



Shire of Dardanup

# AGENDA

## BUSHFIRE ADVISORY COMMITTEE MEETING

To Be Held

Wednesday, 16 June 2021  
Commencing at 7.00pm

At

Shire of Dardanup  
ADMINISTRATION CENTRE EATON  
1 Council Drive - EATON

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**NOTICE OF BUSHFIRE ADVISORY COMMITTEE MEETING**

Dear Committee Member

The next Shire of Dardanup Bushfire Advisory Committee Meeting will be held on Wednesday, 16 June 2021 in the Council Chambers, Shire of Dardanup - Administration Centre Eaton, 1 Council Drive, Eaton - commencing at 7.00pm.



**MR ANDRÉ SCHÖNFELDT**  
Chief Executive Officer

Date: 10 June 2021

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## **VISION STATEMENT**

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

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**COMMITTEE MEMBERS:**

Mr Chris Hynes - CBFCO Eaton Townsite District  
Mr Richard Stacey - FCO Ferguson District  
Mr Neil Dyer – FCO - West Dardanup District  
Mr Clay Rose - DCFCO (North) / FCO Burekup District  
Mr Robert Drennan - DFCO (South) / FCO Waterloo District  
Mr Rod Bailey - FCO Upper Ferguson District  
Mr Brendan Putt - FCO Dardanup Central District  
Mr Peter Robinson - FCO Joshua/Crooked Brook District (Chairperson)  
Mr Ian Bridge FCO Wellington Mill District (Deputy Chairperson)

Mr John Carter – Representative Department of Fire & Emergency Services  
Mr Darren Harvey - Department of Biodiversity, Conservation and Attractions

Cr. T Gardiner - Elected Member  
Cr. M T Bennett - Elected Member (Deputy)

**STAFF MEMBERS**

Mrs Erin Hutchins - Coordinator – Ranger & Emergency Services  
Mr Murray Halden - Senior Ranger  
Mrs Donna Bailye - Executive Governance Officer

**OBSERVER**

Mrs Susan Oosthuizen - Director Sustainable Development  
Ms Melissa Howard - Emergency Management Officer

## COUNCIL ROLE

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

## DISCLAIMER

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

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

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

**SHIRE OF DARDANUP**

**AGENDA FOR THE SHIRE OF DARDANUP BUSHFIRE ADVISORY COMMITTEE MEETING TO BE HELD ON WEDNESDAY 16 JUNE 2021, AT SHIRE OF DARDANUP – EATON ADMINISTRATION CENTRE, COMMENCING AT 7.00PM.**

**1 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS**

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

*Acknowledgement of Country*

*The Shire of Dardanup wishes to acknowledge that this meeting is being held on the traditional lands of the Noongar people. In doing this, we recognise and respect their continuing culture and the contribution they make to the life of this region by recognising the strength, resilience and capacity of Wardandi people in this land.*

*Affirmation of Civic Duty and Responsibility*

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

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

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

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

*Emergency Procedure*

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

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

2.1 Attendance

2.2 Apologies

**3. PETITIONS/DEPUTATIONS/PRESENTATIONS**

None.

**4. CONFIRMATION OF MINUTES OF PREVIOUS MEETING**

4.1 Bushfire Advisory Committee Meeting Held 17 March 2021

**BFAC RECOMMENDED RESOLUTION**

**THAT the Minutes of the Bushfire Advisory Committee Meeting held on 17 March 2021, be confirmed as true and correct subject to no / the following corrections:**

**5. ANNOUNCEMENTS OF MATTERS FOR WHICH MEETING MAY BE CLOSED**

None.

**6. QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN**

None.

**7. 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.”

<b>8. ACTION SHEET UPDATE</b>
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**PENDING ACTIONS:**

ACTION & MEETING DATE.	PERSON RESPONSIBLE	ACTION	OUTCOME	STATUS
01/21	Erin Hutchins	Coordinator – Ranger & Emergency Services, Mrs Erin Hutchins, through liaison with the Shires Manager – Governance & HR investigate the appointment of Mr Allan Charlton to the Bushfire Advisory Committee as a Fire Weather Officer	Refer to Item 9.16 in Agenda	Completed
02/21	Murray Halden	FCO's to workshop the proposed draft "Fire Prevention Order – Request for Exemption". Shire to coordinate workshop and matter to be brought back at the May 2021 Bushfire Advisory Committee meeting.	Murray met with FCOs to workshop the proposed "Fire Prevention Order – Request for Exemption" guidelines. A final DRAFT was circulated to all FCOs on the 29 April 2021 for final comment. On receiving comments the final guideline was amended and circulated to the FCOs.	Completed.

