

The logo for the Shire of Dardanup features a stylized mountain range with a green-to-yellow gradient, set against a light blue background.

Shire of Dardanup

APPENEICES

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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(Appendix BFAC: 9.17.1)



PERTH, WEDNESDAY, 12 MAY 2021 No. 86

SPECIAL

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BUSH FIRES ACT 1954
LOCAL GOVERNMENT ACT 1995

SHIRE OF DARDANUP

**BUSH FIRE BRIGADES
LOCAL LAW 2021**

(Appendix BFAC: 9.17.1)

**BUSH FIRES ACT 1954
LOCAL GOVERNMENT ACT 1995**

SHIRE OF DARDANUP

BUSH FIRE BRIGADES LOCAL LAW 2021

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(Appendix BFAC: 9.17.1)

**BUSH FIRES ACT 1954
LOCAL GOVERNMENT ACT 1995**

SHIRE OF DARDANUP

BUSH FIRE BRIGADES LOCAL LAW 2021

Under the powers conferred by the *Bush Fires Act 1954* and under all other powers enabling it, the Council of the *Shire Of Dardanup* resolved on 28 April 2021 to make the following local law.

PART 1—PRELIMINARY

1.1 Citation

This local law may be cited as the *Shire of Dardanup Bush Fire Brigades Local Law 2021*.

1.2 Definitions

(1) In this local law unless the context otherwise requires—

Act means the *Bush Fires Act 1954*;

brigade area is defined in clause 2.2(1)(b);

brigade member means a fire fighting member, associate member or a cadet member of a bush fire brigade;

brigade officer means a person holding a position referred to in clause 2.2 (1)(c), whether or not he or she was appointed by the local government or elected at an annual general meeting of a bush fire brigade or otherwise appointed to the position;

bush fire brigade is defined in section 7 of the Act;

Bush Fire Operating Procedures means the Bush Fire Operating Procedures adopted by the local government as amended from time to time;

CEO means the Chief Executive Officer of the Shire of Dardanup;

Council means the Council of the local government;

Department means the Department of Fire and Emergency Services of Western Australia;

district means the district of the local government;

fire fighting member is defined in clause 4.2;

local government means the *Shire of Dardanup*;

normal brigade activities is defined in Section 35A of the Act;

Regulations means Regulations made under the Act; and

Rules means the Rules Governing the Operation of Bush Fire Brigades set out in Schedule 1.

(2) In this local law, unless the context otherwise requires, a reference to—

- (a) a Captain;
- (b) a First Lieutenant;
- (c) a Second Lieutenant;
- (d) any additional Lieutenants;
- (e) an Equipment Officer;
- (f) a Secretary.
- (g) a Treasurer; or
- (h) a Secretary / Treasurer combined,

means a person holding that position in a bush fire brigade.

1.3 Repeal

This local law repeals the *Shire of Dardanup Bush Fire Brigade Local Law 2003* published in the *Government Gazette* on 17 April 2003 and as amended on 8 April 2008.

1.4 Application

This local law applies throughout the district.

1.5 Commencement

This local law come into operation 14 days after the date of its publication in the *Government Gazette*.

PART 2—ESTABLISHMENT OF BUSH FIRE BRIGADES

Division 1—Establishment of a bush fire brigade

2.1 Establishment of a bush fire brigade

- (1) The local government may establish a bush fire brigade for the purpose of carrying out normal brigade activities.
- (2) A bush fire brigade is established on the date of the local government's decision under subclause (1).

