



MINUTES

BUSHFIRE ADVISORY COMMITTEE MEETING

Held

12th of June 2024

At

Shire of Dardanup
Administration Centre Eaton
1 Council Drive - EATON

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

VISION STATEMENT

“The Shire of Dardanup is a healthy, self-sufficient and sustainable community, that is connected and inclusive, and where our culture and innovation are celebrated.”

TABLE OF CONTENTS

1	DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS	1
2.	RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE PREVIOUSLY APPROVED	2
3.	PRESENTATIONS	2
4.	CONFIRMATION OF MINUTES OF PREVIOUS MEETING.....	3
5.	ANNOUNCEMENTS OF MATTERS FOR WHICH MEETING MAY BE CLOSED.....	3
6.	DECLARATION OF INTEREST	3
7.	ACTION SHEET UPDATE	4
8	REPORTS OF OFFICERS AND COMMITTEES	5
8.1	<i>Title: Update Report from Chief Bush Fire Control Officer.....</i>	<i>5</i>
8.2	<i>Title: Department of Biodiversity, Conservation & Attractions – Officer Report</i>	<i>6</i>
8.3	<i>Title: Department of Fire & Emergency Services (DFES) – Mr Ricky Southgate</i>	<i>7</i>
8.4	<i>Title: Burekup District Fire Control Officer Report – Mr Clay Rose</i>	<i>8</i>
8.5	<i>Title: Dardanup Central District Fire Control Officer Report – Mr Brendan Putt</i>	<i>9</i>
8.6	<i>Title: Ferguson Fire Control Officer Report – Mr Lyndon Skeers</i>	<i>9</i>
8.7	<i>Title: Joshua Creek / Crooked Brook Fire Control Officer Report – Mr Jeff Duncombe</i>	<i>10</i>
8.8	<i>Title: Upper Ferguson District Fire Control Officer Report – Mr Grant Ratcliffe</i>	<i>10</i>
8.9	<i>Title: Waterloo District Fire Control Officer Report – Mr Rob Drennan</i>	<i>10</i>
8.10	<i>Title: Wellington Mill District Fire Control Officer Report – Mr Keith Higham.....</i>	<i>11</i>
8.11	<i>Title: West Dardanup District Fire Control Officer Report – Mr Neil Dyer</i>	<i>12</i>
8.12	<i>Title: Brigade Annual General Meeting Minutes</i>	<i>13</i>
8.13	<i>Title: Endorsement of Bushfire Control Officers (FCOs)</i>	<i>14</i>
8.14	<i>Title: Election of Chief Bushfire Control Officer</i>	<i>14</i>
8.15	<i>Title: Election of Deputy Chief Bushfire Control Officer – (North).....</i>	<i>15</i>
8.16	<i>Title: Election of Deputy Chief Bushfire Control Officer – (South).....</i>	<i>15</i>
8.17	<i>Title: Election of Fire Weather Officer</i>	<i>15</i>
8.18	<i>Title: Coordinator Emergency & Ranger Services Report – Mr Stephen Loiterton.....</i>	<i>16</i>
9.	NEW BUSINESS OF AN URGENT NATURE.....	24
10.	MATTERS BEHIND CLOSED DOORS	24
11.	CLOSURE OF MEETING.....	24

COMMITTEE MEMBERS:

Mr Chris Hynes	-	CBFCO Eaton Townsite District
Mr Clay Rose	-	DCFCO (North) / FCO Burekup District
Mr Robert Drennan	-	DCFCO (South) / FCO Waterloo District
Mr Lyndon Skeers	-	FCO Ferguson District
Mr Neil Dyer	-	FCO West Dardanup District (Deputy Chairperson)
Mr Grant Ratcliffe	-	FCO Upper Ferguson District
Mr Brendan Putt	-	FCO Dardanup Central District
Mr Jeff Duncombe	-	FCO Joshua/Crooked Brook District
Mr Keith Higham	-	FCO Wellington Mill District / Fire Weather Officer
Mr Ricky Southgate	-	Department of Fire & Emergency Services
Mr Allan Madgwick	-	Department of Biodiversity, Conservation and Attractions
Cr. T Gardiner	-	Elected Member (Chairperson)
Cr. A C Jenour	-	Elected Member
Cr. T Bell	-	Elected Member (Proxy)

STAFF MEMBERS

Mr André Schönfeldt	-	Chief Executive Officer
Mr Ashwin Nair	-	Director Sustainable Development
Mr Stephen Loiterton	-	Coordinator – Ranger & Emergency Services
Ms Jessica Forsyth	-	Emergency Management Officer
Mr Murray Halden	-	Senior Ranger
Miss Katie Merwood	-	Personal Assistant

OBSERVERS

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**MINUTES OF THE SHIRE OF DARDANUP BUSHFIRE ADVISORY COMMITTEE MEETING HELD ON WEDNESDAY 12TH OF JUNE 2024, AT SHIRE OF DARDANUP – EATON ADMINISTRATION CENTRE, COMMENCING AT 7.00PM.****1 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS**

The Presiding Member, Cr. T G Gardiner declared the meeting open at 7.00 pm, welcomed those in attendance and referred 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 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

