

**BUSH FIRE ADVISORY COMMITTEE MINUTES**Thursday 16th of March 2023

General Meeting – 5.30pm

Derek Fletcher Training Room, Kalamunda Volunteer Bush Fire Brigade / State Emergency Service,
20 Raymond Road, Walliston

1. OPENING OF MEETING

Chairperson – Cr. John Giardina welcomed attendees,

2. ATTENDANCE AND APOLOGIES**Attending Members:**

Cr. John Giardina – City of Kalamunda, Councillor – South-East Ward

Mike Ward – CESM, Chief Bush Fire Control Officer

Steve Lake – Deputy Chief Bush Fire Control Officer

Anthony Cable – Captain (Acting), Kalamunda Volunteer Bush Fire Brigade

City Staff:

James Wickens - Manager Environmental Health and Community Safety

Michael Hall – City of Kalamunda Senior Fire Mitigation Officer

Nicole O'Neill – City of Kalamunda, Director Community Engagement

Ex- Officio Members:

John Turner – First Lieutenant (Acting), Kalamunda Volunteer Bush Fire Brigade.

David Carroll – Fire Control Officer, Kalamunda Volunteer Bush Fire Brigade,

Andrew Haselden – Fire Control Officer, Kalamunda Volunteer Bush Fire Brigade,

Jayden Flint – Second Lieutenant, Kalamunda Volunteer Fire & Rescue Service.

Brian McGinley – Foreman, Kalamunda Volunteer Fire & Rescue Service

Visitors: Nil**Apologies:**

Michael Pasotti – DBCA – Fire Coordinator

Tony Moiler AFSM – Captain, Kalamunda Volunteer Fire & Rescue Service

Natalie Smailes – First Lieutenant, Kalamunda Volunteer Bush Fire Brigade.

Sean Winter – Captain, Kalamunda Volunteer Bush Fire Brigade

Paul Southam – DFES District Officer South-East

Warwick Martindale – Local Manager State Emergency Service

Minutes:

Andrew Haselden – Fire Control Officer, Kalamunda Volunteer Bush Fire Brigade,

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3. CONFIRMATION OF PREVIOUS MINUTES

Moved: Steve Lake

Seconded: Mike Ward.

4. MATTERS ARISING FROM PREVIOUS MINUTES

- 4.1. Letter Received from DFES Commissioner Regarding CESM back filling. **Refer Attachment #1 "DFES Response to CESM Leave Staffing 221122"**

M Ward advises that DFES has made its position clear that they will not backfill the CESM position when annual leave occurs outside of the high threat period. It is noted that the letter has left the door open for the City of Kalamunda to discuss its requirements further with the DFES Superintendent through the regional office.

N O'Neill asks M Ward whether the CESM position is still a jointly funded role between the City and DFES. M Ward advises that it is funded for 12 months of the year inclusive of leave. It does not cover (nor do DFES fund) the additional month of costs for an additional employee to be allocated to the role. M Ward notes that currently any coverage is arranged as a short-term contract on top of the current agreement but notes that this coverage could be reviewed when the next memorandum of understanding (MOU) is negotiated.

J Wickens confirms that the current MOU does not provide for holiday coverage and proposes that the City's first step should be a discussion with the DFES Superintendent.

5. CORRESPONDENCE IN/OUT

- 5.1. In – Invitation from Nicole O'Neill to Big Picture Launch Community Workshop for BFAC members. N O'Neill provides BFAC with a brief overview of the City's "Big Picture" vision for community facilities.

6. GENERAL BUSINESS

- 6.1. **Standard of Firebreaks** – Nicole O'Neill, Director Community Engagement, requests the Bush Fire Advisory Committee action item 3 of item 11.1. Fire Hazard Reduction Notice Inspections from the RESOLVED OCM 176/2022 minutes as extracted under point 6.1.1. below.

- 6.1.1. REQUEST the City of Kalamunda – Bush Fire Advisory Committee provide Council advice on the standard of fire breaks to assist with informing the City's Fire Hazard Reduction Notice for 2023/24.

N O'Neill advises that the City has undertaken a review of the 2022/23 fire break inspections which included a engagement with affected community members. This engagement has provided feedback from the community for ways in which the City could improve the fire break notice and inspections in the future. The feedback has been reviewed by the City and proposed changes to the Fire Hazard

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Reduction notice may include adjustments to the fire break standards and the fire break variation process for low threat areas and properties such as some orchards.

Cr Giardina asks for comment from the committee.

S Lake provides the following comments and advice with relation to the definition,

- It is his opinion that the removal of the term “mineral earth” should be considered in the fire break definition and notes that the proposed wording should not affect the current standard for maintenance of fire breaks.
- Providing residents with more clarity around the fire break variation process could result in a better understanding and adoption of the process.
- Notes that there are good arguments for the adoption of long term or lifetime variations where low threat properties exist such as orchards, providing that the City has a good and robust variation process.
- Notes that the first point in the fire break definition should include the works “combustible” alongside flammable with relation to clearing material in the construction of a fire break. This brings the definition in line with the Australian Standard.
- Noted the typo in the fourth point of the distributed definition which should be 10m2 and not 18m2.

S Lake, through the Chair, raises a motion to support changes to the wording of the fire break definition in relation to the standard of the City's fire breaks as marked up in red below. The motion is seconded by M Ward.

FIRE BREAK:

- *A strip of land free of all flammable **and combustible** material with the intention of preventing the outbreak of a bush fire and provides a visible safe access on the property for emergency vehicles and other firefighting operations. It is acceptable to install a firebreak around naturally occurring obstacles. Fire breaks may be constructed by one or more of the following methods: ploughing, cultivating, scarifying, racking, chemical spraying or another method as approved by an Authorised Officer.*
- *Clearance must be no less than 3-metres wide and 4-metres in height inside and along all boundaries (including boundaries adjacent to roads, rail and drain reserves and all public open space reserves).*

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- *Must not be more than 4-metres wide (further width extensions may be considered upon written application for approval to the City). Maintained, reticulated living lawns are lawns considered to be kept completely green. Driveways may be acceptable in conjunction with, or in lieu of, ~~mineral earth~~ fire breaks. Contact a City Fire Officer for further assistance.*
- *Must have a corner turning radius of up to 10 meters.*
- *Must be ~~a mineral earth break with~~ a continuous trafficable surface for a 4WD vehicle, be clear of any obstructions and must not terminate in a cul-de-sac (dead end).*

Voting completed with the gathered members voting unanimously in favour of the proposed changes.
J Wickens to table BFAC's recommendation to Council.

Refer the following Attachments for reference documents distributed to Committee members in relation to this item 6.1,

- **Attachment #2** - Briefing Paper - Bush Fire Advisory Committee to provide Council advice on the standard of fire breaks.
- **Attachment #3** - DFES - Constructing-Firebreaks-Brochure
- **Attachment #4** - WARA Fire Control Fire-Breaks And-Hazard Reduction Brochure for Property Owners

6.2. Bush Fire Brigade Local Laws – James Wickens advises that the City of Kalamunda has been conducting a review of the local laws and their currency in relation to the Bush Fires Act 1954.

J Wickens notes that the City's local laws are current but as they are old, they should be redrafted. This is expected to happen over the next few months with the draft local laws expected to be presented to the Committee at the July BFAC AGM.

M Ward - A draft of the proposed local law has been issued to the Kalamunda Volunteer Bush Fire Brigade management team and has been generally accepted. The Brigade's general instructions (BGI's) will need to be reviewed along with the constitution so that these documents can be updated into a new Brigade Operating Procedure (BOP) which will reflect the new local law.

D Carroll advises that he has spoken with DFES Legal regarding the proposed amalgamated emergency services legislation, which may see the existing Bush Fires Act and other emergency services act amalgamated into one piece of legislation. As a general comment, there is an expectation that the new Act may remove the need for local government to have these local laws. M Ward advises that the City needs proceed based on the current endorsed legislation and requirements of the

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current Act until such time that it is repealed. M Ward advises that the local law will be updated in line with requests from legal who have requested that the local laws and BOP are updated. D Carroll notes that he will provide any correspondence received from DFES Legal to M Ward.

S Lake advises that the process within the Kalamunda Bush Fire Brigade to create the BOP will be to massage the Brigade's existing constitution and brigade general instructions into one operating procedure. This will also serve to review and rationalise the existing documents without having to reinvent the wheel. This process has begun with a bare bones schedule drafted which will be populated.

Refer the following Attachments for reference documents distributed to Committee members and discussed during the meeting in relation to this item 6.2,

- **Attachment #5** – BUSH FIRE BRIGADES LOCAL LAW 2023 - City of Kalamunda – Draft (Distributed prior to this meeting)
- **Attachment #6** – Email from WALGA to the City of Kalamunda Re: Validity of BFB Local Laws (Discussed during this meeting)
- **Attachment #7** – Letter from DFES to the City of Kalamunda Re: Establishment of BFB – Bush Fires Act 1954 (Discussed during this meeting)
- **Attachment #8** – Government Gazette, WA – 12th April 1991. Bushfires Act 1954. Kalamunda By-Law (Discussed during this meeting)

6.3. Draft 23/24 Fire Hazard Reduction Notice & Fire Assessment Plan. - J Wickens advises that the City has been working with the community private property preparedness group, and changes to the Fire Assessment Plan have been discussed which include,

- Adopting the Australian Standard for low threat commercial property protections, such as orchards and vineyards.
- Increasing the lot size from 4,000m²
- Looking at plans to maintain pasture for properties over 50,000m². The City of Mundaring example is proposed to be adopted to maintain pastures with managed fire breaks and slashed protection zones permitted.
- The introduction of lifetime fire break variations.
- Updated fire break definitions (per item 6.1, these will be updated as agreed).

J Wickens advises the following,

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Fire break inspections for the 2023/24 period are proposed to be undertaken by two new full-time City employees, engaged specifically to this role. They will replace the previous short term seasonal contract model and will undertake inspections and also work year-round with the community.

Based on feedback received, the City will look at changes to the employees uniforms and vehicle markings to tone down the officious appearance when dealing with the community. This will include the references to the employees being Fire Control Officers. It is noted that these employers will be authorised FCO's but will be designated as Community Bushfire Preparedness Officers.

The City intends to notify residents through targeted variable message boards ahead of inspection and enforcement periods. The City will also revert to reinspecting properties that have been issued work orders, in lieu of issuing infringements immediately. The City also intends to increase the notice period to 21 days due to delays with regular mail through Australia Post.

The overarching approach will be to work with residents to reduce the hazards on their properties.

N O'Neill notes that the proposed changes to lifetime variations are to reduce the process and paperwork that the residents have to complete. N O'Neill asks for BFAC to endorse this process to ensure that inspections and authorisations can happen ahead of the next fire season.

N O'Neill notes that the final approval for the variation process has been with M Ward as the Chief Bush Fire Control Officer in the past but it is expected that this will become part of the Community Bushfire Preparedness Officers role. N O'Neill notes that having permanent staff working in this space will mean that they will be able to provide better and informed advice and make decisions rather than having to revert to the Chief.

S Lake asks if the proposed plan includes the referenced appendices or whether this will be separate. N O'Neill notes that the referenced appendices in the Fire Hazard Assessment Plan have yet to be approved. S Lake also advises that the variations process will require a soft approach this year. J Wickens notes that the references to appendices will likely be removed as these are also referenced elsewhere.

M Ward advises that the lifetime variations will assist in reducing the number of variations and will be useful where properties have natural features such as rocky outcrops or the like, where the protections offered by the natural feature is unlikely to change.

Cr. Giardina notes that scheduling ongoing and semi-regular resident meetings, will assist with resolving the perception that the City is working against the community. Cr. Giardina will propose through the City that this is scheduled and asks if anyone has any comments or concerns with this. M

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Ward advises that the changes currently being discussed have come through community consultation and that this approach can only be advantageous.

D Carroll notes that there will always be naysayers to whatever the City adopts. Cr. Giardina agrees but notes that if the City can resolve issues for the majority of the community members that we can help, it should significantly reduce the already small number of residents who are dissatisfied. J Wickens seeks the committee's endorsement of the "Fire Hazard Assessment Plan 2023 -2028" and the "Draft City of Kalamunda Fire Hazard Reduction Notice 2023-24".

S Lake raises a motion for the Committee to provide their endorsement of these two documents which is seconded by Cr. Giardina. The Committee votes unanimously in favour of this motion.

Refer the following Attachments for reference documents distributed to Committee members in relation to this item 6.3,

- **Attachment #9** – Fire Hazard Assessment Plan 2023 -2028.
- **Attachment #10** – Draft City of Kalamunda Fire Hazard Reduction Notice 23-24

7. AGENCY UPDATE

7.1. Department of Fire and Emergency Services - Paul Southam.

On behalf of DFES, M Ward notes that there is a new South East Superintendent, Alan Crossman. The response to Superintendent Crossman's appointment has been very positive so far.

M Ward notes that it has been a quiet fire season for Kalamunda this year and that April is expected to be drier than average.

7.2. Department of Parks and Wildlife – Michael Pasotti – Absent

Nothing tabled.

7.3. City of Kalamunda Community Emergency Manager – Mike Ward

Mike Ward advises that the restricted burning season will commence as scheduled on the 1st of April. At this time there is no appetite to issue an extension. The City will manage burning via the permit system, with permits withheld until such time that burning conditions are appropriate. M Ward notes that the downside is that this will still allow for the burning of piles after 1800hrs without a permit.

Pickering Brook Fire Station – M Ward, provides the following update;

After the BFAC's recommendation to the Council to form the Pickering Brook Volunteer Bush Fire

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Brigade, the Council resolved to establish the Pickering Brook Volunteer Bush Fire Brigade at the ordinary council meeting on the 22nd of November 2022.

The Pickering Brook Bush Fire Brigade was formed under the Bush Fires Act 1954, and DFES was advised of the new Brigade which has been assigned the Brigade number 6947.

With the arrival of two new light tankers to the City of Kalamunda, the existing Kalamunda Light Tanker #3 was reallocated to the Pickering Brook Brigade and renamed Pickering Brook Light Tanker #1. This tanker will be housed at the Kalamunda Bush Fire Brigade until the completion of the new station.

On the 23rd of February 2023, the City wrote to the Land Management Metropolitan & Peel Department of Planning, Lands & Heritage advising of the proposed construction of the Pickering Brook Fire Station. So far there has been no comment back from DPLH.

A Pickering Brook Brigade Working group has been formed with Brigade members and the first meeting was held on Tuesday, the 28th of February 2023. This group will aid in the transition from Kalamunda to the new Pickering Brook Brigade and advise the Chief on any matters relating to the new Brigade.

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8. NEXT MEETING

- 8.1. Next meeting, Thursday the 20th of July 2023 (AGM), 1730hrs, Derek Fletcher Training Room, Kalamunda Volunteer Bush Fire Brigade / State Emergency Service, 20 Raymond Road, Walliston.

Future Meeting for 2023,

- Thursday the 19th of October 2023.

9. CLOSURE

- 9.1. Meeting closed at 1816hrs.

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Attachment #1 –

- Letter Received from DFES Commissioner Regarding CESM back filling.

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Government of **Western Australia**
Department of **Fire & Emergency Services**



Our Ref: 11017 / 22/184389
Your Ref:

Ms Rhonda Hardy
Chief Executive Officer
City of Kalamunda
2 Railway Road
KALAMUNDA WA 6076

Dear Ms Hardy

COMMUNITY EMERGENCY SERVICE MANAGER (CESM)

Thank you for your letter dated 19 September 2022 regarding coverage for the City of Kalamunda (City) Community Emergency Service Manager (CESM). Please accept my apology for the delay in responding.

Firstly, I would like to acknowledge the positive working relationship between the City and the Department of Fire and Emergency Services (DFES) that has developed over many years.

As you are aware, the current Memorandum of Understanding (MOU) between the City and DFES does not include salary provision for annual leave coverage which is why DFES made alternate support arrangements over the period of the CESM's annual leave.

However, during the summer Bushfire High Threat Period (HTP), 1 December to 31 March, it is recognised that the Kalamunda CESM may fulfill a critical operational role therefore substantive vacancies may be covered after agreement has been reached by all parties. Application for coverage outside of the HTP can be made, via the Regional Superintendent.

I hope this information is of assistance to you. Should you require further clarification, Superintendent Peter Sutton is available by phoning 0407 290 284 or by emailing peter.sutton@dfes.wa.gov.au

Yours sincerely

**DARREN KLEMM AFSM
COMMISSIONER**

31 October 2022

Emergency Services Complex | 20 Stockton Bend Cockburn Central WA 6164 | PO Box P1174 Perth WA 6844
Tel (08) 9395 9300 | Fax (08) 9395 9384 | dfes@dfes.wa.gov.au | www.dfes.wa.gov.au

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Attachment #2 –

- Briefing Paper - Bush Fire Advisory Committee to provide Council advice on the standard of fire breaks.

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Bush Fire Advisory Committee provides Council advice on the standard of fire breaks**Preamble**

At the request of the Director of City of Kalamunda Director Community Engagement, the Bush Fire Advisory Committee is asked to note the following council resolution and action item. (RESOLVED OCM 176/2022 – Item 11.1. Fire Hazard Reduction Notice Inspections).

REQUEST the City of Kalamunda – Bush Fire Advisory Committee provide Council advice on the standard of fire breaks to assist with informing the City's Fire Hazard Reduction Notice for 2023/24.

Fire Breaks may be requested to be installed by the local government under the Bush Fires Act 1954, Section 33 of the Act states the below;

Local government may require occupier of land to plough or clear fire-break (1) Subject to subsection (2) a local government at any time, and from time to time, may, and if so required by the Minister shall, as a measure for preventing the outbreak of a bush fire, or for preventing the spread or extension of a bush fire which may occur, give notice in writing to an owner or occupier of land situate within the district of the local government or shall give notice to all owners or occupiers of land in its district by publishing a notice in the Government Gazette and in a newspaper circulating in the area requiring him or them as the case may be within a time specified in the notice to do or to commence to do at a time so specified all or any of the following things —

(a) to plough, cultivate, scarify, burn or otherwise clear upon the land fire-breaks in such manner, at such places, of such dimensions, and to such number, and whether in parallel or otherwise, as the local government may and is hereby empowered to determine and as are specified in the notice, and thereafter to maintain the fire-breaks clear of inflammable matter.

Current Situation

The current 2022/2033 City of Kalamunda Fire Hazard Reduction Notice states the below in regard to Fire Break standards,

Fire Breaks are to be installed or upgraded to: 3-metre-wide bare mineral earth, 4-metre-high clearance, Continuous (no dead ends) and trafficable as close as possible inside the entire perimeter of the land. Maintained, reticulated living lawns that are kept completely green is acceptable in conjunction with, or in lieu of, a mineral earth fire break/s (see definition FIRE BREAK).

Fire Break Definition: A strip of land free of all flammable material with the intention of minimising the spread or extension of a bushfire and provide safe access on the property for emergency vehicles and other firefighting operations. » Clearance must be no less than 3-metres wide and 4-metres in height inside and along all boundaries (including boundaries adjacent to roads, rail and drain reserves and all public open space reserves). » Must not be more than 4-metres wide (further width extensions may be considered upon written application for approval to the City). » Maintained, reticulated living lawns are lawns considered to be kept completely green. Driveways may be acceptable in conjunction with, or in lieu of, mineral earth fire breaks. Contact a City Fire Officer for further assistance. » Must have a corner turning radius of up to 10 metres. » Must be a mineral earth break with a continuous trafficable surface for a 4WD vehicle, be clear of any obstructions and must not terminate in a cul-de-sac (dead end).