**9 REPORTS OF OFFICERS AND COMMITTEES**

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

Reporting Department: CFCO - Dardanup

Reporting Officer: Chris Hynes

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

No Report.

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

No Report.

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

No Report.

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

Reporting Department: Burekup BFB

Reporting Officer: Clay Rose

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

**Activity Report Since Last BFAC Meeting**

Fire Call Outs	17-3-21 fire on rail reserve corner SW Highway & Russell Road caused by Aurison rail, track grinding.
<i>Appliance and Equipment</i>	Fridge hard wired.
<i>Training</i>	New training officer elected, monthly in house training resumes.
<i>Meetings Held</i>	Committee meeting 23-03-21. AGM 12-04-21
<i>Membership – Recruitment/Resignation</i>	No Change.
<i>Concerns</i>	None.
<i>Initiatives</i>	Brigade members Attended ANZAC service River Valley Primary & community fun day April
<i>Other News</i>	Issued 32 fire permits, no escapes, at least 2 illegal paddock burns - Henty Road . Both land owners spoken to by Ranger services.

**Item/s For BFAC Discussion**

None.

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

Reporting Department: Dardanup Central BFB

Reporting Officer: Brendan Putt

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

**Activity Report Since Last BFAC Meeting**

<i>Fire Call Outs</i>	None. Fire permits 3.
<i>Appliance and Equipment</i>	Truck in good working order.
<i>Training</i>	Every second week.
<i>Meetings Held</i>	AGM completed with great attendance, one General meeting to discuss roles within the brigade for new season.
<i>Membership – Recruitment/Resignation</i>	No new members, hoping to recruit additional members with the new station completion.
<i>Concerns</i>	None.
<i>Initiatives</i>	We are currently seeking to have soft shell Jackets with bushfire logo and Brigade name for training and social events.  Control burn of large piles of timber with Dardanup West bridge a good success.
<i>Other News</i>	New station is moving quickly with slab down, and framing currently in progress

**Item/s For BFAC Discussion**

None.

9.6 Title: Ferguson Fire Control Officer Report –Mr Richard Stacey

Reporting Department: Ferguson BFB

Reporting Officer: Richard Stacey

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

<i>Fire Call Outs</i>	Nil since last report. Eleven call outs (including planned and burns) over 20/21 season.
<i>Appliance and Equipment</i>	Ferguson LT taken out of service from 11 January 21 to 8 February 21 due to starter circuit problems. Replacement vehicle supplied by DFES.
<i>Training</i>	Nil.
<i>Meetings Held</i>	2021 AGM held 16 May 2021.  Office bearers elected for 2021/22 season: FCO: Lyndon Skeers (0407424147) Captain: Anthony Congdon Lieutenants: Peter Hume (Henty) James Campbell-Clause (Ferguson) Comms Officer: Jane Skipworth Training Officer: Not yet filled
<i>Membership – Recruitment/Resignation</i>	2 new recruits identified and prioritised for training during 2021.
<i>Concerns</i>	Ferguson LT overdue for replacement and having serious reliability problems. Current vehicle has been in service since September 2007 (14 years).
<i>Initiatives</i>	Fire mitigation initiatives promoted through brigade Facebook page. Seven property visits conducted over season to discuss fire planning and mitigation issues.
<i>Other News</i>	Nil.

**Item/s For BFAC Discussion**

None.

