



A P P E N D I C E S

BUSHFIRE ADVISORY COMMITTEE MEETING

To be held

Wednesday, 12th of June 2024

Commencing at 7.00pm

At

Shire of Dardanup
Administration Centre Eaton
1 Council Drive - EATON

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**SHIRE OF DARDANUP
UPPER FERGUSON VOLUNTEER BUSHFIRE BRIGADE**

AGM MEETING AGENDA 2024

Meeting Date: Thursday 11 April 2024
Meeting Time: Commenced 1845 hrs; Finished 1941 hrs
Venue: Upper Ferguson Bushfire Station

1. Attendees

Grant Ratcliffe, Ryan Gibbs, Clinton Float, Helen Humphreys, David Humphreys, Ken Gardiner, Ray Gardiner, Ben Gardiner, Tyrrell Gardiner, Allison Bailey, Rod Bailey, Caitlin Bailey, Liz Anderson, Murray Tognela, Will Poots, Craig Halstead, Tim Fearon, Mark Tichener.

2. Apologies

Taneta Bell, Barry Gibbs, Max Kerr, Geoff Gibbs, Lorellie Ratcliffe, Shaun Tellini, and Andre Schonfeldt (Shire CEO)

3. Previous Minutes (motion for adoption)

Motion: Minutes from meeting held on 31 March 2023 be accepted as true and correct.
Minutes nominated by Caitlin, Seconded by Ryan. 2023 AGM Meeting Minutes Adopted.

4. Business Arising from Previous Minutes

- 3.1. Banking changing from Westpac to Bendigo Bank. Still a work in progress. Efforts of Rod, Dave and Ryan were recognised. Solution has been found and should be resolved in the next week or so. See Treasurer's Report for further details.
- 3.2. Intercom issue on the Truck has been resolved. Action item is closed.
- 3.3. Log of inventories for PPE no longer required due to limited stock and Shire requirement that brigades use QR code when ordering PPE. Action item is closed.
- 3.4. Need to purchase dash cam for truck and whiteboard remains. Access to funds already received are necessary to purchase these items. Action item remains open.
- 3.5. Need to source rodent baits and bait boxes has been resolved. Action item is closed.
- 3.6. Need to source Welfare packs/snacks in the truck. Not progressed. It has been confirmed by BFAC that some welfare provision are available and need to be ordered. This will be actioned prior to next season.
- 3.7. Regional Map. An initial map has been obtained but it requires members to 'mark-up' this version so a new map can be produced by DPIRD with key local features (water sources, access etc).
- 3.8. Honor Board. Plaques have now been located. Honor Board will be completed and hung once finished (by Dave).
- 3.9. Training Topics. Dave has been very active in the role. Looking to standardise training across all brigades within the Shire. Refer to further details in Training Officer's Report.
- 3.10. Cadets Program is being run again in 2024. Currently have around 1 dozen cadets. If interested, please get involved. Caitlin has kindly agreed to assist.
- 3.11. All members are to update/maintain their training records and preferably complete additional courses each year.

(Appendix BFAC 8.12)

5. Office Bearer Reports - See Reports provided for each Office Bearer (attached)

4.1. Captain's Report (R. Gibbs)

Refer to attached report.

Note: The Captained noted that members had contributed in excess of 190hrs of firefighting assistance; the majority of which was outside the Shire. Special acknowledgement was made of Lieutenant C. Float for contributing the most hours this season despite his own busy work schedule.

4.2. Secretary's Report (H. Humphreys)

Refer to attached report.

4.3. Treasurer's Report (D. Humphreys on behalf of G. Gibbs)

Refer to attached report.

Note: Members endorsed removal of all past signatories to the UFBFB Account held with Westpac and approved establishing a new signatory to the account such that funds can be accessed. This signatory will be David Humphreys.

4.4. Equipment Officer's Report (D. Humphreys)

Refer to attached report.

Note: It was suggested that a sign be placed on the Fire Water Tank that states 'Not Drinkable', or similar, as a deterrent for theft. Similarly, removal of valve handles (taps) and placement of these in the locked pump box would also assist in preventing theft.

4.5. Training Officer's Report (D. Humphreys)

Refer to attached report.

Note: It was suggested that a combined Dardanup-wide brigade training event be held periodically, and or rotating the training between brigades would assist in members getting to know others volunteer bushies (that members may end up turning out to fires with), familiarisation with other brigade appliances, and learn new/different skills.

4.6. Communication's Report (C. Float)

Nothing to report. Mostly covered by other positions when messaging members through the WhatsApp and BART.

4.7. FCO Report (G. Ratcliffe)

Nothing further to add to the reports provided.

6. General Business

5.1. BART

Captain noted that the current level of response via BART has been unsatisfactory. Members are requested to use the 'thumbs up/down' ASAP once a BART Message goes out. This is needed so he, the Chief, and Deputies know who is and is not available. If you are not available immediately, or unsure, then select the orange thumb; if your availability changes then update status by selecting the relevant thumb icon. If any member is having trouble with BART please let the Captain or Secretary know ASAP.

5.2. Annual Training Program

Predominantly covered in the Training Officer's Report. Further details will be worked-through with the other Dardanup BFB Training Coordinators and communicated to members. Going forward, training will continue throughout the year and not just immediately prior to the start of the next fire season. A draft schedule/program will be circulated via email for member input and comment prior to the next training session.

5.3. Grants & Sponsorship

Predominantly covered in the Equipment Officer's Report. Members were requested to provide suggestions for inclusion into the FPC Grant application.

5.4. Fuel Card

Last year's FCS was provided to the Secretary for submission to the Shire. The Captain explained the historic allocation process of the Fuel Card Scheme (FCS), which was the amount (\$1,000) being divided equally among members. It was suggested that, as an incentive, the FCS amount be distributed proportionally among members that actively participate in training and turn-out to fire. Member's agreed that this season's FCS be applied based on the historic approach (i.e., all active members receive an equal proportion) and the new allocation approach suggested be implemented next season.

5.5. Volunteer Photo ID & Active Member Annual Photo

Post the AGM meeting, members were requested to don their PPE and have their photo taken. Also, then see Dave to have individual photos taken for the Volunteer ID cards.

5.6. Private Burning

Steve Gibbs has again requested assistance. Multiple members will be needed to assist once the season breaks. This is a good additional training opportunity for any members that have not been able to turn-out this season. S. Gibbs willing to make a donation to the brigade.

5.7. Service Medallions

Captain has service medallions for a number of members and currently waiting on a suitable/formal event to present these, otherwise the Brigade can have its own event.

5.8. Firewood Collection Area

The risk of a fire being started during firewood collection is considered high within the Brigade area. The bush in the firewood collection zones is extremely dry and there is a lot of drought stress/death occurring, but people are still going out there cutting wood. Normally this isn't an issue as these activities usually occur when conditions are moist and cool. However, historically there have been instances when a hot saw or similar has started fires. It was recognised that there was no easy solution to address this matter but it was suggested the Brigade write to the Shire requesting they raise this matter with DBCA to explore potential solutions. C. Hynes advised he would discuss the concerns with DBCA.

5.9. Overhead Standpipe

The continued need/use of the overhead stand pipe on the south-side of the Station was raised. There are issues with the water quality in summer and supply is reliant on the goodwill of the current adjoining property owner from where the water comes. Options for diverting the plumbing to the new pump and tank supply was discussed. It was noted that climbing onto appliances and filling from above should be minimised if other (safer) options are available. It was agreed that the matter be taken offline and the Equipment Officer look into possible options and make a recommendation to the CFO, FCO and Captain.

7. Shire President, Tyrrell Gardiner Address

The President thanked everyone on behalf of the Shire for all their great work. He recognised the efforts made to fight fires from within the region but also from outside of the Shire. He reinforced the importance of continuing with the Brigade's training program. The importance of managing occupational health and safety was stressed as a key responsibility of all members and that if any member had concerns or identified opportunities for improvement then to contact the CEO directly. The challenges to sealing the handstand out front of the station was explained but the Shire still planned to proceed with this when the Ferguson Road upgrade went ahead.

(Appendix BFAC 8.12)

Election of Office Bearers (commencing 1 July 2024)

Brigade Position	Member	Nominated	Seconded	Accepted (yes/no)
FCO	G. Ratcliffe	R. Gibbs	R. Gardiner	Yes
Captain	R. Gibbs	G. Ratcliffe	H. Humphreys	Yes
Secretary	H. Humphreys	W. Poots	R. Bailey	Yes
Treasurer	G. Gibbs	R. Gibbs	R. Bailey	Yes
Lieutenant 1	C. Float	B. Gardiner	G. Ratcliffe	Yes
Lieutenant 2	B. Gardiner	D. Humphreys	G. Ratcliffe	Yes
Lieutenant 3	D. Humphreys	C. Float	L. Anderson	Yes
Equipment Officer	R. Bailey	C. Bailey	C. Float	Yes
Training Officer	D. Humphreys	R. Gibbs	W. Poots	Yes
Communications Officer	NOT REQUIRED - Now serviced through BART			

Meeting Closed 7:41PM

(Appendix BFAC 8.12)

Upper Ferguson BFB 2024 AGM Officer Reports

Captain's Report

1. Turnouts:

- Since the previous AGM there have been 12 x turnouts by 13 x volunteers. See Member turnout summary attached.
- Only one of these incidents was in our Primary Brigade area, while 10 of the 12 incidents were attended by the UF 2.4 – the other 2 being our volunteers crewing other BGU trucks.
- The total person/hours contributed directly attending fire grounds stands at 190.75.
- Very little (if any) of our time wasted being called out – meaning that the time spent was meaningful, helpful and necessary at each incident.
- Many thanks to those who have volunteered time both crewing the truck as well as contributions made in support roles.

2. Crew Capacity:

- For the record the upskilling via training over the past 12 months has maintained our capacity to provide HR truck drivers and increased our rotation of Crew Leaders when attending incidents.
- Please consider completion of at least 1 training course on your pathway per season to maintain the progression – speak with Dave and look at the SW Regional Training Calendar.
- Note: Through longer deployments this season we have learned as a Brigade from a fatigue management POV how to take control of time on fireground as a BGU/Captain/Crew Leader which has made us more effective overall.