Listed below are definitions/requirements of a fire break from the Department of Fire & Emergency Services and several local governments.

Bush Fire Advisory Committee provides Council advice on the standard of fire breaks

Department of Fire & Emergency Services

DFES describes a Fire Break as A fire-break is a strip of land that has been cleared of all trees, shrubs, grass and other combustible material, providing a 'fuel free' area. Fire-breaks are intended to allow access for firefighting vehicles and can provide a fuel free area from which prescribed burning can be undertaken.

They may slow or stop the spread of a low-intensity bushfire however they should not be relied upon to prevent the spread of a fire. Fire-breaks are often constructed with a machine such as a dozer, front end loader, grader, tractor or skid-steer loader.

In some situations, a suitable fuel-free area may be created by other methods such as hand tools, ploughing, herbicide treatment, grazing stock and controlled fire

City of Wanneroo

A 3 metre wide trafficable firebreak as close as possible to all external boundaries of the property must be installed by 1 November each year and maintained until 30 April the following year.

- If it is not possible to install the firebreak adjacent to the external boundary of the property due to naturally occurring obstacles, it is acceptable to install the firebreak around the obstacle.

If this requires the firebreak to be greater than 5 metres away from the external boundary, a firebreak variation is required.

- Ensure a minimum vertical clearance of 4 metres is maintained along the firebreaks to enable vehicles to drive along the firebreaks without access being obstructed.

City of Swan

1) Install and maintain an asset protection zone in accordance with the requirements specified in clause 13 of this notice.

2) Install firebreaks immediately inside and adjacent to all external property boundaries. Firebreaks need to be 3

metres wide with a 4 metre vertical height clearance free from flammable materials and overhanging branches

(see section 10 in this notice for further details).

10. Firebreak Construction

1) Firebreaks are to be developed and maintained clear of all obstacles and flammable materials to create a

minimum of 3 metres wide trafficable surface suitable for 4 wheel drive vehicles.

Bush Fire Advisory Committee provides Council advice on the standard of fire breaks

2) Overhanging branches must be pruned to provide a 4 metre vertical clearance above the full width of the

firebreak surface.

3) Boundary firebreaks must be aligned immediately inside and adjacent to the external property boundaries.

4) Alternative Firebreaks that are approved in writing by the City, or as depicted within a bushfire management plan

approved in writing by the City, are to be constructed to the same standard as general firebreaks and must be

constructed along the specified alignment.

5) Firebreaks must not terminate in a dead end.

6) Firebreaks may be constructed by ploughing, grading, raking, burning, chemical spraying or any other method

that achieves the required standard.

Shire of Mundaring

A firebreak means a strip or area of ground, not less than 3m in width, and 4m in height, immediately inside all external boundaries of any lot owned and/or occupied by you and situated within Shire of Mundaring, constructed to a trafficable surface that is kept and maintained totally clear of all flammable material and includes the pruning and removal of any living or dead trees, scrub or any other material encroaching into the vertical axis of the firebreak area.

Such firebreaks may be constructed by one or more of the following methods: ploughing, cultivating, scarifying, raking, burning, chemical spraying or other method as approved by an Authorised Officer.

Firebreaks are there to reduce the spread of a low intensity fire and to provide safe access on your property to firefighters.

Firefighters need to be able to use the firebreak as a place of safety for themselves and their vehicles so that the fire will not travel under their vehicles or underfoot.

On days of strong winds or extreme conditions it is generally accepted that a 3m firebreak will be unlikely to stop a wildfire. The more fire prevention work you undertake, the greater the chance of your family and property surviving a fire.

****Flammable Material** means any plant, tree, grass, substance, object, thing or material that may or is likely to catch fire and burn or any other thing deemed by an Authorised Officer to be capable of combustion******.

Bush Fire Advisory Committee provides Council advice on the standard of fire breaks**City of Gosnells**

For the purposes of this Notice, flammable matter includes, but is not limited to, vegetation (except for living

trees, shrubs, plants and lawns under cultivation), prunings, cardboard, wood, paper, general rubbish and

any other combustible material.

Are required to:

- a. Clear and maintain the land free of all flammable matter to a height no greater than 10cm; or
- b. Maintain a mineral earth firebreak as close as practicable to the inside of all external boundaries of each

lot on the land and maintain a mineral earth firebreak within 20m of all stockpiled flammable matter.

Mineral earth firebreaks must be continuous (no dead ends) and maintained to a minimum standard of 3m

wide by 4m high (vertical clearance) to provide unimpeded access for emergency vehicles.

Driveways must

also be maintained to these standards.

Firebreaks are intended to provide safe access on your property for emergency vehicles and to ensure fire

does not travel under the vehicles or underfoot.

Note: The firebreaks and requirements set out above must be maintained up to and including 30 April in the

following year.

City of Armadale

Fire-break means an area of land constructed to a Trafficable surface and maintained totally clear of all Inflammable Matter leaving bare mineral earth, and includes the pruning and removal of any living or dead trees, scrub or any other material encroaching into the Vertical Axis of the fire-break area. Such firebreaks may be constructed by one or more of the following methods: ploughing, cultivating, scarifying, raking, burning, chemical spraying or other method as approved by an Authorised Officer.

Inflammable matter means any tree, bush, plant, grass, mineral, vegetable, substance, object, thing

or material (except for living trees, shrubs, plants and lawns under cultivation) or any other thing deemed by an Authorised Officer to be capable of combustion that may, or is likely to, catch fire and burn.

Bush Fire Advisory Committee provides Council advice on the standard of fire breaks

- a. A three (3) metre wide Fire-break with a four (4) metre high Vertical Axis is to be constructed and maintained as close as practicable inside the property boundary but no more than ten (10) metres from the boundary around the entire perimeter of the property. Reticulated and maintained green lawn may be accepted in lieu of a Fire-break; and
- b. A three (3) metre wide Fire-break with a four (4) metre high Vertical Axis is to be constructed and maintained immediately surrounding all outbuildings, sheds, haystacks and groups of buildings situated on the land; and
- c. A three (3) metre wide driveway with a four (4) metre high Vertical Axis is to be installed and maintained.

Conclusion

The BFAC committee has been requested by the council to review the above-mentioned City of Kalamunda Fire Break definition and requirements and use best practices to recommend to the council the standard of fire break required for the community.

Some members of the community have questioned the need of inflammable fire breaks and have advocated for allowing mowed, unmanaged grass as an alternative to inflammable fire breaks.

Any recommendation to the council should be made with the community and fire firefighter safety at the forefront and in the holistic view of a "Shared responsibility".



Attachment #3 -

- DFES - Constructing-Firebreaks-Brochure

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A Guide to Constructing and Maintaining Fire-breaks



Government of **Western Australia**
Department of Fire & Emergency Services
Rural Fire Division



Introduction

This guide provides land managers with advice on constructing and maintaining fire-breaks on the rural-urban interface, farms, pastoral leases and reserves.

What is a fire-break?

A fire-break is a strip of land that has been cleared of all trees, shrubs, grass and other combustible material, providing a 'fuel free' area.

Fire-breaks are intended to allow access for firefighting vehicles and can provide a fuel free area from which prescribed burning can be undertaken. They may slow or stop the spread of a low-intensity bushfire however they should not be relied upon to prevent the spread of a fire.

Fire-breaks are often constructed with a machine such as a dozer, front end loader, grader, tractor or skid-steer loader.

In some situations, a suitable fuel-free area may be created by other methods such as hand tools, ploughing, herbicide treatment, grazing stock and controlled fire.

The effectiveness of fire-breaks

The effectiveness of a fire-break depends on the width of the fire-break, the weather conditions, flame length and whether embers are being produced. A fire-break will be more effective at preventing the spread of a fire if:

- It is close to the fire ignition point so that the fire is not at its maximum flame length.

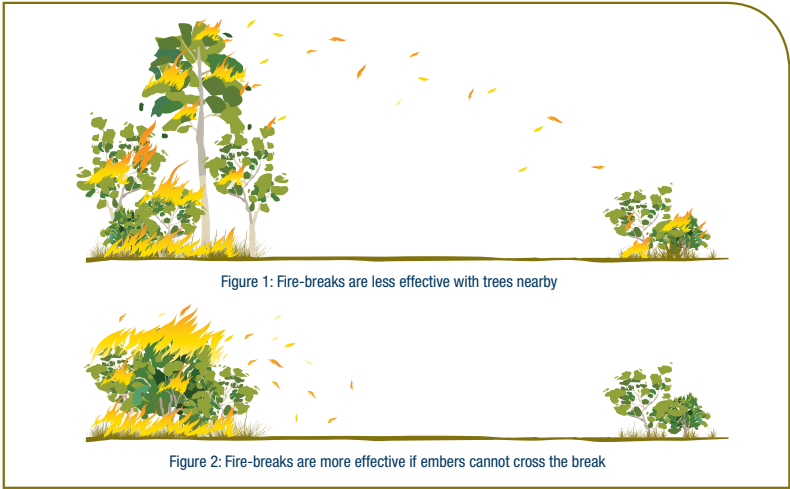
- It is approached by the flank (side) of the fire, as the flank will have a shorter flame length than the front (head) of the fire.
- It forms an effective break in both the vertical and horizontal continuity of the fuel, which reduces the flame length and makes the fire easier to suppress.
- Nearby trees and shrubs are not producing embers.
- It provides safe and efficient access for firefighting resources.

Fuse-breaks

In the situation where fires may spread along uninterrupted linear stretches of vegetation, which may act as a fire 'fuse' or 'wick' across the landscape, fuse-breaks may assist with containing the spread of a fire. Examples of a fire fuse in the landscape include vegetated roadside reserves, foreshore reserves, drainage channels and other vegetated linear reserves.

The guidance for the construction, maintenance, and width of fuse-breaks is the same as for the fire-breaks which run parallel to property boundaries. Fuse-breaks may also be used to provide access for emergency services; driveways, fire service access routes or other roads may effectively act as fuse-breaks across these linear stretches of fuel.

Front Image: A burned break being created alongside a graded break. Photo G. Daniels.



The requirement for fire-breaks

The local government may issue fire-break notices at any time, under the *Bush Fires Act 1954* (BF Act), that require landowners or occupiers of land to install and maintain fire-breaks around their property boundaries to help prevent the outbreak or spread of a bushfire. In some cases fire-break notices are in place throughout the year, in others they are only issued prior to the start of the summer bushfire season. The benefit to having fire-breaks in place throughout the year is that they support fuel management activities such as planned burning during the autumn, winter and spring seasons.

Each local government determines their own minimum fire-break standards and how these standards apply to various property sizes. Landowners or occupiers of land may be issued a fire-break notice in writing. The notice may also be published in the Government Gazette, local newspaper or the local government website.

The requirements within a fire-break notice may vary for different sized lots and may include other requirements for reducing bushfire risk such as the inclusion of an Asset Protection Zone. It will often specify the dates of the restricted and prohibited fire periods and the process for obtaining a permit to conduct a hazard-reduction burn.

Any variation to a fire-break notice must be approved in writing by the relevant local government. A variation may be sought if the required fire-break would be impractical, ineffective or environmentally unsound, and an effective alternative can be identified. Instructions on applying for a variation to a fire-break notice may be found on the relevant fire-break notice or the local government website.

Fire-break siting and design

Fire-break design can vary depending on the location and purpose of the break.

Some fire-breaks carry vehicular traffic and will need to be constructed to a standard similar to a public road or driveway. In these cases, construction standards and advice may be obtained from the local government or the Australian Road Research Board.

In most cases, a graded, scraped or ploughed fire-break is sufficient. In some instances, however, hand tools, grazing, herbicides or controlled fire may replace the use of machinery. The following information primarily pertains to machine-constructed breaks.

Siting of fire-breaks

Fire-breaks are usually required by local government to be on the perimeter of a property. Any request to vary the location or extent of a fire-break must be approved in writing from the relevant local government. Where a landholder has flexibility in the positioning of a fire-break, the following principles should be considered.

- **Landscape position:** on sloping or undulating terrain, fire-breaks should be placed low in the landscape. This will result in a fire reaching the break while travelling downslope, making it slower, less intense and therefore less likely to cross the break. This is also a safer location for firefighters to approach a fire.

- **Slope:** on sloping ground, fire-breaks should be constructed across the slope to follow the contour. This will slow the flow of water along the break and reduce the incidence of erosion. If it is necessary to install a break down a slope, additional measures may be required to reduce water erosion.
- **Waterways and wetlands:** where possible, avoid fire-breaks that cross water ways and their foreshore areas or wetlands and their buffers. Water crossings are susceptible to erosion, waterlogged soils can become un-trafficable, and increase the likelihood of vehicles transporting weeds and soil-borne diseases. These areas also tend to consist of vegetation types with high fuel loads, which make fire-breaks less effective.
- **Fuel:** fire-breaks are most effective at slowing the rate of spread of a fire in vegetation types that do not generate embers. Fire-breaks are more effective and easier to install in light fuels such as grass, rather than scrub, woodland or forest, however it is not always possible to choose the location of a fire-break.
- **Soil type:** the structure and texture of soil will affect how prone a fire-break will be to erosion. Where possible, fire-breaks should not be constructed on fragile soils. Soils with a high proportion of organic material should also be avoided owing to their environmental significance, potential for waterlogging and the possibility that they will ignite during a fire.

Fire-break design

To be effective, the required width for a fire-break depends on its purpose and the nature of the surrounding fuels. Where a fire-break is required by a local government, their fire-break notice, will stipulate the required width.

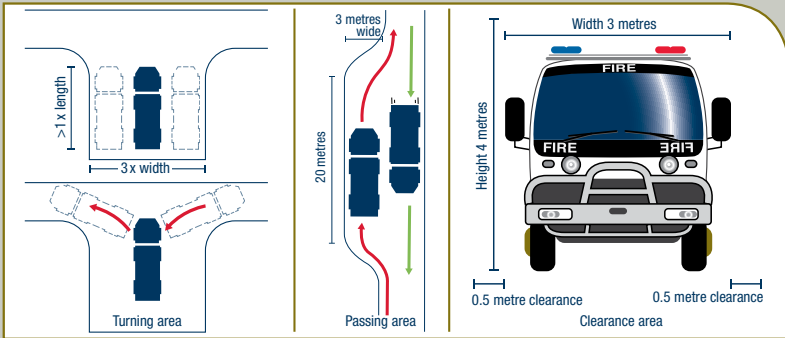
It is recommended that fire-breaks be at least three metres wide, with an additional horizontal clearance of half-a-metre on both sides and a vertical clearance of four metres, to allow the passage of firefighting vehicles. On very large properties and in treed landscapes, this width should be increased to at least five metres to increase the effectiveness in preventing fire spread. Fire-breaks between ten and fifteen metres wide are common for pastoral properties and plantations. Tall shrubs and tree branches growing alongside a fire-break may need regular pruning to ensure they do not facilitate flames spreading across the fire-break.

For the safety of firefighters, fire-breaks should provide a circuit that connects to formal access routes

and should not terminate at dead ends. They should be kept clear of obstructions that would block a heavy vehicle's path.

As Urban and Rural Tankers (Tankers) have large turning circles, it is recommended that curves have a minimum inner radius of 6 metres to improve accessibility. Turning areas suitable for Tankers should be provided at the termination of a fire-break and at least every 500 metres where possible. These should be greater than the length of a Tanker in depth and three tankers in width (10 metres by 9 metres). A passing area adjacent to the fire-break should be provided every 200 metres. These should be at least 20 metres in length and 3 metres wide.

If a driveway, emergency access way or fire service access route forms part of a property's fire-break it may be subject to a Bushfire Management Plan and the associated access requirements of the Guidelines for Planning in Bushfire Prone Areas. Check with the landowner and refer to the Department of Planning, Lands and Heritage for more information.



Above: Minimum dimensions required for a fire-break and turning area to ensure safe access for firefighting vehicles.



Low-fuel breaks

In some circumstances, methods other than machine grading and scraping may achieve an efficient low-fuel break. However, it is advised that owners or occupiers of land consult their local government to ensure they meet the requirements of the fire-break notice.

Ploughed breaks

In areas where erosion is difficult to prevent, it may be preferable to construct a ploughed fire-break, rather than a graded one. Ploughing incorporates plant material into the soil, helping to bind the soil and prevent erosion. Ploughing will result in an inferior trafficable surface for vehicles and is only suitable if it is able to produce a minimal fuel surface, such as on previously mowed or slashed grass.

Herbicide treated break

Herbicide may be used in conjunction with slashing or mowing to create a low-fuel area in grass fuels. The advantages of this approach are that the soil surface is undisturbed and the roots binding the soil are retained, preventing erosion. However this may not create a mineral earth break, so may be less effective at preventing the spread of a fire.

Use of herbicides should comply with the Code of Practice for the Use of Agricultural and Veterinary Chemicals in Western Australia. Owners or occupiers of land can contact the Department of Primary Industries and Regional Development for more information.

For information on using herbicides near water catchment areas, refer to the Department of Health's best practice policy statement on use of herbicides in water catchment areas at www.health.wa.gov.au

Grazed break

Grazing stock can be managed to reduce grass fuels. Grazed breaks can be much wider than a machine break. They are cost-effective and may be less prone to erosion. However they will also be less effective at preventing fire spread, because some vegetation will be retained.

Heavy grazing and animal traffic can reduce the surface vegetation to mineral earth. However, this is not advisable as it can degrade the soil structure and leave the area prone to erosion. Be aware that land degradation caused by excessive grazing can be investigated by the Commissioner of Soil and Land Conservation in relation to the land managers compliance with the *Soil and Land Conservation Act 1945* or its regulations.

The grazing of native vegetation where it results in substantial damage is clearing under the *Environmental Protection Act 1986* (EP Act). Refer to the section on 'Protecting the environmental values of native vegetation' for further information.

Burnt break

Fire can be used to create areas of reduced fuel load in an environmentally sensitive manner. A burnt break will usually be anchored from a mineral earth break and is not a practical approach when isolated from other fire-control methods. The controlled use of fire is best applied as part of a comprehensive bushfire management strategy. Landowners or occupiers of land should seek advice and permission from their local government when proposing to apply controlled fire.

Environmental and heritage protection

Fire-breaks are important for reducing bushfire risk and may be a legal requirement for your property, however, if not properly constructed and maintained they can be detrimental to environmental and heritage values. Environmental and heritage impacts that may result from poorly constructed and maintained fire-breaks include:

- The spread of weeds and plant diseases.
- Damage to environmentally sensitive areas including threatened species or communities.
- Damage to natural, historic and Indigenous heritage values.
- Erosion by wind and water.

Reducing the spread of weeds and plant disease

The use of earthmoving machinery in natural areas can spread weeds and plant disease such as Phytophthora dieback, caused by the plant pathogen *Phytophthora cinnamomi*. It is estimated that 40% of native plant species in the South-West Land Division are susceptible to dieback.