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

Reporting Department: Joshua Creek / Crooked Brook BFB

Reporting Officer: Mr Peter Robinson

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

**Activity Report Since Last BFAC Meeting**

<i>Fire Call Outs</i>	Only one call-out to Beelerup. A private burn that got away. Only about three hours attendance required. It was good for me to shadow their IC and our Chief.
<i>Appliance and Equipment</i>	We have old yellow drip torches for which I am seeking red replacements.
<i>Training</i>	Fire Fighters training is being held monthly. Having Chris Bouteloup move away from FIFO is a real bonus for our brigade. He and Capt Paul work really well together.  Cadets training is being held three times a school term. Cadets were involved in a low-key private burn that went very well recently.
<i>Meetings Held</i>	One Committee meeting held following the AGM to get new members up to speed and to look at what we are going to be doing. Having new members on the committee is great.
<i>Membership – Recruitment/Resignation</i>	No movement.
<i>Concerns</i>	Nil.
<i>Initiatives</i>	We are wanting to burn Warburton Road under the MAF program in spring. Are there any other verges in our patch that are included in the next MAF mapping?
<i>Other News</i>	The new tank ground works have commenced.  We have received a grant from Wespine for carpet squares in our training room. That should be done very soon if not by the time we meet.

**Item/s For BFAC Discussion**

1. *Where are we in terms of aligning our restricted burn periods with adjoining shires?*

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

*Dates have been captured in the Fire Prevention Order Review - refer Item 9.17.13 Fire Prevention Order Review*

2. *JCB is keen to plan and conduct another 'Spring into Action' event. We are planning on applying for some sort of grant so that we can make it quite attractive for your fire fighters.*

*We would like BFCA endorsement if you are supportive. Happy to outline initial ideas if you wish.*

3. *What do we do about GST in our MAF payment?*

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

*Brigades are not required to charge/claim GST. Previously POs/Invoices that have included GST will be amended.*

9.8 Title: Upper Ferguson District Fire Control Officer Report – Mr Rod Bailey

Reporting Department: Upper Ferguson

Reporting Officer: Rod Bailey

(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>	1 since last meeting, Crooked Brook Forest.
<i>Appliance and Equipment</i>	Engine fault light staying on. SW Fire came to check, fault cleared, seems ok now.
<i>Training</i>	Ongoing.
<i>Meetings Held</i>	AGM held in April.
<i>Membership – Recruitment/Resignation</i>	1 new member.
<i>Concerns</i>	Nil.
<i>Initiatives</i>	Nil.
<i>Other News</i>	I have stepped down as FCO and brigade nominated Max Kerr

**Item/s For BFAC Discussion**

1. *I have decided to resign as FCO, thanks to everyone for their support over the years.*

9.9 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>	5 fire call outs, a total of 19 crew positions filled. This included 2 call outs and one inspection by FCO at the request of Dardanup Rangers to one address on Martin Pelusey Road. The last call out involving WAPOLE.  16 permits were also issued over this period and 2 refusals. 1 Controlled burn at the Waterloo Caravan Park with a sausage sizzle at the end by a grateful host.
<i>Appliance and Equipment</i>	Waterloo 3.4 has a locker bin damaged by a strainer post. This will be fixed in the off period. The donation from the Martin Pelusey Truck accident has been put to good use with the purchase of a full locker of Milwaukee Power Tools.
<i>Training</i>	2 Training nights held.
<i>Meetings Held</i>	Nil.
<i>Membership – Recruitment/Resignation</i>	Nil.
<i>Concerns</i>	BFB fleet tyres must be addressed this off season.
<i>Initiatives</i>	Nil.
<i>Other News</i>	Waterloo Fire Station / Hall is coming along.

**Item/s For BFAC Discussion**

None.

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

Reporting Department: Wellington Mill BFB

Reporting Officer: Ian Bridge

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

**Activity Report Since Last BFAC Meeting**

<i>Fire Call Outs</i>	Nil.
<i>Appliance and Equipment</i>	It seems that one truck battery will lose power if the master switch to the control panel is left on even if the isolating switch is OFF. We will make arrangements to have it checked outside fire season.
<i>Training</i>	<p>Michael Milligan has been conducting weekly training during the fire season and will reduce this during the off season. We have had members of other brigades attend our training and would be happy to extend the invitation to other brigades.</p> <p>We used the recent DBCA prescribed burn to provide our new members with some real night time experience in blacking out.</p>
<i>Meetings Held</i>	<p>We conduct monthly committee meetings and had our AGM on 30 April.</p> <p>Our first attempt to conduct our AGM was in early April but we did not reach a quorum.</p>
<i>Membership – Recruitment/Resignation</i>	<p>No new members since last meeting.</p> <p>As a consequence of our failed first AGM, we have written to a number of inactive members and the outcome is that we have reduced our membership by 14. We will advise the Shire in due course.</p> <p>We have added 2 positions to our Management Committee. Those are Bushfire Ready Co-coordinator and a Community Engagement person.</p>
<i>Concerns</i>	<p>1. It appears that the tenders for the toilet construction have come in way over the budgeted amount. Not sure of the status at this date.</p> <p><u>Officer Comment – Mrs Erin Hutchins – Coordinator Emergency &amp; Ranger Services</u></p> <p><i>Refer Item 9.17.6 Bush Fire Brigade Facility and Water Tank Update</i></p>