3. Future Turnouts

- I am having issues with member engagement on BART – to be discussed in GB
- Need to continue with the attitude that we are part of a Shire-wide EMT rather than a cylindrical and isolated brigade. By this I'm not suggesting we should be chasing fires across the SW but we need to understand when it is time to do our bit and be willing to contribute.
- Understand the "pay it forward" mentality whereby crews from other areas will come to help us in our area when we need it.

4. Other notes:

- Truck attended a school excursion for the Yr11 Bunbury Catholic College Geography students studying Bushfire and mitigation at Wellington Forest on 19/3/24 which was well received.
- Continue to engage with the regular training Dave has initiated – it is of great benefit and we will build on it as time goes by.
- Dave and I will be accredited as trainer/assessors over winter to allow us to sign off on basic training in-house.
- Please consider taking an active role on the committee this season with Treasurer/Secretary/EQT Officer positions requiring people – currently Dave and myself are taking on most of the workload which can't continue.

Ryan Gibbs
Captain.

(Appendix BFAC 8.12)

Current as of 2 April 2024

Member Turnout summary 2023/24 summer

Upper Ferguson BFB

Inc No.	626950	648331	650279	652378	653242	654274	655077	660330	661755	661755	Other	Other	Total Volunteer TURNOUT Hours	Turnouts
Location	Crk Brk Car	Brunswick	Kingtree	Crk Brk Dump	Hackersley -car	Collie	Mungalup	Dalyellup	Waroona #1	Waroona #2	Mandurah on HS 4.4	Waroona on Ferguson LT		12
Name														
Grant	1.5		1.5		1		6	9.25					19.25	5
Ryan	1.5	7		1	1	11.5			9				31	6
Clinton	1.5	7						9.25	9	8.5			35.25	5
Will							6	9.25	9				24.25	3
Dave					1	11.5						10	22.5	3
Taneta											10		10	1
Geoff							6						6	1
Ben			1.5	1	1					8.5			12	4
Josh							6						6	1
Shaun	1.5				1	11.5							14	3
Max					1								1	1
Nicholas					1								1	1
Tim										8.5			8.5	1
	6	14	3	2	7	34.5	24	27.75	27	25.5	10	10	190.75	

(Appendix BFAC 8.12)

Secretary's Report

- Nothing substantive to report.
- Jessica Forsyth currently acting in the role of Emergency Management Officer, while Hannah Powell is on maternity leave.
- Minimal correspondence received. Primarily updates and engagement from the Shire; primarily dealing with PPE and training matters.
- Instances of UF's PPE being delivered to Ferguson (aka confusion remains). Good relations with Ferguson Secretary ensure that the items end up at UF
- Volunteer ID cards identify volunteers to the community in emergency situations need to be obtained/arranged.

Treasurer's Report

- UF continues to retain its bank account with Westpac. Will continue until such time all funds have been transferred to Bendigo.
- New Bendigo account established in 2023 was closed due to inactivity/lack of funds. Another account has since been established. Some funds have been deposited to prevent this reoccurring.
- Past Westpac account signatories in the process of transferring available funds to the new Bendigo account. Completion of this task is expected to occur before end of April.
- Available funds as of 29 February 2024 are \$5,922.77
- Key deposits made since 2023 include:
 - \$1000 from Shire for Warburton road verge burn-off assistance
 - \$438 from Avbfb (?) thought to be Western Power grant related.
- Key withdrawals (yet to be reconciled/reimbursed) were for UF contribution to Dardy Cadets Program (\$100), fuel (\$44) and for BBQ/food/drink at training sessions (~\$220).
- Brigade members should give consideration on how funds should be used (vs, just accumulated).

Equipment Officer's Report

1. Appliance and Equipment:

- Appliance servicing is up to date and unit is fully operational, including external intercom.
- New (DFES approved) Water Transfer Pump Trailer operational. Toolbox remains to be permanently installed. Again, special thanks for the Telini lads for their efforts re trailer.
- All other equipment serviced and or operational.

2. PPE

- New Shire PPE QR-Code ordering system implemented. No longer can orders be placed for boxes of gloves, glasses etc. All PPE must be assigned to individual members.
- Multiple orders placed in October 2023 on behalf of members. Majority of PPE arrived in March but some items remain outstanding but due to arrive before end of April. These are:
 - Raymond Gardiner – Fire trousers, boots, fire gloves, protection glasses, name badge
 - Tim Fearon – Fire Jacket & pants, name badge
 - Taneta Bell – Fire Jacket & pants, name badge
 - Will Poots – Fire Jacket & pants, Name badge

3. Water Supply

- Water tank supply at capacity. New tank and pump operation has considerably reduced time required to fill the truck.
- There has been instances of interference and theft of tank water at other brigades. Rod Bailly is exploring ways in which the UF water tank can be protected. Not a question of 'if' but 'when' this will occur at UF, particularly given the shortage of water.

4. Fire Shed – General:

- Shire provide rubbish and recycling bins have now been arranged. Please segregate your waste and use these accordingly.
- A dedicated Container for Change bin is also now available. Thank you for those that have donated/deposited their containers. This all helps to raise funds for the brigade.
- Rodent blocks and bait-boxes have been installed. Similarly, Shire-supplied insect bombs are now available and being deployed monthly. Shire has been requested to add the Shed to its annual pest-control program.

5. Grants and Sponsorship:

- An application for a Western Power Grant was made. Some uncertainty on whether any of the items were successful approved. However, a deposit of \$438 was made to the bank account was made in February.
- A LGGS application was made to the Shire for PPE lockers was made. Brigade won't know if was successful until July.
- A FPC grant application is being prepared, which must be submitted by 22 April 2024. Please send any suggestions to the Equipment officer ASAP.

5. Outstanding actions:

- Install the Brigade Honour Board
- Purchase dashcam and additional whiteboard
- Members to 'exercise' their relationships/network to explore provision of supplies and or funding to purchase supplies for brigade activities.

Training Officer's Report

- Joint fortnightly brigade training with JCB recommenced 24 October 2024. This continued successfully until mid-December. However, after a break over the festive season, it had been a challenge to recommence due to turn-outs and member availability.
- Training Officers from all Dardy Brigades have commenced holding coordination meetings every 2 months. The main objectives of the first meeting were achieved, which was developing a priority training schedule and coordinating future trainer's group meetings. In summary, training was broken down into 3 priority levels:
 - Priority 1 (Safety and initial action) MUST HAVE
 - Priority 2 (Operational) SHOULD HAVE
 - Priority 3 (Situational awareness and response tactics) NICE TO HAVE
- The next meeting agenda (18 April) will be to break down each priority 1 brigade training and develop a training guide demonstrating the skills members will attain having attended the training.
- Going forward, in alignment with other Dardy Brigades, the intention is to continue training through-out the year. This is important as it enables members to remain proficient and able to work on maintaining as well as developing new skills when there aren't as many commitments. Arrangements and details to be discussed and agreed with UF members.
- R. Gibbs and D. Humphreys, along with others across the Dardy Brigades, will attend a 3 day SW Region Workplace Trainer Assessor course. This will enable new members to receive timely training and close-out of any modules/competencies that have been missed.
- 2024 South West Region Training Calendar (current as of 3 April) has been released (displayed on Notice Board). Members should review this Calendar and book ASAP any additional training necessary. See Training Officer for assistance with booking courses/navigating eAcademy.
- In addition to minimal mandatory/maintenance training, each member is strongly encouraged to complete at least one additional training course per season.
- In addition to Brigade member training, Darfy BFB Cadets program was continued. Now hosted/held out of the Dardy Central. Again, ~11 cadets from across Dardanup participated for in a 12 week program. The 2024 Cadet program recommences 16 April 2024, and each Brigade is encouraged to promote and support this program, which aims to prepare/encourage the next generation of volunteer bushies.

