



AGENDA

BUSHFIRE ADVISORY COMMITTEE MEETING

To Be Held

Wednesday, 9th March 2022
Commencing at 7.00pm

As an

E-Meeting
Via Zoom

This document is available in alternative formats such as:
~ Large Print
~ Electronic Format [disk or emailed]
Upon request.



NOTICE OF BUSHFIRE ADVISORY COMMITTEE MEETING

Dear Committee Member

The next Shire of Dardanup Bushfire Advisory Committee Meeting will be held on Wednesday, 9th March 2022 as an E-Meeting via Zoom, commencing at 7.00pm.

A handwritten signature in black ink, appearing to read "A. Schönfeldt", is positioned above the printed name.

MR ANDRÉ SCHÖNFELDT
Chief Executive Officer

Date: 3rd March 2022

VISION STATEMENT

“Provide effective leadership in encouraging balanced growth and development of the Shire while recognizing the diverse needs of our communities.”

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COMMITTEE MEMBERS:

Mr Chris Hynes	-	CBFCO Eaton Townsite District
Mr Lyndon Skeers	-	FCO Ferguson District
Mr Neil Dyer	-	FCO West Dardanup District
Mr Clay Rose	-	DCFCO (North) / FCO Burekup District
Mr Robert Drennan	-	DFCO (South) / FCO Waterloo District
Mr Grant Ratcliffe	-	FCO Upper Ferguson District
Mr Brendan Putt	-	FCO Dardanup Central District
Mr Peter Robinson	-	FCO Joshua/Crooked Brook District
Mr Ian Bridge	-	FCO Wellington Mill District
Mr Alan Charlton	-	Fire Weather Officer
Mr Ricky Southgate	-	Representative Department of Fire & Emergency Services
Mr Matthew Cooper	-	Department of Biodiversity, Conservation and Attractions
Mr Darren Harvey	-	Department of Biodiversity, Conservation and Attractions
Cr. T Gardiner	-	Elected Member
Cr. M T Bennett	-	Elected Member
Cr. S L Gillespie	-	Elected Member (Proxy)

STAFF MEMBERS

Mrs Erin Hutchins	-	Coordinator – Ranger & Emergency Services
Mr Murray Halden	-	Senior Ranger
Mrs Amanda Tuberes	-	Personal Assistant - Director Sustainable Development

OBSERVER

Mrs Susan Oosthuizen	-	Director Sustainable Development
Ms Melissa Howard	-	Emergency Management Officer
Mr Murray Connell	-	Manager Development Services
Mr Anthony Jenour	-	Captain Burekup District
Mr Wayne Cross	-	Captain Dardanup Central District
Mr Robert Allen	-	Captain West Dardanup District
Mr Anthony Congdon	-	Captain Ferguson District
Mr Ryan Gibbs	-	Captain Upper Ferguson District
Mr Paul Rafferty	-	Captain Joshua/Crooked Brook
Mr Peter Manoni	-	Captain Waterloo District
Mr Keith Higham	-	Captain Wellington Mill District

COUNCIL ROLE

Advocacy	When Council advocates on its own behalf or on behalf of its community to another level of government / body /agency.
Executive/Strategic	The substantial direction setting and oversight role of the Council eg. Adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.
Legislative	Includes adopting local laws, town planning schemes and policies.
Review	When Council reviews decisions made by Officers.
Quasi-Judicial	<p>When Council determines an application/matter that directly affects a person's rights and interests. The Judicial character arises from the obligations to abide by the principles of natural justice.</p> <p>Examples of Quasi-Judicial authority include town planning applications, building licences, applications for other permits/licences (eg: under Health Act, Dog Act or Local Laws) and other decisions that may be appealable to the State Administrative Tribunal.</p>

DISCLAIMER

"Any statement, comment or decision made at a Council or Committee meeting regarding any application for an approval, consent or licence, including a resolution of approval, is not effective as an approval of any application and must not be relied upon as such.

Any person or entity that has an application before the Shire must obtain, and should only rely on, written notice of the Shire's decision and any conditions attaching to the decision, and cannot treat as an approval anything said or done at a Council or Committee meeting.

Any advice provided by an employee of the Shire on the operation of a written law, or the performance of a function by the Shire, is provided in the capacity of an employee, and to the best of that person's knowledge and ability. It does not constitute, and should not be relied upon, as a legal advice or representation by the Shire. Any advice on a matter of law, or anything sought to be relied upon as a representation by the Shire should be sought in writing and should make clear the purpose of the request."

SHIRE OF DARDANUP**AGENDA FOR THE SHIRE OF DARDANUP BUSHFIRE ADVISORY COMMITTEE MEETING TO BE HELD ON WEDNESDAY 9 MARCH 2022, AS AN E-MEETING VIA ZOOM, COMMENCING AT 7.00PM.****1 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS**

The Chairperson, to declare the meeting open, welcome those in attendance and refer to the Disclaimer and the Affirmation of Civic Duty and Responsibility on behalf of Councillors and Officers:

Acknowledgement of Country

The Shire of Dardanup wishes to acknowledge that this meeting is being held on the traditional lands of the Noongar people. In doing this, we recognise and respect their continuing culture and the contribution they make to the life of this region and pay our respects to their elders, past, present and emerging. The Shire of Dardanup also respects and celebrates all cultures of all our residents and those visitors to our Shire.

Affirmation of Civic Duty and Responsibility

Councillors and Officers of the Shire of Dardanup collectively declare that we will duly, faithfully, honestly and with integrity fulfil the duties of our respective office and positions for all the people in the district according to the best of our judgement and ability. We will observe the Shire's Code of Conduct and Standing Orders to ensure efficient, effective and orderly decision making within this forum.

Committee members acknowledge that only the Chief Executive Officer or a member of the Shire of Dardanup staff appointed by the Chief Executive Officer is to have contact with consultants and suppliers that are appointed under contract to undertake the development and implementation of projects.

The exception to this Policy is when there is a meeting of the committee or working group with the consultant and the Chief Executive Officer or the Chief Executive Officer's representative is present.

Members of committees acknowledge that a breach of this Policy may result in a request to Council to have them removed from the committee.

