person personally, or by leaving it at or posting it to her or his address as ascertained from her or him, or as recorded by the local government under the Act, or as ascertained from inquiries made by the local government.

**SCHEDULE 1 – APPLICATION FOR A LICENCE**

[cl. 4.1]

**APPLICATION FOR A LICENCE FOR AN APPROVED KENNEL ESTABLISHMENT**

I/we (full name).....

of (postal address) .....

(Mobile) .....

(E-mail).....

(Fax).....

Apply for a licence for an approved kennel establishment at (address of premises)

.....

For (number and breed of dogs).....

\* (insert name of person).....will be residing at the premises on .....and from (insert date) .....

\* (insert name of person).....will be residing (sufficiently close to the premises so as to control the dogs and so as to ensure their health and welfare) at

\* (insert address of residence).....

on and from (insert date).....

Attached are –

- (a) a site plan of the premises showing the location of the kennels and yards and all other buildings and structures and fences;
- (b) plans and specifications of the kennel establishment;
- (c) copy of notice of proposed use to appear in newspaper;
- (d) copy of notice of proposed use to be given to adjoining premises;
- (e) written evidence that a person will reside –
  - (i) at the premises; or
  - (ii) sufficiently close to the premises so as to control the dogs and so as to ensure their health and welfare; and
- (f) if the person in item (e) is not the applicant, written evidence that the person is a person in charge of the dogs.

I confirm that I have read and agree to comply with the Code of Practice known as the .....  
..... in the keeping of dogs at the proposed kennel establishment.

Signature of applicant: .....

Date: ...../...../.....

\* delete where not applicable

Note: A licence if issued will have effect for a period of 12 months – section 27.5 of the *Dog Act 1976*.

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OFFICE USE ONLY

Application fee paid on ...../...../ ..... *[insert date]*

## **SCHEDULE 2- CONDITIONS OF LICENCE**

[cl. 4.7(1)]

### **CONDITIONS OF LICENCE FOR AN APPROVED KENNEL ESTABLISHMENT**

An application for a licence for an approved kennel establishment may be approved subject to the following conditions—

- a) each kennel, unless it is fully enclosed, must have a yard attached to it;
- b) each kennel and each yard must be at a distance of not less than—
  - (i) 25 metres from the front boundary of the premises and 5 metres from any other boundary of the premises;
  - (ii) 10 metres from any dwelling; and
  - (iii) 25 metres from any church, school room, hall, factory, dairy or premises where food is manufactured, prepared, packed or stored for human consumption;
- c) each yard for a kennel must be kept securely fenced with a fence constructed of link mesh or netting or other materials approved by the local government;
- d) the minimum floor area for each kennel must be calculated at 2.5 times the length of the breed of dog (when it is fully grown), squared, times the number of dogs to be housed in the kennel and the length of the dog is to be determined by measuring from the base of the tail to the front of its shoulder;
- e) the floor area of the yard attached to any kennel or group of kennels must be at least twice the floor area of the kennel or group of kennels to which it is attached;
- f) the upper surface of the kennel floor must be—
  - (i) at least 100 millimetres above the surface of the surrounding ground;
  - (ii) smooth so as to facilitate cleaning;
  - (iii) rigid;
  - (iv) durable;
  - (v) slip resistant;
  - (vi) resistant to corrosion;
  - (vii) non-toxic;

- (viii) impervious;
  - (ix) free from cracks, crevices and other defects; and
  - (x) finished to a surface having a fall of not less than 1 in 100 to a spoon drain which in turn must lead to a suitably sized diameter sewerage pipe which must be properly laid, ventilated and trapped in accordance with the health requirements of the local government;
- g) all kennel floor washings must pass through the drain in item (f)(x) and must be piped to approved apparatus for the treatment of sewage in accordance with the health requirements of the local government;
  - h) the kennel floor must have a durable upstand rising 75 millimetres above the floor level from the junction of the floor and external and internal walls, or internal walls must be so constructed as to have a minimum clearance of 50 millimetres from the underside of the bottom plate to the floor;
  - i) where a yard is to be floored, the floor must be constructed in the same manner as the floor of any kennel;
  - j) from the floor, the lowest internal height of a kennel must be, whichever is the lesser of—
    - (i) 2 metres; or
    - (ii) 4 times the height of the breed of dog in the kennel, when it is fully grown, measured from the floor to the uppermost tip of its shoulders while in a stationary upright position;
  - k) the walls of each kennel must be constructed of concrete, brick, stone or framing sheathed internally and externally with good quality new zincalume or new pre-finished colour coated steel sheeting or new fibrous cement sheeting or other durable material approved by the local government;
  - l) all external surfaces of each kennel must be kept in good condition;
  - m) the roof of each kennel must be constructed of impervious material;
  - n) all kennels and yards and drinking vessels must be maintained in a clean condition and must be cleaned and disinfected when so ordered by an authorized person;
  - o) all refuse, faeces and food waste must be disposed of daily into the approved apparatus for the treatment of sewage;
  - p) noise, odors, fleas, flies and other vectors of disease must be effectively controlled;
  - q) suitable water must be available at the kennel via a properly supported