2.2 Name and officers of bush fire brigade

- (1) On establishing a bush fire brigade under clause 2.1(1) the local government is to—
 - (a) give a name to the bush fire brigade;
 - (b) specify the area in which the bush fire brigade is primarily responsible for carrying out the normal brigade activities (the **brigade area**); and
 - (c) appoint—
 - (i) a Captain;
 - (ii) a First Lieutenant;
 - (iii) a Second Lieutenant;
 - (iv) additional Lieutenants if the local government considers it necessary;
 - (v) an Equipment Officer;
 - (vi) a Secretary; and
 - (vii) a Treasurer; or
 - (viii) a Secretary/Treasurer combined.
 - (ix) a Bush Fire Control Officer; and
 - (x) any other position(s) deemed necessary for the effective management of brigade activities (eg; a Training Officer).
- (2) When considering the appointment of persons to the positions in subclause (1)(c), the local government is to have regard to the qualifications and experience which may be required to fill each position.
- (3) A person appointed to a position in subclause (1)(c) is to be taken to be a brigade member.
- (4) The appointments referred to in subclause (1)(c) expire at the completion of the first annual general meeting of the bush fire brigade.
- (5) If a position referred to in subclause (1)(c) becomes vacant prior to the completion of the first annual general meeting, then the local government is to appoint a person to fill the vacancy in accordance with subclause (2).

Division 2—Command at a fire

2.3 Ranks within the bush fire brigade

Where, under the Act and Bush Fire Operating Procedures, members of a bush fire brigade have command of a fire—

- (a) where a bush fire control officer is in attendance at the fire, the most senior bushfire control officer has full control over all other persons fighting the fire and is to issue instructions as to methods and tactics to be adopted by the fire fighters; and
- (b) in the absence of a bush fire control officer, the Captain has full control over all other persons fighting the fire, and is to issue instructions as to the methods and tactics to be adopted by the firefighters; and
- (c) in the absence of the Captain, the first Lieutenant, and in the absence of the first, the second Lieutenant and so on, in the order of seniority determined, is to exercise all the powers and duties of the Captain.

Division 3—Application of Rules to a bush fire brigade

2.4 Rules

- (1) The Rules govern the operation of a bush fire brigade.
- (2) A bush fire brigade and each brigade member is to comply with the Rules as set out in Schedule 1.

Division 4—Transitional

2.5 Existing Bush Fire Brigades

- (1) Where a local government has established a bush fire brigade prior to the commencement date, then on and from the commencement day—
 - (a) the bush fire brigade is to be taken to be a bush fire brigade established under and in accordance with this local law;

- (b) the provisions of this local law apply to the bush fire brigade save for clause 2.2; and
 - (c) any rules governing the operation of the bush fire brigade are to be taken to have been repealed and substituted with the Rules.
- (2) In this clause—
commencement day means the day on which this local law comes into operation.

Division 5—Dissolution of bush fire brigade

2.6 Dissolution of bush fire brigade

In accordance with section 41(3) of the Act, the local government may cancel the registration of a bush fire brigade if it is of the opinion that the bush fire brigade is not complying with the Act, this local law, the Bush Fire Operating Procedures or the Rules, or is not achieving the objectives for which it was established.

2.7 New arrangement after dissolution

If a local government cancels the registration of a bush fire brigade, alternative fire control arrangements are to be made in respect of the brigade area.

PART 3—ORGANISATION AND MAINTENANCE OF BUSH FIRE BRIGADES

Division 1—Local government responsibility

3.1 Local government responsible for structure

The local government is to ensure that there is an appropriate structure through which the organisation of bush fire brigades is maintained.

3.2 Officers to be supplied with Act

The local government is to supply each brigade officer with a copy of the Act, the Regulations, the Bush Fire Operating Procedures, this local law, local government code of conduct and polices and any other written laws which may be relevant to the performance of the brigade officers' functions, and any amendments which are made thereto from time to time.

Division 2—Chief Bush Fire Control Officer

3.3 Managerial role of Chief Bush Fire Control Officer

Subject to any directions by the local government the Chief Bush Fire Control Officer has primary managerial responsibility for the organisation and maintenance of bush fire brigades.