Emergency Procedure

In the event of an emergency, please follow the instructions of the Chairperson who will direct you to the safest exit route. Once outside, please proceed to the Assembly Area points located to the western side of the front office car park near the skate park and gazebo where we will meet (and complete a roll call).

2. RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE PREVIOUSLY APPROVED

2.1 Attendance

2.2 Apologies

3. ELECTION OF CHAIRPERSON & DEPUTY CHAIRPERSON**3.1 Bush Fire Advisory Committee 2021 Terms of Reference**

At the Shire of Dardanup Special Council meeting of the 29 September 2021, the 2021 Bushfire Advisory Committee Terms of Reference were adopted by Council [Res 295-21]. A copy of the new Terms of Reference are provided in (Appendix BFAC: 3.1).

3.2 Election of Chairperson

Nominations for the position of Chairperson are to be emailed or handed to Mr Andre Schönfeldt who will be the Presiding Officer for the election. Nominations should be in writing (form provided at Appendix BFAC: 3.2).

The position of Chairperson will expire in October 2023 being the date of the next ordinary election Local Government Act 1995 2.28(2).

The nominee is to accept the nomination in writing to the position of Chairperson.

If more than one person is nominated, voting is to be conducted by secret ballot, with the candidate that receives the greater number of votes being elected.

3.3 Election of Deputy Chairperson

Nominations for the position of Deputy Chairperson were given to the Chairperson, in writing (form provided at Appendix BFAC: 3.3).

The position of Deputy Chairperson will expire in October 2023 being the date of the next ordinary election Local Government Act 1995 2.28(2).

The nominee is to accept the nomination in writing to the position of Deputy Chairperson.

If more than one person is nominated, voting is to be conducted by secret ballot, with the candidate that receives the greater number of votes being elected.

4. PETITIONS/DEPUTATIONS/PRESENTATIONS

None.

5. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

5.1 Bushfire Advisory Committee Meeting Held 6 October 2021

BFAC RECOMMENDED RESOLUTION

THAT the Minutes of the Bushfire Advisory Committee Meeting held on 6 October 2021, be confirmed as true and correct subject to no / the following corrections:

6. ANNOUNCEMENTS OF MATTERS FOR WHICH MEETING MAY BE CLOSED

None.

7. QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

None.

8. DECLARATION OF INTEREST

“Members should fill in Disclosure of Interest forms for items in which they have a financial, proximity or impartiality interest and forward these to the Presiding Member before the meeting commences.”

9. ACTION SHEET UPDATE

PENDING ACTIONS:

ACTION & MEETING DATE.	PERSON RESPONSIBLE	ACTION	OUTCOME	STATUS
06/10/2021 Res 18-21	Chief Executive Officer	Investigate procedure for COVID vaccinations for volunteers and procedure during outbreak.	Volunteers are to comply with the Fire and Emergency Services Worker (Restrictions on Access) Directions and provide evidence via the Volunteer Hub, DFES or Shire to remain active, including attendance at the station. Currently, it has been recommended by DFES and supported by the Shire that all volunteer training, meetings, etc. are to be suspended and vaccinated volunteers are only to turn out to incidents until further notice. This is to ensure the state maintains sufficient resources to respond in an emergency. DFES have also made available circulars relating to cleaning of appliances as well as PPE requirements when travelling in a vehicle.	Complete
06/10/2021 Res 19-21	Chief Executive Officer	Research the requirements for Brigade names to be changed, to improve calls signs and report back to the Bushfire Advisory Committee on the process.	<p>Investigations into the Shire’s legislative responsibilities established there is no formal requirements for Local Governments wishing to change a Brigades name. DFES have also confirmed if the Shire wishes to change a brigade’s name we would simply need to advise DFES in writing of that change.</p> <p>The matter was discussed at a Brigade Leadership Meeting which includes the CBFCO Chris Hynes, DCBFCOs Clay Rose and Rob Drennan, Melissa Howard, Erin Hutchins and DFESAO Ricky Southgate. It was decided that the Shire would not take further action on changing the names of current Brigades at this time due to;</p> <ul style="list-style-type: none"> • Firstly, the issue of Brigade names being misinterpreted in radio communications is not related 	Complete

ACTION & MEETING DATE.	PERSON RESPONSIBLE	ACTION	OUTCOME	STATUS
			<p>to the names themselves but the use of the radio itself. Radio Communication refresher training will be added to the training calendar for 2022.</p> <ul style="list-style-type: none"> • Secondly, the Ferguson Brigade do not want to change their name. • The BORR and Wanju developments may impact brigade boundaries and response times and it was agreed that this matter is to be reviewed nearer to the completion of these projects in coming years to ensure the current jurisdictions are not impacted. 	
Res 23-21	Erin Hutchins	That the Bushfire Advisory committee requests the Chief Executive Officer investigate why spring burns are not allowed in the Shire, and report back to the Bushfire Advisory Committee.	Shire Officers met internally with the Environmental Officer (EO) in relation to spring burning. The EO advised that she was not against spring burning, however required further information to assess the appropriateness of a “spring” burn and if it was the best option for mitigation. Further fields will be included on the Burn Application to allow for comments and other possible mitigation options. The information was discussed at a following Brigade Leadership meeting which was supported.	Complete
06/10/2021 Res 24-21	Chief Executive Officer	Inclusion in its 2022-23 fees and charges a charge for prescribed burning by brigades and report back to BFAC.	Refer Coordinator Emergency & Ranger Services Report - Item 10.13.2.	Pending
06/21	Erin Hutchins/Melissa Howard	Coordinator – Ranger & Emergency Services, Mrs Erin Hutchins to provide the Brigades with an update on Brigades abilities/process to claim donations.		Pending

10. REPORTS OF OFFICERS AND COMMITTEES

10.1 Title: Chief Fire Control Officer (CFCO) Report – Chris Hynes

Reporting Department: CFCO - Dardanup

Reporting Officer: Chris Hynes

(In the interest of time efficiency report to be accepted as presented, not read aloud at the meeting)