standpipe and tap; and

- r) the licensee or the person nominated in the application for a licence, must, in accordance with the application for the licence, continue to reside—
  - (i) at the premises; or
  - (ii) on the opinion of the local government, sufficiently close to the premises so as to control the dogs, and to ensure their health and welfare.

### SCHEDULE 3 – OFFENCES AND MODIFIED PENALTIES

[cl. 7.1]

#### OFFENCES IN RESPECT OF WHICH MODIFIED PENALTY APPLIES

<b>CLAUSE</b>	<b>NATURE OF OFFENCE</b>	<b>MODIFIED PENALTY \$</b>	<b>DANGEROUS DOG MODIFIED PENALTY \$</b>
2.4(a)	Attempting to or causing the unauthorized release of a dog from a pound	200	400
2.4(b)	Interfering with any pound or vehicle used for the purpose of catching, holding or conveying dogs	200	
3.1	Failing to provide means for effectively confining a dog	100	200
4.8	Failing to comply with the conditions of a licence	100	200
6.1(2)	Dog excreting in prohibited place	100	

**SCHEDULE 4-ADDITIONAL PLACES**

**DELETED** as per Council Resolution 11/22 passed 15 March 2022.

**Dated:** 01-02-2024

Executed by the Shire of Ravensthorpe  
ABN 52 674 538 418 in accordance with  
the authority of Council to affix the  
Common Seal in the presence of -



Shire President

(Print Full Name)

Chief Executive Officer

(Print Full Name)

## 12.3 **PROJECTS AND REGULATORY SERVICES**

### 12.3.2 APPLICATION TO KEEP MORE THAN PRESCRIBED NUMBER OF DOGS- 70 MAITLAND STREET, HOPETOUN

<b>File Reference:</b>	<b>LE.LL.11 &amp; A1448</b>
<b>Location:</b>	<b>Shire of Ravensthorpe</b>
<b>Applicant:</b>	<b>Sarah Tofts</b>
<b>Author:</b>	<b>Senior Ranger</b>
<b>Authorising Officer</b>	<b>Chief</b>
<b>Executive Officer Date:</b>	<b>6 April 2024</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>12.3.2</b>
<b>Previous Reference:</b>	<b>N/A</b>

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#### **PURPOSE**

1. An application to keep more than the prescribed number of dogs has been received from Sarah Tofts of 70 Maitland Street, Hopetoun. Ms Tofts and "housemate" has in their control three (3) dogs, a four (4) year old Golden Retriever, a one (1) year old Golden Retriever and a nine (9) year old Terrier cross. The property has 1.8m fencing and the Shire has no previous reports of breaches of the Dog Act by the applicant.

#### **OFFICER RECOMMENDATION**

**That Council:**

**Grant the exemption for the keeping of three dogs at 70 Maitland Street, Hopetoun subject to the following conditions:**

1. **The exemption be reviewed in twelve (12) months to ensure no adverse issues have been experienced as a result of the exemption.**
2. **Council reserve the right to withdraw the exemption at any time if requirements under the *Dog Act 1976* are not met.**
3. **The exemption only applies to those dogs which are submitted on the application form currently being reviewed.**
4. **Upon the death or permanent removal of any of the nominated dogs, a maximum of two (2) dogs only will be permitted to be kept on the property**

Moved: \_\_\_\_\_

Seconded: \_\_\_\_\_

**Carried:    /**

# ATTACHMENT 12.3.2



Shire of  
**Ravensthorpe**

**APPLICATION FOR EXEMPTION TO KEEP MORE THAN THE  
PRESCRIBED NUMBER OF DOGS ON A PROPERTY  
PURSUANT TO SECTION 26 (3) OF THE DOG ACT 1976 AS AMENDED.**

I, SARAH JAYNE CAROLINE TOFTS am the OWNER/OCCUPIER  
(insert full name)  
of 70 MAITLAND STREET HOLETOWN, WA 6348 Phone: 0450 635 505  
(insert address of premises at which dogs are ordinarily kept)

and hereby submit an application for an exemption to keep the following dogs on the above property:

**DOGS TO BE KEPT**

BREED	SEX	COLOUR	AGE	NAME	REG NO	COUNCIL
1. GOLDEN RETRIEVER	M	GOLDEN	3Y 9M	RUPERT	291	Ravensthorpe
2. GOLDEN RETRIEVER	M	GOLDEN	0Y 8M	STANLEY	293	Ravensthorpe
3. TERRIER X	M	WHITE	8Y 5M	ALFRED	292	Ravensthorpe
4.						
5.						
6.						