3.4 Chief Bush Fire Control Officer may attend meetings

The Chief Bush Fire Control Officer or her or his nominee (who is to be a bush fire control officer) may attend as a non-voting representative of the local government at any meeting of a bush fire brigade.

3.5 Duties of Chief Bush Fire Control Officer

The duties of the Chief Bush Fire Control Officer include—

- (a) provide leadership to volunteer bush fire brigades;
- (b) monitor bush fire brigades' resourcing, equipment (including protective clothing) and training levels and report thereon with recommendations at least once a year to the local government;
- (c) liaise with the local government concerning fire prevention / suppression matters generally and directions to be issued by the local government to bush fire control officers (including those who issue permits to burn) bush fire brigades or brigade officers; and
- (d) ensure that bush fire brigades are registered with the local government and that lists of brigade members are maintained.

Division 3—Annual general meetings of bush fire brigades

3.6 Holding of annual general meeting

A bush fire brigade is to hold its annual general meeting no later than 15 April each year.

3.7 Nomination of bush fire control officers to Bush Fire Advisory Committee

At the annual general meeting of a bush fire brigade, one brigade member is to be nominated to the Bush Fire Advisory Committee to serve as the bush fire control officer for the brigade area until the next general meeting.

3.8 Nomination of bush fire control officer to the local government

If the local government has not established a Bush Fire Advisory Committee, then at the annual general meeting of a bush fire brigade, the bush fire brigade is to nominate one brigade member to the local government to serve as the bush fire control officer for the brigade area until the next annual general meeting.

3.9 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).

Division 4—Bush Fire Advisory Committee

3.10 Functions of Advisory Committee

The Bush Fire Advisory Committee is to have the functions set out in section 67 of the Act and is to include such number of nominees of the bush fire brigades as is determined by the local government.

3.11 Advisory Committee to nominate bush fire control officers

As soon as practicable after the annual general meeting of each bush fire brigade in the district, the Bush Fire Advisory Committee is to nominate to the local government from the persons nominated by each bush fire brigade a person for the position of a bush fire control officer for the brigade area.

3.12 Local government to have regard to nominees

When considering persons for the position of a bush fire control officer, the local government is to have regard to those persons nominated by the Bush Fire Advisory Committee, but is not bound to appoint the persons nominated.

3.13 Advisory Committee to consider bush fire brigade motions

The Bush Fire Advisory Committee is to make recommendations to the local government on all motions received by the Bush Fire Advisory Committee from bush fire brigades.

3.14 Duties of Bush Fire Control Officer

The Bush Fire Control Officer is to—

- (a) provide leadership and direction to the Captain, Lieutenants, other Committee members and fire fighters to implement the objectives of the Brigade;
- (b) act as spokesperson for the Brigade, specifically at the Bush Fire Advisory Committee (BFAC), and generally on public relations and other matters, in conjunction with the Shire of Dardanup;
- (c) issue permits to burn as authorised under the Act within their area of the district;
- (d) inspect and report on fire hazards within their district and in the Shire of Dardanup;
- (e) carry out any duties prescribed under the Act and so authorised by the Shire of Dardanup;
- (f) take overall charge of fire suppression activities, and/or ensure the principles of the Incident Management System are being adhered to during wildfire suppression or during hazard reduction programs;
- (g) conduct brigade briefings and post incident analysis of any incident involving fire fighting;
- (h) ensure members deployed for operational duties have the competencies to complete the task or duty assigned and hold currency in training to carry out the functions required, in accordance with Bush Fire Operating Procedures;
- (i) adopt policies on behalf of the brigade as recommended by the local government;
- (j) ensure the behaviour of members is in accordance with the Local Government's code of conduct; and
- (k) liaise with the local government concerning fire prevention/suppression matters generally.

PART 4—TYPES OF BUSH FIRE BRIGADE MEMBERSHIP

4.1 Types of membership of bush fire brigade

The membership of a bush fire brigade consists of the following—

- (a) fire fighting (active) members;
- (b) associate (auxiliary) members;
- (c) cadet members; and
- (d) honorary life members.