AGM MINUTES 2024 - 2025

CHAIR: MARK HUTCHINSON

Apologies

Kendall Foster

Adrian Noonan

David Stol

Caroline Bradby

Welcome and Apologies

Tyrell Gardiner DARDANUP SHIRE PRESIDENT

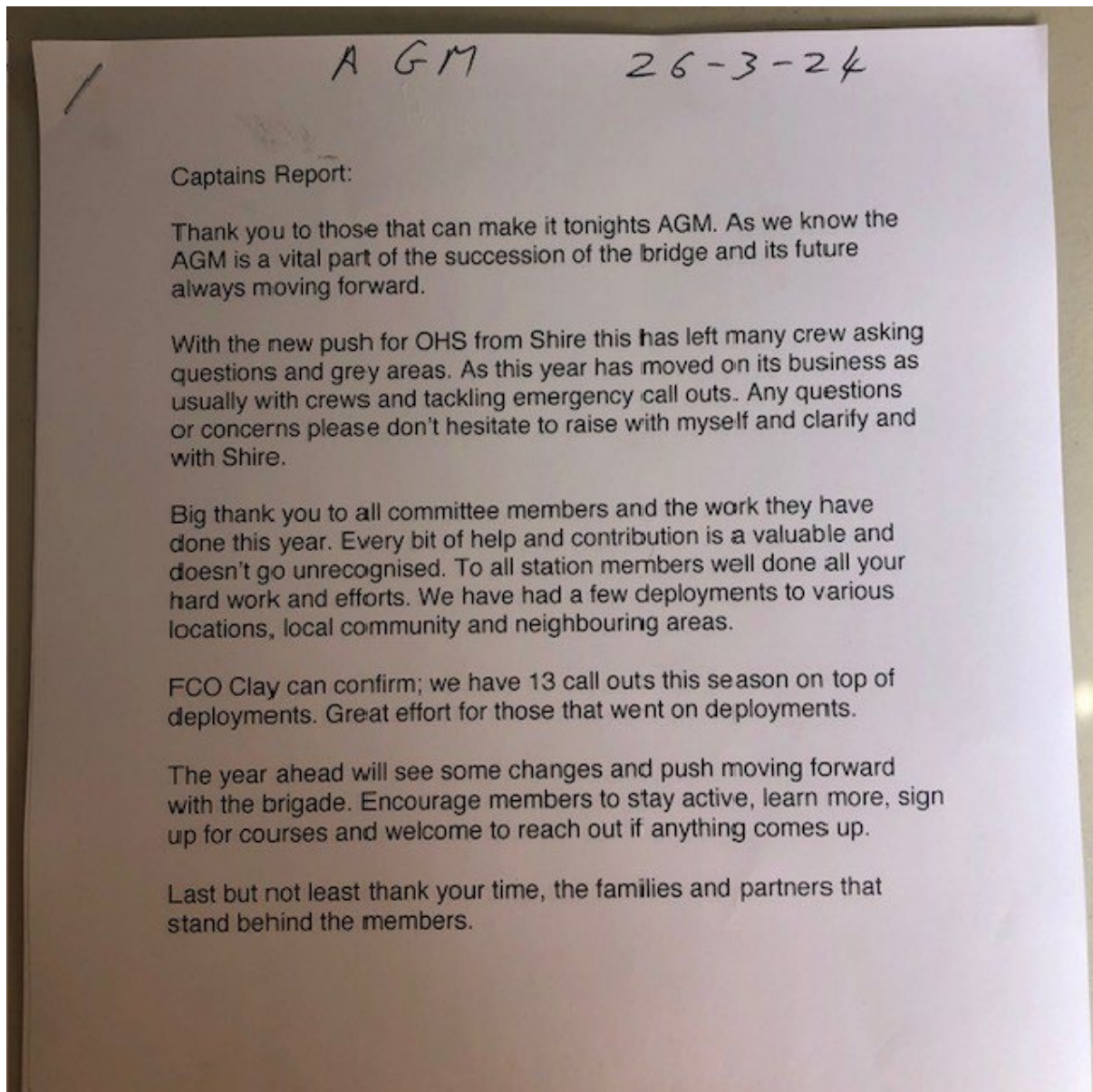
Andre Schonfeldt DARDANUP SHIRE CEO

Chris Hynes DARDANUP SHIRE BFCO

Confirmation of Minutes

PREVIOUS REPORT TO COME

CAPTAIN REPORT



FCO REPORT

TRAINING REPORT

TREASURER REPORT

Summary	Income & Expenditure	Petty Cash	Treasurers Report
TREASURER'S REPORT			
Burekup Bush Fire Brigade			
General Account			
1 July 2023 to 19 March 2024			
Opening Bank Balance as at 1/7/2023			\$9,131.84
INCOME			
Date	Description		\$
14.07.2023	Direct CR - Shire payment Inv 001/2023 (Phone)	\$1,193.03	
19.10.2023	Direct CR - Shire payment Inv 002/2023 (Phone)	\$552.20	
27.12.2023	Direct CR - Donation from Burekup Country Club	\$65.00	
05.02.2024	Direct CR - Can recycling	\$28.70	
22.02.2024	Direct CR - Shire of Dardanup Inv 001/2024 (Phone)	\$143.93	
Total Income		\$1,982.86	
EXPENSES			
Date	Description		\$
08.10.2023	BPAY Telstra account to 7/9/23	\$552.20	
05.11.2023	Reimbursement to R Tatham for Snack Packs	\$116.50	
05.11.2023	EFT - Brunswick Rural Agencies account	\$251.48	
14.11.2023	Extra short paid to R Tatham on 5/11/23	\$31.50	
08.02.2024	BPAY Telstra account to 7/12/2023	143.93	
Total Expenses		\$1,095.61	
Closing Bank Balance as at 19.03.2024			\$10,019.09
Outstanding Items			
Nil			
Petty Cash			
1 July 2023 to 19 March 2024			
Balance as at 1/07/2023			\$830.75
Date	Description	\$ In	\$ Out
16.07.2023	R Tatham - Windup drinks & nibbles		\$169.00
16.07.2023	R Tatham - Windup bread rolls		\$9.50
16.07.2023	M Clark - Windup salads		\$150.00
16.07.2023	M Clark - Windup meat		\$116.40
11.12.2023	Brigade T-shirt - R Tatham	\$ 10.00	
19.02.2024	C Jenour - Santa Lolly Run		\$163.80
20.02.2024	Burekup Store account - Stamps		\$12.00
Totals		\$ 10.00	\$620.70
Closing Balance as at 19/03/2024			\$220.05
General + Petty Cash			\$10,239.14

MAINTENANCE REPORT

(Appendix BFAC 8.12)

Burekup Bushfire Brigade Station Maintenance Report

Activity report since last Committee Meeting.

Damage / Repairs Outstanding	<ul style="list-style-type: none">• Nothing to report
Damage / Repairs Completed	<ul style="list-style-type: none">• There has been no damage or repairs since last report
Next Busy Bee Date List of Busy Bee Jobs	<ul style="list-style-type: none">• TBC (Preferably late winter, early spring)
Parts Equipment required	<ul style="list-style-type: none">• Nil
Costs since Last Committee Meeting	<ul style="list-style-type: none">• Nil
Areas of Improvement	<ul style="list-style-type: none">• If anybody spots an issue around the station. Please report it to station maintenance officer.
General Business.	<ul style="list-style-type: none">• It is the responsibility of all members to keep the station clean and tidy.• An application for a local government grant to supply and install battery backup for electric roller doors has been submitted to the shire• Scott liaising with shire regarding a wall mount for the station defibrillator• Grant application has been submitted for a washing machine for ppc location of machine TBC

ELECTION OF OFFICE BEARERS

SCOT BRADBURY ELECTED CAPTAIN UNOPPOSED

RHYS TATHAM ELECTED FIRST LIEUTENANT

PETER DAVIES ELECTED SECOND LIEUTENANT

MICK BREHANY THIRD LIEUTENANT

MARK BREMNER FOURTH LIEUTENANT

(Appendix BFAC 8.12)

TRAINING OFFICER

SCOTT BRADBURY WILL WORK WITH CHRIS JENOUR and all office bearers

EQUIPMENT OFFICER

CHRIS JENOUR

STATION MAINTENANCE

RHYS TATHAM

SECRETARY

SALLY BARNDEN

TREASURER

KAT DAVIES

DARDANUP NORTH BUSH FIRE CONTROL OFFICER

CLAY ROSE

NEW BUSINESS

\$850 FUNDING FOR NATIONAL VOLUNTEER WEEK VIA LOTTERIES WEST

APPLICATION DECLINED FOR WASHING MACHINE

TREASURERS REPORT

TABLED SEE APPENDIX 1 & 2

FCO REPORT

TO BE TABLED AS APPENDIX 3

Andre made note to members of:

FATIGUE MANAGEMENT

THANKED VOLUNTEERS

FURTHER LIASON AND TRAINING WITH SHIRE

SHIRE IS TO SUPPORT THE BRIGADES

ACKNOWLEDGES CHRIS HYNES EFFORTS AS BFCO

Meeting closed

\$

Dardanup Central 2024 AGM

Meeting date: 4pm Sunday the 7th of April 2024

Meeting commenced: 4pm

Venue: Dardanup Central Bush Fire Station shed

Present: Brendan and Rebecca Putt, Wayne and Kate Cross, Anke, Maddy, Chloe- Hynes, Henny Royendyk, Finn Dau, Ruby Trevathan, Caitlyn Bailey, Rodney Bailey, Allison Bailey, Marcus & Caleb Sainsbury, Jacob Dobrich, Matt, Korena, Bryon Meijer, Luke Busher, Declan Busher, Emma Murdoch, Madison Piggott, Ben Rose, Ethan Putt, Kirsten Tieriney, Nic Telini, Dave Dobrich, Anna Dobrich, Nikki Dobrich, Kate Wearing, Ben Olenole, Jamie Teratilson.

Apologies: Ross Greenmount, Andrew Walker, Cinthy Royendyk.

Observers /Special guest: Tyrell Gardiner

Peter Jas / Steve Britz past members

Bank balance: \$8859.70

Previous minutes: read true and correct : Mover: Anke Hynes Seconder: Dave Dobrich

Business Arising from previous minutes: None.

FCO report :

Another busy season with many highlights, there were many good times this year with Finn and Luke Busher attending the defes awards conference, Bull and Barrel display on the main oval opposite the bull sculpture great display. Finn started the training program with a great RUI exercise with Dardanup West and Burekup fb in attendance plus regular in-house training, plus introducing the new work safe requirements for the brigade.

The season itself, we have had **26, 000** calls for crews and many relief crews, great to see our new members gaining experience

Our star-studded recruitment program gave us great exposure and new members getting involved thank you to our movie stars.

A big thank you to **Matt Meijer** his recycling for the brigade has produced \$616.50 since the last AGM, plus Matt is a regular at training plus many fire call outs thank you.

We also acknowledge the great work that **Joy Welshman** put in with the brigade as treasury with **Ruby Trevathan**, plus her wonderful work with the Dardanup Cadets.

There are many hard-working people in the brigade which make it such a wonderful place to be involved, special thanks to Anke, Ruby, Kate, Jacob, Finn, Luke Busher, Wayne. Wayne's Sunday morning garden crew sessions, he is a hard task master but a lot of fun.

Captains report: Welcome everyone to the 2024 AGM. A big thank you to all our members and to your Husbands, Wife's, Partners and children. Without all your help and understanding Dardanup Central would not be the great Brigade we have.

Thanks again to all our office bearers for last year, without your dedication to this fire brigade my job would be so much harder, so thanks again. A special thanks to our FCO Brendon for all his hard work once again. Although it's been a hot summer we have been very lucky in the Dardanup Area with not too many fires. Thanks to everyone who has gone to call outs, with out volunteers like you the South West would be in trouble. Also a big thank you to Finn for doing an outstanding job as our Brigade Trainer. Thanks to Matt, who

has continued on his great work, taking the bottles and cans in which helps finance nights like these with drinks and food, cheers Matt. Along with Fire Call outs, Central has been active in the community attending the Bull and Barrel, visits to Dardanup Primary for the colour fun run and info sessions with the kids. Also a big thanks to members who are helping with the cadets program at Dardanup Central along with other Brigade members. Also a big welcome and thanks to all the new members who have just joined the brigade. And lastly a special thanks to my lovely wife Kate for supporting me for all the times I say, I'm just going down to the station

Training officer report: First off, I'd like to thank everyone for coming to the Dardanup Central AGM. To all of our members, a very big thank you for selflessly giving up your own time to serve the communities of WA. Your efforts resulted in numerous properties being protected, fires being stopped and in turn, lives being saved. As we can see, summer isn't over yet so please remain vigilant.