2. At our last BFAC meeting I raised our wish to be involved in prescribed burns in our area and asked DBCA representative if we could be advised prior so we make arrangements. Chris Hynes advised me 15mins before they lit up which meant we didn't have enough notice to plan our training to what we had hoped to do.

Additional to the above, local residents didn't receive any notification (from DBCA) of the Dongara Ridge burn until well after it had been lit.

Can we please get some more appropriate notice so our Brigade and Shire don't look like we have no idea about what's going on in our area.

3. Our application for an autumn roadside fuel reduction burn didn't receive approval until well after the requested burn date. This means we have missed our best opportunity to reduce the fuel load around this major tourist destination. Spring burning doesn't give the best result and probably not worth attempting.

Could we please clarify the process for approvals and timing.

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

At previous BFAC meetings, it was agreed that areas identified for a fuel reduction burn would be electronically mapped by the Shire. This is now captured by the Bush Fire Risk Planning Coordinator Ben Anderson, in consultation with the Chief and other Shire departments and mapped in the Bush Fire Risk Management System (BRMS). A variety of mitigation strategies are used to reduce the risk.

Bush fire risk that does not pose a risk to an asset, is not captured in the BRMS, therefore, stage 1 of the Shire of Dardanup Prescribed Natural Area Burn Application is to be submitted to the Shire by the FCO no less than 21 days prior to the proposed burn. This gives sufficient time for Shire Officers, across several Departments, to assess and approve the burn as well as to organise traffic management, notification to surrounding residents and business etc. As an example, we would hope to receive applications for Autumn burns in February/March.

We acknowledge that the application submitted by Ian Bridge was within the above timelines, however failed to be finalised by the Shire prior to the proposed burn date. We are now reviewing our internal process to reduce the risk of this happening again.

<i>Initiatives</i>	Nil.
<i>Other News</i>	Pad for new tank is prepared and the old toilet block has been removed.

### **Item/s For BFAC Discussion**

1. *Can we discuss the status of new toilets and where to from here?*

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

*Refer Item 9.17.6 Bush Fire Brigade Facility and Water Tank Update*

2. *What is the extent of works relating to the new tank and the program for the works?*

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

*Refer Item 9.17.6 Bush Fire Brigade Facility and Water Tank Update*

3. *What process should we follow to remove members from our list or change their status to “non-active”?*

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

*The ‘Brigades Monthly LG Report’ from DFES circulated by Melissa is your opportunity to remove members from your list or change their status to “non-active”. In addition, any personal changes such as phone number, address etc. can be made by the volunteer officer by accessing the Volunteer Hub.*

4. *Number of Private fuel reduction burns in the Shire and should we be promoting reduction burning?*

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

*As of 24 May 2021, 21 ‘Permits to Burn’ have been approved, 3 have been rejected and 15 are still awaiting a response from the FCO.*

*The online system was introduced in October 2019 and was endorsed by BFAC on the 29 October 2019 [BFAC 12-19] along with the Permit to Set Fire to the Bush procedure [PR119 – Permit to Set Fire to the Bush]. The online application for permits to burn was created to ensure FCOs were automatically notified, as well as capture the location of issued or rejected permits in the Shire record keeping system and enable Rangers to access this information easily. Further, it enabled the location of permits that have been issued to be published on the Shire website. FCOs are required to advise the Shire of any additional permits issued outside of the online application process.*