Activity Report since Last BFAC Meeting

<i>Fire Call Outs</i>	
<i>Appliance and Equipment</i>	
<i>Training</i>	
<i>Meetings Held</i>	
<i>Membership – Recruitment/Resignation</i>	
<i>Concerns</i>	<p>Taskforce sent to Bridgetown. I was concerned that our Ferguson Lt was separated from the Taskforce and not accounted for during the incident. They presented at the control point and were tasked to another area.</p> <p>The issues are identified with radio contact and phone contact with the task force leaders and appliances. This needs to be done early in the deployment process, so all appliances know how to contact each other when separated from each other.</p> <p>Other concerns were that the Captain of Ferguson brigade was treated at the Bridgetown fire for dehydration and conveyed to Bunbury hospital by ambulance for observation. No one at the incident in command was aware of this until I contacted them the following morning to find out what was happening with his welfare and location.</p> <p><i>Facebook post and Public Brigade communication:</i> A reminder that photos from incidents that are posted on sites need to be closely scrutinized. Personal property being Houses, Sheds, Vehicle’s Stock anything that can have a reaction from someone that was impacted by the incident or other parties that get involved can have a negative response that may not be picked up at the time of posting. Even if it’s in the background. For example, information recorded on a white board that’s not for public knowledge.</p> <p>Position Vacant. JCB FCO Need for a permit writer for the interim until a New FCO can be elected.</p>

	<p><i>Question</i> Can Peter Buck fill this position as a permit writer (FCO) until a new appointment?</p> <p>I'm happy to endorse him. What else needs to be done for this to happen?</p> <p><u><i>Officer Comment – Mrs Erin Hutchins – Coordinator Emergency & Ranger Services</i></u></p> <p><i>Refer Coordinator Emergency & Ranger Services Report - Item 10.13.2.</i></p>
<p><i>Initiatives</i></p>	<p>Thank you to the Emergency Management team for the support I get. Not a day goes by that I don't have something that needs attention.</p> <p>Thank you Peter Robinson for your time with the Brigade and Chairman on our BFAC I hope your new adventure is great.</p> <p>Thank you to Grant Ratcliff and Ryan Gibbs stepping up into the positions that became vacant at Upper Ferguson.</p> <p><i>Total Harvest Movement Bans and Total Fire Bans:</i> Getting it right. What time to impose a THVB to allow industries and farming operation to get their necessary work done before THVB is declared on the day.</p> <p>I am trying to align with neighboring Shires to have the time start and finish.</p> <p>Problems in the notifications to Radio Broadcast ABC and Commercial Radio Stations and public, industries, farming being timely and accurate.</p> <p>I feel that this information needs to be added to Emergency WA that already have the Total Fire Bans included on this site available to the public.</p> <p>There should be a section for Vehicle Harvest Movement Bans as one stop shop.</p> <p><i>Dates for HVMBs:</i> Xmas, Boxing Day and New Year day be a regular occurrence.</p>
<p><i>Other News</i></p>	

Item/s For BFAC Discussion

1. Interim Permit writer for JCB EX FCO Peter Buck.

Officer Comment – Mrs Erin Hutchins – Coordinator Emergency & Ranger Services

Refer Coordinator Emergency & Ranger Services Report - Item 10.13.2.

2. Harvest Vehicle Movement Bans - setting the right time frames and durations, getting it right.

There are many different industries and farming operations that need to be considered.

HVMB have only been used in the last few years in this Shire.

Dates for Harvest Vehicle Movement Bans consider having in place for Xmas Day, Boxing Day and New Year Day.

I'm looking for any comments on how it can be done better.

10.2 *Title: Department of Biodiversity, Conservation & Attractions – Officer Report*

No Report.

10.3 Title: Department of Fire & Emergency Services (DFES) – Mr Ricky Southgate

Reporting Department: DFES
Reporting Officer: Ricky Southgate

10.3.1 Deployments

Thank you to the crews sent to fires across the state including, multiple shifts. Bridgetown, Collie, Margret River, Dunsborough, Murray to name a few. The professionalism and work ethic from the Shire of Dardanup crews has been noted and is appreciated

10.3.2 CCA (Copper Chrome Arsenate) exposure

Crews that went to the timber treaters mill in Hesterbrook had the possibility of being exposed to CCA. All volunteers on those crews have been contacted and the relevant safety actions have been communicated.

10.3.3 COVID

DFES SW has enacted its business continuity plans for COVID, as part of this DFES volunteers and staff are not holding training or face to face meetings to minimise possible exposure to COVID.

10.3.4 AFDRS

DFES has a project team who are currently looking into a new fire danger rating system and plan on implementing it late this year. I had the project team deliver this to all the CBFCO within the Southwest in regards to the change. Impacts we highlighted included:

- There will need to be a change of legislation, TFB, HVMB, Prohibited actions;
- Community education;
- Brigade training; and
- Lack of funding through things like change to signage.

10.3.5 High Season Fleet

High Season fleet has been rolled out. We managed to secure a 2.4 back for Dardanup Central and it's good to see it being used and crewed.

10.3.6 SWDC Burn

Looking forward to working with the Shire of Dardanup and South West Development Corp to have the risk along Forrest HWY in SWDC land along the power lines reduced through the use of prescribed fire.

10.3.6 MAF

Should the Shire require any help with mitigation works including help with any prescribed burns please reach out, we are happy to help. I have again applied to hold onto a 2.4 and LT from the high season fleet that our regional office can use for prescribed burns.

10.3.7 Australian Warning System Changes

As part of the implementation of the Australian Warning System (AWS), bushfire warning colours in Western Australia changed from 14th September 2021.

What you will notice:

New warning colours for Bushfire only. Bushfire warning colours will be updated to reflect the national framework (Advice – Yellow; Watch and Act – Orange; Emergency Warning – Red).

Icon style changes for all hazards on Emergency WA in line with AWS standards.

Be mindful of when communicating hazards to aircraft.

10.3.8 Burn program

Once we get out of the fire season DFES SW will start on its burn program. Most of the work is in Collie and Dwellingup. We have allowed for assisting the Shire with the Three Bears block, will be good to see this get completed.