There isn't any good way to put it, 2023 was the worst year for training and was very stressful at times for all involved. Due to industrial action introduced by the United Professional Firefighters Union, DFES training courses were cancelled and most weren't rescheduled. This meant we couldn't put all of our new members through their basic courses, which had the flow on effect impacting brigades like us who were already struggling a bit. But there is light at the end of the tunnel. Hayden, Bryan and Emma were able to do their first two courses, with Andrew and Anna all set for this year. We gained new emergency drivers in Ben, Jacob, Luke and Matt in a shire initiative with an independent training provider. DFES and the shire have worked together and we're happy to say that Jacob and I are becoming Trainer and Assessors. What that means is that we will be able to deliver Bushfire Safety Awareness and Firefighting Skills to new members of our brigade and the shire, speeding up the process of getting them on trucks and no more cancelled courses. We also trained (and will continue to train) with Burekup and West Dardanup this season, doing this builds our relationship with neighboring brigades and is filled with positives.

This year as you all would know, we have some new and updated requirements related to training, in line with the shire's Work Health and Safety Laws. We are still learning to adapt to these laws as a brigade and I just ask everyone to bear with the officers as we are trying our hardest to make this happen smoothly. Simply, we're happy with the system we have in place, which includes training every fortnight over the season, documenting training occurrences on a spreadsheet and making training more practical and engaging. The Training Officers from all brigades are coming together each month to discuss concerns and share ideas.

Finally, I'd like to thank Wayne and Brendan in helping me this year with whatever I've needed and for being very supportive of me in this role.

Secretary Report- Ruby mentioned approval for a new laptop purchase and software program for the station- Ruby thanked Brendan for putting together an application for the Western Powers grant scheme- outcome we have received funding of \$1383 out of the submission figure of \$4525.95. Ruby also made submission for a kings Gazebo to be at used events such as Bull and Barrel which we were successful in obtaining. We now have a Coles card which now can be officially used to make purchases for items for AGM's or meetings etc.

Treasurer's Report: NA

Equipment Officers Report: Great! Little slow with PPE coming in but just have to be patient.

Communications Report: Jacob stated nothing to report on communications but did ask for update on the new truck- Brendan replied spoke to Chris Hynes its in motion not estimated arrival date yet. Also mention applying for Rio Tinto Grant for an iPad for the truck Ruby offered assistance with submission.

General Business- proposing the brigade to go ahead Bunbury mowers service quote \$1554 using \$171 of brigade funds to purchase Lawn mower, Stihl Blower, Brush cutter etc. in conjunction with the Western power grant funds of \$1383.

Majority voted – carried.

Awards Nominations:

Alex Poad Honour board Nominations:

- Anke Hynes- majority voted- motion carried
- Brendon Putt- majority voted- motion carried.
- Steve Britza- majority vote- motion carried-

Laurie Hynes Award-Finn DAU

Dardanup Central Honorary life membership nominations:

- Peter Jas- majority vote – motion carried.
- Rod Bailey- Majority vote- motion carried.

Election of Office bearers- All positions declared Vacant, nominations for new positions received and accepted:

FCO- : Mover- Wayne -Seconder-Henny- Brendan accepted.

Captain- : mover-Emma -Seconder-Madison Wayne accepted.

1 st lieutenant Mover: Jacob seconder-Declan Jacob accepted.

2nd Lieutenant Mover-Wayne Seconder- Luke – Finn accepted.

3rd Lieutenant Mover- Wayne seconder-Rod Bailey - Marcus accepted.

Secretary Mover – Kate seconder- Brendan Ruby accepted.

Treasurer Mover Anke - seconder- Luke -Kate accepted.

Training Officer – Mover Wayne - seconder Declan Finn accepted.

Equipment Officer - Mover Maddison seconder Brendan Anke accepted.

Communications: Mover Emma- seconder-Maddison accepted Jacob accepted.

Maintenance Crew: Mover Brendan – Seconder Jacob- Ethan, Henny, Matt

Guest- Tyrell Gardiner thank the brigade for the work once again past fire season, empathies the issue with PPE and addressed due to supply issues taking a little longer. Commended the brigade on their excellence.

Meeting declared finished and closed at 4.52pm .



WEST DARDANUP BUSH FIRE BRIGADE

**Minutes for the Annual General Meeting held at 4:00pm on the
14th April 2024 at the Fire Station on Garvey Road**

Opened: 4.09 pm

Present: as per attendance list.

Visitors:

Tyrell Gardiner – Dardanup Shire President and
Chris Hynes Chief Bush Fire Officer - Dardanup

Apologies: Jaymen Hutton, Bill Ricetti, Gregory Leech, Heather Keley

Minutes of the last AGM 19 March 2023

Moved: Caroline

Seconded: Wayne

That the minutes of the meeting held on 19th March 2023 be confirmed as true and correct record.

Business Arising

nil

Correspondence

Inwards: Thank you letter from the Sire of Capel for attendance at recent incident

Outwards:

Moved Caroline

Seconded Neil

Reports

Financial Report

Incoming total \$ 4791.45
Outgoing total \$ 4474.85

Balance as at 11/4/2023 was \$ 5647.34.
Balance as at 11/4/2024 was \$ 5963.94.

For detail please see **Attachment 3**

Moved: Amanda Gunning

Seconded: Neil Dyer

Fire Control Officer Report.

Attachment 1

Captains Report:

Attachment 2

Equipment Officer Report

Bill Ricetti an apology for AGM. No report received.

Training Officers Report

Verbal report provided by Warren Gunning. Attendance at training was good, participants enthusiastic. More structure for training in 2024 would be beneficial.

Chair declared all positions vacant and stepped aside

Election of Office Bearers

Position	Nominee	Mover	Seconder
Fire Control Officer	Neil Dyer	Rob Allen	Amanda Gunning
Captain	Rob Allen	Wayne Morris	Shayne Griffin
Secretary/Treasurer	Caroline Vernon	Neil Dyer	Rob Allen

Lieutenants

During nominations for Lieutenants positions, it was decided the nominees in conjunction with the Captain would decide ranking of the lieutenants.

Nominees : Jaymen Hutton, Wayne Morris, Peter Den Boer and Scott Dennis.
Lee Hutton withdrew his nomination. The selected ranking is as follows:

1st Lieutenant Jaymen Hutton

2nd Lieutenant Wayne Morris

3rd Lieutenant Scott Dennis

4th Lieutenant Peter Den Boer

Training Officer Shayne Griffin

Comm Officer Charles McMeekan Corrina Leech

Equipment Officer Bill Ricetti

Committee (three people) Alan Charlton, Karen Charlton and Laurena Hutton

All above positions were agreed unanimously by those present.

General Business:

1. Request was made for the investigation into the installation of CCTV at the station to improve the security of the building and to provide coverage to vehicles left at the station while attending call outs.

ACTION: Neil Dyer to initially seek funding for the installation of CCTV at the West Dardanup Fire Station through shire and any grant opportunities.

2. Concern was raised regarding the upkeep of laneways and fire access way within the area. it was noted some laneways have been cleared; others scheduled for this year.

ACTION: Neil Dyer to follow up with the shire regarding a map that shows the fire access within the Brigades area.

3. Request made for donations and any spare PPE to support the Dardanup Shire Cadets. Decision made to donate \$200.

Motion: *That the West Dardanup VBFB donate \$200 to the Dardanup Shire BFB cadets program.*

(Appendix BFAC 8.12)

Proposed by Neil Dyer - moved by Wayne Morris and Seconded by Warren Gunning. Members vote by members was unanimous supported decision

4. Shire president Tyrell Gardiner thanked the brigade on behalf of the Shire for attending the Eaton fire and their continued contribution and attendance at other fires.
5. Chris Hynes reported the use of BART by the brigade has improved communication and is going well. OHS raised and reminder to members to be aware of fatigue and practice self-care. If any concerns, raise with your FCO.
6. Corinna raised the possibility of forming a fundraising committee. Possibility to be considered by members.
7. End of season event discussed. Possibility of Hackersely's as a venue. Mel at the Shire is events coordinator and can support planning.

Meeting Closed: 4.55 pm 14 April 2024

ANNUAL GENERAL MEETING
FERGUSON VOLUNTEER BUSHFIRE BRIGADE
26th March 2024
69 GARDINCOURT DRIVE, HENTY

MEETING OPENED AT 6.01 pm

PRESENT:

BRIGADE MEMBERS

Anthony Congdon (Chairperson)	Lyndon Skeers (FCO)
Jane Skipworth (Secretary/Treasurer)	Angus Stuart
Chris Lines	James Hawksley
Ian Blakiston	Jim Brussen
Jane Fry	Mal Woods
Lisa Watts	Murray Pearse
Mike Linfoot	Rob Webster
Phil Smith	Steve Watts
Steve Miller	Tony Albertson
Sue Williams	Wayne Fry
Tyrrell Gardiner (Shire President)	Deanne Smith
Lisa Watts	

GUESTS

Andre Schenfeldt (CEO, Shire of Dardanup)
Chris Hynes (CBFCO)
Maxine Bourne

APOLOGIES:

Ric Stacey	Daryl Napier
Jim Campbell-Clause	Astrid Fox-Slater
Doug Wells	Richard Zani
Jeff Jackson	Kevin Robinson
Colin Johnston	Ricky Southgate

CONFIRMATION OF 2023 MINUTES:

The minutes of the previous meeting held on 6th April 2023 were accepted as a true and accurate record.

Moved: Gus Stuart, **Seconded:** Lyndon Skeers

(Appendix BFAC 8.12)

REPORTS:

FCO REPORT: Presented by Lyndon Skeers

- Lyndon thanked everyone involved in making this a very successful season – all brigade members, Chris Hynes and Ricky Southgate.
- Lyndon thanked outgoing office bearers
- Lyndon acknowledged contributions of Training Office Ric Stacey, Lieutenant Graeme Mitchell, Rob Webster for his attendance to vehicle maintenance and applying for Grants on behalf of the Brigade, Doug Wells for taking care of the recycling system, outgoing Lieutenants Ian Blakiston and Jim Campbell-Clause for their past service.
- Lyndon thanked Shire of Dardanup CEO, Andre Schonfeldt and Shire President, Tyrrell Gardiner for attending the meeting.
- Lyndon thanked Anthony and Jane for their work behind the scenes.