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

Reporting Department: West Dardanup Bush Fire Brigade

Reporting Officer: Neil Dyer

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

<i>Fire Call Outs</i>	Nil.
<i>Appliance and Equipment</i>	Seasonal 2.4 has been returned to DFES (20/5/2021).
<i>Training</i>	Training has moved to once per month for the winter season (2 <sup>nd</sup> Tuesday of the month).  Dardanup West and Dardanup Central did a joint training exercise which included the burning of tree heaps in a new subdivision.
<i>Meetings Held</i>	Nil.
<i>Membership – Recruitment/Resignation</i>	New member has joined. Is interested in doing the training ASAP so he is ready for the next fire season- Captain to follow up on training for all new members.
<i>Concerns</i>	Nil.
<i>Initiatives</i>	Did a Facebook post to remind people that when planting to ensure firebreaks will be able to be maintained in the future and not become overgrown.
<i>Other News</i>	Nil.

**Item/s For BFAC Discussion**

None.

9.12 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 publically 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**

**THAT the Bushfire Advisory Committee recommend that Council endorse the following persons as Bushfire Control Officers for the period 30/06/2021 – 01/07/2022 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	Peter Robinson
Upper Ferguson District	Max Kerr
Waterloo District	Rob Drennan
Wellington Mills District	Ian Bridge
West Dardanup District	Neil Dyer

9.13 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**

**THAT the Bushfire Advisory Committee recommend that Council endorse the following person as Chief Bushfire Control Officer for the period 30/06/2021 – 01/07/2022:**

9.14 Title: Election of Deputy Chief Bushfire Control Officer – (North)

Nominations are to be called for the position of Deputy Chief Bushfire Control Officer (North).

**BUSHFIRE ADVISORY COMMITTEE RECOMMENDED RESOLUTION**

**THAT the Bushfire Advisory Committee recommend that Council endorse the following person as Deputy Chief Bushfire Control Officer (North) for the period 30/06/2021 – 01/07/2022:**

9.15 Title: Election of Deputy Chief Bushfire Control Officer – (South)

Nominations are to be called for the position of Deputy Chief Bushfire Control Officer (South).

The positions of Chief Fire Control Officer, Deputy FCO and FCO's once endorsed by Council will be included on the Fire Prevention Notice.

**BUSHFIRE ADVISORY COMMITTEE RECOMMENDED RESOLUTION**

**THAT the Bushfire Advisory Committee recommend that Council endorse the following person as Deputy Chief Bushfire Control Officer (South) for the period 30/06/2021 – 01/07/2022:**

9.16 Title: Election of Fire Weather Officer

At the Bushfire Advisory Committee meeting of 17 March 2021, the Chief Bushfire Control Officer advised the Committee that Mr Allan Charlton had been appointed as a Fire Weather Officer in accordance with the provisions of the Bush Fire Act. Mr Chris Hynes requested that Mr Allan Charlton be appointed to the Bushfire Advisory Committee

In accordance with this nomination the following is recommended.

**BUSHFIRE ADVISORY COMMITTEE RECOMMENDED RESOLUTION**

**THAT the Bushfire Advisory Committee recommends that Council endorse Mr Alan Charlton to the Bushfire Advisory Committee in the position of Fire Weather Officer [Note: Term expires in October 2021].**

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

Reporting Department: Shire of Dardanup

Reporting Officer: Mrs Erin Hutchins – Coordinator Emergency & Ranger Services

9.17.1 *Bush Fire Brigades Local Law*

The Shire of Dardanup Bush Fire Brigades Local Law has completed a formal review with the Local Law being gazetted 12 May, 2021 (Appendix BFAC: 9.17.1) and came into operation on 26 May, 2021. It is recommended that the Bush Fire Brigade Constitution, previously endorsed at the May 2014 OCM [156-14], is repealed.

**OFFICER RECOMMENDED RESOLUTION**

**THAT the Bushfire Advisory Committee recommends that Council repeals the May 2014 Shire of Dardanup Bush Fire Brigade Constitution, formally adopted by Council at the 21 May 2014 Ordinary Council Meeting [156-14].**

9.17.2 *Mr Rodney Bailey*

Mr Rod Bailey has stood down from his position as Fire Control Officer (FCO) for Upper Ferguson. Mr Bailey first became a FCO for the Shire in 2008, dedicating 13 years to the role. In addition, he dedicated 9 years as the Shires Training Coordinator. Mr Bailey has been an asset to the Brigades and Shire and we wish Mr Bailey and his family all the best for the future. It is recommended that the Shire formally write to Mr Bailey, thanking him for his time and dedication into his roles.