10.4 Title: Burekup District Fire Control Officer Report – Mr Clay Rose

Reporting Department: Burekup BFB

Reporting Officer: Clay Rose

(In the interest of time efficiency report to be accepted as presented, not read aloud at the meeting)

Activity Report since Last BFAC Meeting

<i>Fire Call Outs</i>	{7} 15-11-21 – Edwards Rd. 7-12-21 – Leschenault [Harvey Shire]. 5-1-22 – Henty Rd. 5-2-22 – Report of smoke Dowdells Line. 11-2-22 – Hester settlement/Bridgetown. 21-2-22 – Coalfields highway car fire Roelands. 21-2-22 – Verge fire.
<i>Appliance and Equipment</i>	FLIRS gun fitted by SW fire.
<i>Training</i>	Nil.
<i>Meetings Held</i>	Nil.
<i>Membership – Recruitment/Resignation</i>	One new member.
<i>Concerns</i>	Why Dardanup appliances were called out on 21-2-22 to a car fire in morning reported as nearest intersection SW Highway & Dowdells Line. Actual location Coalfields Highway. Verge fire Coalfields Highway in afternoon. On 5-2-22 I called Com Cen. Call rang out. Called back asked to send a stand down false call SMS which wasn't sent.
<i>Initiatives</i>	Santa run around town 24/12/21.
<i>Other News</i>	Nil.

Item/s For BFAC Discussion

1. *Harvest and Movement of Vehicle Bans.* Feel they are being used too frequently. As an example, bans were declared on 4th, 5th, 6th February when 5th was the severe fire weather day and a cold front was forecast on the 6th.

10.5 Title: Dardanup Central District Fire Control Officer Report – Mr Brendan Putt

Reporting Department: Dardanup Central BFB

Reporting Officer: Brendan Putt

(In the interest of time efficiency report to be accepted as presented, not read aloud at the meeting)

Activity Report since Last BFAC Meeting

<i>Fire Call Outs</i>	12, (000) fire call outs, crews sent to Collie, Mandurah, Margret River, Dunsborough, Bridgetown and local shire turnouts.
<i>Appliance and Equipment</i>	Dardanup Central 2.4 (brakes recently fixed). High season 2.4. Appliance has had many items fixed. New pumping system installed at station working great.
<i>Training</i>	We have had two combined training nights with Dardanup West, this has been great for crewing high season appliance, with crews from other brigades as well. Dardanup Central train or meet every two weeks.
<i>Meetings Held</i>	Several meetings held with details of new station opening, High season appliance, Alex Poad Honour board.
<i>Membership – Recruitment/Resignation</i>	We have had three resignations, no new members. Mandatory Vaccination, 13 members non-compliant, 6 members have completed their booster.
<i>Concerns</i>	Nil.
<i>Initiatives</i>	Combined training nights with Dardanup West has been great for sharing skills and knowledge. <i>Alex Poad Honour Board</i> Recognising past contributions to the brigade has been very rewarding, we are still working through this process.
<i>Other News</i>	New station opening held on 13 th January with the DFES Commissioner, and Minister for Emergency Services, Hon. Stephen Dawson. Great morning with the official opening taking place with Brigade members and local government and members of the public. We are still working with the Shire to purchase many of the items for the new station, there has been many problems processing orders due to lack of availability and limits on accounts. The Commissioner Darren Klemm also after seeing our barbeque in a poor state of repair has given \$2000 dollars for a new one.

Item/s For BFAC Discussion

None.

10.6 Title: Ferguson Fire Control Officer Report – Mr Lyndon Skeers

Reporting Department: Ferguson BFB
 Reporting Officer: Lyndon Skeers

(In the interest of time efficiency report to be accepted as presented, not read aloud at the meeting)

Activity Report since Last BFAC Meeting

<i>Fire Call Outs</i>	Hester 3 shifts with Joshua Crooked Brook. Joshua Creek 2 short shifts. No permit Pile Road. Stood down Henty Rd.
<i>Appliance and Equipment</i>	Received new Ute.
<i>Training</i>	Private burns, Pile Rd, Bush Shack and one more. 6 training sessions that have now stopped due to Shire requirements.
<i>Meetings Held</i>	1 end of year wind up.
<i>Membership – Recruitment/Resignation</i>	<p>COVID-19 vaccine mandate used as an opportunity to review membership lists and contact members individually. As a result, we have removed 15 members that have retired or left the area.</p> <p>Three new members (one cadet) have joined since last meeting, including one trained from the Donnybrook Shire. Commitment from two new landowners, subject to timing of construction of residence.</p>
<i>Concerns</i>	<p>How hard it is to get people removed from the membership list, 000 call out or put on it.</p> <p><u><i>Officer Comment – Ms Melissa Howard – Emergency Management Officer</i></u></p> <p><i>There are three (3) different membership lists management by DFES in consultation with Local Government, these include;</i></p> <ul style="list-style-type: none"> • <i>Brigade Membership – lists all volunteer ID, names and roles.</i> • <i>SMS Listings – lists active volunteers to receive notifications/ call outs.</i> • <i>Group Call – Includes the CBFCO, DCBFCO only.</i> <p><i>The Shire provides any amendments to Brigade memberships or SMS listings to DFES for approval before it is sent to CAD in Cockburn. These amendments can be verified in the following Local Government Report that DFES provides on a monthly</i></p>

	<p><i>basis. There have been occasions where amendments have not been made and forms have been resent. The Shire cannot directly update DFES records and rely on this process.</i></p> <p><i>Please keep making the amendments as required on your listings.</i></p> <p>Still waiting for big maps of the area to be printed.</p> <p><u><i>Officer Comment – Mrs Erin Hutchins – Coordinator Emergency & Ranger Services</i></u></p> <p><i>Due to the extended vacancy of the GIS & Data Analyst position within the Shire, the request was unable to be filled. In addition, the mapped areas required updating prior to providing copies to the brigades.</i></p> <p><i>The position has recently been filled and Officers will be working closely with the Analyst to provide brigades with updated maps.</i></p>
<p><i>Initiatives</i></p>	<p>We are finalising a donation from a company that will enable us to get a Defibrillator installed on the outside of the shed, the closest is Dardanup town or Ferguson Hall.</p>
<p><i>Other News</i></p>	<p>We have painted the shed floor, had Celfi installed.</p>

Item/s For BFAC Discussion

1. Hester, Chemical exposure (CCA) concern, brigade members counting logs (pointless task at that time of the fire) with just face masks on for about 1.5 hours, the contamination would have been all over their uniforms and ute. After that it took the Shire till Thursday to call to get peoples uniforms dry cleaned and told us to clean our fire appliances.