Dieback is spread through the movement of infested soil. Good environmental hygiene reduces this risk by minimising the movement of soil around or between worksites. Good environmental hygiene requires machines, equipment, and footwear to be clean (i.e. free of soil clods, mud and or plant material) on arrival at the worksite, and be cleaned at the conclusion of work before leaving the site. It is recommended that

works supervisors use a hygiene checklist and inspect all parts of machinery prior to use.

Fire-breaks should not be constructed when soil is wet. Moisture not only provides favourable conditions for the pathogen to establish at new sites, it increases the chances that infected soil will stick to machines, equipment, and footwear making it easier to spread. The spread of soil and plant material should be minimised by clearing the break in short sections and regularly emptying the machine blade or rake of soil and debris.

If a property abuts a National Park or Nature Reserve or has intact native vegetation, it is highly recommended that the following steps are undertaken:

- engage a registered Phytophthora Dieback Interpreter and have the area where the work is to occur mapped for disease occurrence;
- if the site is uninfested, pay particular attention to good environmental hygiene;
- if the site is infested or partially infested, develop a plan with the interpreter to reduce the likelihood of spreading the pathogen during the work;
- consider undertaking Green Card training in dieback awareness and management.

More advice on environmental hygiene is available from the Department of Biodiversity, Conservation and Attractions or from the Dieback Working Group.

Protecting the environmental values of native vegetation

The definition of 'clearing' in the EP Act includes burning, grazing, or any other activity that causes damage to native vegetation. The clearing of native vegetation to construct a fire-break is exempt from requiring a clearing permit if the clearing is in accordance with the local government fire-break notice under section 33 of the *Bush Fires Act 1954*. However a clearing permit may be required to undertake clearing activities that are outside of the requirement of a fire-break notice. Please refer to the Department of Water and Environmental Regulation for more information.

The clearing provisions of the EP Act require the clearing of native vegetation to be authorised by a clearing permit, unless the clearing is subject to an exemption. Exemptions for clearing that is a requirement of a written law, or authorised under certain statutory processes, are contained in Schedule 6 of the EP Act. Exemptions for low impact routine land management practices outside of environmentally sensitive areas are contained in the *Environmental Protection (Clearing of Native Vegetation) Regulations 2004* (Clearing Regulations).

Clearing permit exemptions for fire prevention activities

Exemptions from the requirement for a clearing permit that may apply to clearing for fire prevention activities include:

- Clearing by an owner or occupier of land in accordance with requirements specified in a local government authority's annual fire-break notice made under section 33 of the BF Act (Schedule 6, clause 1 of the EP Act).

- Burning of bush during declared prohibited burning times, if regulated, permitted or defined by a person authorised by the Department of Fire and Emergency Services (DFES), in accordance with section 17(5) of the BF Act (Schedule 6, clause 10(a) of the EP Act).

- Burning of bush during declared restricted burning times, if a permit is obtained from a bush fire control officer, or chief executive officer of the local government if a bush fire control officer is not available, in accordance with section 18 of the BF Act (Schedule 6, clause 10(b) of the EP Act).

- Burning of bush for the purpose of protecting a dwelling house or other building, or a stack of hay, wheat or other produce, from damage by fire during declared prohibited burning times in accordance with section 23 of the BF Act (if a permit is obtained from a bush fire control officer, or chief executive officer of the local government if a bush fire control officer is not available) (Schedule 6, clause 10(d) of the EP Act).

- Clearing that is done for fire prevention or control purposes or other fire management works on Crown land by the FES Commissioner (Schedule 6, clause 12 of the EP Act).

- Burning of bush between the common boundary and the fire-break by the occupier of adjacent land to reduce fire hazard during declared prohibited burning times, if authorised by DFES, in accordance with section 22(2) of the BF Act (Schedule 6, clause 10(d) of the EP Act).

- Clearing by burning for fire hazard reduction by the owner of the land, outside the prohibited or restricted burning times and not within gazetted environmentally sensitive areas, in such a way as to minimise long term damage to the environmental

values of the vegetation (Clearing Regulation 5, item 3 of the Clearing Regulations).

Clearing permit exemptions for fire suppression activities

Exemptions from the requirement for a clearing permit that may apply to clearing for fire suppression activities include:

- A bush fire control officer may, at any time of year, take appropriate necessary measures to protect life and property for the purpose of controlling or extinguishing a bushfire or for preventing the spread or extension of the fire, in accordance with section 39(1)(d) of the BF Act (Schedule 6, clause 10(d) of the EP Act).
- The captain, or in his absence the next senior officer, of a bush fire brigade may, at any time of year, in consultation with the occupier of the land, take reasonable necessary measures to protect life and property for the purpose of controlling or extinguishing a fire, in accordance with section 44(1)(c) of the BF Act (Schedule 6, clause 10(d) of the EP Act).
- The FES Commissioner or the officer or any member of the brigade who for the time being is in charge of the incident, or a person employed in the Department who is authorised by the FES Commissioner may undertake and direct any clearing which appears necessary to protect life and property, or to control and extinguish the fire, in accordance with section 34(a) the *Fire Brigades Act 1942* (Schedule 6, clause 11 of the EP Act).

Clearing that does not fit with an exemption will require a clearing permit. Guidance relating to the regulation of native vegetation clearing, exemptions, environmentally sensitive areas and other related

matters can be found on the Department of Water and Environmental Regulation website.

Other Clearing approvals that may be required

In addition to the above, in some cases separate approvals may be required including:

- A 'permit to take' under the *Wildlife Conservation Act 1950* may be required for impacts to rare flora. Please contact the Department of Biodiversity, Conservation and Attractions for more information on this matter.
- Under the *Country Areas Water Supply Act 1947* (CAWS Act) there are a number of water source catchments where clearing controls apply. These include the:
 - Mundaring Weir catchment area
 - Wellington Dam catchment area
 - Harris River Dam catchment area
 - Warren River water reserve
 - Kent River water reserve
 - Denmark River catchment area

A CAWS Act Licence to clear is required in these catchments if:

- An EP Act exemption applies; or
- compensation has previously been paid to retain the subject vegetation. Contact the Department of Water and Environmental Regulation for more information on clearing within these areas.

- Referral under the *Environment Protection and Biodiversity Conservation Act 1999* may be required for impacts to 'matters of national environmental significance'. Please contact the Commonwealth Department of the Environment and Energy for more information on this matter.

Protecting heritage values

There are many lists or registers of natural, historic and Indigenous heritage places throughout Australia. Significant heritage places are identified and grouped into lists that guide their protection and management. The relevant local government may have established lists identifying heritage places under the provisions of the local planning scheme or local laws.

All Aboriginal sites are protected by the *Aboriginal Heritage Act 1972*, whether or not they have previously been identified or registered. Individuals are obliged to report any potential Aboriginal Heritage sites if it reveals evidence (artefacts or other signs) of previous Aboriginal activity. Sites can be identified from the Department of Planning Lands and Heritage Aboriginal Heritage Inquiry System, an internet based heritage site search tool.

Reducing wind and water erosion

Removing plants and disturbing the soil can leave the ground surface vulnerable to erosion. Wind erosion may occur when soil particles on a fire-break's surface are blown away by the wind.

This will occur on most loose soil surfaces if wind speeds exceed 20 km/h. Adjacent vegetation can reduce wind speeds and help prevent erosion. However, this must be balanced with the need to maintain an effective fire-break.

The effect of wind erosion can be reduced by aligning fire-breaks so that the prevailing winds blow across, rather than along them. This may not be possible in all instances, depending on the construction and location of fire-break requirements local government have specified in their local laws under the *Local Government Act 1995*.

Water erosion occurs when raindrops hit the soil surface displacing soil particles and where water flowing over the land surface carries soil particles. Water erosion is preventable by reducing the volume and speed of the water flowing across the surface of a fire-break. The most effective way to prevent water erosion is to locate fire-breaks on flat terrain. Where this is not possible, good drainage is important. This includes structures to divert water away from the fire-break, allowing the fire-break to shed water to reduce the volume and slow the flow of water along the break.



A fire-break in an environmentally sensitive area.

10.

Fire-break drainage

Fire-breaks require careful planning, design and construction as inappropriate installations can increase the likelihood and severity of erosion.

Planned earthworks should be discussed and negotiated with neighbours if surface water will be diverted onto neighbouring properties. In some situations, a Notice of Intent to Drain may need to be lodged with the Office of the Commissioner of Soil and Land Conservation. More information can be found on the Department of Primary Industries and Regional Development website – www.dpird.wa.gov.au



Above: Water erosion on a fire-break without adequate erosion-prevention measures.

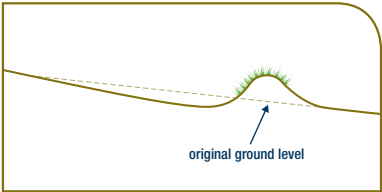
Remove windrows

Leaving windrows along a fire-break will increase the likelihood of water erosion; water flow will be intercepted by the windrow and channelled along it, gaining speed and volume until it breaks through a weak point. The concentrated flow at the breakthrough point can scour the fire-break surface, creating a gully. Windrows should be levelled while the constructing machine completes its final run by lifting the blade to ground level and spreading the soil.

Contour banks

Contour banks intercept surface water flowing towards a fire-break. They can be slightly graded to carry water to a suitable outlet, such as a natural watercourse, or dam. In the event of no available outlet, the ends of the bank should turn upslope so that water will pond behind the bank to be absorbed into the soil.

Contour furrows are smaller versions of contour banks, constructed with a ripper or mouldboard. The optimal spacing and size of contour banks are dependent upon site characteristics such as the amount of rainfall, gradient of the slope, soil type and the vegetation.



Above: A cross-section of a contour bank showing how water flowing towards the fire-break will be captured by the bank and diverted to a stable outlet.

11.

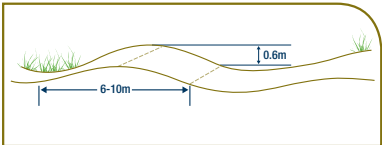


Left: A grader constructing a fire-break.
Note the windrows on the edge of the break
will need to be spread to ensure the
fire-break sheds water. Source D. Atkins.

Check banks

Check banks are low banks constructed across a fire-break along the contour but with a slight fall for moving water away slowly. Their optimal size depends upon prevailing conditions and they are designed to allow vehicles to cross slowly. However, they should not be too deep or too high because this might impede vehicle movement and reduce sight lines.

A check bank reduces the speed of water as it hits the bank, then drains to the downhill side of the break into a broad shallow depression (sill) to allow ponding. Water will either infiltrate the soil in the sill or, if the sill fills, flow slowly across the landscape. The optimal size and spacing of check banks depends on the amount of water the fire-break will receive and the water permeability of the soil.



Above: Check bank cross-section looking from alongside the fire-break. The dimensions shown are approximate and should be varied to suit the soil type and amount of water received.



Above: A Check bank installed on a fire-break

Water turn-outs

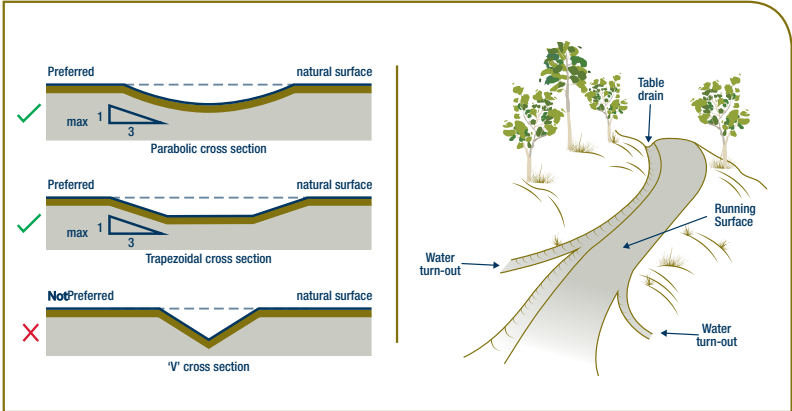
Water turn-outs, also known as spoon drains, mitre drains or spur drains, are shallow drains that carry water away from the fire-break surface.

Water turn-outs redirect water flowing along the fire-break or in the border drain, into the landscape. They should have a trapezoidal (flat) or parabolic (bowl) shaped bottom to prevent gullying, and should curve away from the fire-break to slow the speed of the drainage water before it is discharged.

The angle of incline is important where there is a cross slope. Ideally, turn-outs will curve along the contour (or slightly downward), as this ensures water redirection with the least chance of scouring and erosion.

On slopes, it is important that turn-out arms follow the contour as too much tilt in either direction will reduce their effectiveness. The required spacing of water turn-outs depends on the amount of water received and the soil type. If the slope is steep, check banks as well as turn-outs may need to be installed more frequently.

Vegetating water turn-outs can further slow water flow and prevent erosion, however this must be balanced against the need to maintain an effective fire-break.



Above: Water turn-outs are used to carry water away from the fire-break surface or adjacent drain and release water slowly into the landscape.



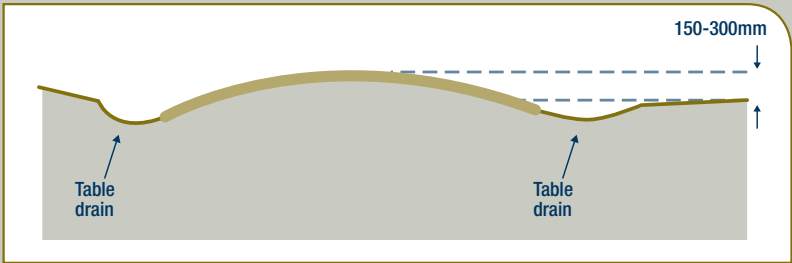
Above: Water turn-out designed for effective draining of water from a fire-break.

Surface shape

Fire-breaks generally require a formed surface because surface irregularities provide an opportunity for erosion. Care should be taken to prevent the blade of the constructing machine from bouncing or digging in as the gouges produced will be prone to erosion.

The fire-break surface should not be lower than the surrounding landscape, or water will be channelled along the fire-break, encouraging erosion of the surface.

Permanent fire-breaks that may experience high rainfall should be formed with a camber or cross-grade to allow water to drain away from the fire-break surface. The camber should be gently parabolic, rather than peaked, to slow the flow of water.



Above: Cross section of a fire-break showing a gentle camber to drain water from the running surface into adjacent drains.

Assistance

Contact your local government for more information on constructing and maintaining fire-breaks in your local area. For information about this guide, contact:

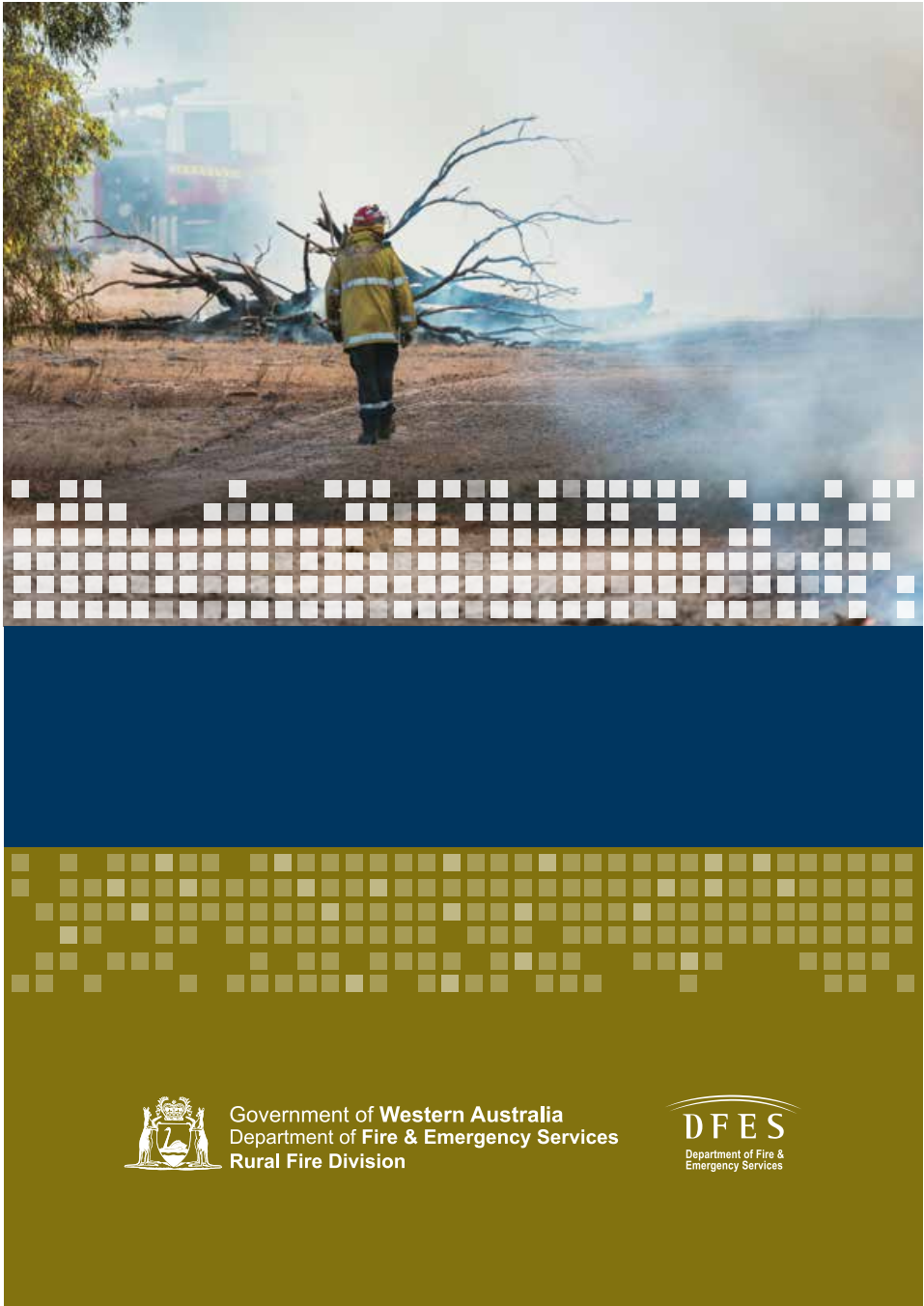
Rural Fire Division
Phone: 9395 9300
Email: ruralfire@dfes.wa.gov.au

Further Information	Agency	Contact Details
Environmental hygiene	Department of Biodiversity, Conservation and Attractions	(08) 9219 9000 www.dbca.wa.gov.au
	Dieback Working Group	www.dwg.org.au
Clearing of native vegetation	Department of Water and Environmental Regulation	(08) 6364 7000 www.dwer.wa.gov.au
Water resource management and protection		
Matters of national environmental significance	Department of Environment and Energy	1800 803 772 www.environment.gov.au
Soil erosion	Department of Primary Industries and Regional Development	(08) 9368 3333 www.dpird.wa.gov.au
Use of herbicides		
Aboriginal heritage sites	Department of Planning Lands and Heritage	(08) 6551 8088 www.dplh.wa.gov.au
Construction standards and advice	Australian Road Research Board	(08) 9227 3000 www.arrb.com.au



Government of Western Australia
Department of Fire & Emergency Services
Rural Fire Division







Attachment #4 -

- WARA Fire Control Fire-Breaks And-Hazard Reduction Brochure for Property Owners

kalamunda.wa.gov.au

T 9257 9999 **F** 9293 2715 **E** enquiries@kalamunda.wa.gov.au

2 Railway Road KALAMUNDA WA 6076 **PO Box** 42, KALAMUNDA WA 6926

ABN 60 741 095 678

Fire Break and Fuel Hazard Reduction Information for Property Owners

Under the Bush Fires Act (1954), all owners and occupiers of land in Western Australia must establish and maintain firebreaks.