**OFFICER RECOMMENDED RESOLUTION**

**THAT the Bushfire Advisory Committee recommends that the Chief Executive Officer formally write to Rodney Bailey thanking him for his service as Fire Control Officer for Upper Ferguson Bush Fire Brigade and Training Coordinator for the Shire of Dardanup.**

9.17.3 *Mr Richard Stacey*

Mr Ric Stacey has stood down from his position as Fire Control Officer (FCO) for Ferguson. Mr Stacey has been a dedicated FCO for 4 years and a valuable asset to the Brigade and the Shire in his role as FCO and we wish Mr Stacey and his family all the best for the future. It is recommended that the Shire formally write to Mr Stacey, thanking him for his time and dedication into his roles.

**OFFICER RECOMMENDED RESOLUTION**

**THAT the Bushfire Advisory Committee recommends that the Chief Executive Officer formally write to Richard Stacey thanking him for his service as Fire Control Officer for Ferguson Bush Fire Brigade.**

#### 9.17.4 Training

A reminder is given that volunteers should not contact DFES direct in relation to training and to contact the Shire in the first instance. Feedback is still being received that this is still not being adhered to.

There are several options an Officers/Brigades can take;

- Apply to sit on any training, as outlined in the Volunteer Training Calendar, via the DFES Volunteer Hub (you **MUST** get approval from your Captain/FCO and advise the Shire before applying online);
- Apply to sit on any training organised by another SW Shire via the DFES Volunteer Hub (you **MUST** get approval from your Captain/FCO and advise the Shire before applying online); and
- If Brigade Training Officer/s identify any training needs within the Brigades, they can put this forward to the Shire. The Shire can then liaise with DFES, who if possible (Trainer dependant) will add the training to the portal. This will allow for members to register as well as surrounding Shires to get on board. This will ensure we meet the minimum student's numbers for a course to run. A list of trainer-student ratios and minimum required participants can be found at (Appendix BFAC 9.17.4).

The following ground rules, recommended by DFES, are applied when Volunteers from other LG areas attend training courses;

- The host LG should provide catering to all, with a view that this courtesy will be reciprocated for all SW Volunteers attending any out-of-area courses;
- Any 'visiting' Volunteers should provide their own Learner's Manual, either printed or on an IT device. The Volunteer can either print their own, or source one from their own LG Training Coordinator;
- The host LG should provide any course documentation to all, ie. PowerPoint and/or course handouts, assessment papers, etc; and
- Any travel and/or accommodation expenses should be met by the Volunteer's home LG (you **MUST** get approval from the Shire prior to applying online).

#### Information Only

##### 9.17.5 Southwest Emergency Management Conference

The Shire has been successful in its grant submission to the State Emergency Management Committee for the All West Australians Reducing Emergencies (AWARE) Grants Program 2020-21 to facilitate a Southwest Emergency Management Conference.

It is intended that the Conference will offer insight, reflection, understanding and motivation over a wide range of cutting edge topics with the theme 'Building Capacity to adapt in an Era of Unprecedented Disasters' and will be streamed live remaining accessible post the event.

The date is Wednesday, 13 October 2021, also the International Day for Disaster Reduction, at the Bunbury Regional Entertainment Centre (BREC). Further details will be shared via the Shire of Dardanup website.

## Information Only

### 9.17.6 Bush Fire Mitigation

The Shire is continuing mitigation activities to identified areas at risk of bushfire throughout the 2020-2021 financial year utilising successful Mitigation Activity Funding (MAF). A total of 39 bushfire mitigation treatments are expected to be finalised by the 30 June 2021.

The Shire made application to Round 1 2021-2022 of MAF for additional funding of \$357,000.00 for further bushfire mitigation treatments to reduce the bushfire risks within the Shire of Dardanup. A total of 21 treatments have been identified. The Shire anticipates that they will be advised of the outcome in July 2021.