Officer Comment – Ms Melissa Howard – Emergency Management Officer

The Shire was advised of the hazard exposure that occurred at the Hester Timber Mill in the recent Bridgetown incident on Thursday, 10th February 2022 by DFES AO Forrest at 10.38am. The Shire then collected relevant information from FIRS Reports to determine which members were in attendance and forwarded the information on the same day at 3.31pm.

2. Hester, Transport people expected to take their personal car to Bridgetown, fatigue and driver safety was my main concern as the Saturday night crew were awake all day working through the night then expected to drive ~1.5hrs home Sunday morning.
3. Vehicle movement bans, information not up to date, different times, and dates on the website as was sent. Most of the public don't even know about the ban and what that means.

4. Fire breaks. First off, inconsistencies between those that received an infringement vs a work order and the number of fire break exemptions recommended by the Rangers.

Officer Comment – Mr Murray Halden – Senior Ranger

The general guide employed by Rangers when inspecting properties for compliance with the Shire's Fire Prevention Notice is if the property owner has not carried out any works or the attempt was minimal an infringement notice will be issued. If a property owner has made an attempt to meet the Fire Prevention Order, an improvement notice is issued to rectify the outstanding issues. The notices also inform property owners that the property will be reinspected again within 14 days for compliance.

Rangers only suggest to property owners to make an application for fire break exemptions. The FCO for the area has the authority to either approve or decline any applications. These are presented at the October BFAC each year for endorsement. Late applications are approved or declined based on the FCOs recommendation. In addition, at a previous BFAC held in 2021, FCOs agreed to a guide to approving/declining exemptions to maintain consistency across zones.

5. The fuel card issue resulted in the appliance being parked with 1/3 of a tank of fuel. The low fuel alarm activated which made communications difficult due to the persistent high volume alert (same as the low water but with no mute capability).

Officer Comment – Mrs Erin Hutchins – Coordinator Emergency & Ranger Services

Due to the fuel card being misplaced, the Shire was required to cancel and reorder a replacement card. This has now been completed and a new card provided to the brigade.

6. Strike force communications could be improved by sending a contact card and the radio channel being used to vehicles joining the convoy. The screenshot of a contact card made it difficult for my comms person to call the OIC of the strike force.

10.7 Title: Joshua Creek / Crooked Brook Fire Control Officer Report – Mr Peter Robinson

Reporting Department: Joshua Creek / Crooked Brook BFB

Reporting Officer: Mr Peter Robinson

(In the interest of time efficiency report to be accepted as presented, not read aloud at the meeting)

Activity Report Since Last BFAC Meeting

<i>Fire Call Outs</i>	20 th Jan – Keenan Road, West Dardanup. 21 st /22 nd Jan – Joshua Creek Road. 5 th Feb – Bridgetown. Members have also attended the Wooroloo and Rockingham fires with other brigades.
<i>Appliance and Equipment</i>	Nothing to report.
<i>Training</i>	COVID restrictions have meant we are not training at present.
<i>Meetings Held</i>	Once committee and active fire fighters meeting was held in February at a private property. Brigade restructure, cadets and a number of other items were on the agenda.
<i>Membership – Recruitment/Resignation</i>	No new members yet. We have however about five families in the valleys so will be making the appropriate approaches.
<i>Concerns</i>	Members who whilst are good fire fighters are not vaccinated.
<i>Initiatives</i>	Nothing new to present.
<i>Other News</i>	<p>With West Dardy’s FCO being unwell I took on the issuing of burn permits for his area. I gave out about 30 as well as a number of fire break exemptions. I think that West might be well served in having two FCO trained members to share that load.</p> <p>By now many of you will know that Vicki and I have left the valleys and have moved to Perth. It has been a privilege for me to have been involved in the BFAC over the last ten years. I thank you for your generous acceptance of a totally inexperienced firefighter in your midst.</p> <p>Joshua Creek Road 21st /22nd Jan. A special note of thanks for all the brigades that turned out so efficiently and willingly. It had the potential to jump the road and rush across the dry pasture. Together we got it under control, special thanks to Rob, Deputy Chief, for his work.</p>

Item/s For BFAC Discussion

1. Burn permits. With no trained FCO we will be looking for support from nearby brigades for the few that are applied for until our AGM and the brigade is set up again.

10.8 Title: Upper Ferguson District Fire Control Officer Report – Mr Ryan Gibbs

Reporting Department: Upper Ferguson

Reporting Officer: Ryan Gibbs

(In the interest of time efficiency report to be accepted as presented, not read aloud at the meeting)

Activity Report Since Last BFAC Meeting

<p><i>Fire Call Outs</i></p>	<p>4/1/22 Elgin Rd – Elgin. 21/1/22 Warburton Rd - Joshua Brook.</p>
<p><i>Appliance and Equipment</i></p>	<p>Appliance and equipment in sound working order.</p>
<p><i>Training</i></p>	<p>No training during active bushfire season. Our brigade has members requiring training that we would like to work with Shire/DFES to plan for winter period. Having these planned sooner rather than later will give our members the best chance of completing required training for advanced, crew leader, sector commander etc.</p>
<p><i>Meetings Held</i></p>	<p>13/12/21 – meeting to discuss vaccinations. Tabled with Shire. 10/1/22 – meeting to fill FCO, Captain and Lieutenant roles in lieu of FCO position being vacant – Have the new officer positions been correctly recorded by Shire?</p> <p><u><i>Officer Comment – Mrs Erin Hutchins – Coordinator Emergency & Ranger Services</i></u></p> <p><i>The Shire has received all signed nomination forms and relevant minutes. The Fire Control Officer position has been advertised by way of Public Notice and DFES advised of the changes. In addition, Authorisation ID cards will be provided.</i></p>
<p><i>Membership – Recruitment/Resignation</i></p>	<p>Could it please be clarified both to Max Kerr and the brigade his membership status? It would be of benefit for clarity to certain people – is Max Kerr’s membership terminated? Or has he been placed on leave of absence?</p> <p><u><i>Officer Comment – Mrs Erin Hutchins – Coordinator Emergency & Ranger Services</i></u></p> <p><i>Max Kerr is currently on a leave of absence and is able to return once compliant with State Directions or if the Directions are revoked.</i></p>
<p><i>Concerns</i></p>	<p>Documenting COVID vaccination status is/will become onerous and a burden to volunteer administrators. Especially when the records are not lodged correctly by DFES or Shire. It is taking significant time - suggest a streamlining of this process be considered.</p>