Mr Chris Hynes	-	CBFCO Eaton Townsite District
Mr Anthony Congdon	-	Proxy for FCO Ferguson District
Mr Neil Dyer	-	FCO West Dardanup District (Chairperson)
Mr Clay Rose	-	DCFCO (North) / FCO Burekup District
Mr Grant Ratcliffe	-	FCO Upper Ferguson District
Mr Brendan Putt	-	FCO Dardanup Central District
Mr Jeff Duncombe	-	FCO Joshua/Crooked Brook District
Mr Ricky Southgate	-	Department of Fire & Emergency Services
Mr Afie Jazreen	-	Department of Biodiversity, Conservation and Attractions
Cr. T G Gardiner	-	Elected Member

Staff Members

Mr Stephen Loiterton	-	Coordinator – Ranger & Emergency Services
Ms Jessica Forsyth	-	Emergency Management Officer
Mr Murray Halden	-	Senior Ranger
Mrs Brooke Sudbury	-	Executive Support Officer

Observers

Scott Bradby	-	Burekup VBF [Via Teams]
Alan Chalton	-	Waterloo VBF
Russel Harvie	-	Wellington Mills VBF

2.2 Apologies

Mr André Schönfeldt	-	Chief Executive Officer
Cr. A C Jenour	-	Elected Member
Ms Katie Merwood	-	P/A – Director Sustainable Development
Mr Robert Drennan	-	DFCO (South) / FCO Waterloo District

3. PRESENTATIONS

None

4. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

[4.1 Bushfire Advisory Committee Meeting Held 13th of March 2024](#)

BUSHFIRE ADVISORY COMMITTEE RECOMMENDED RESOLUTION

BFAC 02-24 MOVED - Cr. T G Gardiner SECONDED - Mr Clay Rose

THAT the Minutes of the Bushfire Advisory Committee Meeting held on 13th of March 2024, be confirmed as true and correct subject to no / the following corrections:

CARRIED

5. ANNOUNCEMENTS OF MATTERS FOR WHICH MEETING MAY BE CLOSED

6. 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.”

None.

7. ACTION SHEET UPDATE

PENDING ACTIONS:

ACTION & MEETING DATE.	PERSON RESPONSIBLE	ACTION	OUTCOME	STATUS
Action 01/24 13.03.24	Jessica Forsyth	Shire to provide masks that have been ordered. Brigades to email Jess Forsyth with required quantities.	Brigades collected	Complete

8 REPORTS OF OFFICERS AND COMMITTEES
--

8.1 Title: *Update Report from Chief Bush Fire Control Officer*

Reporting Department	<i>CBFCO - Dardanup</i>
Reporting Officer	<i>Mr Chris Hynes</i>

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

Mr. Chris Hynes spoke to the following:

Activity Report since Last BFAC Meeting

<i>Fire Call Outs</i>	
<i>Appliance and Equipment</i>	New Iveco 1.4 Has been circulated around the Shire of Dardanup, to the brigades that currently have 1.4 appliances as well as JCB to trial and give feedback. Thanks to the brigades and firefighters for providing written feedback this has been forwarded to fleet servicers. I have received a reply noting that many of the points raised will be rectified. Also, a big thanks to Alan and Karen Charlton for moving the new 1.4 around to the brigades and giving the crews an induction on the operation of the 1.4
<i>Training</i>	Training is pleasing, with all brigades getting on board with their own training programs. Thanks to Kaitlin Southgate for initiating brigade training officers' group.
<i>Meetings Held</i>	Regional operations advisory committee Shire of Dardanup Leadership monthly meeting Bushfire ready coordinator Hailey Hibit
<i>Membership – Recruitment/Resignation</i>	There was a positive increase of people enquiring about joining brigades following the DFES advertising campaign. Thanks to all involved.
<i>Concerns</i>	BFAC agenda reports, need earlier notification for reports to be sent in, and agenda could have been sent earlier. Overspend of LGGS funding. Is there enough communicating with DFES as to where the short falls with overspends occur. What actions have been done to address expenses and overspends going forward? Has there been enough communication with DFES Area Manager? Bull and Barrell, working with the shire to ensure the safety of the burning of the sculpture at this event.
<i>Initiatives</i>	Bushfire ready, I have visited Collie River area with Burekup Brigade for a community drive through, to look at escape routes. On Collie River Road, following this look around the various escape routes were identified. I see a need for a coordinated approach to the risk of fire or any emergency event in the area. JCB area has similar problems, with many dead-end roads with a need for a local network to communicate and share information in the event to an incident in their areas.

	<p>I have had a meeting with Hailey Hibit from DFES to get the ball rolling.</p> <p>We hope to call a meeting with the key players from the 2 brigades identified to discuss the process to form Bushfire groups. This is not limited to only Burekup and JCB. Let me know if you want to be involved in the information session.</p>
<i>Other News</i>	<p>I'd like to thank the media communications officer Tahnia Creedon for her positive community engagement.</p> <p>Spring into Action Event, thanks to Dardanup West and Dardanup Central Brigades for taking on this event for this year.</p> <p>Branch Out Training Event is in the early stages of being planned, it will be an event for all our brigades to participate in. It will involve appliance familiarization and team challenges. Looking to how we can fit it into our calendar. A program and further information will be announced. Thanks to Kaitlin Southgate, Waterloo Training Officer, for all her hard work in initiating this event.</p> <p>Thanks to Shire of Dardanup brigade members for their assistance with the clean up following the recent storms in the City of Bunbury.</p>

Item/s For BFAC Discussion

None.