Local Government Rangers are Fire Control Officers who administer the Bush Fires Act. In outer metropolitan and rural areas they are usually first response bush fire fighters.

Their duties include conducting yearly fire break inspections on land within each district of Western Australia, fire suppression, providing public education and advice on fire prevention and bush fire safety awareness.

Fire breaks and protection measures are vital in assisting the prevention of fires spreading and to allow safer access for bush fire fighters and vehicles.

The majority of Local Governments provide information on landowner responsibilities in regard to firebreak installation, fire prevention measures and emergency contacts.

BE ADVISED

Installation time frames and specifications for fire breaks vary in different areas.

Land owners need to be aware of the requirements within their particular City, Shire, Town or Region.

Contact your Local Government Authority for details regarding the deadline for fire break completion in your area.

General Guideline For Fire Break Specifications;**Land with an area of 2,000sqm or more**

- A firebreak, not less than three (3) metres wide, must be cleared immediately inside (or as close as possible) around all external boundaries of the land.
- All tree branches that over hang a firebreak need to be trimmed back to a minimum height of three metres above ground level.

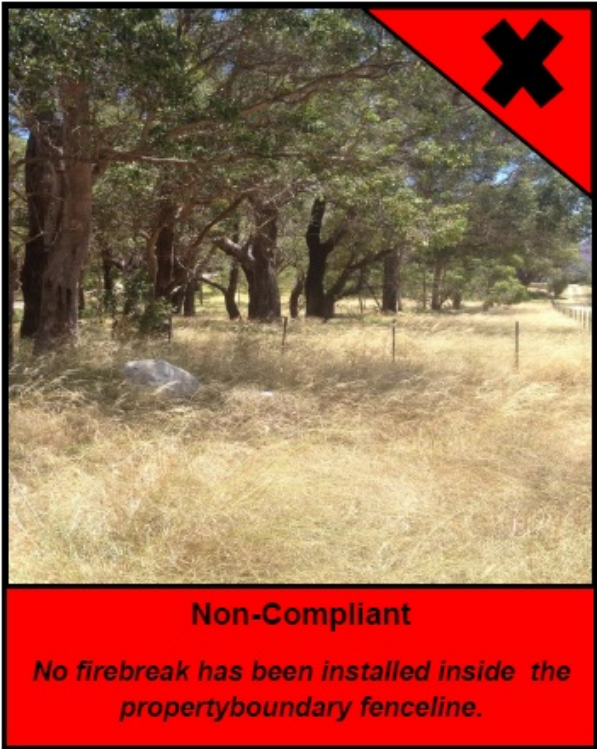
Land with an area of less than 2,000sqm

- A firebreak, not less than two (2) metres wide must be cleared immediately inside (or as close as possible) and around all external boundaries of the land.
- Tree branches to be trimmed back as per above.

Buildings

A firebreak not less than three (3) metres wide must be cleared immediately around all external walls of every building.

Fire Break and Protection Zone Examples



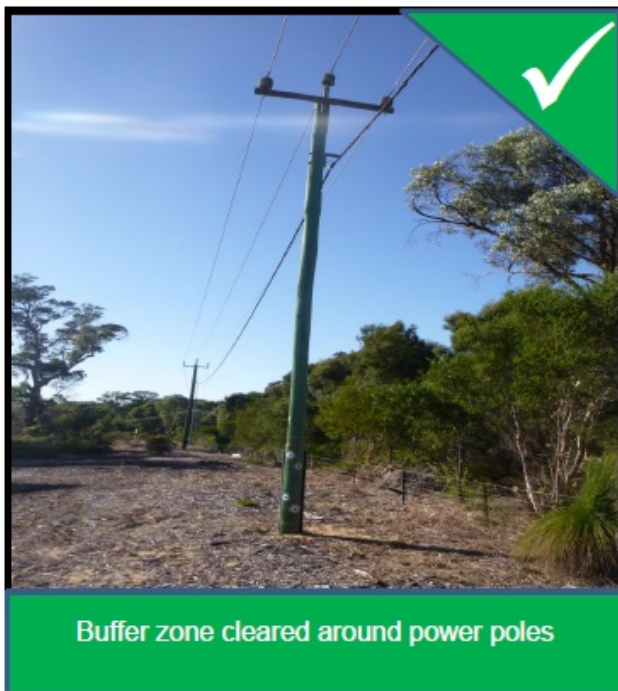






Example of a good Building Protection Zone that ensured the house was untouched after the Toodyay Fire of 2009

Land owners with power poles on their property need to ensure an adequate protection zone is installed around the base of each pole.



Methods for Fire Break Installation



➤ Ploughing down to mineral earth

➤ Mowing or slashing of vegetation must not exceed a finished height of 20mm over the entire area of the firebreak.



➤ If a firebreak is cleared by burning, the provisions of the Bush Fires Act and Regulations must be observed.



A wiper sniper or brush cutter may be an option where other methods may not be used to install a fire break or for clearing a small vacant block of land.





Other Information

Regulations made under the Dangerous Goods Safety Act (2004) requires a site on which flammable liquid is stored to be totally cleared of all flammable material for a minimum distance of five metres surrounding the site.







Attachment #5 -

- BUSH FIRE BRIGADES LOCAL LAW 2023 - City of Kalamunda – Draft

kalamunda.wa.gov.au

T 9257 9999 **F** 9293 2715 **E** enquiries@kalamunda.wa.gov.au

2 Railway Road KALAMUNDA WA 6076 **PO Box** 42, KALAMUNDA WA 6926

ABN 60 741 095 678

BUSH FIRE BRIGADES LOCAL LAW 2023

BUSH FIRES ACT 1954

CITY OF KALAMUNDA

PART 1 – PRELIMINARY

- 1.1 Citation and Application
- 1.2 Commencement
- 1.3 Repeal Provisions
- 1.4 Interpretation

PART 2 - BUSH FIRE BRIGADES

- 2.1 Establishment of Bush Fire Brigades
- 2.2 Chief Bush Fire Control Officer
- 2.3 Name and Officers of Bush Fire Brigades
- 2.4 Duties of Captain
- 2.5 Appointment, Employment, Payment, Dismissal and Duties of Bush Fire Control Officers

PART 3 ADMINISTRATION OF BUSH FIRE BRIGADES

- 3.1 Executive Management Group
- 3.2 Membership of the Executive Management Group

PART 4 GENERAL

- 4.1 Consideration in the local government budget

BUSH FIRES ACT 1954**CITY OF KALAMUNDA****BUSH FIRE BRIGADES LOCAL LAW 2023**

Under the powers conferred by the *Bush Fires Act 1954* and under all other powers enabling it, the Council of the *City of Kalamunda* resolved on ## ## 2023 to make the following local law.

PART 1 - PRELIMINARY**1.1 Citation and Application**

This local law may be cited as the *City of Kalamunda Bush Fire Brigades Local Law 2023* and shall apply throughout the district.

1.2 Commencement

This local law will come into operation 14 days after the day on which it is published in the *Government Gazette*.

1.3 Repeal Provisions

The *Shire of Kalamunda Bush Fire Brigades Local Law* published in the *Government Gazette*, Number ?? dated 12 April 1991 as amended, is repealed.

1.4 Interpretation

(1) In this local law unless the context specifies otherwise –

Act means the *Bush Fires Act 1954*;

brigade area is defined in clause 2.3(1)(b);

bush fire brigade is defined in section 7 of the Act;

Chief Bush Fire Control Officer as defined in the Act;

CEO means the Chief Executive Officer of the local government;

district means the district of the local government;

local government means the City of Kalamunda;

normal brigade activities are defined by section 35A of the Act;

Regulations means Regulations made under the Act;

(2) In this local law, unless the context otherwise requires, a reference to –

(a) a Captain;

(b) a First Lieutenant;

(c) a Second Lieutenant; or

(d) any additional Lieutenants;

means a person holding that position in a bush fire brigade.

PART 2 - BUSH FIRE BRIGADES

2.1 Establishment of Bush Fire Brigades

(1) The local government may establish a bush fire brigade for the purpose of carrying out normal brigade activities.

(2) A bush fire brigade is established on the date of the local government's decision under clause 2.1(1).

2.2 Chief Bush Fire Control Officer

(1) Subject to any directions by the local government the Chief Bush Fire Control Officer has primary managerial responsibility for the organisation and maintenance of bush fire brigades

(2) The duties of the bush fire control officer are defined in the Act.

(3) For the purposes of this local law the duties will include –

(A) Where a vacancy occurs in a position appointed under clause 2.3(1)(c), to —

(i) Advise the CEO of the vacancy as soon as practicable; and

(ii) Make alternate suitable arrangements for that position until an appointment is made.

(b) Nominate suitably qualified persons to the CEO for appointment as bush fire control officers by the local government; and

(c) Report to the CEO not later than 30 April each year, for consideration and appropriate provision being made in the next local government budget, the status of a bush fire brigade's —

(i) Training and readiness;

(ii) Protective clothing;

(iii) Equipment; and

(iv) Vehicles and appliances.

(4) The Chief Bush Fire Control Officer or her or his nominee (who is to be a bush fire control officer) may attend as a non-voting representative of the local government at any meeting of a bush fire brigade.

2.3 Name and Officers of Bush Fire Brigades

(1) On establishing a bush fire brigade under clause 2.1(1), the local government is to—

(a) Give a name to the bush fire brigade;

(b) Specify the brigade area in which the bush fire brigade is primarily responsible for carrying out the normal brigade activities; and

(c) Appoint —

(i) a Captain;

(ii) a First Lieutenant;

(iii) a Second Lieutenant; and

(iv) additional Lieutenants if the local government considers it necessary.

(2) A person appointed to a position pursuant to clause 2.3(1)(c) is to be taken to be a brigade member.

(3) The appointments referred to in clause 2.3(1)(c) expire at the completion of the first annual general meeting of the bush fire brigade.

(4) An election is to be held at the first annual general meeting by the members of the bush fire brigade for appointments to the positions referred to in clause 2.3(1)(c) and every subsequent annual general meeting.

(5) If a position referred to in sub clause 2.3(1)(c) becomes vacant prior to the completion of the first annual general meeting or at any time, then the bushfire brigade members are to vote for a replacement member to fill the position.

2.4 Duties of Captain

(1) The duties of the Captain are to —

(a) Provide leadership to bush fire brigades;

(b) Monitor bush fire brigades' resourcing, equipment and training levels;

(c) Liaise with the local government concerning —

(i) fire prevention or fire suppression matters generally;

(ii) directions to be issued by the local government to bush fire control officers, including those who issue permits to burn; and

(iii) bush fire brigade officers;

(d) Ensure that a list of bush fire brigade members is maintained;

(e) Report annually to the local government the office bearers of the bush fire brigade in accordance with the Regulations; and

(f) Arrange for normal brigade activities as authorised by the Act or by the local government.

(2) The duties of other bush fire brigade officers are to support the Captain in his/her role.

2.5 Appointment, Employment, Payment, Dismissal and Duties of Bush Fire Control Officers

The appointment, employment, payment, dismissal and duties of bush fire control officers is dealt with by the Act.

PART 3 ADMINISTRATION OF BUSH FIRE BRIGADES

3.1 Executive Management Group

- (1) An Executive Management Group is to be established to ensure that there is an appropriate structure through which the organisation of the bush fire brigades is maintained.
- (2) The administration and management of the affairs of a bush fire brigade are vested in the Executive Management Group.
- (3) The Executive Management Group is to prepare and adopt Operating Procedures for the good governance of bush fire brigades.
- (4) The Executive Management Group must make the Operating Procedures available to all bush fire brigade members.
- (5) The Executive Management Group may vary the bush fire brigade Operating Procedures at any time but must notify the bush fire brigades of any variation as soon as practicable after making a variation.
- (6) The Executive Management Group functions include, but are not limited to —
 - (a) dealing with grievances, disputes and disciplinary matters;
 - (b) approving the bush fire brigade's annual budget and presenting it at the brigade's annual general meeting;
 - (c) recommending to the local government equipment which needs to be supplied by the local government to the bush fire brigade; and
 - (d) doing all things necessary or convenient in order to perform any of its functions and to secure the performance of the normal brigade activities by the bush fire brigade.

3.2 Membership of the Executive Management Group

The Executive Management Group will consist of the following officers from all the bush fire brigades:-

- (a) Chief Bush Fire Control Officer and Deputies;
- (b) Brigade Captains;
- (c) 1st Lieutenants from each Brigade;
- (d) Minute Officer (no voting rights);
- (e) Local Government representative (non-voting); and
- (f) Any other person that the Executive Management Group requests.

PART 4 GENERAL

4.1 Consideration in the local government budget

In addition to funding made available through emergency services grants, the local government may provide further funding depending upon the assessment of budget priorities for the year in question in accordance with Part 6 of the *Local Government Act 1995*.



Attachment #6 –

- Email from WALGA to the City of Kalamunda Re: Validity of BFB Local Laws

kalamunda.wa.gov.au

T 9257 9999 **F** 9293 2715 **E** enquiries@kalamunda.wa.gov.au

2 Railway Road KALAMUNDA WA 6076 **PO Box** 42, KALAMUNDA WA 6926

ABN 60 741 095 678

From: Rhonda Hardy
Sent: Fri, 20 Jan 2023 07:59:45 +0000
To: Nicole O'Neill; James Wickens
Subject: Fwd: Attention: Chief Executive Officers - Validity of Bush Fire Brigades Local Laws (Bylaws)

FYI

Get [Outlook for iOS](#)

From: Tony Brown <tbrown@walga.asn.au>

Sent: Friday, January 20, 2023 8:10:24 AM

To: Tony Brown <tbrown@walga.asn.au>

Subject: Attention: Chief Executive Officers - Validity of Bush Fire Brigades Local Laws (Bylaws)

Dear Chief Executive Officer

WALGA is assisting the Department of Fire and Emergency Services with communications to Local Governments regarding Bush Fire Brigade Local Laws (BFB LL). WALGA has previously sought independent legal advice on the contemporary operation of Bush Fire Brigades and the role of appointed Bush Fire Control Officers, in the absence of a Bush Fire Brigades Local Law.

Questions have since been raised by Local Governments that adopted, and have not repealed, a BFB LL prior to the commencement of the current *Bush Fires Act 1954*.

WALGA sought specific legal advice on the following question: "...whether local laws (bylaws) which validly established Bush Fire Brigades under *Bush Fires Act 1937* (WA) validly survive the repeal of that Act and the commencement of the *Bush Fires Act 1954* (WA) specifically via the operation of section 36 of the *Interpretation Act 1984*.

Summary of Legal Advice

1. Section 6 of the *Bush Fires Act 1954* 'as passed' expressly declared that the "repealing and re-enacting of a provision" section of the *Interpretation Act* (s.15 of the *Interpretation Act 1918* (reprinted in 1953) and s.36 of the *Interpretation Act 1984* (WA)) applies to the *Bush Fires Act 1954*.
2. Legal advice is that it is apparent at the time of passing the *Bush Fires Act 1954*, Parliament intended for local laws (formerly 'bylaws') establishing Bushfire Brigades under the *Bush Fires Act 1937*, to continue to have effect and therefore for those Brigades to continue. However, it is extremely unlikely that the Parliament would have intended those local laws to have continued in place for an extended period.
3. Attention then turns to whether the other requirements of the *Bush Fires Act 1954* have been complied with, namely have there been any substantive changes to s.36(d) following the 'as passed' Act.

4. Legal advice confirms that the clear and ordinary meaning of s.36(d) of the *Bush Fires Act 1954* has not changed in a manner relevant to the issue of establishment of Bush Fire Brigades between 1954 and 2023. Therefore, a local law made under the *Bush Fires Act 1937* which has not been repealed and where a Local Government does not have a local law to a similar effect made under the *Bush Fires Act 1954*, **is likely to still be in force.**
5. Legal advice notes that a local law made under the *Bush Fires Act 1937*, whilst valid, may well not be fit for purpose now.

Note: For the purposes of the legal advice obtained, it was assumed that the local laws which established the Bush Fire Brigade under the *Bush Fires Act 1937*, did so validly at the time they came into effect.

Good Governance Considerations

From the perspective of the legal advice received, it might be said that a BFB LL made under the *Bush Fires Act 1937* is technically valid but likely to be practically obsolete.

In accordance with our previous legal advice, it is therefore recommended that Local Governments with a local law established under the *Bush Fires Act 1937*:

- a. ensure there are an adequate number of appointed Bush Fire Control Officers to conduct 'normal brigade activities' and manage fires in its district in the short term; and
- b. consider making a local law to establish the Bush Fire Brigade under the *Bush Fires Act 1954* and to repeal the local law made under the *Bush Fires Act 1937*.

Bush Fire Brigade Local Laws – 1954 to 1996

Further investigation of the Government Gazette has identified that many Local Governments have adopted a BFB LL since the commencement of the *Bush Fires Act 1954* and there is no doubt as to the validity of these local laws.

However it is clear that many Local Governments were until recently, unaware of the existence of a BFB LL (for example, the local law is not published on the Local Government's website) and the *Local Government Act 1995* requirement to conduct an 8 year review of local laws has not been applied to BFB LLs. (Please note that the lack of an 8 year review does not invalidate any local law).

WALGA therefore suggests that Local Governments with BFB LLs adopted as bylaws prior to the commencement of the *Local Government Act* in 1996 give similar consideration as to whether this local law remains fit for purpose to the contemporary operation of Bush Fire Brigades within the district.

WALGA Local Laws Service

If you require assistance with any aspect of the local law-making process relating to Bush Fire Brigades, please contact WALGA's Governance & Procurement team at governance@walga.asn.au or call 9213 2514.

Any queries please let me know.

Kind regards

Tony

Tony Brown | Executive Director Member Services | WALGA
(p) (08) 9213 2051 | (mob) 0439 914 349 | (e) tbrown@walga.asn.au



www.walga.asn.au www.youeveryday.com.au walga.asn.au/happyplace

Our work regularly takes us across the State and as such WALGA would like to acknowledge the many traditional owners of the land on which we work throughout Western Australia. We pay our respects to their Elders, past, present and emerging.



Attachment #7 –

- Letter from DFES to the City of Kalamunda Re: Establishment of BFB – Bush Fires Act 1954

kalamunda.wa.gov.au

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2 Railway Road KALAMUNDA WA 6076 **PO Box** 42, KALAMUNDA WA 6926

ABN 60 741 095 678



Government of Western Australia
Department of Fire & Emergency Services



Our Ref: 23/008825

Ms Rhonda Hardy
Chief Executive Officer
City of Kalamunda

Via email: Rhonda.Hardy@kalamunda.wa.gov.au

Dear Ms Hardy

ESTABLISHMENT OF BUSH FIRE BRIGADES - BUSH FIRES ACT 1954

As you are aware, a local government (**LG**) may establish and maintain bush fire brigades (**BFB**) as a part of its organisation for the prevention, control and extinguishment of bush fires. If a BFB is established, then this must be done in accordance with a LG's local law, pursuant to the powers given by section 41 of the *Bush Fires Act 1954* (**BF Act**).