## Information Only

### 9.17.6 Bush Fire Brigade Facility and Water Tank Update

The Infrastructure team have been working hard to complete several brigade projects and are dedicated to ensure their completion in a timely manner. The Manager Infrastructure Planning and Design has provided the following update (as of 24 May 2021):

#### Wellington Mills – facility upgrade ablution block

- Scope reviewed, drawings updated to exclude enclosed passageway between buildings.
- Revised prices requested, due Friday 28 May 2021.
- Shire has proposed an additional \$35,430 to be added to the project in the draft 2021/2022 Annual Budget (subject to Council approval).

#### Dardanup Central – New facility

- Concrete footings and floor slab complete.
- Timber wall stud frames complete.
- Most materials on site with exception of some structural steel.
- Estimated completion date 14/7/2021.

#### Waterloo BFB – Extension of Waterloo Hall

- Design complete.
- Concrete footings complete.
- Concrete slab formed up ready to pour.
- Estimated completion date 30/7/2021.

#### Water Tanks (x4)

- Joshua Crooked Brook BFB and Wellington Mills BFB. Order sent to Blackwood Tanks on 6/5/2021. Blackwood advised 4-week manufacturing time for the tanks. Site works for tanks commenced.
- Dardanup BFB. Single tank could not be sourced. 2x50,000L tanks installed on site (under CEM Alliance contract). Shire to submit copy of invoice for tanks to DFES.
- Waterloo BFB. Single tank could not be sourced. 2x50,000L tanks procured and on site but not installed on site yet (under CEM Alliance contract). Shire to submit copy of invoice for tanks to DFES.

## Information Only

**9.17.10 Proposed New Time – BFAC**

To bring the Bush Fire Advisory Committee (BFAC) in alignment with all other Committees and Advisory Groups of Council, it is proposed that the BFAC commences at 5.30pm. If still required, Fire Control Officer (FCOs) can meet at 5.00pm prior to the commencement of the meeting to discuss any matters outside of BFAC.

**OFFICER RECOMMENDED RESOLUTION “A”**

**THAT the Bushfire Advisory Committee**

- 1. Supports a change to the starting time for the BFA Committee meetings from 7.00pm to 5.30pm.**
- 2. Recommends that Council**
  - i) Endorse a change of the meeting times for the 13 October 2021 BFA Committee meeting and any future Bushfire Advisory Committee meetings, with the meetings to commence at 5.30pm.**
  - ii) Publish a notice to reflect the change in the 13 October 2021 meeting time as required and update the Shires website**

**OR**

**OFFICER RECOMMENDED RESOLUTION “B”**

**THAT the Bushfire Advisory Committee does not support a change to the BFA Committee meeting start times and meeting start times are to remain at 7.00pm.**

**9.17.11 Volunteer Bush Fire Brigade Annual General Meeting (AGM)**

In accordance with of the Bush Fire Brigades Local Law 2021, minutes of the bush fire brigade annual general meeting (AGM) are to be tabled before the Bush Fire Advisory Committee.

*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 2021 AGM and can be found at (Appendix BFAC 9.17.11).

**OFFICER RECOMMENDED RESOLUTION**

**THAT the Bushfire Advisory Committee receives copies of the 2021 Annual General Meeting (AGM) minutes for the Shire of Dardanup Volunteer Bush Fire Brigades.**

### 9.17.12 Local Government Grant Scheme (LGGS)

The Shires 2021-2022 LGGS application is currently being assessed by the DFES Capital Grants Committee. The Committee determines the amount of operating expenditure, as well as capital expenditure, allocated to the Shire for the brigades.

The following Local Government Grants Scheme 2020/21 budget figures are provided for information purposes only.

<b>Budget</b>	
<b>Line Item 1-8</b> Operating Grant	\$155,000.00
<b>Line Item 9</b>	\$3,971.00
<b>Additional State Government 2020/21 Insurance Allowance</b>	\$9,864.00
ESL – Total Gross Operating Grant	<b>\$168,835.00</b>
<b>Less Expenditure</b>	
ESL - Insurance	-\$39,531.09
<b>ESL – Total Expenditure</b>	<b>-\$108,714.11</b>
<b>Funds Remaining as at March 2021</b>	<b>\$20,589.80</b>

Approved Capital Grants – Funded by the State Government WA Recovery Plan Initiative