4.2 Fire fighting (active) members

(1) Fire fighting (active) members are those persons being at least 16 years of age who undertake all normal bush fire brigade activities.

(2) Notwithstanding subclause (1), a fire fighting (active) member between the age of 16 and 18 must not attend a fire or other emergency incident unless the member has the consent of their parent or guardian and is accompanied by an appropriately trained fire fighting member over the age of 18.

4.3 Associate (auxiliary) members

Associate members are those persons who are willing to supply free vehicular transport for fire fighting members or fire fighting equipment, or who are prepared to render other assistance required by the bush fire brigade.

4.4 Cadet members

Cadet members are—

- (a) to be aged 11 to 15 years;
- (b) to be admitted to membership only with the consent of their parent or guardian;
- (c) admitted for the purpose of training and are not to attend or be in attendance at an uncontrolled fire or other emergency incident;
- (d) to be supervised by a fire fighting member when undertaking normal brigade activities as defined by paragraphs (c), (d), (e), (f) and (g) of section 35A of the Act;
- (e) ineligible to vote at bush fire brigade meetings; and
- (f) not to be assigned ranks under the Department's rank structure.

4.5 Honorary life member

- (1) The bush fire brigade may by a simple majority resolution appoint a person as an honorary life member in recognition of services by that person to the bush fire brigade.
- (2) A brigade member who has achieved 15 years active service to a brigade within the Shire of Dardanup;
- (3) No membership fees are to be payable by an honorary life member.
- (4) The Shire of Dardanup and Department of Fire and Emergency Services (DFES) to be notified of nominees.

4.6 Notification of membership

No later than 15 April in each year, the bush fire brigade is to report to the Chief Fire Control Officer the name, contact details and type of membership of each brigade member.

PART 5—APPOINTMENT DISMISSAL AND MANAGEMENT OF MEMBERS

5.1 Rules to govern

The appointment, dismissal and management of brigade members by the bush fire brigade are governed by the Rules.

PART 6—EQUIPMENT OF BUSH FIRES BRIGADES

6.1 Policies of local government

The local government may make policies under which it—

- (a) provides funding to bush fire brigades for the purchase of protective clothing, equipment and appliances; and
- (b) keeps bush fire brigades informed of opportunities for funding from other bodies.

6.2 Equipment in brigade area

Not later than 15 April in each year, the bush fire brigade is to report to the local government the nature, quantity and quality of all protective clothing, equipment and appliances of the bush fire brigade which are generally available within the brigade area (or at a station of the bush fire brigade).

6.3 Funding from local government budget

A request to the local government from the bush fire brigade for funding of protective clothing, equipment or appliance needs is to be received by the local government by 31 March in order to be considered in the next following local government budget, and is to be accompanied by the last audited financial statement and a current statement of assets and liabilities of the bush fire brigade.

6.4 Consideration in the local government budget

The local government may approve or refuse an application for funding depending upon the assessment of budget priorities for the year in question.

Schedule 1

RULES GOVERNING THE OPERATION OF BUSH FIRE BRIGADES

[Clause 2.4]

PART 1—PRELIMINARY

1.1 Interpretation

(1) In these Rules, unless the context otherwise requires, where a term is used in these Rules and is defined in the local law, the Act or the Regulations, then the term is to be taken to have the meaning assigned to it in the local law, the Act or the Regulations, as the case may be.

(2) In these Rules, unless the context otherwise requires—

absolute majority means a majority of more than 50% of the number of—

- (a) brigade members of the bush fire brigade, whether in attendance at the meeting or not, if the majority is required at a meeting of the bush fire brigade; or
- (b) brigade officers of the bush fire brigade, whether in attendance at the meeting or not, if the majority is required at a meeting of the Committee;

Committee means the Committee of the bush fire brigade;

local law means the *Shire of Dardanup Bush Fire Brigades Local Law 2021*; and

normal brigade activities is defined by section 35A of the Act.