In circumstances where there are no BFB local laws and BFBs have been set up informally by the LG (for example, by LG policies and procedures), the BFBs will not be in compliance with section 41 of the BF Act and will not be considered BFBs within the BF Act.

There is a very high risk that the volunteers in the BFBs not established in accordance with local laws, as required by section 41 of the BF Act, will not:

1. be able to exercise the powers of a "registered volunteer";
2. be covered by the protection from personal liability in Part 7 of the *Fire and Emergency Services Act 1988* (WA) (**FES Act**); or
3. be covered by the compensation provisions in Part 6B of the FES Act.

Given the risk to volunteers, the Department of Fire and Emergency Services (**DFES**) is undertaking a state-wide audit to confirm compliance with section 41 of the BF Act.

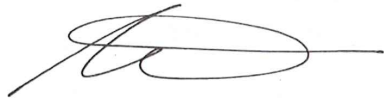
To assist DFES, please provide a copy of your LG's BFB local law or confirm that your LG does not have any BFBs, by email to legal.legislation@dfes.wa.gov.au. I note that DFES is considering changes to its procedures to ensure that this information is captured and regularly updated when new BFBs are registered.

DFES is working collaboratively with WALGA on this issue, and as such, information you provide regarding the status of your BFBs and BFB local laws may be shared with WALGA. WALGA is available to provide advice and assist LGs to manage the above risks. James McGovern, Manager, Governance and Procurement can be contacted on 9213 2093 or JMcGovern@walga.asn.au

Local governments may also wish to seek their own independent legal advice regarding this matter.

Should you have any queries or require further information on this request please contact Leah Brown, Principal Legislation Officer on 0423 250 204 or leah.brown@dfes.wa.gov.au

Yours sincerely



**DARREN KLEMM AFSM
COMMISSIONER**

11 January 2023



Attachment #8 –

- Government Gazette, WA – 12th April 1991. Bushfires Act 1954. Kalamunda By-Law

kalamunda.wa.gov.au

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ABN 60 741 095 678

1602

GOVERNMENT GAZETTE, WA

[12 April 1991]

BUSH FIRES BOARD

BU301

BUSH FIRES ACT 1954*The Municipality of the Shire of Kalamunda*

By-laws relating to the Establishment, Maintenance and Equipment of Bush Fire Brigades

In pursuance of the powers conferred upon it by the abovementioned Act, and of all other powers enabling it, the Council of the abovementioned Municipality hereby records having resolved on the 17th December 1990, following by-law—

By-laws relating to the Establishment, Maintenance and Equipment of Bush Fire Brigades appearing in the *Government Gazette* on 1st November 1940 for the Shire of Kalamunda are hereby revoked.

BUSH FIRES ACT 1954*The Municipality of the Shire of Kalamunda*

By-laws relating to the Establishment, Maintenance and Equipment of Bush Fire Brigade

Establishment of Brigade

1. (a) By resolution, the Council may establish and equip a Bush Fire Brigade under the provisions of the Bush Fires Act 1954 (as amended) and Regulations thereunder, the Brigade shall be formed in accordance with these by-laws; and a name shall be given to the Brigade. Details of the Brigade and its officers shall be entered in the register of the Bush Fire Brigade held by the Council.

(b) A Bush Fire Brigade may be established for the whole of the Shire of Kalamunda for any specified area thereof.

Appointment of Officers

2. (a) By the authority of Council the Bush Fire Brigade shall duly elect a Captain, a first lieutenant and such additional lieutenants as it deem necessary to act as officers of the Brigade.

(b) Members of the Brigade shall elect a person to act as Secretary of the Brigade and shall inform the Council accordingly.

(c) The Council may appoint an equipment officer who shall be responsible for the custody and maintenance in good order and conditions of all equipment and appliances acquired by the Council for the purposes of the Brigade.

(d) The foregoing appointments are subject to the approval of Council.

Powers and duties of Officers

3. The powers and duties of all officers appointed under these By-laws shall be as laid down in the provisions of the Bush Fires Act 1954 and each officer appointed shall be supplied with a copy of the Act and Regulations.

Membership of Brigade

4. The membership of a Bush Fire Brigade may consist of the following—

(a) Fire fighting members shall be those persons being a member of either sex and being seventeen (17) years of age and over who are willing to render service at any bush fire, when called upon; and who sign an undertaking form contained in the first schedule to these by-laws.

(b) Persons being sixteen (16) years of age are eligible to join a brigade, as a trainee member but may not be engaged operationally in fire fighting duties until the age of seventeen (17).

(c) No fees or subscriptions shall be payable by fire fighting members and the enrolment of persons as such members shall in every case be subject to the approval of Council.

Finance

5. The expenditure incurred by the Council in the purchase of equipment, payment for services and generally for the purpose of this Act, shall be a charge on the ordinary revenue of the Council and a recording of such expenditure shall be maintained in accordance with Municipal audit requirements.

Meetings of Brigade

6. Meetings will be held as necessary.

First Schedule**FORM OF ENROLMENT—FIRE FIGHTING MEMBER**

I, the undersigned, hereby make application to be enrolled as a fire fighting member of the Bush Fire Brigade.

My private address is

My business address is

12 April 1991]

GOVERNMENT GAZETTE, WA

1603

I can be contacted by Telephone No.
 I hereby declare that I am over years of age and in good health.
 On enrolment as a fire fighting member, I hereby undertake—

1. To promote the objects of the Brigade as far as shall be in my power.
2. To be governed by the provisions of the constitution, such By-laws and Regulations as may from time to time be made hereunder.
3. To use my best endeavour to give assistance in fire fighting measures when called upon on such occasions to obey all orders and instructions issued by duly authorised officers of the Brigade.

..... Applicant's Signature Signature of Parent or Guardian (if applicant is under the age of 18 years)
..... Name in Full Name in Full
Date	Date

Brigade Secretary to Detach this Portion
 Please list here any fire fighting equipment owned by you.

Dated this 4th day of February 1991.

The Common Seal of Shire of Kalamunda was hereunto affixed in the presence of—

W. L. TIELEMAN, President.
 E. H. KELLY, Shire Clerk.

Recommended—

G. EDWARDS, Minister for Emergency Services.

Approved by His Excellency the Governor in the Executive Council this 3rd day of April 1991.

L. AULD, Clerk of the Council.

CONSUMER AFFAIRS

CN301

RETAIL TRADING HOURS ACT 1987

RETAIL TRADING HOURS EXEMPTION ORDER (No. 16) 1991

Made by the Minister for Consumer Affairs under Section 5

Citation

1. This Order may be cited as the *Retail Trading Hours Exemption Order (No. 16) 1991*.

Exemption

2. The operators of the filling stations specified in the schedule may at those filling stations sell fuel or allow fuel to be sold between 1 pm and 6 pm on Saturdays and to that extent the *Retail Trading Hours Act 1987* does not apply to those filling stations.

Schedule

BP Service Station SWN 1008 Wellington Street West Perth
 Swan Taxis Co-operative Ltd Elder Place Fremantle
 BP Burrendah 43 Burrendah Blvd Willetton
 BP Wellington Road 261 Walter Road Morley
 Shell Malaga Self Serve Lot 4 Truganina Road Malaga

YVONNE HENDERSON, Minister for Consumer Affairs.



Attachment #9 –

- Fire Hazard Assessment Plan 2023 -2028.

kalamunda.wa.gov.au

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Version control of this document is managed by the Fire and Emergency Management team and amendments are recorded below.

Document	Fire Hazard Assessment Plan 2023 -2028
Prepared by	Community Safety
Version	4
Classification	Public Document

Amendments	Date
Acronyms and abbreviations	2021
Demographic data displayed in the infographic	2023
Introduction information updated	2022
Risk Identification update – includes environmental considerations	2022

Supporting Material	Owner	Date
2021/2022 Fire Hazard Assessment Summary report	Community Safety	2022
2021/2022 Fire Hazard Assessment Plan	Community Safety	2022
City of Kalamunda Fire Control Officer (Compliance) training program	Fire and Emergency Management	2022
City of Kalamunda Fire Hazard Reduction Notice	Community Safety	2022/2023
City of Kalamunda Enforcement Policy SM-DSO 1.2	City of Kalamunda	2022
City of Kalamunda Work Instruction Inclement Weather	City of Kalamunda	2019
Kalamunda Advancing 2027 Strategic Community Plan	City of Kalamunda	2016
https://www.kalamunda.wa.gov.au/our-city/fire	City of Kalamunda	2021
https://www.dfes.wa.gov.au/Pages/default.aspx	DFES	2021
https://www.emergency.wa.gov.au/	Western Australia	2020
<i>Bush Fires Act 1954</i>	Western Australia	2019
<i>Bush Fires Regulations 1954</i>	Western Australia	2019
<i>Bush Fires (Infringements) Regulations 1978</i>	Western Australia	2018
<i>Fines, Penalties, and Infringement Notices Enforcement Act</i>	Western Australia	2020

ACRONYMS & ABBREVIATIONS

APZ	Asset Protection Zone
BoM	Bureau of Meteorology
BRMS	Bushfire Risk Management System
CBFCO	Chief Bushfire Control Officer
CESM	Community Emergency Services Manager
CRO	Customer Relations Officer
COVID-19	Corona virus disease 2019
DBCA	Department of Biodiversity and Conservation Attractions
DFES	Department of Fire and Emergency Services
DFM	Dead Flammable Material
FCO	Fire Control Officer
FER	Fines Enforcement Registry
KBDI	Keech-Byram Drought Index
OH&S	Occupational Health and Safety
PR	Public Relations
UCL	Unclaimed crown land
UMR	Unmanaged reserve

DEFINITIONS -

The following definitions are provided by the Australian Disaster Resilience Glossary (2020) in conjunction with other glossary documents nationwide.

Community: The term 'community' is dynamic and can change constantly referring to common sets of shared interests, values, beliefs, and circumstances.

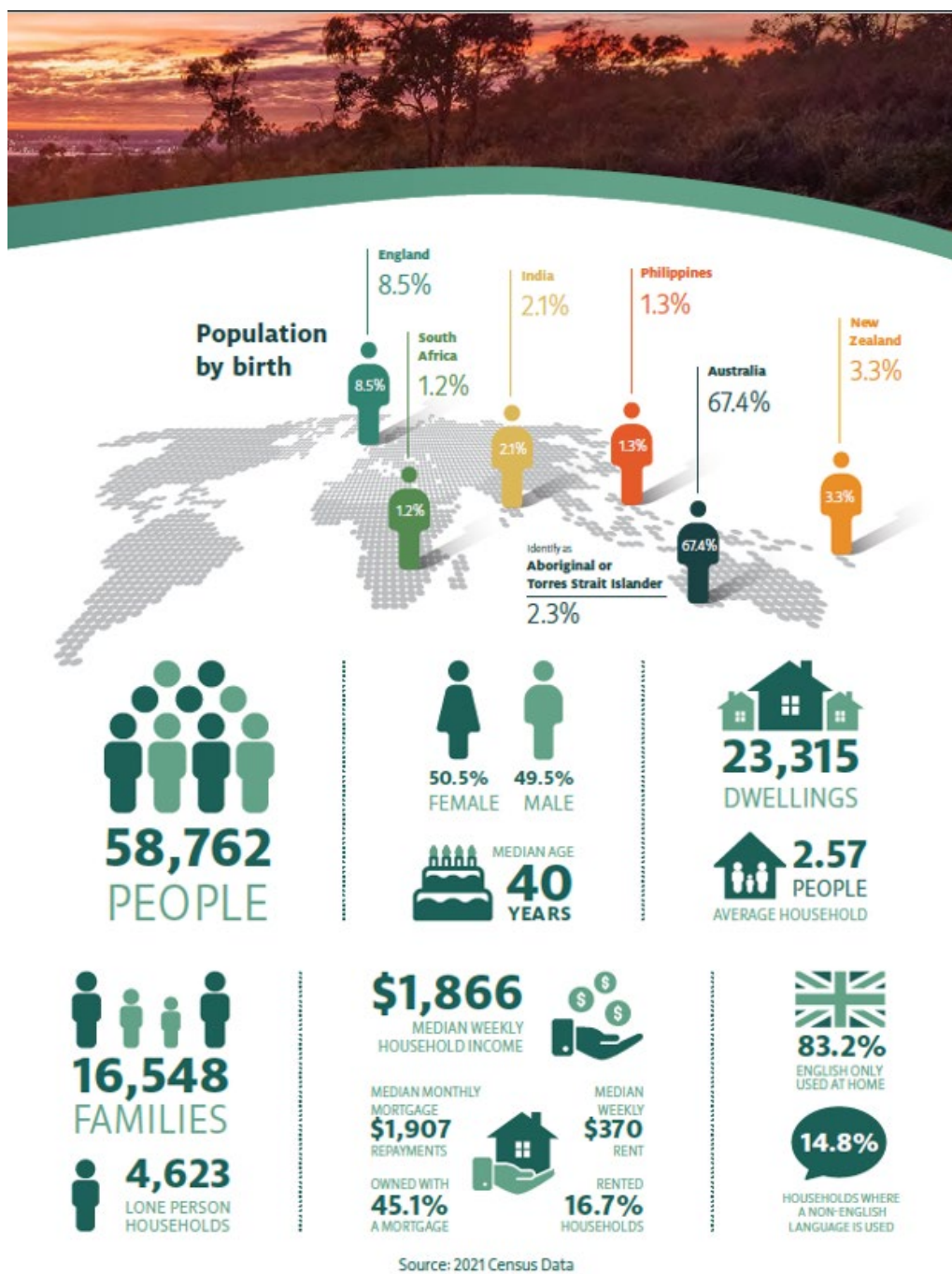
Resilience: The ability of a system, community, or society exposed to hazards to resist, absorb, accommodate, adapt to, transform, and recover from the effects of a hazard in a timely and efficient manner, including through the preservation and restoration of its essential basic structures and functions through risk management.

Disaster: A serious disruption of the functioning of a community or a society at any scale due to hazardous events interacting with conditions of exposure, vulnerability, and capacity, leading to one or more of the following: human, material, economic and environmental losses, and impacts (AIDR, 2018).

Emergency: An event, actual or imminent, which endangers or threatens to endanger life, property, or the environment, and which requires a significant and coordinated response.

Hazard: A source or situation of potential harm to people, infrastructure, or the environment. The hazard originates as something natural, from human activity, or our increased interaction with natural hazards (e.g., landslides, drought) causing loss of life, injury other health impacts.

Figure 1



EXECUTIVE SUMMARY

Bushfire prevention and preparedness planning is critical to the development of the City of Kalamunda (the City) strategic objectives for community safety and emergency management. This plan is developed through a collective and collaborative approach, incorporating supporting agencies such as the Department of Fire and Emergency Services (DFES).

The plan takes a holistic and proactive approach in influencing the local management of bushfire hazards through compliance and community engagement methods. The plan provides a comprehensive structure to executing the City's bushfire preparedness scope across permits to burn, illegal burning and fire hazard assessments.

71 Homes were destroyed in the 2011 Kelmscott Roleystone Fire. The following special enquiry that came from the review of that fire made several recommendations. The City of Kalamunda saw them as an opportunity to help prepare its residents for any future fire in the Perth Hills area.

The Special Inquiry strongly encouraged community members to consider the report and the recommendations contained within it.

Specifically, residents should:

- *actively engage in community education processes and make use of the information made available by FESA (Now DFES) and local governments.*
- *reduce fuel loads on their properties and install appropriate fire breaks and understand that they may face penalties if these requirements are not met.*

In February 2021, Residents of the City of Swan and Shire of Mundaring had a significant amount of damage caused by the Wooroloo Bushfire. The fire damaged more than 100 homes and destroyed 86 houses. The estimated insurance loss of the Wooroloo bushfire was \$93 million.

The Wooroloo bushfire impacted across multiple land tenures, which included 80 percent on private property.

Reading from the review into the fire it was noted:

- Community Engagement Focus programs be enhanced highlighting the need for landowners, in high-bushfire prone communities, to implement mitigation strategies to protect their properties and ensure preparedness for extended stay without support after fire impact.
 - Notwithstanding the LGs role in fire mitigation, the Review considered that there was a significant lack of responsibility and apathy by many private landowners in bushfire preparation and mitigation, which also contributed to the fire spread.
- Despite local governments having responsibility under the Bush Fires Act 1954

(s33) to provide both guidance and a means to enforce actions on landowners and occupiers to undertake bushfire mitigation activities, their seemed a reluctance to enforce these powers. While it is recognised that local governments provide resources and undertake a level of enforcement, the Review considers that the use of these powers should be more strongly applied following appropriate consultation and negotiation.

The Perth Hills has great appeal due to its natural beauty of the area. However, residents must recognise that living in a bush location comes at a risk – and that they themselves must do all that they can to reduce that risk. Not only for themselves, but their neighbours and the surrounding community. This could be more proactive in seeking bushfire safety advice and spending more time on the preparedness and maintenance of their properties all year round.

The City of Kalamunda, in partnership with DFES are focused on pre-season bushfire education, which emphasises:

- Water supply is not guaranteed during a bushfire.
- Power supply is not guaranteed during a bushfire.
- Saving life will be a priority over saving property so expect to be evacuated.
- Once evacuated, access to affected areas may not be possible for several days.
- Water bombing by aircraft cannot be guaranteed in bushfire.
- SMS warnings are advice only and may not be timely.

The City has implemented a comprehensive program to assess bushfire preparedness on private properties. Our operational program will give reference to:

- The creation and maintenance of an Asset Protection Zone (APZ),
- Fire Break expectations, planning and maintenance.
- Fuel loads management,
- Bushfire Plans to evacuate early or stay and defend.

The program has been developed and implemented by Senior Community Safety staff and is supported by several experienced Community Safety administration staff. The team comprises of (3) full time Fire & Emergency Management Officers, (6) full time Rangers who also hold FCO (Fire Control Officer) accreditations and assist with fire break inspection and permits as required. This dynamic and highly experienced team who will work with the community throughout the entire year delivering not only the fire hazard inspection program but also delivers a wide range of emergency management actions to ensure the community is well prepared should a catastrophic emergency event occur.

By investing in full time employees to deliver bushfire preparedness and emergency management procedures including conducting fire hazard inspections will provide consistency and build stronger connections among all stakeholders.

This plan reflects a comprehensive approach to bushfire risk management and strategies that will achieve both compliance and preparedness. It also aims to provide agreed principles for current and beneficial practices, and outlines the strategic context aligned with legislation, policies, and processes.

INTRODUCTION

Communities across Western Australia (WA) have been experiencing increasingly intense hazards such as bushfires, storms, and cyclones. As these hazards become more frequent and the impact more severe, the prevention, preparedness, response, and recovery planning from all relevant stakeholders is essential to mitigate the risks and work toward a resilient community.

Bushfires in Western Australia are a common occurrence and with over 90% of the State being bushfire prone (DFES, 2021) including majority of the City (refer to page 15), the need to develop and prepare plans for this anticipated hazard and its impact is crucial. It is also well known that significant bushfires can have a long-term impact on people and the social fabric of our communities (National Disaster Risk Reduction Framework, 2018) and therefore highlights the focus and enduring commitment for a shared responsibility in planning, preparation, response, and recovery.