	<p><u>Officer Comment – Mrs Erin Hutchins – Coordinator Emergency & Ranger Services</u></p> <p><i>In conjunction with DFES, the Shire has been managing a Volunteer COVID register for over 400 of its volunteers. Records are updated if a volunteer provides the Shire or DFES with evidence of their vaccination status. The Shire provides regular updates to each brigade based on the information received. The process has had to be adapted over time due to changing requirements of State Directions</i></p>
<p><i>Initiatives</i></p>	<p>Active and ongoing membership drive has seen potential recruitment of further new members.</p>
<p><i>Other News</i></p>	

Item/s For BFAC Discussion

None.

10.9 Title: Waterloo District Fire Control Officer Report – Mr Rob Drennan

Reporting Department: Waterloo BFB
 Reporting Officer: Mr Rob Drennan

(In the interest of time efficiency report to be accepted as presented, not read aloud at the meeting)

Activity Report Since Last BFAC Meeting

<i>Fire Call Outs</i>	10 with 48 crew positions filled. Totaling 47 hours on fire call outs.
<i>Appliance and Equipment</i>	Nil.
<i>Training</i>	Time has been spent on fitting out and into the new station.
<i>Meetings Held</i>	Time has been spent on fitting out and into the new station.
<i>Membership – Recruitment/Resignation</i>	Nil.
<i>Concerns</i>	<p>The use or rather the lack of use of radio’s on the fire ground. External speakers not turned on. Ops/sector command has to make contact in person.</p> <p>No new station signage on road or wall identifying the station. How can anyone find if from outside of the area.</p> <p><u>Officer Comment – Mrs Erin Hutchins – Coordinator Emergency & Ranger Services</u></p> <p><i>Prior to the opening, the Shire lodged a request with DFES for new signage for both the Waterloo and Dardanup Central brigades. Once complete, this will be installed. Officers will follow up with DFES.</i></p> <p><i>In addition, Officers are investigating the possibility of installing “Emergency Vehicles Entering/Exiting” signage at all brigades.</i></p>
<i>Initiatives</i>	Nil.
<i>Other News</i>	Nil.

Item/s For BFAC Discussion

None.

10.10 Title: Wellington Mill District Fire Control Officer Report – Mr Ian Bridge

Reporting Department: Wellington Mill BFB

Reporting Officer: Ian Bridge

(In the interest of time efficiency report to be accepted as presented, not read aloud at the meeting)

Activity Report since Last BFAC Meeting

Fire Call Outs	2 incidents in the Ferguson LT while we had it.
Appliance and Equipment	Nil.
Training	Monthly in house training is suspended as instructed.
Meetings Held	Monthly brigade committee meeting continue.
Membership – Recruitment/Resignation	3 new membership applications.
Concerns	<p>It seems that the addition of toilets at our station can't be built because the quotes have come in over the allowance. Where to from here?</p> <p>Funding for a flammable liquids safety cabinet was rejected so our concerns remain for the safe storage of flammable liquids within the station.</p> <p>Ricky Southgate was going to review with DFES and advise.</p> <p><u>Officer Comment – Mrs Erin Hutchins – Coordinator Emergency & Ranger Services</u></p> <p><i>Refer Coordinator Emergency & Ranger Services report 10.13.7.</i></p> <p>Is their plan to cover the loss of mobile phone service if power is lost?</p> <p>We need a better solution for the acquisition of Turn Out gear. We have had a request in for new boots for 3 months.</p> <p><u>Officer Comment – Mrs Erin Hutchins – Coordinator Emergency & Ranger Services</u></p> <p><i>The Shire is aware of the long time frames of volunteers waiting to receive PPE. Unfortunately, suppliers are having difficulty securing stock due to COVID-19 impacts. This is being felt across the State. Suppliers are dispatching any PPE available, however are unable to give an indication of estimated delivery times of items on back order. We appreciate your patience as we work with suppliers to deliver all PPE requirements to volunteers.</i></p>
Initiatives	Nil.

<i>Other News</i>	<p>We have done a bulk renewal of Volunteer ID cards. The process involves providing a new photo.</p> <p>We now have a Telstra Mobile Modem so we have internet service at our station.</p>
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Item/s For BFAC Discussion

1. Our Captain is concerned that our members are not getting any hands on experience and are not considered to turn out to fires outside our area. How can we get more inclusion in initial responses? How can we get people to advance in the brigade management if they can't get experience?
2. Plan if Mobile phone signal loss due to power supply interruption.

Officer Comment – Ms Melissa Howard – Emergency Management Officer

If Wellington Mills lose their mobile phone towers in a bushfire whether via lack of power or destroyed – Telstra has ability to set up what they call Cell on Wheels (COW). If power is lost the towers have the ability to operate for up to 16hrs on batteries which gives Telstra the window required to deploy a COW.

DFES Incident Management Team (IMT) includes Planning, Logistics, Intelligence, Operations, Public Information and Other Requirements. In a Level 2/3 incident, teams of Officers work around the clock within these areas of management, they are constantly monitoring, assessing and planning the next response tactic and present the information at IMT meetings for the IC to make the most informed decisions.

The Brigade cannot assist with Telstra infrastructure directly but the local information such as the location of towers, the community dependency on them is imperative to any Incident Controller (IC). In a larger incident the IC may not be from this Region, so local knowledge is important and appreciated.