(3) Subject to these Rules, where a decision is to be made by the bush fire brigade, then the decision may be made by a resolution passed by a simple majority of the brigade members who are present in person or by proxy at the meeting.

(4) Subject to these Rules, where a decision is to be made by the Committee, then the decision may be made by a resolution passed by a simple majority of the brigade officers who are present in person or by proxy at the meeting.

PART 2—OBJECTS AND MEMBERSHIP OF BUSH FIRE BRIGADE

2.1 Objects of bush fire brigade

The objects of the bush fire brigade are to carry out—

- (a) the normal brigade activities; and
- (b) the functions of the bush fire brigade which are specified in the Act, the Regulations and the local law.

2.2 Committee to determine applications

Applications for membership are to be determined by the Committee.

2.3 Conditions of membership

In relation to any type of membership, as described in Part 4 of the local law, the bush fire brigade may establish policies pertaining to—

- (a) the qualifications required;
- (b) fees payable, if any;
- (c) a requirement to serve a probationary period; and
- (d) procedures to be employed by the Committee prior to approval of an application for membership,

and the Committee is to act within the parameters of any such policy in determining applications for membership.

2.4 Applications for membership

An application for membership is to be in writing and is to be submitted to the Secretary and is to be accompanied by a completed form as prescribed by the local government from time to time.

2.5 Decision on application for membership

(1) The Committee may—

- (a) approve an application for membership unconditionally or subject to any conditions; or
- (b) refuse to approve an application for membership.

(2) If the Committee refuses to approve an application for membership, it is to give written reasons for the refusal, as soon as practicable after the decision is made, to the applicant and the advice that the applicant has the right to object to the local government.

2.6 DFES and Local Government to be notified of registrations

If any application for membership is approved, the Secretary of the bush fire brigade is to supply registration details to the Department and local government within 14 days of a person being admitted to membership in the form required by the Department from time to time.

2.7 Termination of membership

(1) Membership of the bush fire brigade terminates if the member—

- (a) dies;
- (b) gives written notice of resignation to the Secretary;
- (c) is, in the opinion of the Committee, permanently incapacitated by mental or physical ill-health;
- (d) is dismissed by the Committee; or
- (e) ceases to be a member or is taken to have resigned under subclause (2).

(2) A brigade member whose membership fees are more than one year in arrears is to be taken to have resigned from the bush fire brigade.

2.8 Suspension of membership

- (1) Membership of the bush fire brigade may be suspended at any time if, in the opinion of the Committee, circumstances warrant suspending the member.
- (2) The period of suspension shall be at the discretion of the Committee.
- (3) Upon the expiry of the period of suspension the Committee may—
 - (a) extend the period of suspension;
 - (b) terminate the membership; or
 - (c) reinstate the membership.

2.9 Existing liabilities to continue

The resignation, or dismissal of a member under clause 2.7 does not affect any liability of the brigade member arising prior to the date of resignation or dismissal.

2.10 Member has right of defence

A brigade member is not to be dismissed under clause 2.7(1)(d) without being given the opportunity to meet with the Committee and answer any charges which might give grounds for dismissal.

2.11 Objection rights

A person whose—

- (a) application for membership is refused under clause 2.5(1)(b);
- (b) membership is terminated under clause 2.7(1)(c), clause 2.7(1)(d) or clause 2.8(3)(b); or
- (c) membership is suspended under clause 2.8(1) or clause 2.8(3)(a),

has the right of objection to the local government which may dispose of the objection by—

- (a) dismissing the objection;
- (b) varying the decision objected to; or
- (c) revoking the decision objected to, with or without—
 - (i) substituting for it another decision; or
 - (ii) referring the matter, with or without directions, for another decision by the Committee.