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

Reporting Department

Department of Biodiversity, Conservation & Attractions

Reporting Officer

Mr Afie Jazreen

Mr Afie Jazreen spoke to the following:

Since the last meeting there has been 4 burns of over 20, 000 hectares. There were 145 fires in the district with 10 in the Dardanup Shire.

With the planning completed for the season. This gives increased stability for the upcoming season.

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

Reporting Department*Department of Fire & Emergency Services (DFES)***Reporting Officer***Ricky Southgate*

- *Fire Season 23/24*

We have seen a long fire season with the season starting in October and coming to an end in May. The Shire of Dardanup has sent Volunteers into other Shires across the Southwest and also in other Districts. It has been a busy season and DFES wishes to pass thanks on to all Volunteers and their families, the work could not be done without you all.

- *Air Craft*

While air craft had been extended, the completion date for Aircraft in Bunbury was 8th of May. Thank you to those filling ground control roles when required.

- *Training*

DFES Southwest Region have developed an advanced training hand over program to have more qualified trainers across the Southwest. This includes approximately 8 Dardanup Volunteers who will become qualified DFES trainers.

The DFES Southwest Region has emailed the 2024 training calendar, please make sure this has been emailed to all members and they are aware of the application process through Eacademy for additional training requirements.

- *High Season Fleet*

The Shire of Dardanup had two DFES high season fleet, a light tanker and the 4.4. Both appliances have been crewed extensively this fire season supporting fire within and outside the Shire of Dardanup and this work from Shire of Dardanup crews has been extensive and extremely appreciated by the Department and surrounding LGA. The recall of the appliances has commenced with Ferguson LT sent back and the 4.4 due back by 12th June 2024.

A 1.4 and a 2.4 should be available as part of the Mitigation Fleet. If your brigade requires one for burning let me know and we will try and help get it out to you. They are there for DFES burn program and will be housed at Eaton VFRS and Bunbury VFRS.

- *WAFES Conference*

Nominations closed 5th June. Hope those that wanted to go had the opportunity to nominate for attendance.

- *Australian warning system (AWS)*

From mid-July 2024, cyclone, flood, and storm warnings will feature the following AWS warning levels:

Advice: An incident is active. There is no immediate danger. Stay up to date in case the situation changes.

Watch and Act: There is a heightened level of threat. Conditions are changing and you need to start taking action now to protect yourself and your family.

Emergency Warning: The highest level of warning. You are in danger and need to act immediately. Any delay now puts your life at risk. AWS warnings will also feature an action statement to give affected communities clear advice about what action to take to stay safe.

- *AWS Awareness*

An overview of the AWS and how it applies in Western Australia. Delivered as a self-paced, e-learning module and recommended for all DFES and DBCA personnel (staff and volunteers) and relevant external stakeholders.

How to apply

1. Go to the Volunteer Hub homepage
2. Scroll down to My Systems
3. Select eAcademy
4. Select menu item "Training Catalogue and Resources"
5. Search for the course name "Australian Warning System (AWS) Awareness"
6. Review available dates and locations
7. Select appropriate course

- *Bunbury Storm*

The Region thanks The Shire of Dardanup, Volunteers and their families for the crews that attended the Bunbury storms to aid as required. SES crews had been stretched and the extra hands certainly assisted.

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

Reporting Department	<i>Burekup BFB</i>
Reporting Officer	<i>Mr Clay Rose</i>

Mr Clay Rose spoke to the following:

<i>Fire Call Outs</i>	7
<i>Appliance and Equipment</i>	Tyres and rims replaced
<i>Training</i>	<ul style="list-style-type: none"> • Four members have completed advanced driver training in Collie
<i>Meetings Held</i>	1 – AGM,
<i>Membership – Recruitment/Resignation</i>	Two new recruits and one resignation
<i>Concerns</i>	
<i>Initiatives</i>	<ul style="list-style-type: none"> • Tried the Iveco 1:4 with feedback supplied to Chris & Ricky
<i>Other News</i>	Wespine assisted burn, didn't go so well due to damp

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

Reporting Department Dardanup Central BFB
Reporting Officer Mr Brendan Putt

No Report provided.

None in attendance

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

Reporting Department Ferguson BFB
Reporting Officer Mr 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>	8
<i>Appliance and Equipment</i>	
<i>Training</i>	<ul style="list-style-type: none"> Once per month - training has commenced. Members have been enrolled in a variety of advanced courses over the coming months
<i>Meetings Held</i>	1 – AGM, attended by Shire of Dardanup CEO, Andre Schonfeldt and Shire President, Tyrell Gardiner.
<i>Membership – Recruitment/Resignation</i>	Nil. No active recruitment at present, we are able to efficiently crew the Light Tanker and High Season Vehicle with all active members utilized on rotation/roster.
<i>Concerns</i>	
<i>Initiatives</i>	<ul style="list-style-type: none"> Plans created for extension of shed/training facilities. Submitted for consideration/approval. Approval of grant from Atco for a recycling shed. Have received the shed, waiting on pavers for the floor
<i>Other News</i>	

Item/s For BFAC Discussion

None.

8.7 Title: Joshua Creek / Crooked Brook Fire Control Officer Report – Mr Jeff Duncombe

Reporting Department Joshua Creek / Crooked Brook BFB
Reporting Officer Mr Jeff Duncombe

No Report Provided.