CAPTAINS REPORT: Presented by Anthony Congdon – ATTACHED

Anthony welcomed Shire of Dardanup CEO, Andre Schonfeldt and Shire President, Tyrrell Gardiner.

FINANCIAL REPORT: Presented by Jane Skipworth - ATTACHED

- Jane noted the work done by Doug Wells coordinating the can recycling system which was a great success again this year. Noted that the can recycling was working well as a contribution to social activities and additional items for the shed and light tanker and requests members consider donating their recyclable cans and bottles.
- Jane advised that Ric Stacey had donated bales of hay that were sold via the local garden club and raised \$105
- Jane advised funds had been withdrawn from the brigade bank account as payment of a 50% contribution towards polo shirts for members, as agreed at the previous AGM.
- Jane advised that the payments to Starlink for the internet connection at the fire shed were being reimbursed by the Shire of Dardanup

REPORTS ACCEPTED BY: Anthony Congdon, **SECONDED:** Robert Webster

ELECTION OF OFFICE BEARERS

FCO: Lyndon Skeers

Nominated: Anthony Congdon, **Seconded:** Angus Stuart. **ACCEPTED**

CAPTAIN: Anthony Congdon

Nominated: Mick Leonard, **Seconded:** Angus Stuart **ACCEPTED**

1st LIEUTENANT: Graeme Mitchell

Nominated: Anthony Congdon, **Seconded:** Rob Webster **ACCEPTED**

2nd LIEUTENANT: Robert Webster

Nominated: Anthony Congdon, **Seconded:** Jane Skipworth **ACCEPTED**

TRAINING OFFICER: Richard Stacey

Nominated: Anthony Congdon, **Seconded** : Robert Webster **ACCEPTED**

EQUIPMENT OFFICER: Steve Watts

Nominated: Steve Watts, **Seconded:** Gus Stuart **ACCEPTED**

SECRETARY/TREASURER: Jane Skipworth

Nominated: Anthony Congdon, **Seconded:** Robert Webster **ACCEPTED**

COMMUNICATIONS OFFICER: Jane Skipworth

Nominated: Anthony Congdon, **Seconded:** Jane Fry **ACCEPTED**

**There were no nominations for the position of 3rd Lieutenant, this is an optional position and will remain vacant this year.

ALL OFFICE BEARERS WERE ELECTED UNOPPOSED.

GENERAL BUSINESS:

FCO Lyndon Skeers, discussed the proposal that has been presented to the Shire of Dardanup to extend the Brigade shed/training facilities. (COPY OF PROPOSAL ATTACHED)

Shire of Dardanup CEO, Andre Schonfeldt addressed the meeting:

- Explained the new work health/safety rules and policy framework, invited the Brigade to seek assistance from Shire when required. Confirmed that members and Chief are not considered officers for the purposes of the new framework, members have a duty of care towards themselves and those working alongside them. Requested members be mindful of fatigue management and to present concerns when they arise. Invited questions from members.
- Acknowledged the great work of Ferguson brigade in keeping the community safe, both in the Ferguson area and in other areas.
- Noted that discussion had taken place at a recent BFAC meeting regarding community groups using brigade facilities. A protocol for this is being worked on, advised this is a possibility if shed extensions are approved.
- Discussed ESL funding, advised that Shire has requested a CPI related increase to operational fund and grant funding from DFES. Confirmed capital grant including application for shed extension has been applied for. This item not yet presented to Council and therefore will not appear in budget. This will occur when/if the grant is approved. Site works may be able to be covered by Shire's reserve funds.

Tyrrell Gardiner, Shire President addressed the meeting:

Thanked members for their service this season, and also their willingness to assist brigades out of the area. Acknowledged the contribution of the Ferguson brigade at Eaton fire. Encouraged members to seek assistance from Shire when required.

Chris Hynes, Chief Bushfire Control Officer addressed the meeting:

- Thanked Ferguson members for their work throughout the season. Advised High Season had been well utilised at Ferguson brigade. Members had stepped up to crew the extra vehicle. DFES and Shire has confirmed good response from Dardanup shire brigades to fires including Waroona fire.
- Requested members pass on feedback to FCO/Captain or himself, including welfare or operational issues, to ensure volunteer members are cared for appropriately and that their time is well utilised.
- Advised that SDI is still high, season may be extended.

MEETING CLOSED: 6:43pm

(Appendix BFAC 8.12)

CAPTAIN'S REPORT

March 2024

As we come to the end of this Brigade Year, I wanted to take a moment to express my gratitude and highlight some of the significant events and achievements of our brigade over the past 12 months.

Firstly, I would like to extend our thanks to FCO Lyndon Skeers and Ricky Southgate of DFES for delivering training to our new and existing members during the off-season. Their expertise and guidance have been invaluable in ensuring our team is well-prepared and equipped to handle any challenges that come our way. The past few years have seen a significant growth in our active membership, which has been essential this year in spreading the workload to meet an increasing demand.

As you'd be aware this has been one of, if not the driest years on record, and with drought conditions comes dangerous and unpredictable fire behaviour. The demands on our resources are increasing as has been evidenced over the past week with the Nanga fire.

This season, we implemented the BART system for dispatching crews which has streamlined the process of coordinating crews. We were also provided with a high-season light tanker which has further enhanced our capabilities. This also provided increased opportunities for members to attend a fire when both vehicles were in use. We also commenced the delivery of a bushfire preparedness initiative, providing new residents in the area with the resources they need to plan for better bushfire safety.

The season commenced with a Busy Bee at the station, and once again, it was fantastic to see so many members contributing their time and effort to make our station look it's best. Your dedication and commitment to the brigade is truly appreciated.

On November 16th we had our first incident which saw both light tankers attending a fire at The Dress Circle in Henty, alongside crews from Waterloo, Dardanup Central, Upper Ferguson, and Dardanup West. With swift action by our team we managed to bring the situation under control quickly, preventing what could have been a very serious incident. This was a combined effort with many members contributing on the day, from active firefighting, to filling tankers and providing welfare.

Throughout the season, our crews have been deployed more than 30 times, attending fires in various locations, including the Pilbara, Waroona, Mandurah, and several incidents closer to home in Dalyellup, Kingston, and Eaton. The feedback we have received regarding the commitment and capabilities of our crews has been outstanding and I want to thank each and every one of you for your contributions.

Back at the station, our auxiliary members have made a huge difference through their maintenance and fundraising efforts. Funds received from the Containers For Change recycling system has raised funds for the purchase of items not otherwise covered by ESL funding, e.g. to purchase a set of MaxxTraxx for our light tanker, which proved to be a valuable asset during a recent incident.

I would also like to remind everyone that if you are returning cans through the Container for Change scheme, please consider donating the refund to go directly to the brigade.

(Appendix BFAC 8.12)

In conclusion, I want to express my genuine gratitude to each of you for helping make the Ferguson Volunteer Bush Fire Brigade one of the most welcoming, inclusive, and capable brigades in the South West. Your unwavering commitment to keeping our community safe is awesome.

Thank you once again for your dedication and hard work.

Ant Congdon

Captain, Ferguson Volunteer Bush Fire Brigade

(Appendix BFAC 8.12)

Ferguson Volunteer Bush Fire Brigade

Treasurer's Report to 25th March 2024

OPENING BALANCE 6th April 2023 **\$8,386.13**

INCOME/DEPOSITS

Can Recycling	\$ 835.20
Donation (Ric Stacey, hay)	\$ 105.00
Polo shirts	\$ 661.00
Starlink payments reimbursed	\$ 924.00
Refund/return (Bunnings)	\$ 35.92
TOTAL	<u>\$ 2561.12</u>

EXPENSES

Refreshments (Light Tanker drinks fridge and snacks, shed drinks fridge)	\$ 218.45
Social expenses	\$1456.45
Building improvements/training equipment, Sundries	\$1084.69
Starlink Payments	\$1202.00
Donation to Cadets program	\$ 100.00
Polo Shirts	\$1782.00
TOTAL	<u>\$5843.59</u>