Cell on Wheels (COW)

10.11 Title: West Dardanup District Fire Control Officer Report – Mr Neil Dyer

Reporting Department: West Dardanup Bush Fire Brigade
 Reporting Officer: Neil Dyer

(In the interest of time efficiency report to be accepted as presented, not read aloud at the meeting)

<i>Fire Call Outs</i>	Total of eight (8) incidents attended. 3 incidents occurred within the Dardanup west brigade area, 1 incident occurred within the Shire and 4 incidents occurred outside the Shire.
<i>Appliance and Equipment</i>	The 1.4 has remained with the brigade throughout the season without incident.
<i>Training</i>	Training was undertaken by the brigade until instructed to cease.
<i>Meetings Held</i>	Nil.
<i>Membership – Recruitment/Resignation</i>	Nil.
<i>Concerns</i>	Nil.
<i>Initiatives</i>	Backup power in the form of a generator and connection is now available for the Harold Douglas Stand pipe. The generator is stored at the Dardanup West station and can be delivered to site as required.
<i>Other News</i>	I would like to thank Ranger staff and Peter Robinson for assisting with exemptions/inspections within the Dardanup West district while I was indisposed.

Item/s For BFAC Discussion

None.

10.12 Title: Coordinator Emergency & Ranger Services Report – Mrs Erin Hutchins

Reporting Department: Shire of Dardanup
Reporting Officer: Mrs Erin Hutchins – Coordinator Emergency & Ranger Services

10.12.1 Annual General Meeting

A reminder that Brigade Annual General Meetings (AGM) are to be held by **15th April** each year as per the Bush Fire Brigade Local Law 2021. Due to the current climate with COVID-19, it is recommended that the AGMs are held in line with current WA Health guidelines.

At the AGM, the election of the ‘Committee of Management’ is required, which consists of the following positions:

- FCO
- Captain
- Secretary
- Treasurer
- Lieutenants
- Equipment Officer
- Training Officer
- Communications Officer
- Any other officers elected by the brigade to manage the operations of the bush fire brigade.

As with previous years, nomination forms outlining the position roles and responsibilities are to be completed. These forms outline the roles and responsibilities of the brigade officers and are required to be signed off by the officer accepting the nomination to demonstrate that they understand and agree to fulfil all the responsibilities.

As per the Bush Fire Brigade Local Law, the Secretary is to forward a copy of the AGM minutes and completed nomination forms to the Shire within 1 month of the AGM being held. These will then be tabled at the next BFAC meeting.

All brigade members, excluding cadets, are eligible to nominate and be nominated and invited to attend and participate in the nomination process. Members of the public are not eligible to vote.

Information Only

10.13.2 - 2022-23 Fees and Charges Prescribed Burning

As per the 6th October 2021 Bushfire Advisory Committee Minutes [Resolution BFAC 24-21], Officers have requested Prescribed Burning fees form part of the Shires 2022-23 fees and charges. Officers have used a DFES formula, currently used for Mitigation Activity Funding (MAF) works and highlighted in the table below, to calculate the costs. These fees enable the brigades to be engaged and revenue from the fees will be passed onto the brigades.

Fees and Charges Prescribed Burning		
Appliance	Rate	Formula
LT	\$50 per/hr	Total Hours x Rate x No of Vehicles
1.4	\$70 per/hr	Total Hours x Rate x No of Vehicles
2.4	\$75 per/hr	Total Hours x Rate x No of Vehicles
3.4	\$100 per/hr	Total Hours x Rate x No of Vehicles

An application fee of \$100 is also included to cover the costs of the completion of a burn prescription. Property owners will need to lodge their request for burning on private property with the Shire in the first instance, with Officers subsequently liaising with relevant brigade/s. It should be noted that these proposed fees and charges will need to be endorsed by Council.

OFFICER RECOMMENDED RESOLUTION & BUSHFIRE ADVISORY COMMITTEE RESOLUTION

THAT the Bushfire Advisory Committee advises Council that it supports the following proposed fees and charges to be implemented in the Shires 2022-23 Fees and Charges for Prescribed Burning:

i.	LT	\$50 per/hr	Total Hours x Rate x No of Vehicles
ii.	1.4	\$70 per/hr	Total Hours x Rate x No of Vehicles
iii.	2.4	\$75 per/hr	Total Hours x Rate x No of Vehicles
iv.	3.4	\$100 per/hr	Total Hours x Rate x No of Vehicles

10.13.3 Committee of Management

Recently there has been a need for volunteers forming part of a brigade Committee of Management (CoM) to be replaced. As per Part 2, Division 1 s2.2 (1) (5) - *If a position referred to in sub-clause (1)(c) becomes vacant prior to the completion of the first annual general meeting, then the local government is to appoint a person to fill the vacancy in accordance with sub-clause (2).* A suitable person can be appointed and hold the position until the change in the CoM after the AGM process is complete.

Previously, Mr Ricky Southgate – DFES AO has offered to assist with necessary training of new Officers if required. Shire Officers will work with DFES to ensure training is available when training is reinstated.

In January, Upper Ferguson VBFB voted the below members to form part of the CoM, due to Officer positions becoming vacant.

- FCO – Grant Ratcliffe
- Captain – Ryan Gibbs
- Lieutenant – Clinton Float
- Lieutenant – Ben Gardiner

It is noted that Max Kerr is currently on a leave of absence.

In accordance with the 2021 Bush Fire Brigade Advisory Committee Terms of Reference, (Appendix BFAC: 3.1) one of the objectives of the Bushfire Advisory Committee is to endorse Bushfire Control Officers.

5.2 Provide endorsement of Bushfire Control Officers and implement the election of Chief Bush Fire Control and Deputy Chief Bush Fire Control Officers.

OFFICER RECOMMENDED RESOLUTION & BUSHFIRE ADVISORY COMMITTEE RESOLUTION

THAT the Bushfire Advisory Committee recommend that Council endorse the following person as the Bushfire Control Officer, with the position expiring on 01/07/2022 pursuant to Section 38(1) of the Bush Fires Act 1954

District	Officer
Upper Ferguson	Grant Ratcliffe

FCO Peter Robinson has left Joshua Crooked Brook VBFB, in addition to Captain Paul Rafferty standing down from his Captaincy. As mentioned previously, suitable officers can be appointed and hold the positions until the change in the CoM after the AGM process is complete.