None in attendance

8.8 Title: Upper Ferguson District Fire Control Officer Report – Mr Grant Ratcliffe

Reporting Department Upper Ferguson BFB
Reporting Officer Mr Grant Ratcliffe

No Report Provided.

Mr Grant Ratcliffe noted that it had been a successful year.

8.9 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>	14 fire call outs.
<i>Appliance and Equipment</i>	
<i>Training</i>	Training nights have rotated from fortnightly to monthly in the off season.
<i>Meetings Held</i>	1 AGM Meeting 1 Officers meeting
<i>Membership – Recruitment/Resignation</i>	
<i>Concerns</i>	
<i>Initiatives</i>	
<i>Other News</i>	

Item/s For BFAC Discussion

None.

8.10 Title: Wellington Mill District Fire Control Officer Report – Mr Keith Higham

Reporting Department Wellington Mill BFB
Reporting Officer Mr Keith Higham

(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>	Multiple attendances to Waroona fire, both on our 1.4 and on other shire appliances. 12-May INC-668402 Vehicle Fire, Wellington Forest
<i>Appliance and Equipment</i>	New off-road tyres fitted to 1.4 New 1.4 prototype on station 30 April – 8 May. Thoroughly tested and feedback provided to Ricky Southgate.
<i>Training</i>	Over the season 9 active Brigade training sessions held from October to March. Brent Italiano (new TO) attended 18-Apr training group meeting, took action to develop lesson plan for PPE/PRC.
<i>Meetings Held</i>	AGM held 14-April. Committee meetings held 6-May and 10-June
<i>Membership – Recruitment/Resignation</i>	New members – Colin Beard (Elected as Maintenance Officer) Resignations - Nil
<i>Concerns</i>	Our brigade currently has 5 members wanting to do training and they have struggled to be able to book in locally. Focus needed on providing more training opportunities or pay the qualified assessors that live in the area that are willing to do these mid week for their brigades and neighbouring brigades. Need to continually renew our memberships by being “nimble” in our approach to training provision.
<i>Initiatives</i>	Potential new fire station – Discussion facilitated by Ricky Southgate with brigade members around support for this potential project and key design considerations.
<i>Other News</i>	Russell Harvie to complete Fire Control Officer training on 5 June

Item/s For BFAC Discussion

Discussion:

Mr Keith Higham introduced new member, Mr Russell Harvie to the meeting, noted there has been a good increase in new members.

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

Reporting Department West Dardanup BFB
Reporting Officer Mr 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>	22 jobs since the last BFAC meeting. Jobs have mainly been outside Shire of Dardanup
<i>Appliance and Equipment</i>	Still have seasonal 4.4 but expect to relinquish it in the near future as the current season draws to an end.
<i>Training</i>	<p>Training has now moved to winter frequency and is being held once per month. We have a new training coordinator who is currently developing a training calendar for the next season.</p> <p>As part of the brigades training and in conjunction with other brigades we would also like to undertake some practical training in the form of controlled burns within the shire.</p> <p>The brigade took part in a controlled burn at the Wespine plantation with Wespine staff to assist them better determine fire management practices .</p>
<i>Meetings Held</i>	Held our AGM and been involved in two meetings relating to the spring into action event
<i>Membership – Recruitment/Resignation</i>	Have a couple of new members one of which is also a member of a brigade from a surrounding Shire.
<i>Concerns</i>	
<i>Initiatives</i>	Our communications officer has been working with the training office to encourage the use of BART through a better understanding of the system and its capabilities.
<i>Other News</i>	<p>As a result of the lateness of the season, a larger than normal number of permits have been issued. The permits holders were requested to register the burn with DFES and without expectation have done so.</p> <p>Shout out. West Dardanup has a new water point which was provide by a developer in the Crooked Brook area. The water point is located in the Sandpit Road subdivision and includes a supply tank, pump and bore and is set up ready for emergency power should the main supply fail.</p> <p>A big thank you to the Shires Planning department for ensuring the water point was construct to the Brigades standards.</p>

Item/s For BFAC Discussion**1. Item One – BART**

We have now had BART for over twelve months and our brigade has been actively encouraging members to use the system to keep in touch and up to date with brigade activities. This would not include the addition of licences as this would have cost implication to the Shire.

Can you confirm who has overall responsibility for the management of the system and what would be required to get more Administration rights to enable to better manage it?.

Discussion:

Mr Dyer advised that they were running into problems with the BART system, but feels that it is sorted at this point.

Cr. T G Gardiner and Mr Chris Hynes agreed that the system seemed to be working more effectively.

8.12 Title: Brigade Annual General Meeting Minutes

Brigades have conducted their Annual General Meetings (AGM) in accordance with the Bushfire Local Law 2021. The minutes from these meetings are tabled at this meeting.

Extract from Bushfire Local Law 2021:

s3.9 Minutes to be tabled before the Bush Fire Advisory Committee

- (1) The Secretary is to forward a copy of the minutes of the annual general meeting of a bush fire brigade to the Chief Bush Fire Control Officer within one month after the meeting.*
- (2) The Chief Bush Fire Control Officer is to table the minutes of a bush fire brigade's annual general meeting at the next meeting of the –*
 - (a) Bush Fire Advisory Committee; or*
 - (b) Council, if there is no Bush Fire Advisory Committee, following their receipt under subclause (1).*

Officers have provided copies of the minutes of the 2024 AGMs can be found at (Appendix BFAC 8.12).