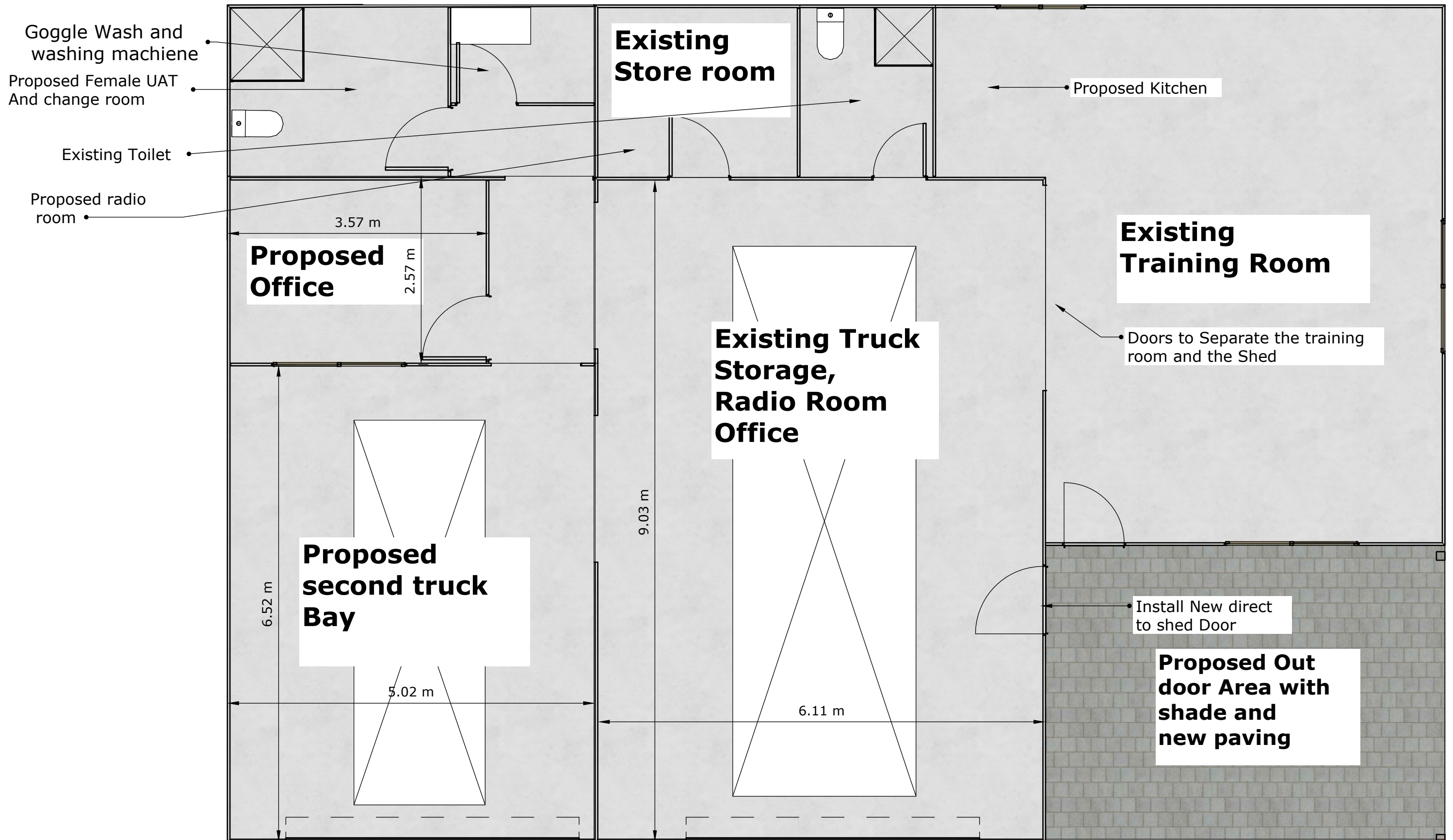
CLOSING BALANCE **\$5103.66**

Jane Skipworth
TREASURER



***Ferguson Bush Fire Station
Proposed Alterations and Improvements
69 Gardincourt Drive ,Henty
2024***





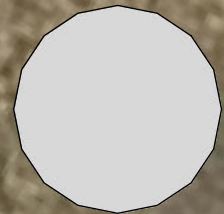
Ferguson BFB
Proposed Station
Upgrades 2024
Inside. Scale 1:50



Move Rain water tank and install second one After renovations



Install Generator plug in point



**Bitumen Drive
520M2**

Install Hydrant Point
On road with pump
power switch

Install Bollards
And no parking
Paint

Install New LED
Light on Existing Post

**Remove Rocks and Level
For more carparking**

Gardincourt Dr

**Ferguson BFB
Proposed Station
Upgrades 2024
Outside
Scale 1:200**



			\$	Risk	Time
1	Extend shed	Extend the shed adding 5.0m wide by the full depth. including plumbing pre lay	70000	m	3 Years
2	Install Office and Comms Room	Build comms and office rooms into the existing and new shed	10,000	m	4 Years
3	Install Female UAT and Change room	Install Female UAT, shower change room and change room	30000	m	2-3
4	Install washing machine and goggle wash	Proper place to wash Goggles and to wash on site yellow uniforms	10000	M	3-4
5	New Kitchen	Install new cabinets, for clean work services and stop rodents	5000	M-H	1-2
6	Doors Between Shed and training	Install a door or doors so the aircon can run more effciently	2000	L	
7	New direct access door	So we don't have to walk over the training room with dirty boots	2000	M	2
8	Outdoor area	Shade area to sit and socialise under	15000	L-M	5
9	Bitumen Drive	Hot mix the drive	40,000	M	5
10	Level Grass and remove big rocks	Remove large rocks, fill hollows with sand to have more parking and easier to mow	1500	M	1

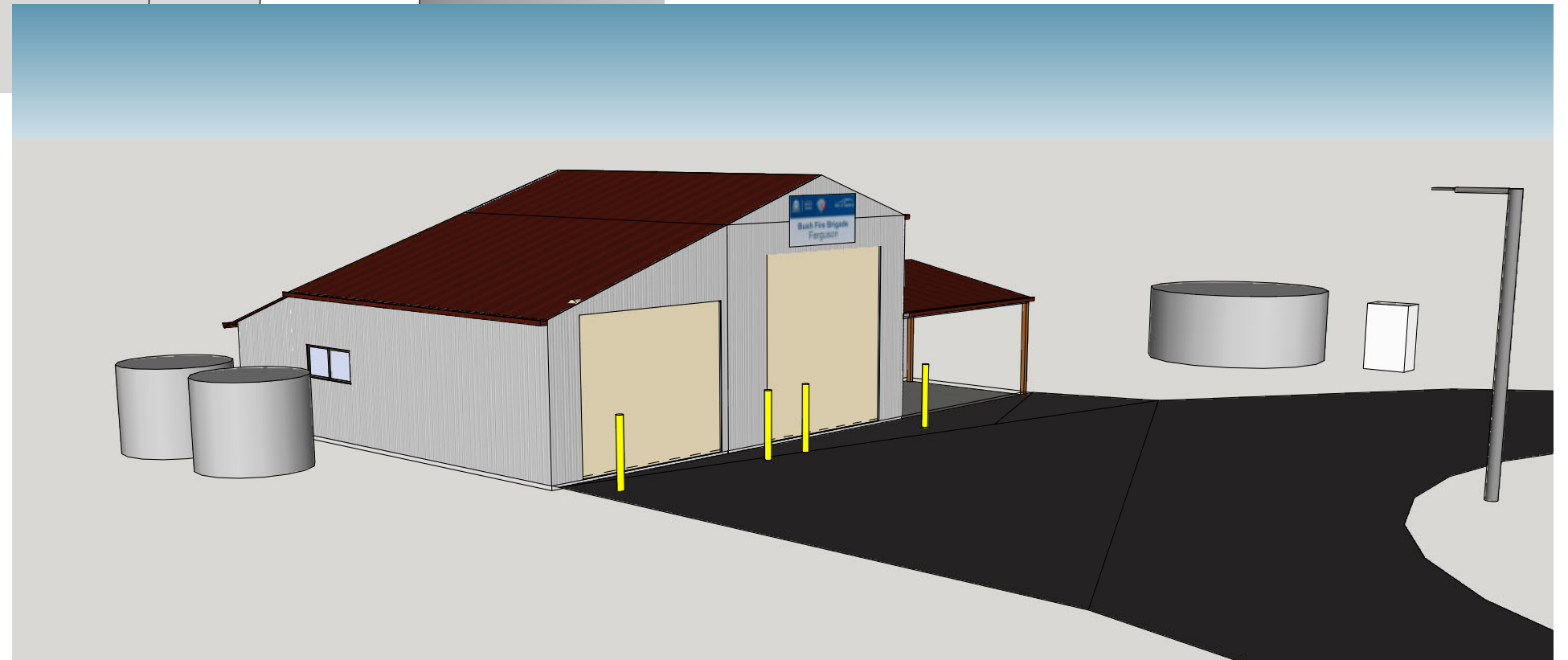
**Ferguson BFB
Proposed Station
Upgrades 2024**



			\$	Risk	Time
11	Hydrant and Wiring on drive	extend the plumbing and wiring so we don't have to walk down the hill to fill up	3000	M-H	1-2
12	Move drink water tank and insall a second one with new pressure pump	In preparation for the shed extention	5000	m	2
13	Bollards and Road markings	Install bollards and paving markings that say no parking where the trucks will fill up	3000	h	5 Years
14	Generatar Plug	To maintain the station when the power goes out	500	m	3 years
15	New flood light on Existing Post	So the light can start up quicker	1000	M-H	1 Year
16					
17					
18					
19					
20	Total	Prices are only guesses at the moment	\$198,000		

Ferguson BFB
Proposed Station
Upgrades 2024





Ferguson BFB
Proposed Station
Upgrades 2024



Joshua Crooked Brook Volunteer Bush Fire brigade.
Annual General Meeting
12th April 2024
Minutes

Secretary Andrew White opened the meeting at 18.05 and welcomed all.

Attendees: Chris Bouteloup, Jeff Duncombe, Kim Brown, John Ronzio, Greg Treasure, Andrew White, Laurence O'Connor, Matty Hawkes, Ross Smith, Merinda Smith, Deb White, Liz Anderson, Chris Hynes (Dardanup Chief Bushfire Control Officer), Tyrrel Gardner (Dardanup Shire President)

Apologies: Kerry Treasure, Karen Hawkes, Jonine Duncombe, Ellen Lilly, Chris Shine, Lori Shine, Andre Schonfeldt (Dardanup Shire CEO)

Annual Reports

1. The FCO Report was verbal and presented to the meeting.

Motion: That the FCO Report be accepted
Moved: Matty Hawkes
Seconded: Laurence O'Connor
Result: Motion carried

2. The Treasurer Report was presented to the meeting.

Motion: That the Treasurer's Report be accepted
Moved: Chris Bouteloup
Seconded: Jeff Duncombe
Result: Motion carried

It was noted by the Captain that according to shire policy, the Treasurer's report should be audited by a third party who is not a member of the brigade, not more than 7 days prior to the AGM. This has not been done in the past and could not be achieved for this AGM.

Sue Campbell has agreed to perform the audit role for next year.

3. The Captain's Report was presented to the meeting.

Motion: That the Captain's Report be accepted
Moved: Peter Rose
Seconded: Greg Treasure
Result: Motion carried

4. Election of Officers for 2024/2025

All positions were declared vacant (noting the CBFC Officer advice that the FCO position requires ratification by the Bush Fire Advisory Committee (BFAC)).

(Appendix BFAC 8.12)

The following nominations were received, endorsed unopposed and unanimously accepted by the all present.