The City is aware of the devastating effects that bushfires can have on a neighbourhood, and the Climate Council of Australia (2020) advises that the changes in the climate we are witnessing will affect the frequency and severity of the bushfires we experience. These variations may include:

- Extended fire seasons with hotter conditions which increase the intensity and spread of bushfires, leaving shorter periods for fire hazard mitigation efforts.
- Hotter conditions and longer periods of low rainfall equal drier soil and vegetation, which contributes to higher dead fuel loads, and therefore increasing a fire's intensity, spread, and time to bring under control.
- Extended days of warm and hot weather creating an unstable atmosphere drawing moisture and charging clouds to produce lightning strikes, resulting in fires starting across several locations.

With information from the above, the City has created this plan for its region's bushfire preparedness and compliance program for strategic development and arrangements for 2023 to 2028.

The City has also taken note of the independent Wooroloo Bushfire review (2021), which found that local government can compel landowners to take certain actions under the Bush Fires Act of 1954 (section 33) and that these powers ought to be used more vigorously. The community felt the approach taken in 2022/2023 was an ineffective way to gain a satisfactory bushfire preparedness outcome and as such this plan was devised for a period of (5) years between 2023 to 2028.

PURPOSE

This plan is to determine the understanding of the processes, procedures, policies, plans, and emergency management strategies for bushfire hazards. The preparedness also fits with the City's 10-year strategic community plan, which is shown below.

This plan also supports the actions of the City's integrated Bushfire Risk Management Plan (BRMP). Under section 2.2.8 of the State Hazard Plan – (Fire) all local governments identified as high or extreme risk are required to develop an integrated Bushfire Risk Management Plan which outlines a strategy to treat or reduce bushfire related risk across all land tenures. The Fire Hazard Assessment Plan (FHAP) supports one of the key actions of the (BRMP) which is to ensure compliance with the annual Fire Hazard Reduction Notice (FHRN).

(Table 1)

PRIORITY 1: Kalamunda Cares and Interacts		
Objectives	Strategies	Success Management
1.2 To provide safe and healthy environments for community to enjoy.	1.2.1 Facilitate a safe community environment.	<ul style="list-style-type: none"> Increasing community perception of safety in the City. Increasing compliance with fire protection requirements. Increasing level of satisfaction with programs, facilities, and activities.

PRIORITY 4: Kalamunda leads		
Objectives	Strategies	Success Management
4.1 To provide leadership through transparent governance.	4.1.1 Provide good governance	<ul style="list-style-type: none"> Level of compliance with legislation. Increasing satisfaction with community engagement activities.

		<ul style="list-style-type: none"> • Level of external funding acquired.
4.2 To proactively engage and partner for the benefit of community.	4.2.1 Actively engage with the community in innovative ways.	
	4.2.2 Increase advocacy activities and develop partnerships to support growth and reputation.	

SCOPE

The plan will refer to compliance and preparedness, reflective of the impact a bushfire may have on the community. It will also refer to what risks can be reduced through local government, the landowner and/or occupier, community groups and other relevant stakeholders.

Documenting the plan will provide clarity and consistency on agreed definitions, approaches, and evaluation. Other plans listed may be the focus of other requirements.

This plan identifies anticipated risks that may impact the plan and will endeavour to adapt its execution where possible to ensure the safety of the landowner and City officers. The plan will remain credible and provide the ability to pivot promptly and reduce the impact to the plan objectives and officer operational duties.

OBJECTIVES

The emergency management framework that incorporates the prevention, preparedness, response, and recovery (PPRR) model places a significant emphasis on developing resilient and prepared communities in the context of bushfires. As a result, the objectives in this plan are aligned with both the City's strategic plan (see page 8) and DFES's strategic control priorities in their 2016-28 strategic plan:

City of Kalamunda Objectives

- To review and implement the City's Fire Hazard Reduction Notice (FHRN) under section 33 of the Bush Fires Act 1954 by July each year to distribute with the City's rates and have gazetted in the local newspaper.
- To implement and conduct training to all authorised City Fire Control Officer's including to revise knowledge leading into each bushfire season.

- All duly authorised Fire Control Officers employed by the City will conduct quality, fair and equitable property fire hazard assessments using the strategy applied in this plan and abiding by established processes, procedures, and directions.
- Ensure processes and procedures across bushfire preparedness are captured in line with City policy and followed throughout the bushfire season, also ensuring a review is conducted to identify gaps and to make recommendations at the seasons conclusion.
- Demonstrate a fair and equitable approach towards enforcement in line with the *Bush Fires Act 1954* and *Bush Fires Regulations 1954* throughout the local bushfire season.

DFES's Strategic Control Priorities 2016-2028

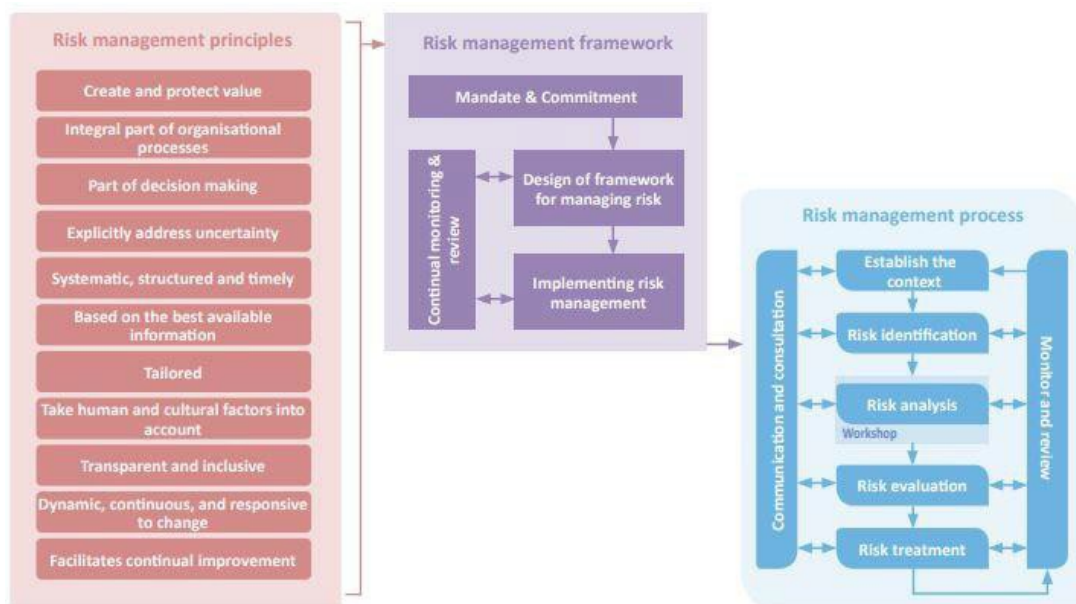
- Protection and preservation of life
- Community warnings and information
- Protection of critical infrastructure and community assets
- Protection of residential property
- Protection of assets supporting individual livelihood and community financial sustainability
- Protection of environmental and heritage values

CONTEXT

The National Emergency Risk Assessment Guidelines (NERAG) AS/NZ ISO 31000:2019, which provide an overview of the emergency risk management framework and principles, set the context for this plan.

Risk management is a systematic process that improves communities' and the environment's wellbeing, according to the State Emergency Management Committee (SEMC, 2017). This plan is one of the measures taken by the City to reduce risk after risk management workshops were used to rate the likelihood and effects of a significant bushfire event.

Fig 2 - Emergency Risk Management principles, framework, and processes, as described by AS/NZ ISO 31000:2019



The City of Kalamunda identifies a need to provide continuing education and awareness of bushfire safety, property preparedness to all residents, this can be achieved through collaboration with the City's Public Relations and Customer Services team to continually develop the Bushfire Engagement and Communication Plan. It is also recommended that continuous skill refreshers and training modules be developed and made available to the City's fire officers to ensure currency and competency of skills and knowledge surrounding bushfire preparedness.

LIMITATIONS

Some, but not all, of the factors that contribute to bushfire prevention and community preparedness are aligned with the City's delivery of bushfire engagement, education, and compliance strategies. Limitations reflect what aspects of bushfire risk reduction fall under the purview of the legislative branch and the sphere of influence of the City.

The levels of risk within the community, which can differ depending on context are another set of restrictions to think about. For instance, personal circumstances can affect one's ability to begin preparing, and reluctance to do so may be caused by a lack of knowledge about what to do, the degree of risk, and the effects that reducing fire hazards can have.

Actioning of fire hazard assessments have specific restrictions related to the size of the area needed for the assessment, staffing (resources), funding, and the City may not have the authority or resources to have an impact on these factors.

Where possible, the City can exert some control over these restrictions to produce better results that could improve bushfire preparedness and fire hazard reduction through a variety of means. These are:

- Issuing a Fire Hazard Reduction Notice annually.
- Engage with the community through community engagement and communication plans.
- Advocate for appropriate processes and procedures that benefit the City and community.
- Undertake an enforcement approach which is centred on education and community engagement.
- A graduated and proportionate approach will be applied to compliance action commensurate to the risk.

Whilst limitations exist, employing these approaches to maximise the City's influence and assist in delivering improved outcomes.

ANTICIPATED HAZARDS

Alongside the local context of disaster risk and diversity, there is a range of intersecting influences at the community level that have an impact on bushfire preparedness and compliance.

Bushfire

The effects of bushfires on the neighbourhood during restricted and prohibited burning times are considered. It is anticipated resources will be diverted to response, emergency management, and recovery efforts as needed when a bushfire emergency arises.

Fire Bans and Burning Restrictions

Imposed bans that prohibit equipment use and movement of vehicles during bushfire compliance periods may put a halt on required works to be completed, prolonging the execution time limit. Weather conditions that further restrict burning times will reduce the opportunity to manage fuel loads across the City.

Heatwave

If a declared heatwave is issued this could impact the community's health and ability to complete the required work. These may also coincide with fire bans. It also reduces the officer's ability to conduct assessments as per the City's work instruction on inclement weather.

MEASURE OF SUCCESS

To support each local bushfire season, the City measures its outcomes in engagement and bushfire preparedness to develop improved plans and strategies.

Reporting

To measure the effectiveness of this plan, a summary report is drafted at the conclusion of the local bushfire season. The summary will capture the outcomes of successes, limitations, and recommendations from the plan. This will continue to contribute to the long-term growth and improvement toward reducing bushfire hazards in line with legislation and the City's strategic objectives.

FIRE HAZARD ASSESSEMENTS 2022/2023 SEASON IN REVIEW

*****Data to be included once season and reporting has been done*****

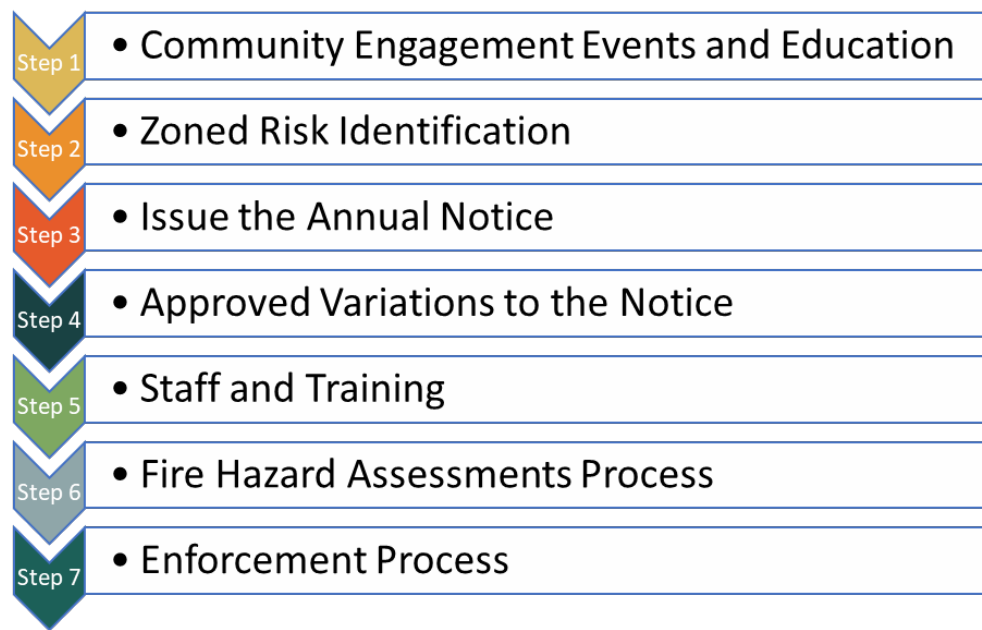
PLAN EXECUTION

The execution of this plan takes the approach based on several factors:

CONTEXT:	Risk assessment, landscape, community safety, area profile.
LEGISLATION:	Informs the approach that can be taken.
SCOPE:	Within legislation and authorisations. Workforce available to achieve fire hazard assessments.
RESOURCES:	Current and future budget availability.

Drawing on 2022/2023 community feedback, lessons learned, and officers' recommendations, this plan will be structured as a five-year plan (2023 to 2028). The same approach will be conducted each year and is broken down as follows:

Fig 3.



The execution will follow the City's processes and procedures that are in place. These processes and plans are reviewed towards the end of the plan's life period or at any other time the business unit considers it appropriate. The City will have in place contingencies for anticipated hazards which will provide the ability to pivot for any emerging impacts, ensuring Fire Control Officer (FCO) duties are continued in line with any restrictions or directions imposed by the City or State.

Step 1 – Community Engagement Events and Education

The City of Kalamunda Fire & Emergency Management team will undertake an all-year-round program of bush fire/ storm education and work with residents to make properties prepared for any emergencies.

Hazards are managed by a combination of methods including firebreak maintenance and construction, invasive weed management, scheduled hazard reduction burns and gutter maintenance. Given the bush fire threat in our community, it is important that all residents know what the requirements are for their property.

The City of Kalamunda has always had a service available to help identify potential fire and storm hazards on private property and Officers will work to develop plans aimed at managing those risks. Officers are available all year round for property preparation advice providing mitigation advice in preparation for the high fire risk period being November – March of each year.

Officers can provide advice on:

- How to identify bushfire/ storm risks that exist on the property and how to manage those risks
- Fuel load measurement and management
- Preparing your property for bush fires including shrub pruning and vegetation management advice
- Winter hazard reduction burning advice.
- How to join a Bushfire Ready Group
- Assist private landowners by offering advice on how to prepare their property against the City's annual Fire Hazard Reduction Notice to ensure compliance is met.

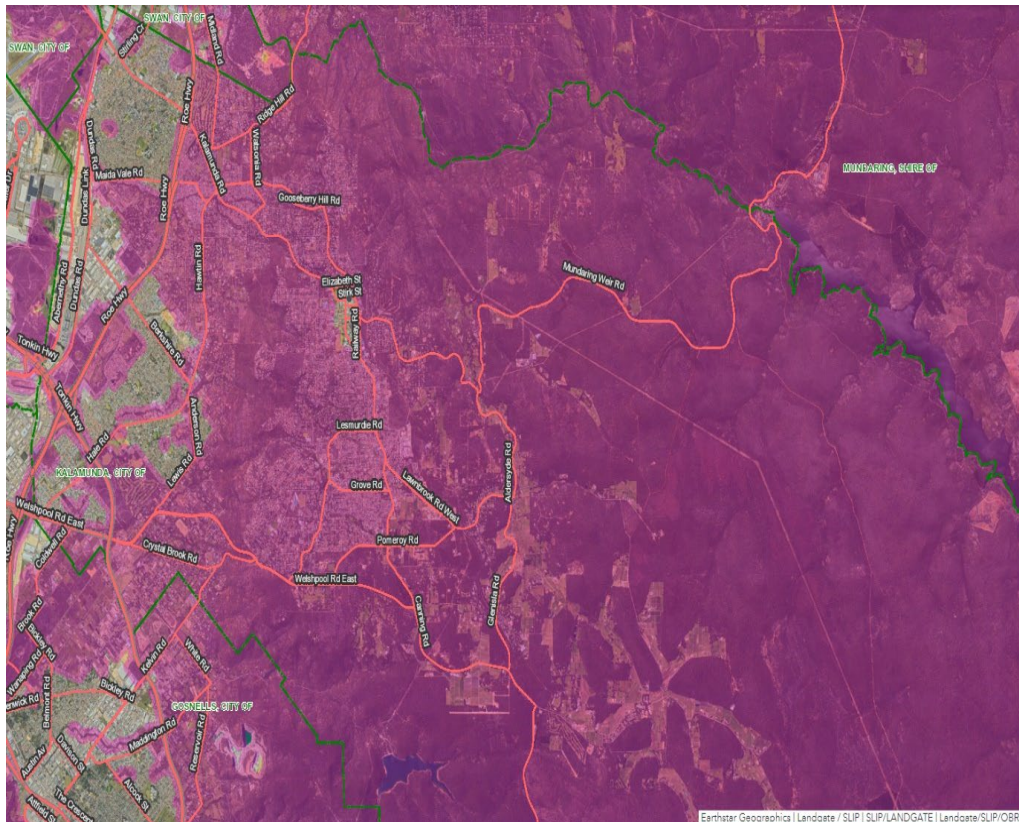
Officers are also available to attending community events throughout the City for residents to seek advice for the preparedness of their properties.

Step 2 – Zoned Risk Identification

It is understood that not every piece of land or piece of property can be evaluated for fire hazards due to the restrictions listed on page 18. The Community Safety team employ several strategies to identify risk and create an efficient plan for conducting fire hazard assessments before they start inspections across the City.

The Fire and Emergency Services (FES) Commissioner has identified areas that have been designated as bushfire-prone areas and have been given the colour pink on the map below (DFES, 2021). Figure 4 illustrates how much of the City of Kalamunda is a bushfire-prone region.

Fig 4. Map of bushfire prone areas in purple.



With this as a foundation, efforts to ensure a fair and equitable approach to fire hazard assessment will utilise the following factors.

- Bushfire Risk Management System (BRMS)
- Property location
- Land management (including environmental factors)
- Landscape
- Community Profile / Historical data

Bushfire Risk Management System (BRMS)

The Bushfire risk changes from year to year and is continuously recorded. The City and DFES use BRMS to map the risk of assets, which helps them produce a better plan for efforts to reduce fire hazards, including property assessments. The system is an electronic database that aids the City in taking a tenure-blind approach by capturing precise risk ratings for all assets located within our borders. The data gathered

considers slope analysis, canopy cover, separation distance, fuel load, fuel type, fuel age, and fuel density.

All this information is entered, and a risk rating between 1A and 5C is generated. Assets can be grouped if they are exposed to the same risk and using the tenure blind approach ensures that the data mapping is done to the same standard regardless of who owns the land.

This system is used as a guide by fire hazard assessment strategies to help identify buildings that are at extremely elevated risk as a place to start the assessment/

Fig 5.