10.13.4 Local Government Grant Scheme (LGGS)

The Shire sent an email to FCOs, Captains and Secretaries on the 2nd February requesting the Shire be provided with any PPE and/or equipment requirements by 4th March to ensure they are captured in the 2022-2023 LGGS application. Thank you for those who submitted their requests.

The Shires LGGS application will be assessed by the DFES Capital Grants Committee. The Committee determines the amount of operating expenditure, as well as capital expenditure, allocated to the Shire for the brigades.

The following Local Government Grants Scheme 2021-2022 budget figures are provided for information purposes only.

Budget	
Line Item 1-8 Operating Grant	\$170,000.00
Line Item 9	\$17,284.00
Additional State Government 2020/21 Insurance Allowance	\$13,196
Total Gross Operating Grant	\$200,480.00
Less Expenditure	
Insurance	-\$42,511.66
Line 1-8 Expenditure	-\$124,962.08
Total Expenditure	-\$167,473.74
Funds Remaining as at March 2022	
	\$33,006.26

Information Only

10.13.5 Volunteer Bushfire Brigade Facilities

On Thursday 13th January, the Dardanup Central and Waterloo Volunteer Bushfire Brigades were officially opened by the Minister for Emergency Services, the Hon. Stephen Dawson MLC and Fire and Emergency Services Commissioner Darren Klemm. Funding for the Dardanup Central building was achieved with thanks to a \$450,000 grant via the State Government's 2020/21 \$5.5 billion WA Recovery Plan in addition to contributions by Mr Alexander Poad and Council. Renovation and expansion of the Waterloo Bushfire Brigade Building has been achieved through Local Government Grant Scheme funding. The openings were attended by Shire staff and volunteers, DFES, Red Cross, local elders, as well as Jodie Hanns Member for Collie-Preston. Thank you to all volunteers for your contribution.

Information Only

10.13.6 COVID-19 Restrictions

In response to the most recent outbreak of COVID-19 transmission in the South West community, the following information and recommendations by DFES are supported by the Shire of Dardanup.

- The Health Department has advised three key areas of focus that we can all assist with, to minimise the spread of Omicron in our community. They are:
 - Maintaining Separation
 - A Cohort (A COVID-19 cohort, also referred to as a bubble, circle, or safe squad)
 - Maintain diligent Hygiene practices
- Omicron is much more contagious and highly airborne, so assume if 1 person in your close group has it, it is likely everyone near them will also have it.
- Volunteers are asked to consider their actions that may impact the capability of their team. An example is social gatherings with large numbers of attendees.

As of **Thursday 27th January 2022**, the following COVID restrictions applied to DFES Regional offices and all DFES Brigades, Groups and Units.

- No visitor's access permitted at DFES SW Regional office.
- No access to Career Fire & Rescue Stations other than rostered staff or essential contractors.
- Face-to-face meeting will cease until further notice. Alternates are conduct meetings via MS TEAMS, other online form, phone calls or email.
- Deliveries to DFES SW Regional Office are to be left at the front door.
- Building maintenance programs will cease (e.g. gutter cleaning, pest control)
- Regional training courses have been suspended until further notice.
- Routine equipment checks should be conducted with the minimum number of personnel.
- It is suggested that Brigades develop individual crewing rosters.
- If attending incidents, do so in accordance with Interim Operating Procedures. (available on the Volunteer Hub) When attending incidents, minimise crew numbers entering buildings.
- Post incidents, thoroughly clean all surfaces, including radios, vehicle doors, vehicle controls, etc.
- Maintain physical distancing strategies wherever possible.

As more information comes to light, we will endeavour to keep you informed and would ask everyone to be flexible and agile as we adapt to the most recent outbreak of COVID 19 in our community.

Information Only

10.13.7 Flammable Liquid Safety Cabinet

At the October BFAC, Shire Officers advised that the Shire included the brigades request for a flammable liquids safety cabinet in the 2021-2022 LGGs application, however, was not approved under Line Item 9 requests by DFES. The Shire again approached DFES to gain approval to purchase a flammable liquids safety cabinet out of the LGGs operational budget and received the following response in line with the LGGs Manual for Capital and Operating Grants 2021-2022:

“Chemical/flammable liquid storage units are not an approved upgrade to an existing building. They are only approved for existing buildings if there is a major health and safety requirement”.

The Shire committed the new WHS Coordinator to assess the flammable fuels across stations and ensure their storage is in line with the requirements of the OHS Act and if required, resubmit a request to DFES. The WHS Coordinator completed an assessment and advised that the quantity of flammable liquid kept on station did not necessitate storage in a Flammable Liquid Safety Cabinet. However, it was determined the need for spill kits as per the OHS Act 1984. The Shire will include this requirement in the 2022-2023 LGGS application.

10.13.8 Personal Protective Equipment (PPE)

The Shire is aware of the long time frames of volunteers waiting to receive PPE. Unfortunately, suppliers are having difficulty securing stock due to COVID-19 impacts. Suppliers are dispatching any PPE available, however are unable to give an indication of estimated delivery times of items on back order. We appreciate your patience as we work with suppliers to deliver all PPE requirements to volunteers.

Information Only

11. ELECTED MEMBER MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

None.

12. NEW BUSINESS OF AN URGENT NATURE

[Please Note: This is Not General Business – This is for Urgent Business Approved By the Person Presiding or by Decision. In cases of extreme urgency or other special circumstance, matters may, with the consent of the person presiding, or by decision of the members present, be raised without notice and decided by the meeting.]

13. MATTERS BEHIND CLOSED DOORS
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None.

14. CLOSURE OF MEETING.

The Chairperson advises that the date of the next Bush Fire Advisory Committee Meeting is to be held 8th June 2022 commencing at 7.00 pm at the Shire of Dardanup - Administration Centre Eaton.

There being no further business the Chairperson to declare the meeting closed.