FCO	Jeff Duncombe (no change)
Captain:	Chris Bouteloup (no change)
1st Lieutenant:	Greg Treasure
2nd Lieutenant:	John Ronzio
3rd Lieutenant:	Matty Hawkes
Secretary:	Andrew White (no change)
Treasurer:	Laurance O'Connor (no change)
Training:	Peter Rose
Equipment:	Kim Brown (no change)

5. General Business:

- 5.1. **BART** is now routinely used. Chris Hynes would like to see everyone responding as appropriate (thumbs up or thumbs down) to give confidence messages are actually being received. Chris Hynes gave his thanks to the brigade for turning out to 12 fires this season.
- 5.2. Internet access via **Starlink** is working well
- 5.3. The **Volunteers Fuel Card** has not been used so far this year and needs to be before 30 June or the funds become unavailable. Captain to send advice to the those who are to use a portion of the funds.
- 5.4. Secretary advised that the Shire has revised its position regarding the use of the Fire Shed and it is acceptable for it to be used for **Community meetings** and low key events. The issue of Liability exposure remains unclear.
- 5.5. **Grant requests** were made to the Shire of Dardanup, Wespine and Western Power. Most were rejected but the basis for evaluation is now clearer and future requests will be made for items within the guidelines.
- 5.6. The meeting noted the **work performed by Kim Brown** in sourcing materials for, and leading the assembly/installation of the PPE racks as well as reconfiguring the existing racks to be shallower and much more usable.
- 5.7. On behalf of the Shire, President Tyrell Gardiner gave his **thanks to the brigade** for services provided by the brigade.

The meeting was closed at 19.00

**Joshua Crooked Brook Bush Fire Brigade
2023/2024 AGM Finance Report: 09 April 2024**

Bank: Opening balance as at 20/04/2023	\$	5,351.60
Closing balance as at 09/04/2024	\$	7,598.72
Net movement	\$	2,247.12

Inflows for period:

13/06/2023	Deposit: Donation C Bouteloup	- \$ 65.00
14/08/2023	Deposit: Donation L O'Connor	- \$ 62.50
18/08/2023	Deposit: Petty Cash Sweep	- \$ 72.50
14/10/2023	Deposit: Donation G Treasure	- \$ 125.00
6/11/2023	Deposit: A White: Sale of Slip-on fire unit	- \$ 1,000.00
9/11/2023	Deposit: A White: Sale of Engine Lifter	- \$ 200.00
15/11/2023	Payment: Shire of Dardanup: Brigade Burn Warburton Rd	- \$ 2,700.00
5/12/2023	Deposit: L O'Connor: Petty Cash Sweep	- \$ 160.00
7/04/2024	Deposit: L O'Connor: Petty Cash Sweep	- \$ 130.00

Total: \$ 4,515

Outflows for Period

28/04/2023	J Duncombe – reimbursement of tyre, torch, battery & padlock, plus beer, sausages & buns for training events for the year	- \$ 690.90
14/08/2023	Dardanup Cadets Program 2023 – Brigade contribution; Invoice 101	- \$ 100.00
19/09/2023	A White Reimbursement – Officeworks Printing costs for Sep 23 Brigade meeting: 26x bw A4 prints & 41x colour prints	- \$ 22.69
19/10/2023	C Bouteloup Reimbursement – 1x block of beer for after training Refreshments (\$49.95) & 1x 8.5kg gas cylinder for BBQ (\$61.74)	- \$ 111.69
15/12/2023	K Brown Reimbursement – Pallet Racking Place, Supply materials for Brigade Shelving Unit for K brown to build for the station – Inv 3753b	- \$ 1,184.70
14/02/2024	C Bouteloup Reimbursement – 2x blocks of beer for after training Refreshments (\$49.00 each)	- \$ 98.00
08/04/2024	J Duncombe – reimbursement for brigade trailer renewal 12mts	- \$ 59.90

Total: \$ (2,267.88)

Net Movement: \$ 2247.12

Notes:

- a) No interest received
- b) Brigade fuel card has been activated, total funds of \$1,000 to be disbursed by 30 June 2024
- c) Petty cash as at 07/04/2024 = \$50.75

Treasurer
Laurance O'Connor

Joshua/Crooked Brook Bush Fire Brigade – Captains Report 2023



The year that was

Statistics

Including fire attendance in and out of district

12 call outs

8 continuation training sessions

Multiple attendances to station for administration, treasury, cleaning, preparing for social events etc.

Special thanks must go to Andrew White for his incalculable hours mowing the lawns.

Improvements

A planning meeting at the beginning of the year brought up many ideas to improve the facilities some of which have been completed for example moving of the water filtration to the back shed, erecting Starlink and the new shelving and racking for the turn out clothing partly funded from Brigade funds and partly from donations, a special thanks to the Pallet Racking place and to Kim for leading this one.

Personnel

We have had a solid team of active members this year with all active personnel except one getting to a fire. The Brigade has been unable to attract any new members throughout the year but several of the Dardanup Bush Fire Cadets are from the area, we are looking to retain some of them as future firefighters as well as encourage some of the newly arriving residents to the area to join.

Community

In 2023 it was noted by the committee that our locality has been changing, we have more people and dwellings in the two valleys and this in turn increases the risk profile. The Brigade conducted some verge burns on Warburton road and this was followed by slashing conducted and funded through the Shire Mitigation process. This exercise was valuable as training, as a fund raiser and a community assistance task in an area with limited access and egress for residents. The Brigade and the community have expressed an interest in extending this up Joshua Creek road in 2024.

Training

The year has been very quiet for qualification courses with only two courses completed by members. Locally there has been an excellent new collaboration commenced with the Upper Ferguson Brigade with combined sessions which look to continue in the future.

Looking forward

2024 for the new committee is full of promise. The Training Officers from each Brigade in the Shire are formulating a plan to present to Council to look at uniformity of continuation training (the training we do on station) based on legislative requirement and risk. This uniformity would ensure when riding on a different Brigade truck or Brigades responding to different localities within the Shire we can be assured of a minimum standard of training and competency. The Shire has also committed to looking into new methods of recording continuation training such as a training database with the aim of saving time and improving transparency for Brigades and Shire staff.

The new committee brings a new opportunity to review how we would like to improve the facility we have and how to recruit some of the newly arrived locals and if we continue to all assist then we will continue to grow. This Brigade is a team and each contribution is valuable. I would like to thank each member of the committee, the Brigade and the Community assistance members for their support in 2023.

ANNUAL GENERAL MEETING

Waterloo BFB at station 17 April 2024 commencing 1840hrs.

Present: Tiarlie Wareham, Shaelah Rose, Bruce Foam, Micheal Anderson, Steven Twyerould, Peter Manoni, Chris Hynes, Sandy Hynes, Annette Stone, Vincent Hynes, Peter Bass, Shania Willison, Gary Edwards, Jeremy Gunson, James Hynes, Byron Albertson, Julia Stone, Jim Clarke, Robert Drennan, Dillon Seinor, Colin Hynes, Leon Jackson, Kingsley Palmer, Tyrell Gardiner

New members present- Holly Barnes, John Wheat, Mitchell Cross

Apologies: Bondi Neil, Julie Robinson, Kane Robinson, Laurence Hynes, Kaitlin Southgate, Gerald Savage, David Barbetti, Justin Hynes, Karalee Beaven.

Reports:

FCO/Rob Drennan: 1 Major fire this year within the Shire- Thank you to all who attended fires within the Shire and outside.

Trying to keep to max 12hr shift and rotate within the brigade and with other brigades within the shire.

Thankyou to all in having the right attitude with implementing new training program and welcoming new members into the brigade.

Thank you to Kaitlin, Terri, and Annette for keeping up with the paperwork and backing everyone up with training.

Thank you to Peter for keeping me on the straight path.

While in the past the Shire and brigade haven't supported each other, the tables are turning to be able to better co-operate and back each other up.

CBFCO/Chris Hynes: OHS is self-awareness/ Be aware and remember you are responsible for your own safety.

BART- introduction of the BART system has great, shorting response times to fires and getting crew changes happening quickly and efficiently.

There is now a QR code to report lessons feedback arising from incidents. (On whiteboard)

Shire Rep/ Tyrell Gardiner: Thank you to all the volunteers for response for the Eaton Fire, fantastic, and for helping when other Shires are in need.

Remember to keep up with the OHS training and report to the CEO he needs to know of any incidents.

Treasurer/ Terri Lewis: Financial report attached.

AGM Closed 1912hrs.

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General Business: CDF has a 31 day withdraw notice looking to change these accounts to Commonwealth term deposit Accounts. Which will allow access when necessary. With changing circumstances, the OK has been giving to remove Laurence Hynes as signatory and add Chris Hynes and Rob Drennan as new signatory.

Endorsed: 1. Colin Hynes

2. James Hynes.

Sports ground: Dog training has commenced. Front gate needs to be replaced asap. Clearing of the saplings that have come up.

Jeremy would like to thank everyone for their inclusion, the community spirit, within the brigade and the greater community. He also noted that they went to pay for food during the Eaton fires and the wider community didn't allow them to pay.

Correspondence In :16/4/2024 Interest for a 4wd driving course via shire funded by grant.

* Names have been submitted to the shire 17/4/2024

15/4/2024 Thankyou letter from Waroona.

1/3/2024 Change of how to do id Cards – now via Website.

17/4/2024 Nanga Brook Bushfire post op review.

12/3/2024 Westfields Local Hero.

15/3/2024 Request for bank details for charity wishing to donate.

15/3/2024 Forest Product Commission Grant.

Dec 2023 Western power Grant.

Dec 2023 LGGS Grant.

19/1/2024 First Aid Kit register information.

Correspondence Out:

31/1/2024 Grant Submission LGCS

January Western Power Grant Submission via Jess

AGM email/Nominations

Closed 1922hrs.

Voting For Office Bearers

Starting time 1924hrs

F.C.O - Robert Drennan Nominated Colin Hynes 1. Chris Hynes 2. Steve Twyerould	Equipment Officer – James Hynes Nominated – Rob Drennan 1. Terri Lewis 2. Tiarlie Wareham
Captain – John (Peter) Manoni Nominated – Terri Lewis 1. Robert Drennan 2. Leon Jackson	Secretary – Annette Stone Nominated – James Hynes 1. Terri Lewis 2. Peter Manoni
1st Lt – Dillan Seinor Nominated – Chris Hynes 1. Terri Lewis 2. Tiarlie Wareham	Training Officer – Kaitlin Southgate Nominated – Rob Drennan 1. Tiarlie Wareham 2. James Hynes
2nd Lt – James Hynes Nominated - Chris Hynes 1. Rob Drennan 2. Colin Hynes	Treasure – Terri Lewis Nominated – Tiarlie Wareham 1. Rob Drennan 2. Julia Stone
3rd Lt – David Barbetti Nominated – Chris Hynes 1. Peter Manoni 2. Colin Hynes	

Closing Time 1935

Commence paperwork signing.