HUMAN SETTLEMENT	ECONOMIC	ENVIRONMENTAL	CULTURAL
Residential areas Rural urban interface areas and rural properties. Places of temporary occupation Commercial, mining and industrial areas located away from towns and population centres (that is, not adjoining residential areas). Special risk and critical infrastructure Hospitals, nursing homes, schools and childcare facilities, tourist accommodation and facilities, prison and detention centres, government administration centres and depots, incident control centres, designated evacuation centres, police, fire and emergency services.	Agricultural Pasture, grazing, livestock, crops, viticulture, horticulture and other farming infrastructure. Commercial and industrial Major industry, waste treatment plants, mines, mills, processing and manufacturing facilities and cottage industry. Tourist and recreational Tourist attractions and recreational sites that generate significant tourism and/or employment within the local area. Commercial forest and plantations Drinking water catchments	Protected Rare and threatened flora and fauna, ecological communities and wetlands. Priority Fire sensitive species and ecological communities Locally important Nature conservation and research sites, habitats, species and communities, areas of visual amenity.	Aboriginal heritage Places of indigenous significance. Recognised heritage Assets afforded legislative protection through identification by the National Trust, State Heritage List of Local Planning Scheme Heritage List. Local heritage Assets identified in a Municipal Heritage Inventory or by community. Other Other assets of cultural value, for example community centres and recreation facilities.

Fig 6.


 BRMS Bushfire Risk Management System				
Consequence \ Likelihood	Minor	Moderate	Major	Catastrophic
Almost certain	3D (High)	2C (Very High)	1C (Extreme)	1A (Extreme)
Likely	4C (Medium)	3A (High)	2A (Very High)	1B (Extreme)
Possible	5A (Low)	4A (Medium)	3B (High)	2B (Very High)
Unlikely	5C (Low)	5B (Low)	4B (Medium)	3C (High)

Fig 7.

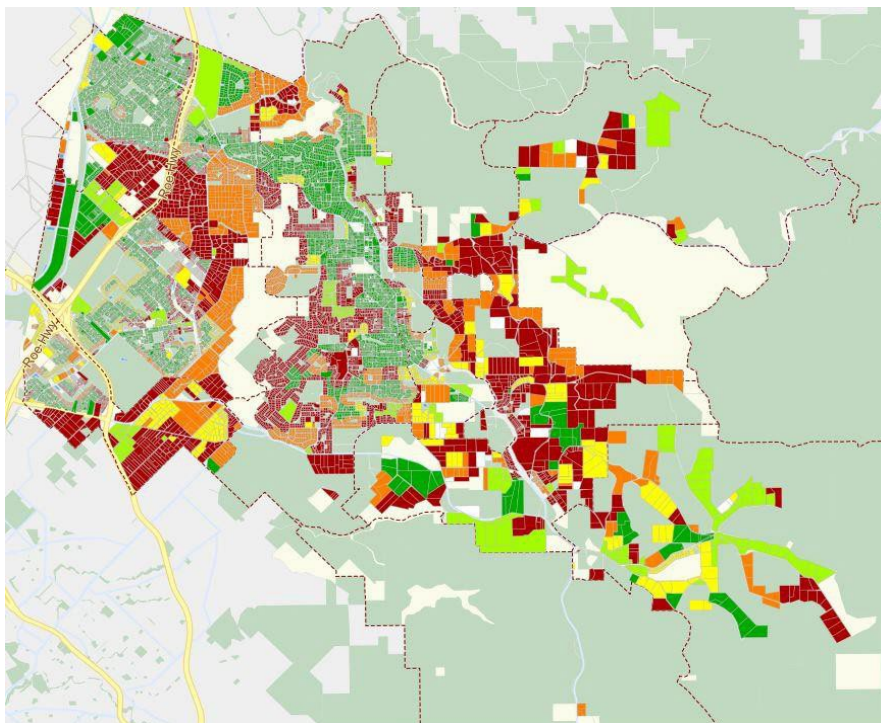
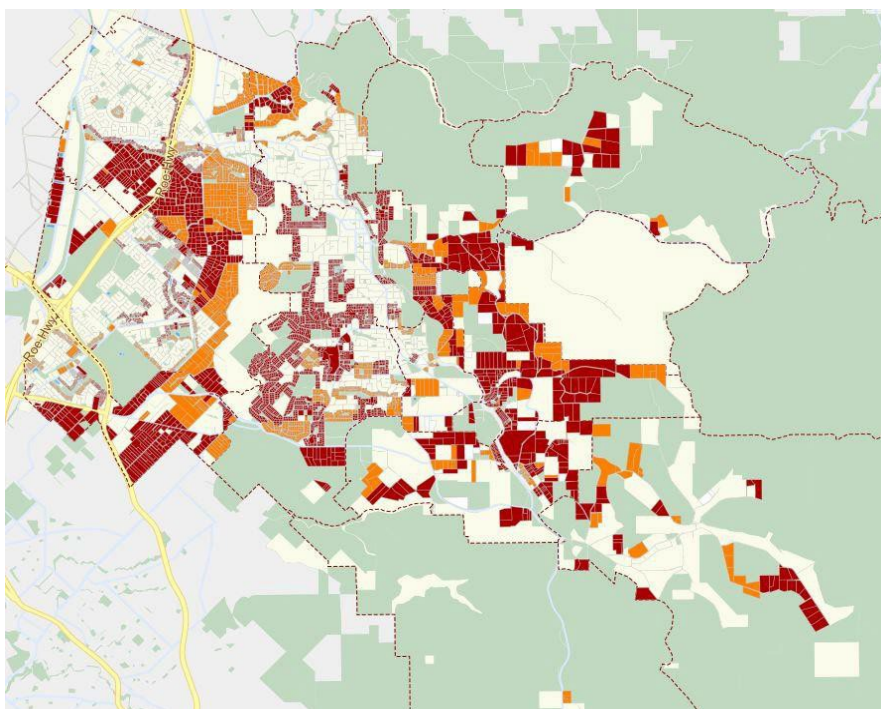


Fig 8.



Property Location

All properties and road access in the City of Kalamunda is considered a risk. The Fire and Emergency Management team considers the added risk to some properties across the City where exiting may be limited should a bushfire overrun roads, cause road closures or road damages, potentially isolating those being impacted by fire. It is therefore critical that properties in these positions are prepared early (prior to summer) in case evacuation is not possible.

NOTE: This section suggests areas that are of extreme risk with limited access on gazetted roads and by no means is definitive. Bushfires can be unpredictable and may impact several areas, roads, and people at once.

Land Management

Awareness of mitigation efforts occurring throughout the year is considered along with the impact it may have on the surrounding private properties and fuel loads. Mitigation can take the form of prescribed burns, mechanical works (mulching), installing firebreaks, slashing, pruning, or the reduction of any other materials deemed a fire hazard. These efforts contribute to the surrounding property risk level as it aims to reduce the fuel loading and reduce the increased potential for a fast-moving fire.

Local land

Mitigation of City reserves, verges and any other City owned land are conducted by combined efforts of the City's Parks and Environment team and the Fire Mitigation (Protection) team based at the City's Operations Centre in Walliston. The team utilise their own plans and strategies to manage these risks and are no way tied to private property preparedness.

State land

State Forest, National Park, UCL, UMR and any other state-owned land is the responsibility of such managing departments. Some may include but are not limited to DFES, DBCA (Department of Biodiversity Conservation and Attractions), Water Corporation, Department of Planning & Land Heritage, Telecommunication land parcels, WA Planning Commission and Department of Housing.

NOTE: Parcels of Crown land are not subject to the same laws as privately owned or privately acquired blocks.

Environmental Considerations

The City is home to a variety of flora, fauna and tree species that make up the local landscape. It is acknowledged that some of these flora, fauna and tree species are protected under certain legislation and require additional permits and approvals to mitigate and manage. As such, the City is endeavouring to provide education and resources to best inform residents of their options when it comes to protecting lives and assets and ensuring the environment is managed. Landowners of these properties would be expected to know how to treat the fuel loading in a way that they still comply to the Notice requirements.

Community Profile / Historic data

The fire and emergency management team considers community profiling to improve understanding of the community risk and what influence FCOs (Fire Control Officer) may have. This may include vulnerable groups (aged care, disabilities), culturally and linguistically diverse groups, schools, places of worship, businesses, and residents (independent and/or families). Data is reviewed from the Australian Bureau of Statistics and used to gauge an overview of the community, along with outcomes from the community engagement and communication plan summary report.

Area history and local knowledge will inform learnings for future fire hazard assessments and/or FCOs in the field. It will also include any bushfire incidents that have occurred which may have caused threat or impact to residents of that area. These factors will be a focus in the off season (June – October) to assist in early preparation and awareness efforts. These efforts are also captured in the community engagement and communication planning. Property history of consistent non-compliance will factor into the actions of the FCO however is not the determining factor for any enforcement action.

Heritage Considerations

The Aboriginal Heritage Act 1972 (AHA) (WA) was enacted to ensure that Aboriginal heritage to which the AHA applies is appropriately protected and preserved.

Authorisation of the Registrar of Aboriginal Sites (Registrar) is required before altering or excavating any land under section 17 of the AHA. For further information, please refer to the Department of Planning, Lands and Heritage or email info@dplh.wa.gov.au

Biosecurity Consideration

City vehicles will be used safely and in accordance with all road rules and laws. These vehicles will not enter any area marked as prohibited or sensitive without appropriate

actions (e.g., biosecurity, dieback, contaminated sites). Any site entered with contamination risk will ensure the vehicle is fully washed down prior to, and after entering other land blocks.

Step 3 – Fire Hazard Reduction Notice (Jul– 31 Mar)

Bush Fires Act 1954

Part III – Prevention of bush fires

Division 6 – General restrictions, prohibitions, and offences

s. 33. Local government may require occupier of land to plough or clear a firebreak.

Outline

Under Section 33 of the *Bush Fires Act 1954*, the City has a responsibility to give notice in writing to owners and/or occupiers of land within the local government area to prepare their properties against the risk of bushfire (Appendix 1)

Execution

The Community Safety team in collaboration with the Chief Bushfire Control Officer (CBFCO) produces and reviews a Fire Hazard Reduction Notice (the Notice) annually. The need for an annual review ensures that bushfire preparedness remains credible and in line with the changing climate.

The notice is gazetted as required under the *Bush Fires Act 1954* and delivered alongside the City's Rates each year in July. The notice identifies the request for all owners and/or occupiers of land to install or upgrade firebreaks and to carry out any works identified in the Notice by a duly authorised FCO.

The Notice is incorporated into the community engagement and communication plan for bushfire preparedness where a range of media is used to broadcast the requirements outlined. Further details are available in the Community Engagement & Communication Plan.

Step 4 – Variation Application

Outline

The variation application (**Appendix 2**) is a request to vary one or more requirements outlined in the current notice if it is considered impractical to carry out. The application must be submitted prior to 1 October each year.

A variation is not considered an exemption to the notice. Applicants must outline alternative fire prevention methods to be carried out in lieu of what is required to be varied from the notice. The notice may change annually and therefore Landowners or occupiers will need to review their variation to ensure they still comply to the annual notice. If approved, a variation may remain in place for life unless;

- a) the property is sold or
- b) transferred to a new owner or
- c) notable change occurs on that land that would make the variation invalid or
- d) If the City determines a variation is no longer required

NOTE: the City reserves the right to revoke or cancel a variation approval at any time.

New landowners - who purchase property that may have had a variation previously should contact the City to resubmit an application for a new variation.

NOTE: An administration fee of \$150.00 is enforced for any applications received after 1 October each year.

Requests & Payments

All requests for a variation will be directed to the City through the following options:

- form available on the website Variations | City of Kalamunda
- City email address enquiries@kalamunda.wa.gov.au
- in person at front counter administration building.

Variation applications received after 1 October will be reviewed first by the City's Community Safety Customer Relations Officer (CRO) for confirmation of payment, then forwarded to the Senior Fire & Emergency Management Officer or their delegate to be processed. Any application not paid for or considered incomplete will be returned to the applicant and notified to resolve the issue and resubmit the application.

The Coordinator Community Safety will undertake final approval.

Payment for variations after 1 October can be made utilising the payment section on the form or in person at the City of Kalamunda administration centre.

Grazing Variation

Grazing variations are approved annually and must be submitted to Council by 1 October of each year.

A grazing variation is approval to maintain fodder above 50mm up to 1 December for the purpose of feeding livestock. After the 1 December, the land must be reduced to a maximum height of no greater than 50mm. Should grasses not be reduced by 1 December you are required to slash or mow the area and maintain to a height of no more than 50 mm.

Low Threat Minimal Fuel Vegetation Variation

Low threat vegetation, including grassland managed in a minimal fuel condition, maintained lawns, golf courses, maintained public reserves and parklands, vineyards, orchards, cultivated gardens, commercial nurseries, nature strips and windbreaks. Note Minimal conditions means there is insufficient fuel available to significantly increase severity of the bushfire attack (recognisable as short- cropped grass for example, to a nominal height of 100mm)" AS 3959 clause 2.2.3.2(f)

Non-vegetated areas, including waterways, roads footpaths, buildings, and rocky outcrops" AS 3959 clause 2.2.3.2 (e).

Variation Approvals

Approved variations and all associated documentation will be retained by the City. Applicants will be notified of the outcome of their application in writing.

Variation Rejection

The Coordinator of Community Safety or their delegate have the authority to reject an application for variation. This may be due to the decision that works are practical to conduct on that property under the current Notice. An application will also be rejected if payment has not been made after 1 October without proof of receipt.

NOTE: If applications received after 1 October are rejected on reasonable grounds by the Coordinator of Community Safety or their delegate, the \$150 is non-refundable. Any requests made by an applicant to remove a fee are required to apply in writing to the City of Kalamunda Chief Executive Officer (CEO).

Step 5 – Staff & Training

Bush Fires Act 1954

Part IV – Control and extinguishment of bush fires Division 1 – Local governments

s. 38. Local government may appoint bush fire control officer.

Outline

The City employs full-time staff with the appropriate background and experience relevant to the role. All officers appointed and gazetted as Fire Control Officers under the *Bush Fires Act 1954* for the purpose of carrying out fire hazard assessments from 1 November to 31 March.

Execution

Under the *Bush Fires Act 1954* and *Bush Fires Regulations 1954*, Fire Control Officers (FCOs) are required to be accredited to perform the duties of a Fire Control Officer.

Training for all Community Safety staff is ongoing to ensure their knowledge base is current and up to date with changing legislation and requirements.

Operational Equipment

Vehicles

All City vehicles provided for the purpose of conducting fire compliance and emergency management activities are fit for purpose and appropriately marked with the City logo.

Equipment & Clothing

The City will provide the appropriate personal protective equipment (PPE) and personal protective clothing (PPC) to all its officers to ensure the City meets its occupational health and safety requirements and to ensure all officers are visible in public.

Safety and Welfare

All authorised FCOs conducting fire hazard assessments will adhere to the following principles and have been provided training that captures the following:

Property Awareness

FCOs will remain situationally aware when entering any parcel of land and will continually demonstrate respect and integrity towards all properties and their owners and/or occupiers (e.g., gates, animals, privacy).

Fires and other emergency incidents

Any emergencies the FCO identifies will immediately be reported to 000 and the City administration office. FCOs are non-operational and will not attempt any firefighting operations beyond their capacity and equipment.

NOTE: All FCOs will remain aware to work only within their scope and abilities and will not attempt any activity (e.g. first aid) if not trained or qualified to do so.

Vehicles use

Vehicles will be used safely and in accordance with all road rules and laws.

Animal safety and welfare

FCOs will remain situationally aware when moving around properties that contain animals and will refrain from contact where possible to ensure safety and reduce stress to the animal/s. If a concern is raised for officer or animal safety, a Ranger will provide support.

Officer and resident safety

FCOs will ensure that the safety of themselves and others is always maintained prior to and during all property assessments. Officers will not enter a property if it is not safe to do so without appropriate assistance and notification. Properties, where individuals under the age of 18 are home without an adult present, will be considered inaccessible and communications with the owner will be pursued.

Residents to be notified.

Inspections will be undertaken in certain zones. Residents will be notified when Fire Control Officers are entering into these zones including but not limited to notice on our electronic variable message boards.

This advice will be provided in advance prior to commencement of inspections.

Step 6 – Fire Hazard Assessments (1 Nov – 31 Mar)*Bush Fires Act 1954*

Part III – Prevention of bush fires

Division 6 – General restrictions, prohibitions, and offences

s. 33(1)(a) – to plough, cultivate, scarify, burn, or otherwise clear upon the land firebreaks in such manner, at such places, of such dimensions, and to such number, and whether in parallel or otherwise, as the local government may and is hereby empowered to determine and as are specified in the notice, and thereafter to maintain the firebreaks clear of inflammable matter;

s. 33(1)(b) to act as and when specified in the notice with respect to anything which is upon the land, and which in the opinion of the local government or its duly authorised officer, is or is likely to be conducive to the outbreak of a bush fire or the spread or extension of a bush fire.

Outline

Assessments will occur in a staged approach starting with routine inspection followed by a secondary follow-up inspection. Routine assessments will be the initial assessment allowing 21-days to carry out the works specified in a work order. Follow-ups will be conducted after the 21-day period. If the property is deemed non-compliant on follow-up, further compliance action may be taken.

Landowners / occupiers who have made no attempt to conduct mitigation works to comply with a workorder may be fined at the secondary inspection as a result.

Landowners / occupiers who have clearly made an attempted to do the works required and have made considerable progress to meet the requirement of a workorder however have not completed works to a satisfactory standard, may receive further workorders and time to complete outstanding mitigation actions.

Execution

Property assessments will be conducted by full time FCOs until the conclusion of the season. Rangers (who are also authorised FCOs) will provide support by attending to fire hazard complaints, zonings or assist with initial inspections should it be required.

Fire hazard assessments are broken down into two categories and assessed against the following as per the Notice.

All land with a total area of 5000m² or more

- Install and/or upgrade fire breaks
- Reduce Dead Flammable Material (DFM)
- Slashing dead grasses, dead shrubs, dead plants
- Prepare Asset Protection Zones (APZ) –including gutters

All land with a total area of less than 5000m²

- Reduce Dead Flammable Material (DFM)
- Slashing dead grasses, dead shrubs, dead plants to a height no greater than 50mm
- Prepare Asset Protection Zones (APZ) – Including gutters

Area allocation

Prior to the commencement of assessments, FCOs will be allocated a zone/area (appendix 4) to which they will focus their attention. Rangers will attend to complaint in any zone depending on resourcing at the time.

Routine Fire Hazard Assessments*Bush Fires Act 1954*

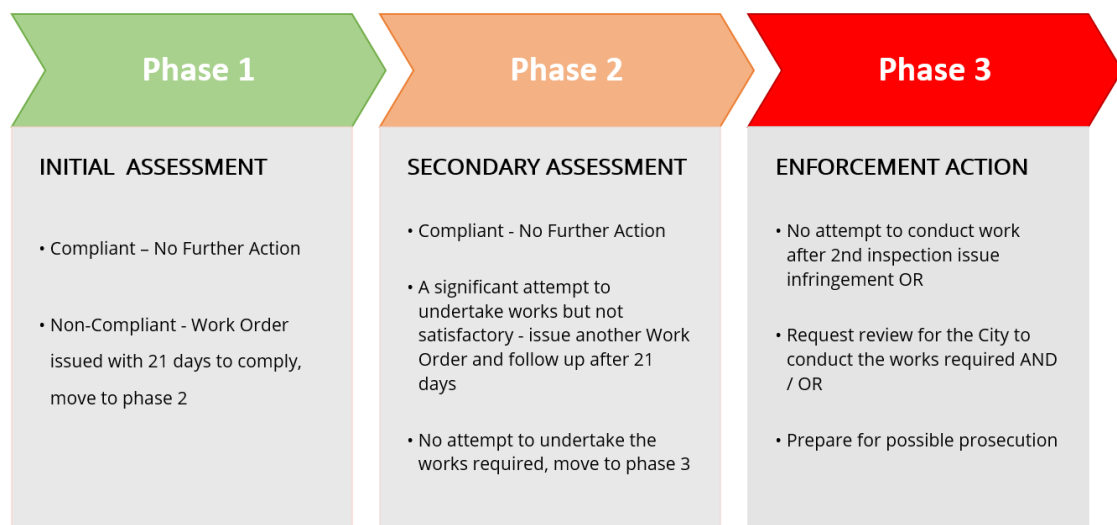
Part IV – Control and extinguishment of bush fires Division 1 – Local governments

s. 39. Special powers of bush fire control officers

Bush Fires Act 1954

Part V – Miscellaneous

s. 57. Obstructing officers



All property assessments will commence as routines where the FCO will be assigned a workload determined by the Senior Fire and Emergency Management Officer. The assignment will be reflective of the initial risk identification. The assessments will capture a Risk Based approach starting with Extreme risks taking priority, then moving to lesser risk properties.