Cr. T G Gardiner – thanked the brigade

OFFICER & BUSHFIRE ADVISORY COMMITTEE RECOMMENDED RESOLUTION

THAT the Bushfire Advisory Committee receives the 2024 Brigade Annual General Meeting Minutes pursuant to Bushfire Local Law 2021 section 3.9.

BFAC 03-24 MOVED - Mr Neil Dyer SECONDED - Mr Clay Rose

CARRIED

Discussion:

Shire President, Cr. T G Gardiner thanked the Volunteer Fire brigades for all the hard work.

8.13 Title: Endorsement of Bushfire Control Officers (FCOs)

The election of all Bushfire Control Officers (FCOs) falls under Section 38 of the Bush Fires Act 1954.

Once the Fire Control Officers have been elected and formally endorsed by Council they will be publicly advertised in accordance with Section 38(2A) of the Bush Fires Act 1954.

The following officers have been nominated by their brigades as FCO's and now need to be endorsed by the Bushfire Advisory Committee: -

BUSHFIRE ADVISORY COMMITTEE RECOMMENDED RESOLUTION

BFAC 04-24 MOVED - Mr Lyndon Skeers SECONDED - Mr Chris Hynes

THAT the Bushfire Advisory Committee recommend that Council endorse the following persons as Bushfire Control Officers for the period 01/07/2024 – 30/06/2025 pursuant to Section 38(1) of the Bush Fires Act 1954 and the persons to be advertised pursuant to Section 38(2a) of the Bush Fires Act 1954 : -

DISTRICT	OFFICER
Burekup District	Clay Rose
Dardanup Central District	Brendan Putt
Eaton Townsite/District	Chris Hynes
Ferguson District	Lyndon Skeers
Joshua/Crooked Brook District	Jeffrey Duncombe
Upper Ferguson District	Grant Ratcliffe
Waterloo District	Robert Drennan
Wellington Mills District	Russel Harvie
West Dardanup District	Neil Dyer

CARRIED

8.14 Title: Election of Chief Bushfire Control Officer

Nominations are to be called for the position of Chief Bushfire Control Officer.

BUSHFIRE ADVISORY COMMITTEE RECOMMENDED RESOLUTION

BFAC 05-24 MOVED - Mr Clay Rose SECONDED - Mr Keith Higham

THAT the Bushfire Advisory Committee recommend that Council endorse the following person as Chief Bushfire Control Officer for the period 01/07/2024 – 30/06/2025:

- Chris Hynes

CARRIED

8.18 Title: Coordinator Emergency & Ranger Services Report – Mr Stephen Loiterton

Reporting Department

Shire of Dardanup

Reporting Officer

Mr Stephen Loiterton – Coordinator Emergency & Ranger Services

8.18.1 Mitigation Activity Fund

The Western Australian Government has established the Mitigation Activity Fund Grants Program (MAFGP) to reduce bushfire hazards that present a high risk to assets throughout the State. The program supports local governments with endorsed Bushfire Risk Management Plans to treat bushfire risk in their communities on state land that they manage.

Application for the next round has been prepared by the Bushfire Risk Mitigation Coordinator. A total of 32 treatments have been identified for inclusion in the application.

The outcome of our application has not been published to date.

8.18.2 Bushfire Risk Mitigation Coordinator

Funding Bushfire Risk Mitigation Coordinators is a Department of Fire and Emergency Services (DFES) initiative to support local governments conduct bushfire mitigation. The primary roles of the Coordinator is to identify mitigation activities, per the Bushfire Risk Management Plan, seek grant funding from the Mitigation Activity Fund, and to implement those measures that receive approval.

The Shires of Capel, Collie and Dardanup share a Bushfire Risk Mitigation Coordinator. For the Shire of Dardanup the Coordinator has successfully obtained \$1,503,000 in grant funds that have been applied to 147 treatments since 2019/20

The Department of Fire and Emergency Services has offered funding to continue the engagement of a Bushfire Risk Mitigation Coordinator for a further three years. The Shires have agreed to continue to share and contribute towards the role with DFES. To this end, the Shire of Dardanup's Council at its 22 May 2024 Ordinary Council Meeting endorsed the Shire's continued support for the shared resource.

8.18.3 Bushfire Risk Management Plan

The Shire's current Bushfire Risk Management Plan 2019-2024 was endorsed by Council on 6 November 2019. The plan is due for review this year. Feedback will be sought shortly from Brigades on the current plan. What is effective, what requires improvement, etc.

8.18.4 Hazard Reduction Burning

The Shire has received submissions for two hazard reduction burns. The Shire is currently reviewing this process and will begin engagement with the Brigades to get their input on the most efficient way of processing these requests. Currently the process appears onerous which includes several forms to be completed of a technical nature.

Discussion:

It was discussed that the form required review and no decision would be made at this meeting, however Mr Ricky Southgate advised DFES has a form that had recently been streamlined and may be of assistance. Director Sustainable Development, Mr Ashwin

Nair felt we may still need a Shire of Dardanup form to ensure it is a localised assessment.

8.18.5 Local Government Grant Scheme

Funding for Bush Fire Brigades and State Emergency Service units is allocated via the Local Government Grant Scheme, which itself is funded by money collected through the Emergency Services Levy. The Shire uses Local Government Grant Scheme to fund the operational and capital expenses of its eight brigades.