BUSHFIRE SERVICES WESTERN AUSTRALIA
WELLINGTON MILLS VOLUNTEER BUSHFIRE BRIGADE
AGM 2024

MINUTES OF MEETING 14.04.2024

MEETING OPENED 5.02PM

PRESENT Ian Bridge, Keith Higham, Tim Fearon, Michael Milligan, Brigitte Milligan, Ellie Jones, Eric Jorgensen, Pete Beard, Rob Doherty, Adam Monk, Russell Harvie, Max Kerr, Karen Jorgensen, Kurt Jones, Mike Hall, Margaret Hall, Bowe Wilson, Brent Italiano, Colin Beard, Tyrell Gardiner

APOLOGIES Simon Wesley

MINUTES PREVIOUS MEETING

Accepted by Eric, Keith

BUSINESS ARISING FROM PREVIOUS MINUTES

TREASURERS REPORT BRIGITTE

- Report submitted
- Containers for change has been the main source of income
- Bank account has been changed from Westpac to Bendigo
- Forward committed \$2500 for generator
[REDACTED]
- Balance \$6398.65
- Brigitte has approached the shire re anomalies in their workings
 - definition of auditor and why is an auditor report required
 - multiple issues with their response

Copy of email from Brigitte Milligan to Mr Andre Schonfeldt CEO Dardanup Shire

Brigitte Milligan Treasurer, Wellington Mill Volunteer Bushfire Brigade 50
Japonica View WELLINGTON MILLS WA 6236 26 February 2024 Mr Andre

(Appendix BFAC 8.12)

Schonfeldt Chief Executive Officer Shire of Dardanup 1 Council Drive
EATON WA 6232

Dear Andre Re: WELLINGTON MILL VOLUNTEER BUSHFIRE BRIGADE - CLARIFICATION References: A. Bush Fire Brigades Local Law 2021, Bush Fires Act 1954, Local Government Act 1995, Inclusive of Amendments made in Bushfire Brigades Local Law 2022 B. Bushfire Brigade Work Instruction – Shire of Dardanup updated September 2023 1. In a couple of months the Wellington Mill Volunteer Bushfire Brigade will be required to undertake its Annual General Meeting. To ensure that we are meeting all the relevant financial requirements I have undertaken a review of the references above and as such request clarification in relation to the following: a. Reference A states: “PART 6 – EQUIPMENT OF BUSH FIRES BRIGADES 6.3 Funding from local government budget A request to the local government from the bush fire brigade for funding of protective clothing, equipment or appliance needs is to be received by the local government by 31 March in order to be considered in the next following local government budget, and is to be accompanied by the last audited financial statement and a current statement of assets and liabilities of the bush fire brigade. 6.4 The local government may approve or refuse an application for funding depending upon the assessment of budget priorities for the year in question.” Questions: i. How does our Brigade ask for funding for protective clothing, equipment or appliances when we have no idea what the cost of those items are? ii. It is my understanding that funds for protective clothing, equipment or appliances are supposed to come from the Emergency Services Levy as needed. These requests vary dependant on the frequency of incidents, the enrolment of new members throughout the year and the expiry dates of safety equipment held by members. How does the Shire of Dardanup propose we seek/predict funding for so many unknowns? b. “The Treasurer is to submit a copy of the audit report to the Chief Bush Fire Control Officer by 15 April each year.” It is noted that the Shire of Dardanup does not provide the Brigade with any funds and all funds are sourced by the Brigade itself from the community. Questions: i. What is the purpose of the Chief Bush Fire Control Officer having a copy of a Brigade’s Audit report? ii. What is the Shire of Dardanup’s interest in the management of the funds of a Bush Fire Brigade when all funds have been solely sourced by the community? Reference B states: “The monthly financial statements must form part of the minutes of each general meeting. At the end of each financial year, the auditor’s report must be forwarded to the Shire’s Emergency Services Team along with the minutes of the Annual General Meeting. i. Is the report meant to go to the Chief Bush Fire Control Officer as identified in

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reference A or the Shire' Emergency Services Team as identified in Reference B? ii. If it is the latter, what is the interest of the Shire's Emergency Services Team in relation to funds that have been solely sourced from the community? c. 5.6 Auditor (1) At the annual general meeting a person, not being a brigade member, is to be appointed as the Auditor of the bush fire brigade for the ensuing financial year. Questions: i. What is the definition of an "Auditor" as the Bush Fire Brigades Local Law 2021 provides no definition? ii. What is the legal basis for this audit requirement? iii. If auditing requires a professional which then incurs a charge what is the process for the brigade to obtain a purchase order and suitable funding from the Shire of Dardanup to undertake such an annual audit? 2. As the you can appreciate, as the Treasurer for the Brigade, it is important that I have clear understanding of the obligations of the Brigade in relation to its finances. I look forward to your response to assist me with having a greater understanding of the Shire of Dardanup's requirements.

Yours sincerely Brigitte Milligan

Treasurer, Wellington Mill Volunteer Bushfire Brigade

The following is an excerpt from the response by Ashwin Nair . Shire of Dardanup

The Shire's interest in the audits is in part the same. The Brigades are the Shire's, having been established by the Shire's local law, and has oversight of Brigades. The Shire needs reassurance that Brigades funds are being managed appropriately. **An implication, which is not often given due consideration, is that when volunteers of the Shire's Brigades raise/collect funds for the Brigade they are technically collecting funds for the Shire.** I would note that the Work Health and Safety legislation incorporates the same relationship; as volunteers of a Shire Brigade you are still Shire workers. While the Shire does not involve itself in the details of Brigade funds, the Shire has a clear interest that those funds are collected appropriately, are managed appropriate, and are spent in a way that is not incompatible with the general purpose of the Shire.

Brigitte suggested that the brigade needs to ask more questions of the shire as to why our money is theirs as they don't allocate for the brigade outside of the ESL

Tyrell Gardiner president of the Shire of Dardanup – responded that there has been only one other brigade who has raised the ' need for an audit' in the local laws

Brigitte questioned Tyrell why there is a need for an audit when for other organisations they need to have greater than \$500 000 to require auditing.

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Brigitte stated that she had requested from the shire a purchase order for the audit but was told they did not have one.

Tyrell asked that Brigitte forward the email from herself and the shire's response to him.

The brigade will wait for a response from Tyrell before actioning

Report accepted by Keith and Eric

FCO REPORT KEITH

- To date has been a good year. There have been a number of new members. It has been positive to see new members getting to fires
- Continued to advance in working knowledge of the Work Health and Safety requirements thanks to Ian and Russell. Competency based training continues to be advanced across the shire
- Thank you to Kurt and Ellie who attended the nambellup fire. Thanks to everyone that attended Waroona fire on multiple occasions
- Roadside burning- has talked to Melissa. Decision will be made on funding in July. Once funding is applied , can commence.
- We want the shire to commit to funding but they are under no obligation to do so

CAPTAIN IAN

- There have been no major fires in this area so far
- Thank you received from the Capel Shire for assistance at the Dalyellup fire
- Fatigue management – outlined in a letter from Work Safe – is the responsibility of the crew leader and oneself. Worksafe will not confirm that members are covered
- We need to be mindful of fatigue levels
- Have finally managed to get the tyres on the ruck sorted
- Have had approval for the generator
- Application to ESL funds for copier and printer and Starlink internet
- Having the internet would enable us to add security to the shed particularly in view of recent unknown activity around water tank
- Upcoming nominations for positions vacant – remember that it is more than just people on trucks, they need to be bushfire ready and able to provide support

GENERAL BUSINESS

- Bowe raised a question regarding the alert for total fire bans as to why the notification from the shire could not be issued the day before a ban

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- Tyrell responded that as half the shire is in Brockman and half in Geographe which makes it difficult for shire. Total fire bans are put up by DFES. It is also the responsibility of the landowner to check for fire bans.
- Max asked Tyrell if the shire has applied for a community emergency services manager CESM.

-Max suggested that the election of a CESM is a priority, that there is need for oversight rather than relying on one person ie CFCO

Tyrell responded that we currently share one with Capel

- Michael Hall asked Tyrell to explain what was happening with the land adjoining them. Tyrell responded that there are two pieces of unallocated crown land that are a part of the Noongar land settlement which will probably transferred to their corporation and it will be up to them to decide it's outcome.

Meeting closed 8.00pm

FIRE CONTROL OFFICER

Russell Harvie Nominated by Keith Higham Seconded Eric Jorgensen

CAPTAIN

Keith Higham Nominated by Rob Doherty Seconded Russell Harvie

LIEUTENANT

Brent Italiano Nominated by Adam Monk Seconded Peter Beard

LIEUTENANT

Peter Beard Nominated by Russell Seconded Rob Doherty

LIEUTENANT

Max Kerr Nominated by Eric Jorgensen Seconded Keith Higham

*Nomination occurred after closure of meeting. Nomination agreed by
Adam Monk, Peter Beard, Colin Beard, Karen Jorgensen

LIEUTENANT

Tim Fearon Nominated by Rob Doherty Seconded Eric Jorgensen

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SECRETARY

Karen Jorgensen Nominated by Eric Jorgensen seconded all members
agreed

COMMUNICATIONS

Michael Milligan Nominated by Rob Doherty Seconded Peter Beard

COMMUNICATIONS

Simon Wesley Nominated by Rob Doherty Seconded Karen Jorgensen

TRAINING OFFICER

Brent Italiano Nominated by Eric Jorgensen Seconded Karen
Jorgensen

MAINTENANCE

Colin Beard Nominated by Russell Harvie Seconded Eric Jorgensen

BUSHFIRE READY CO ORDINATOR

Rob Doherty Nominated by Karen Jorgensen Seconded Eric Jorgensen

TREASURER

Rebecca Joyce Nominated by Rob Doherty Seconded all members
agreed

*Rebecca declined nomination for treasurer after closure of meeting. Wayne
Joyce accepted nomination. Nil brigade members opposed nomination