Note: properties with previous noncompliant history will also be assessed as a priority.

*Property owner and/or occupier obstructs, resists, hinders or in any way opposes the FCO in conducting their duties authorised under the **Bush Fires Act 1954** (the Act) is committing an offence under s.57 of the Act.*

*NOTE: Permission to access properties for a fire hazard assessment is not required by the authorised officer (powers under section 14 of the **Bush Fires Act 1954**) however, all City officers will demonstrate respect and awareness when moving around properties and will capture all movements on allocated body cameras. Appointment requests will only be accepted after notification of an inaccessible property or extenuating circumstances approved by management.*

Properties deemed non-compliant by the officer will be marked using a fire hazard assessment application. This application will capture all requirements under the notice that have or have not been actioned by the property owner and/or occupier. Photos will also be taken and recorded as evidence of non-compliance.

FCOs will have the opportunity to act on properties deemed non-compliant by issuing a work order and allowing 21 days to complete the works. (Appendix 5)

NOTE: FCOs are guided by the City's Enforcement policy.

Non-compliant Outcomes after an initial inspection will receive a (Work order)

A work order will commit the owner and/or occupier to a 21-day time limit to have the requirements completed. All work orders issued are delivered via post.

NOTE: The City recognises the delay with Australia Post and is therefore inclusive of the 21-day time limit in work orders. This is an increase of 7 days from previous years due to the increasing delay in mail being delivered by Australia Post, especially as it gets closer to Christmas. Returned mail will be recorded as unclaimed and if contact details are available the City will endeavour to contact the owner.

Work order extension requests

Extension approvals will be based on the following evidence:

Skip bins

Owners and/or occupiers that obtain skip bins must supply proof of booking date from the company providing the skip bins to the FCO. From the delivery date the owner and/or occupier will be provided a further 48 hours to comply with the work order.

Contractors

Owners and/or occupiers that engage contractors to complete works against the work order must provide the FCO with the start and completion date that has been booked, and/or a paid invoice along with the completion date. Required work must be completed as close as possible to the 21-day time limit outlined on the work order but cannot exceed 21 days.

Other extenuating circumstances

Owners and/or occupiers that are experiencing extenuating circumstances (e.g., medical/death in immediate family etc) and believe they cannot meet the requirements in a 21-day time limit, must in writing apply for an extension to requirements outline.

in the work order. The request will be reviewed, and the applicant notified with an amended date if approved.

NOTE: All requests for extensions for extenuating circumstances must have attached evidence that is current. Completion dates will be determined on a case-by-case review. The City will

endeavour to work with property owners and/or occupiers that have extenuating circumstances to be bushfire prepared.

Compliant Outcome

Properties assessed after a routine fire hazard assessment and marked as compliant will be entered into the fire hazard assessment application and no further action will be required unless a fire hazard complaint is received.

NOTE: A compliant outcome is only considered compliant for that date and time the property was assessed. Continuous maintenance is required to ensure fire hazards do not accumulate.

Inaccessible properties

Properties where access by the FCO cannot be gained will be marked in the fire hazard assessment application as non-compliant until such time it can be assessed. The property owner will be notified by letter to contact the City within 21 days to organise a time when either owner and/or occupier is on site or for access to be made available.

If no contact has been made by the owner, normal process will be followed, and a follow up assessment will be conducted to determine if access is possible.

NOTE: Non-compliance from the owner either verbally or in writing, denying access for a fire hazard assessment may constitute an obstruction offence under section 57 of the *Bush Fires Act 1954*.

Fire hazard complaints (private property)

All complaints received by the Community Safety team will be subject to the same approach of routine and follow up assessments by an FCO. The property will be assessed and actioned appropriately maintaining a fair and equitable approach.

Should a property owner have a concern with the way an assessment has been conducted and/or the requirements of a work order that has been issued, the assessment will be reviewed by the Senior Fire and Emergency Management Officer. A request for a review should be provided in writing to enquiries@kalamunda.wa.gov.au

NOTE: Fire hazard complaints for City reserves, parks or state-managed land will be actioned under a different process.

State Land & Reserves

City reserves and verges are managed by the Parks and Environment team and hold their own strategies and mitigation plans. These parcels of land are not subject to a routine fire hazard assessment unless the FCO sights fire hazards as extreme or exceedingly high. Any complaints received regarding these parcels of land will be forwarded to the relevant contact for their action.

State land and UCL/UMR are subject to comply with the *Bush Fires Act 1954* and *Bush Fires Regulations 1954* however not routinely assessed by a City FCO due to the ongoing management and mitigation by state departments. Any complaints received will be requested to forward their concern or complaint directly to the department managing the land. If further requests are made for the City to action, the complaint will be forwarded to the relevant department contact for their action.

Zonings Certificate inspections

Zonings are captured with properties in the process of a sale or division and are subject to a fire hazard assessment between 1 November to 31 March. Zoning assessments will be completed by the Ranger team, who are also authorised FCOs. Zoning assessments will be checked prior to assignment to ensure it has not already been completed by an FCO in their allocated area to avoid assessment duplication.

5.2.3 Follow up fire hazard assessments.

Bush Fires Act 1954

Part III – Prevention of bush fires

Division 6 – General restrictions, prohibitions, and offences

s. 33(3). The owner or occupier of land to whom a notice has been given under subsection (1) and who fails or neglects in any respect duly to comply with the requisitions of the notice is guilty of an offence.

Bush Fires (Infringements) Regulations 1978 First Schedule

Item 21

s. 33(3) Failure of owner or occupier of land to comply with a notice requiring him to take action to plough or clear firebreaks or take other action to prevent the outbreak or spread of bush fires.

Non-Compliant Outcome

Properties deemed non-compliant after the secondary workorder however have made a significant attempt to complete the work required may be provided with a further workorder and advice.

Secondary assessment where insufficient work or no work has been undertaken will receive a 3rd work order and an infringement.

Compliant Outcome on a secondary workorder

Properties assessed after a secondary follow up and marked as compliant will be entered into the fire hazard assessment application and no further action will be required unless a fire hazard complaint is received (refer to page 31). NOTE: A compliant outcome is only considered compliant for that date and time the property was assessed. Continuous maintenance is required to ensure fire hazards do not accumulate.

Inaccessible properties

Properties where access was not achieved in the initial (routine) assessment and again after a follow up an infringement may be considered for obstruction under section 57 of the Bush Fires Act 1954. A letter notifying the owner to contact the City within 21 days is also sent to organise a time when either owner and/or occupier is on site or for access to be made available.

Properties where access was gained at the initial (routine), but not at a follow up will be marked in the fire inspection app as non-compliant until such time it can be assessed. The property owner will be notified by letter to contact the City within 21 days to organise a time when either owner and/or occupier is on site or for access to be made available.

If no contact has been made by the owner after 21 days a second, follow up will be conducted and an infringement considered for obstruction.

NOTE: Non-compliance from the owner either verbally or in writing, denying access for a fire hazard assessment may constitute an obstruction offence under section 57 of the *Bush Fires Act 1954*.

Zoning Certificate Inspection follow ups.

After a secondary follow up is completed and if the property is still deemed non-compliant, an infringement may be issued to the current owner listed in the City's record. New owners that receive an infringement will either be required to take the

matter to the property agent, pay the infringement and complete the works, or appeal on reasonable grounds for time to complete the works within 21 days.

NOTE: New owners that occupy the property will be issued a work order if deemed non-compliant to ensure fire hazards are actioned as per the Notice

Step 7 – Enforcement (1 Nov – 31 Mar)

Bush Fires Act 1954

Part III – Prevention of bush fires

Division 6 – General restrictions, prohibitions, and offences

s. 33 (4)(a) – the local government may direct its bush fire control officer, or any other officer of the local government, to enter upon the land of the owner or occupier and to carry out the requisitions of the notice which have not been complied with.

s. 33 (4)(b) – the bush fire control officer or other officer may, in pursuance of the direction, enter upon the land of the owner or occupier with such servants, workman, or contractors, and with such vehicles, machinery, and appliances as he deems fit, and may do such acts, matter and things as may be necessary to carry out the requisitions of the notice.

Outline

FCOs will continue their follow ups on non-compliant properties until compliance is achieved. At the third follow up assessment, an FCO may seek approval to proceed to engage a contractor to complete the works that have not been actioned. Further action to proceed to prosecution will be determined by the City.

NOTE: Infringements cannot be issued twice, and the next available action should be considered.

Execution

Non-Compliance

Infringements are issued under section 33(3) of the Bush Fires (Infringements) Regulations 1978 reflective of section 33 of the Bush Fires Act 1954. If a follow up identifies the property is still non-compliant, a contractor may be engaged by the City and at the property owner and/or occupier's expense, as stated under the Bush Fires Act 1954 s.33(5).

Engaging Contractors

The request to engage contractors to undertake works against a work order will be forwarded to Senior Management for review and approval. On approval, the contractor's invoice will be followed up through the finance team's internal processes. A completion date should follow the same 21-day time limit for completion with no more than 28 days in total.

Infringement Appeals

Property owners and/or occupiers that are issued a section 33 bushfire infringement have the right to appeal. The request can be made online or by completing the infringement appeal form available at Infringements Payment (kalamunda.wa.gov.au) or downloaded and emailed to enquiries@kalamunda.wa.gov.au.

NOTE: it is advisable to read the appealable grounds guidelines attached to ensure you are eligible to appeal, should your circumstance or grounds for appeal do not constitute an appeal your application will be denied.

On completion of the review process, the outcome will be communicated to the infringement holder. If the infringement holder disagrees with the review outcome, they can elect to have the matter heard in court. This request must be presented in writing to the city. Failure to notify the city may result in your notice going through to final demand and referred to the Fines Enforcement Registry. NOTE: both Final Demand and (FER (Fines Enforcement Registry)) action will incur additional fees.

NOTE: All bushfire infringement appeals must be made within a 21-day period. Any request for review after the 21-day period will be rejected unless evidence for on compassionate grounds is provided.

Prosecution

Recommendations for prosecution action to be taken regarding all bushfire related matters will be referred to Senior Management for approval.



Attachment #10 -

- Draft City of Kalamunda Fire Hazard Reduction Notice 23-24

kalamunda.wa.gov.au

T 9257 9999 **F** 9293 2715 **E** enquiries@kalamunda.wa.gov.au

2 Railway Road KALAMUNDA WA 6076 **PO Box** 42, KALAMUNDA WA 6926

ABN 60 741 095 678

City of Kalamunda

FIRE HAZARD REDUCTION NOTICE 2023/2024

FIRST AND FINAL NOTICE

COMPLIANCE DUE By: 1 NOVEMBER 2023

Important: The works outlined below must be completed by 1 November 2023 and maintained in this state up to and including 31 March 2024.

NOTICE TO ALL OWNERS AND OCCUPIERS OF LAND WITHIN THE CITY OF KALAMUNDA

Pursuant to Section 33 of the *Bush Fires Act 1954* (WA), the City of Kalamunda (City) gives written notice to act as specified in this notice to land that you own and/or occupy and with respect to any matter which is upon the land that you own and/or occupy within the City. Failure or neglect to comply with this notice is an offence and can result in a penalty of up to \$5000. The City's Fire Hazard Inspectors are authorised under the *Bush Fires Act 1954* (WA) (Act) and have powers to enter land pursuant to Section 14 of the Act. The City advises that its officers, servants, workmen, contractors, vehicles, machinery, and appliances (as the officers deem fit) may carry out the requisitions of this notice that are not complied with by 1 November 2023, and any costs and expenses incurred may be recovered from you as the owner and/or occupier of the land.

FIRE BREAK:

A strip of land free of all flammable material with the intention of preventing the outbreak of a bush fire and provides a visible safe access on the property for emergency vehicles and other firefighting operations. It is acceptable to install a firebreak around naturally occurring obstacles. Fire breaks may be constructed by one or more of the following methods: ploughing, cultivating, scarifying, racking, chemical spraying, or another method as approved by an Authorised Officer.

- › Clearance must be no less than 3-metres wide and 4-metres in height inside and along all boundaries (including boundaries adjacent to roads, rail and drain reserves and all public open space reserves).
- › Must not be more than 4-metres wide (further width extensions may be considered upon written application for approval to the City). Maintained, reticulated living lawns are lawns considered to be kept completely green. Driveways may be acceptable in conjunction with, or in lieu of, mineral earth fire breaks. Contact a City Fire Officer for further assistance.
- › Must have a corner turning radius of up to 10 metres.
- › Must be a mineral earth break with a continuous trafficable surface for a 4WD vehicle, be clear of any obstructions and must not terminate in a cul-de-sac (dead end).

FUEL LOAD:

Can be live and dead vegetation that accumulates over time. This Notice refers only to dead vegetation.

Fine fuels include = leaf litter, grasses, weeds, twigs (up to 6mm diameter), bark etc.

Heavy (course) fuels include = branches, logs, stumps etc.

- › A fuel load depth of 15mm (fine fuels) to the mineral earth is indicative of approximately 8 tonne per hectare. The more fuel load, the higher the flame height and increased fire intensity.
- › Mulch piles, stored firewood and burn piles can contribute to fuel loading on land and must be stored safely away from assets, removed from the property, or actioned as directed by a Fire Officer.

ADDITIONAL WORKS

You may be required to carry out further bushfire property preparedness works on your land to reduce any fire hazards considered necessary by a Fire Control Officer. If required, these will be outlined in a 'work order' and sent to the address of the owner and/or occupier.

EMERGENCY MANAGEMENT PLANS AND CITY APPROVED TREATMENT PLANS

All properties and/or land subject to a Bushfire Management Plan, Emergency Management Plan, or an approved Bushfire Attack Level assessment (BAL), as a result of subdivision, development application or a City approved treatment plan, must comply with the listed requirements in their entirety. Compliance with any additional plans does not constitute compliance with this Notice.

ENVIRONMENTAL AND HERITAGE CONDITIONS

Any property subject to environmental and heritage value such as, but not limited to, Threatened Ecological Communities (TEC), Bush Forever sites, Declared Rare Flora, and Fauna (DRF) sites and Aboriginal heritage sites, etc should seek further information about what can or cannot be done prior to carrying out requirements under this Notice.

LOW THREAT MINIMAL FUEL VEGETATION

Minimal fuel condition means there is insufficient fuel available to significantly increase the severity of the bushfire attack. Low threat vegetation includes grassland managed in a minimal fuel condition, maintained lawns, golf courses, maintained public reserves and parklands, vineyards, orchards, cultivated gardens, commercial nurseries, nature strips and windbreaks. Properties of these description will still be assessed under this Notice and can apply for a variation.

FIRE MANAGEMENT REQUIREMENTS FOR ALL LAND WITH A TOTAL AREA OF 5000m² OR MORE

- **FIRE BREAKS**

Fire Breaks are to be installed or upgraded to:

- › 3-metre-wide bare mineral earth,
- › 4-metre-high clearance,
- › Continuous (no dead ends) and trafficable
- › As close to as possible directly inside the entire perimeter of the land.

Maintained, reticulated living lawns that are kept completely green is acceptable in conjunction with, or in lieu of, a mineral earth fire break/s (see definition FIRE BREAK).

- **DEAD FLAMMABLE MATERIAL (DFM)**

Reduce and/or maintain all dead flammable material below 8 tonne per hectare (see definition FUEL LOAD).

- **SLASHING**

- › If the land is an area of less than 50,000 sqm (5 hectares) all grass must be maintained on the land to a height no greater than 50mm.
- › If the land is an area of 50,000sqm (5 hectares) or greater the grass must be maintained on the land to a height no greater than 50mm for a distance of 10m from any firebreak.

- **ASSET PROTECTION ZONE (APZ)**

Maintain a fuel reduced zone around all buildings or assets which extends 20 metres from the outermost point of the building or asset.

- › Gutters, roofs, and walls of all buildings to be free of flammable matter and maintained.
- › Fuel load within the 20-metre zone is reduced and maintained to no more than 2 tonne per hectare.
- › Trees over 5 metres in height within the 20-metre zone to be under pruned up to 2 metres.

- › Trees or shrubs within 2 metres of the asset shall be pruned to a height no greater than 2 metres and/or pruned away from the asset to a distance no greater than 2 metres.

FIRE MANAGEMENT REQUIREMENTS FOR ALL LAND WITH A TOTAL AREA LESS THAN 5000m²

- **DEAD FLAMMABLE MATERIAL**

Reduce and/or maintain all dead flammable material below 8 tonne per hectare (see definition FUEL LOAD).

- **SLASHING**

Slash, mow, or trim unmanaged grasses or dead grasses/weeds, dead shrubs, and dead plants to a height no greater than 50mm.

- **CLEAN GUTTER DEBRIS**

Gutters, roofs, and walls of all buildings to be free of flammable matter and maintained.

- **ASSET PROTECTION ZONE (APZ)**

Maintain a fuel reduced zone around all buildings or assets which extends 20 metres from the outermost point of the building or asset.

- › Gutters, roofs, and walls of all buildings to be free of flammable matter and maintained.
- › Fuel load within the 20-metre zone is reduced and maintained to no more than 2 tonne per hectare.
- › Trees over 5 metres in height within the 20-metre zone to be under pruned up to 2 metres.
- › Trees or shrubs within 2 metres of the asset shall be pruned to a height no greater than 2 metres and/or pruned away from the asset to a distance no greater than 2 metres.

VARIATION TO THE FIRE HAZARD REDUCTION NOTICE

If you consider it impractical to meet a requirement/s of this Notice, you may apply to the City for a variation no later than 1 October 2023.

Note: A variation is not an exemption but an application to employ alternative methods of property preparedness to land that you own and/or occupy.

An administration fee of \$150 applies for all applications received after 1 October 2023.

If your application is not granted you must comply with all requirements outlined in the Fire Hazard Reduction Notice 2023/2024.

Variation request application forms are available before 1 October 2023 on the City's website at:

www.kalamunda.wa.gov.au/fire

If you require any further information, please contact the City of Kalamunda Community Safety team on (08) 9257 9999, email at enquiries@kalamunda.wa.gov.au or visit www.kalamunda.wa.gov.au/fire

Rhonda Hardy
CHIEF EXECUTIVE OFFICER