The Shire's current 2023/24 grant allocation is \$205,000. As of early May a total of \$301,000 has been spent. A significant amount of this overspend has been pre-approved for identified unexpected expenditure. While supplemental funding was provided to cover the previous over-spend, there is no guarantee that this will be repeated in full or in part for this year. A closer scrutiny will be taken on expenditure for the remainder of the year.

The Shire has been offered, and accepted, \$220,000 for the 2024/25 financial year. There are twelve Line 9 applications received from Brigades for inclusion in this year's grant application, however, the outcomes of the Line 9 items in the application have not been published to date. Similarly, the outcome of applications for capital grants has not been made known.

Discussion:

Presiding member, Cr. T G Gardiner gave a brief overview of the process for the Grant Scheme. With a brief discussion following on current expenditure, explaining that overall, costs have increased. Mr Ricky Southgate advised that many local shires are currently over budget for the same reasons. Cr. T G Gardiner thanked the volunteers and Staff for their patience and the work they have done on this issue.

8.18.6 Bush Fire Brigade Work Instructions.

The Bush Fire Brigade Work Instructions is proposed to be reviewed in the following months to ensure the document is updated. Shire Officers will be working with the Brigades to review the contents of the work instructions to ensure clarity and a document which reflects best practice.

The current work instructions are a single document. The review will break the work instructions into a suite of documents, each to be developed and reviewed separately. Details of the review process have yet to be finalised. However, it is expected to follow a process similar to that outlined below:

- Overall outline of suite of documents prepared by the Shire;
- Brigades will be consulted on the overall outline;
- For each document, in turn;
 - The Shire will develop a rough outline;
 - Brigades comment will be sought on the outline;
 - The Shire will flesh out the outline, with intent to not copy reference documents *in verbatim*, and with consultation as required;
 - Brigade feedback will be sought on the draft;
 - Brigade agreement will be sought for the final draft; and
 - The final draft will be put to BFAC for endorsement prior to approval.

One of the objectives will be to have the review completed by the end of 2024.

Discussion:

Mr Chris Hynes advised that the Volunteer brigades were happy to discuss and have arranged a meeting to go through the document. Director Sustainable Development, Mr Ashwin Nair advised that staff are happy to assist with this process.

OFFICER AND BUSHFIRE ADVISORY COMMITTEE RECOMMENDED RESOLUTION

BFAC 09-24 MOVED - Mr Chris Hynes SECONDED - Mr Clay Rose

THAT the Bushfire Advisory Committee supports the review of the Bushfire Brigade Work Instructions.

CARRIED

8.18.7 Fire Prevention Order

At each June meeting of the Committee the draft Fire Prevention Order is put to the committee for endorsement prior to being presented to Council. A draft copy is provided below for the committee's endorsement.

BUSHFIRE ADVISORY COMMITTEE RECOMMENDED RESOLUTION

BFAC 10-24 MOVED - Mr Clay Rose SECONDED - Mr Neil Dyer

THAT the Bushfire Advisory Committee recommend that Council adopt and advertise the 2024-2025 Shire of Dardanup Fire Prevention Order pursuant to Section 33(1) of the Bush Fires Act 1954.

2024-2025 FIRE PREVENTION ORDER

FIRST AND FINAL NOTICE

With reference to Section 33 of the Bush Fires Act 1954, you are required to carry out fire prevention work on land owned or occupied by you, in accordance with the provisions of this order.

This order is valid for the period 1 July – 30 June annually.

Work must be completed by the 30 November annually and maintained until the close of the entire Restricted and Prohibited Burning Periods.

PLEASE READ THIS NOTICE CAREFULLY

If you do not fully understand this notice, please contact Emergency & Ranger Services during office hours on 9724 0000 or your local Fire Control Officer to discuss.

PERSONS WHO FAIL TO COMPLY WITH THE REQUIREMENTS OF THE ORDER MAY BE ISSUED WITH AN INFRINGEMENT NOTICE PENALTY (\$250.00) OR PROSECUTED WITH AN INCREASED PENALTY (MAXIMUM PENALTY \$5,000). ADDITIONALLY THE SHIRE OF DARDANUP MAY CARRY OUT THE REQUIRED WORK AT COST TO THE OWNER/OCCUPIER.

RESTRICTED BURNING PERIOD

Burning Permits Required

2 November 2024

to

14 December 2024

PROHIBITED BURNING PERIOD

NO FIRES PERMITTED

15 December 2024

to

14 March 2025

(subject to extension)

RESTRICTED BURNING PERIOD

Burning Permits Required

15 March 2025

to

26 April 2025

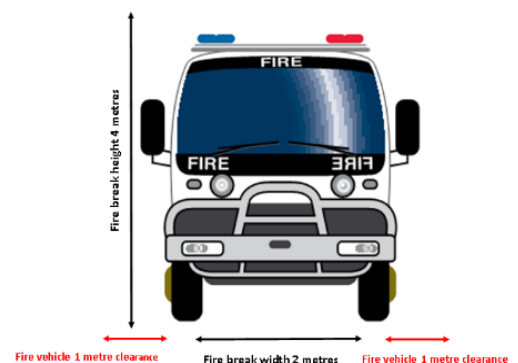
(subject to extension)

RESIDENTIAL, INDUSTRIAL, DEVELOPMENT, RESTRICTED USE, MIXED BUSINESS AND COMMERCIAL ZONES*

- All flammable material/vegetation (except living trees) **MUST** be slashed or grazed to a height that does not exceed 100 millimetres.
- Removal of isolated flammable material (dead tree and tree branches) **MUST** be removed.