PART 3—FUNCTIONS OF BRIGADE OFFICERS**3.1 Chain of command during fire fighting activities**

Subject to the Act and the local law, the command procedures to apply during fire fighting activities are as detailed in the *Bush Fires Act 1954* and Shire of Dardanup Bush Fire Response Plan.

3.2 Duties of Captain

The Captain is to—

- (a) preside over all Brigade meetings and ensure meeting procedures are followed at all times;
- (b) promote the objectives of the Brigade;
- (c) demonstrate positive leadership and mentor members;
- (d) attend meetings as requested by the local government;
- (e) in the absence of a Bush Fire Control Officer take overall charge of fire suppression activities, and/or ensure the principles of the Incident Management System are being adhered to during wildfire suppression or during hazard reduction programs;
- (f) provide leadership for the Brigade and related administration;
- (g) ultimately undertake responsibility for the proper management and maintenance of Brigade property and equipment;
- (h) deputise for the Bush Fire Control Officer at Bushfire Advisory Committee meetings when required;
- (i) advise the brigade on administrative matters;
- (j) ensure Brigade members are adequately trained to carry out their functions, in accordance with Bush Fire Operating Procedures (BFOP) and Brigade standards;
- (k) in the absence of a Bush Fire Control Officer conduct brigade briefings and post incident analysis of any incident involving fire fighting;
- (l) conduct brigade briefings and post incident analysis of any management issues; and
- (m) ensure the behaviour of members is in accordance with the Local Government's code of conduct.

3.3 Lieutenants

- (1) The Brigade may increase or decrease the number of Lieutenants to meet their specific operational requirements, up to a maximum of four Lieutenants.
- (2) All Lieutenants must be ranked in seniority as follows—
 - (a) the Captain and Lieutenants of the brigade, in consultation with the Chief Bush Fire Control Officer, determine this seniority; and
 - (b) in the event that a resolution cannot be found, the Chief Bush Fire Control Officer shall have the final say.

(3) In the absence of the brigade Captain the most senior Lieutenant present assumes the responsibilities and duties of that office and takes ultimate responsibility for the performance of all Brigade activities.

(4) The duties of the Lieutenant are to—

- (a) provide support to the Captain;
- (b) command and manage members during emergencies and other Brigade related activities;
- (c) demonstrate positive leadership and mentor members;
- (d) maintain open lines of communication and encourage positive interaction and teamwork between members;
- (e) ensure Bush Fire Operating Procedures are adhered to during brigade activities;
- (f) ensure members engaged in fire fighting activities hold competencies relevant to the task;
- (g) work cohesively with the brigade Training Officer and conduct training activities for members; and
- (h) ensure the behaviour of members is in accordance with the Local Government's code of conduct.

3.4 Secretary

(1) The Secretary is to—

- (a) be in attendance at all meetings and keep a correct minute and account of the proceedings of the bush fire brigade in a book which shall be open for inspection by brigade members at any reasonable time;
- (b) answer all correspondence or direct it appropriately, and keep a record of the same;
- (c) prepare and send out all necessary notices of meetings;
- (d) receive membership fees, donations and other monies on behalf of the bush fire brigade, and remit them to the Treasurer upon receipt;
- (e) complete and forward an incident report form in the form required by the Department to the Chief Bush Fire Control Officer and the Department within 14 days after attendance by the bush fire brigade at an incident;
- (f) maintain a register of all current brigade members which includes each brigade member's contact details and type of membership; and
- (g) provide no later than 31 May in each year, a report to the Chief Bush Fire Control Officer detailing the name, contact details and type of membership of each brigade member.

(2) Where a bush fire brigade attends an incident on more than one day, the incident report form is to be completed and forwarded under subclause (1)(e) within 14 days after the last day of attendance.

