



**Policy Subject/Title:** Hazard Reduction Burn Policy

**Policy Number:** OP/014

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**Responsible Officer:** Director Operations

**Legislative or Regulatory Reference:** *Local Government Act 2009*

**Authorised by:** Somerset Regional Council [Doc 1023247]

**Authorised on:** 28 March 2018

**Review / Amendment dates:**

## 1. OBJECTIVE

The objective of this policy is to manage controlled burns by third parties on Council controlled land including roadsides of local roads, reserves and freehold land.

## 2. BACKGROUND

As a function of its delegation under the *Local Government Act 2009*, Somerset Regional Council is custodian of numerous land parcels across the council area. Council lands typically include road casements (where Council is appointed as trustee), reserve parcels (where Council is appointed as trustee), and Council freehold land.

Periodically Council receives requests from the community seeking permission to undertake a controlled burn on Council managed lands. In usual circumstances, Council will not seek a permit nor initiate the burning of council lands as a management response, however it has been determined that third party applications to Council will be given consideration.

## 3. PURPOSE

This policy outlines the process whereby Council will consider third party burn applications on council managed lands.

## 4. SCOPE

This policy applies to all Council controlled land including local roads, reserves (Council as trustee) and Council freehold land.

## 5. POLICY

The following table outlines the policy application in all instances where a third party wishes to make application to burn on Council managed lands:

<b>Somerset Regional Council Controlled Land Burn Procedure</b>	
1.	<p>A Person (Applicant) wishes to undertake a burn Council controlled land. Council controlled land may include:</p> <ul style="list-style-type: none"> <li>• Roadsides (Local roads – Council as trustee)</li> <li>• Reserves (Council as trustee)</li> <li>• Council Freehold Land</li> </ul> <p><i>If a landholder wishes to burn in any of these circumstances, then a “Permission to Conduct” letter is required from Council.</i></p>
2.	<p>The Applicant approaches the Local Fire Warden or Council for a “Burn on Somerset Regional Council Controlled Land Application” form. The completed form is then submitted to Council for assessment.</p> <p><i>The “Burn on Somerset Regional Council Controlled Land Application Form”</i></p>

	<i>provides details of the proposed burn location for Somerset Regional Council to assess the burn intent, if the burn is supported, and if any conditions are required for the burn to proceed. This may include vegetation consideration, traffic consideration, notice, base conditions, or Rural Fire Brigade involvement.</i>
3.	<p>Somerset Regional Council will send/provide a Permission to Conduct letter to the Applicant subject to burn being supported. The Applicant then presents the permission to conduct letter to the local Fire Warden and applies for a permit to light.</p> <p><i>Council will only issue a “permission to conduct” letter to an applicant where it can be demonstrated that:</i></p> <ul style="list-style-type: none"> <li><i>a) a hazard reduction burn is required; and</i></li> <li><i>b) that a suitable organisation with a recognised qualification agree to facilitate the burn activity on behalf of the applicant.</i></li> </ul> <p><i>In usual circumstances, a local Rural Fire Brigade can be engaged to satisfy both requirements.</i></p>
4.	<p>The Fire Warden considers the application, and where appropriate issues the permit to light to the applicant with condition 10 making reference to the Council permission to conduct letter, and any entailed conditions.</p> <p><i>A copy of the Permit to Light MUST be received by Council at least one working day prior to the burn being undertaken.</i></p>
5.	The Applicant provides 1 working days notice to Council prior to undertaking the permitted burn.
6.	Where Council is engaged to assist with traffic control or other services to support the burn, 14 + days notice should be provided to allow Council to arrange assistance.
7.	The Applicant is required to provide notice to Council upon completion of the burn, and disclose if any conditions of the permit to conduct letter were not able to be met in the delivery of the burn.

## 6. DATE OF RESOLUTION

This policy was approved by the Chief Executive Office and adopted by the Somerset Regional Council at the Ordinary Meeting of 28 March 2018.



Signed:

Dated: 28 March 2018