SMALL HOLDINGS ZONE*

- A firebreak (as defined), must be installed immediately inside and along all property boundaries, 2 metres in width and 4 metres in height. The firebreak may only deviate from a boundary up to 6 metres, to avoid established trees and /or other natural features that would make it impractical to be installed on the boundary.
- A 20 metre Asset Protection Zone (as defined) **MUST** be slashed to a height that does not exceed 100 millimetres surrounding dwellings, sheds and all haystacks.

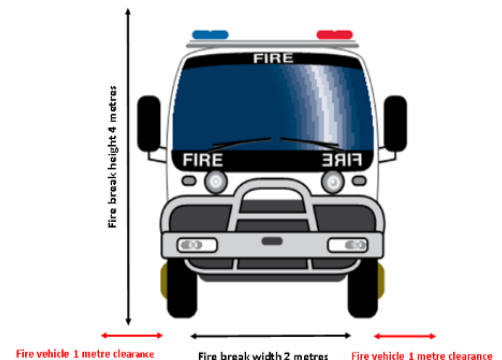


[Minimum clearance for fire break in small holdings](#)

- All flammable material/vegetation (dead trees and branches) **MUST** be removed from the 20 metre Asset Protection Zone.
- Where slashing is not possible, material/vegetation must be burnt back or sprayed with a suitable herbicide to prevent growth throughout the entire restricted and prohibited burning periods.
- Burn piles can be kept and are approved under the following conditions:
 - a burn pile is to be no closer than 20 metres from any structure.
- All fire wood piles must be stored away from a dwelling during the restricted and prohibited burning periods.

GENERAL FARMING, RESTRICTED USE AND TOURIST ZONES*

- **Non Irrigated lots** – a vehicle access track, 4 metre in width and 4 metre in height that **MUST** include a 2 metre wide firebreak (as defined), must be installed immediately inside and along the lot boundary where it adjoins a road and/or rail reserve. The firebreak may only deviate from the boundary, up to 6 metres, to avoid established trees/or other natural features, that would make it impractical to install a firebreak at that location.
- **Irrigated land** (as defined) is to be maintained in a non-flammable state for the whole of the restricted and prohibited burning periods.
- Firebreaks are **NOT** required on irrigated land that is being **actively and regularly irrigated throughout the entire restricted and prohibited burning periods.**
- Irrigation channels that are situated **inside and along** a lot boundary will be accepted as a firebreak provided the irrigation channel is utilised on that property throughout the **entire restricted and prohibited burning periods.**
- Burn piles can be kept and are approved under the following conditions:
 - a burn pile is to be no closer than 20 metres to any structure; and
 - a 2 metre wide and 4 metre in height firebreak is to be placed around the perimeter of any burn pile.
- All fire wood piles must be stored away from a dwelling during the restricted and prohibited burning periods.



Minimum clearance for fire break in general farming, restricted use and tourist zones

PLANTATIONS

- **BARE EARTH** firebreaks of 15 metres in width and 4 metres in height must be maintained inside and along all boundaries of a plantation with 6-10 metre wide internal firebreaks between compartments.
- Where power lines pass through plantation areas, firebreaks must be in accordance with Western Power specifications.

* Zones defined by the Shire of Dardanup Town Planning Scheme No.3.

WHERE AND HOW TO OBTAIN BURNING PERMITS

Applications for burning permits are available from your local Bush Fire Control Officer at no cost. The local Bush Fire Control Officer will note the relevant conditions you must comply with on your burning permit.

You are advised that Burning Permits are automatically invalidated on days of “high”, “extreme” or “catastrophic” fire danger.

To minimise the use of resources on unnecessary call outs, burns conducted outside the restricted burning period are encouraged to be registered with the Department of Fire & Emergency Service (DFES) Communications Centre on 9395 9209, immediately prior to commencing the burn.

Garden Refuse Urban Areas (town sites): No garden refuse is permitted to be burnt on the ground, in the open air or in an outdoor incinerator within the urban areas of Dardanup, Eaton and Burekup town sites **at any time of the year unless a permit to burn has first been obtained** from a Fire Control Officer for special circumstances such as a large block that needs hazard reduction.

All Other Areas in Shire of Dardanup: Pursuant to section 24G(2) and section 25(1a) of the Bush Fires Act 1954, the burning of garden refuse and camp and cooking fires is prohibited in all areas within the Shire of Dardanup during the **Prohibited Burning Period**. Furthermore, pursuant to section 24G(2) the burning of garden refuse and camp and cooking fires are prohibited within the Shire of Dardanup during the **Restricted Burning Period unless a permit to burn has first been obtained** from a Fire Control Officer.

Solid Fuel Cooking Appliances (e.g.: pizza oven/outdoor barbeque, outdoor stove and fire pits): The use of solid fuel cooking appliances is prohibited in all areas within the Shire of Dardanup during the **Prohibited and Restricted Burning Period UNLESS;**

- the fire rating is below HIGH;
- is fitted with an effective spark arrestor to pizza oven & outdoor stove;
- an area of 2m surrounding the appliance is cleared from flammable materials;
- running water is on site and is accessible;
- a responsible able body adult is in attendance throughout and until the fire is completely extinguished.