My residential address is 70 MAITLAND STREET, HOLETOWN, WA 6348

The total area of where the dogs will be confined is 0.0743 hectares (inside house + yard)

My fences are constructed of COLOREBOND and have a height of 1.8m

Have you, or anyone else who will be responsible for the dogs, ever been issued an infringement, or been convicted in any court for a breach of the Dog Act 1976 or Animal Welfare Act 2002?

YES

**NO**

If yes, please provide details: \_\_\_\_\_

Please provide justification for applying to keep more than two (2) dogs: \_\_\_\_\_

2 housemates living at property - 2 x dogs owned by  
I, 1x dog owned by another. I work for Shire of Ravensthorpe.  
1 work for F&M

I Certify that the details on this application are true and correct (false or misleading information may affect my application). I understand that completion of this form does not constitute automatic approval of my application, and that final approval is subject to the findings of a site inspection by a Shire of Ravensthorpe Ranger, and neighbouring residents granting their consent to this application.

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

21/02/2024



**Shire of Ravensthorpe**

65 Morgans Street  
PO Box 43  
RAVENSTHORPE 6346  
Ph: 08 9839 0000  
Fx: 08 9838 1282

**TAX INVOICE**  
ABN 52 674 538 418

DARCY TAYLAH  
70 MAITLAND STREET  
HOPETOUN WA 6348

Receipt Number: 33958  
Receipt Date : 21.02.24

Receipt Type Detail	Amount	
Dog Licences	\$50.00	
Dog's name: RUPERT 291		
Dog Licences	\$50.00	
Dog's name: ALFRED 292		
Dog Licences	\$50.00	
Dog's name: STANLEY 293		
Miscellaneous	\$60.90	
Name: Sarah Tofts Fee for: Application for exemption to keep more Dogs on Property Account: 1145120		
* GST Exclusive Charge	\$205.36	
* GST	\$5.54	
<u>Cash</u>	<u>Cheque</u>	<u>Other</u>
\$0.00	\$0.00	\$210.90
Total		\$210.80
Tendered		\$210.90
Change Given		\$0.00
Round Amount		\$0.00



**ADJOINING NEIGHBOURS SUBMISSION FORM  
EXEMPTION OF NUMBER OF DOGS**



I/We: Jamie + Natalie Purdy  
of Address: 68 maitland Street, Hopetoun  
Contact Number: 0439 228 085, 0456750 667  
Email: natalie.purdy@hotmail.com, jameipurdy2@hotmail.com

(please tick)

**DO NOT OBJECT**

**OBJECT** for the following reasons:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

to the application for an exemption to keep more than the prescribed number of dogs located at:

**70 Maitland Street, Hopetoun 6348**

I / We understand if this application is approved and the keeping of more than two (2) dogs creates a nuisance through noise or health reasons, there is still a provision for me / us under the Dog Act 1976, to make a formal complaint. Upon investigation this may result in this application being revoked.

Signature

Signature

7-3-24  
Date

7-3-24  
Date

Our Ref: LE.LL.4 MB:MP

6 March 2024

Ravensthorpe Nickel Operations  
PO Box 1407  
WEST PERTH WA 6872



Dear Owner

**Request for Comment – Application for Exemption to Dog Local Law 2010 Limitation to number of dogs**

The Shire of Ravensthorpe has received an application for exemption to our Dog Local Law 2010, section 3.2 Limitation on number of dogs. The Shire allows for a maximum of 2 dogs over the age of 3 months at any property situated within the Townsite.

As part of assessing this application we invite comment from the adjoining neighbours.

Details on this application are as provided below:

**Address where dogs will be kept: 70 Maitland Street, Hopetoun 6348**

**Number of Dogs: 3**

Please complete the enclosed submission form and return to the Shire by **3 April 2024**. If we do not receive any comment from yourselves the Shire will make note that you do not have any objection to this application.

If you would like any further information relating to this matter please contact Michaela Pritchard, Senior Ranger/ Airport Manager by emailing [shire@ravensthorpe.wa.gov.au](mailto:shire@ravensthorpe.wa.gov.au) or calling (08) 9839 0000.

Yours sincerely,

  
**Matthew Bird**  
**Chief Executive Officer**

Enc. Adjoining Neighbours Submission Form