<b>Brigade</b>	<b>Description</b>	<b>Funding</b>
Dardanup Central BFB	New facility incl. amenities and fit out	\$450,000.00
Wellington Mills BFB	Disabled Toilet & Shower	\$44,200.00
	<b>TOTAL</b>	<b>\$494,200.00</b>

Approved Water Tank Allocation – Funded by the State Government WA Recovery Plan Initiative

<b>Brigade</b>	<b>Description</b>	<b>Funding</b>
Dardanup Central	Watertank	\$20,467.00
Joshua-Crooked Brook	Watertank	\$20,467.00
Waterloo	Watertank	\$20,467.00
Wellington Mills	Watertank	\$20,467.00
	<b>TOTAL</b>	<b>\$81,868.00</b>

Approved Carryovers

<b>Brigade</b>	<b>Description</b>	<b>Funding</b>
Waterloo BFB	2 appliance bay facility & amenities including furniture fit out.	\$393,909.00
	<b>TOTAL</b>	<b>\$393,909.00</b>

**Information Only**

### 9.17.13 Fire Prevention Order Review

In recent months Mr Murray Halden has been working in conjunction with Fire Control Officers (FCOs) to review the Shires Fire Prevention Order. Please find attached a draft Fire Prevention Order agreed to by FCOs for the Committee's endorsement. (Appendix BFAC 9.17.13) Additions and amendments to the document have been highlighted and marked in red.

#### BUSHFIRE ADVISORY COMMITTEE RECOMMENDED RESOLUTION

**THAT the Bushfire Advisory Committee recommend that Council adopt and advertise the 2021/22 Shire of Dardanup Fire Prevention Order pursuant to Section 33(1) of the Bush Fires Act 1954.**



## 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  
to  
14 December  
annually**

## PROHIBITED BURNING PERIOD

### NO FIRES PERMITTED

15 December  
to  
14 March  
annually  
(*subject to extension*)

## RESTRICTED BURNING PERIOD

### Burning Permits Required

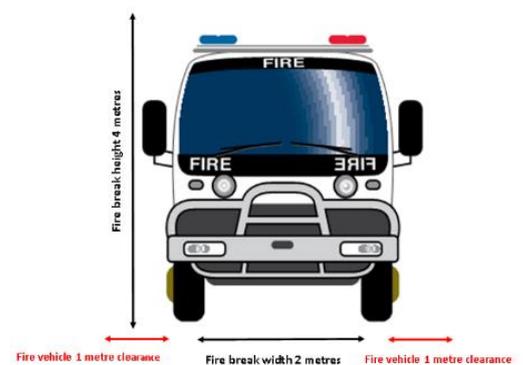
15 March  
to  
26 April annually  
(*subject to extension*)

## 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\*

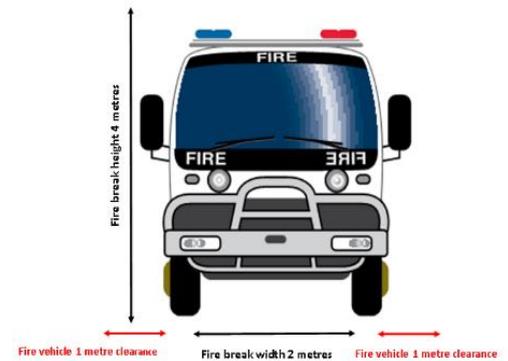
- A firebreak (as defined), must be installed immediately inside and along all property boundaries, 2 metres in width and 4 metres in height. The firebreak may only deviate from a boundary up to 6 metres, to avoid established trees and /or other natural features that would make it impractical to be installed 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.
- 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.



Minimum clearance for fire break in small holdings

## 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 “very high” “severe”, “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 VERY 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
- the fire is completely extinguished when cooking is complete.

## 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!

Male and Female volunteers are very welcome.

There are many dimensions to being a volunteer bush fire brigade member and cadets (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](mailto:brigade@dardanup.wa.gov.au)

### 10. ELECTED MEMBER MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

None.

### 11. 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.]

**12. MATTERS BEHIND CLOSED DOORS**

None.

**13. CLOSURE OF MEETING.**

The Chairperson advises that the date of the next Bush Fire Advisory Committee Meeting will be Wednesday 13 October 2021, commencing at 7.00 pm at the Shire of Dardanup - Administration Centre Eaton.

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