The use of **Solid Fuel Cooking Appliances (e.g.: pizza oven/outdoor barbeque, outdoor stove and fire pits)** are prohibited during a **TOTAL FIRE BAN**.

FIREBREAK VARIATIONS/EXEMPTIONS

If it is considered impractical for any reason to install a firebreaks or remove flammable materials from any land as required by this Order, you are required to make written application to the Shire of Dardanup **no later than 30 September each year**. **This application shall** include a plan detailing the alternative fire prevention measures taken on the land. Prescribed Firebreak Variation/Exemption Forms are available from the Shire of Dardanup offices or by visiting the Shire of Dardanup website. If your request for a variation/exemption is not granted, you **must** comply with the requirements of this Order.

DEFINITIONS

For the purpose of this notice the following definitions apply:

ASSET PROTECTION ZONE (APZ)

Asset protection zones must be a minimum of 20 metres. An asset protection zone is a low fuel area immediately surround a building and is designed to minimise the likelihood of flame contact with buildings and the effect of radiant heat. It is important to maintain the asset protection zones and from flammable material. If there are large trees in the asset protection zone, consideration of having the trees pruned by a professional contactor. There should be no trees overhanging buildings or assess within the asset protection zone.

BUSH FIRE MANAGEMENT PLANS

A “Bush Fire Management Plan” means a plan that has been developed and approved by the Shire of Dardanup to reduce and mitigate fire hazards within a subdivision, lot or other area of land within the district. Where the property has an approved Bush Fire Management Plan, compliance **MUST** be achieved in accordance with the conditions stipulated in the Bush Fire Management Plan, in addition to the requirement of this notice.

IRRIGATED LAND

Irrigated land is defined as agriculture land that is watered, kept fully watered and is maintained in a non-flammable state for the whole of the restricted and prohibited burning periods.

FIREBREAK

A firebreak is an area of land that has been cleared of all trees, bushes, grasses and any other object or thing which may be flammable, leaving a surface of bare mineral earth. Firebreaks must be constructed immediately inside and along all property boundaries. Firebreaks provide safer access for land owners and fire appliances to conduct fire suppression activities.

PLANTATION

Means a stand of trees of 10 hectare or larger, that has been established by sowing or planting of either native or exotic tree species and managed intensively for their commercial and/or environmental value. A plantation includes roads, tracks, firebreaks and small areas of native vegetation surrounded by plantations. Implicit in this definition is the recognition that plantations will be harvested.

AUTHORISED OFFICER

A person appointed by the Shire of Dardanup as a Bush Fire Control Officer.

For further information please call the Shire of Dardanup 9724 0000 or your local Fire Control Officer. For all fire emergencies, please dial



Would you like to become involved in a volunteer bush fire brigade?

Why not join a Shire of Dardanup Volunteer Bush Fire Brigade and learn how to prevent fires and be trained in firefighting!

All volunteers are very welcome.

There are many dimensions to being a volunteer bush fire brigade member or cadet (11-16 years of age), as all are encouraged to choose the type of activities that best suit their capabilities and interest.

Being a volunteer is a rewarding experience. It is an opportunity to meet new people, learn new skills and provide assistance in protecting your community. Respecting others, working together as a team and acting with honesty and integrity are the values embraced by members.

If you are interested in being a volunteer bush fire fighter please contact the Shire of Dardanup Emergency Management Officer 9724 0347 or email brigade@dardanup.wa.gov.au

Register your mobile for SMS Messages

The Shire of Dardanup has implemented a SMS Notification Service for Total Fire Ban & Harvest & Vehicle Movement Bans, as well as information relating to restricted/prohibited burning periods. As soon as a Total Fire Ban or Harvest & Vehicle Movement Ban is called, all mobile phones registered will receive a SMS directly to their mobile phone. This service is free of charge. To subscribe for this service please email your details to records@dardanup.wa.gov.au or phone Ranger Services on 9724 0307.

Terms and Conditions

By subscribing to this service you agree to receive SMS messages from the Shire of Dardanup regarding "Harvest and Vehicle Movement Bans" and other bans imposed during the fire season.

You accept that by subscribing to this service you will receive message for the current and future fire seasons.

The Shire of Dardanup reserves the right to discontinue this service at any time. Any decision to discontinue this service will be advised via this SMS service.

You accept that radio announcements are still the primary means of notification of bans. In the event of a discrepancy between this SMS service and an announcement on the radio, the latter shall prevail.

You have the right to unsubscribe from this service at any time. To unsubscribe, please notify the Shire of Dardanup in writing via email records@dardanup.wa.gov.au . You accept that the Shire may from time to time use this SMS service to send other topical messages.

If you have any further enquires please do not hesitate to contact the Shire of Dardanup during normal business hours on 9724 0307.

CARRIED

9. 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.]

None.

10. MATTERS BEHIND CLOSED DOORS

None.

11. CLOSURE OF MEETING.

The Chairperson advised that the date of the next Bush Fire Advisory Committee Meeting is to be 9th of October 2024.

Cr. T G Gardiner thanked Jess for all her hard work with the Shire of Dardanup and wished her the best for the future.

There being no further business the Chairperson declared the meeting closed at 7.47pm