3.5 Treasurer

The Treasurer is to—

- (a) receive donations and deposits from the Secretary, and deposit all monies to the credit of the bush fire brigade's bank account;
- (b) pay accounts as authorized by the Committee;
- (c) keep a record of all monies received and payments made, maintain the accounts and prepare the balance sheet for each financial year;
- (d) be the custodian of all monies of the bush fire brigade;
- (e) regularly inform the Secretary of the names of those brigade members who have paid their membership fees;
- (f) report on the financial position at meetings of the bush fire brigade or Committee; and
- (g) submit a copy of the audit report to the Chief Bush Fire Control Officer by 15 April each year.

3.6 Equipment Officer

(1) The Equipment Officer is to—

- (a) be responsible for the custody and maintenance in good order and condition of all protective clothing, equipment and appliances of, or provided by the local government to, the bush fire brigade;
- (b) provide, no later than 15 April of each year, a report to the local government and bush fire brigade captain describing the nature, quantity and quality of all protective clothing, equipment and appliances of the bush fire brigade which are generally available within the bush fire brigade area (or at a station of the bush fire brigade); and
- (c) ensure all of the equipment of the bush fire brigade is stored at a place approved by the Captain (*the station*).

(2) If there is to be more than one station in the brigade area, the Equipment Officer is to appoint in respect of each station a person who is responsible for the custody and maintenance in good order and condition of all equipment and appliances at the station, subject to any direction of the Equipment Officer.

3.7 Training Officer

The Training Officer is to—

- (a) ensure brigade members maintain necessary skill levels equivalent to the competency standards required as recommended by the Department and the Shire of Dardanup;
- (b) ensure regular training sessions are conducted within the brigade to maintain currency of qualifications and skills;
- (c) maintain accurate records of training undertaken by members and ensure that qualification and training updates are forwarded to the local government;
- (d) provide mentoring for members who express an interest in training to encourage future facilitators;
- (e) represent the brigade at training committee meetings; and
- (f) provide, no later than 30 November of each year, a report to the local government of any identified training needs of the bush fire brigade.

PART 4—COMMITTEE**4.1 Management of bush fire brigade**

(1) Subject to the provisions of these Rules, the administration and management of the affairs of the bush fire brigade are vested in the Committee.

(2) Without limiting the generality of subclause (1), the Committee is to have the following functions—

- (a) to recommend to the local government amendments to these Rules;
- (b) to draft the annual budget for the bush fire brigade and present it at the annual general meeting of the bush fire brigade;
- (c) to propose a motion for consideration at any meeting of the bush fire brigade;
- (d) to recommend to the local government equipment which needs to be supplied by the local government to the bush fire brigade;
- (e) to invest or place on deposit any of the funds of the bush fire brigade not immediately required to perform the normal brigade activities;
- (f) to delegate to a person, as from time to time thought fit, any functions (being less than the total functions of the Committee) on any conditions it thinks fit;
- (g) to do all things necessary or convenient in order to perform any of its functions and to secure the performance of the normal brigade activities by the bush fire brigade; and
- (h) deal with membership applications, grievances, disputes and disciplinary matters.

4.2 Constitution of Committee

(1) The Committee of the bush fire brigade is to consist of the brigade officers being the Captain, Secretary, Treasurer, Equipment Officer, Training Officer, Bush Fire Control Officers and the Lieutenants of the bush fire brigade.

(2) The brigade officers are to—

- (a) be elected at the annual general meeting of the bush fire brigade;
- (b) hold office until the next annual general meeting; and
- (c) be eligible for re-election at the next annual general meeting.

(3) Any brigade officer may be removed from office by an absolute majority decision of the brigade members present in person or by proxy at a special meeting called for such a purpose.

(4) The Committee may appoint a brigade member to fill a vacancy in any office arising from a resolution under subclause (3) or which has arisen for any other reason.

PART 5—MEETINGS OF BUSH FIRE BRIGADE**5.1 Ordinary meetings**

(1) Ordinary meetings may be called at any time by the Secretary by giving at least 7 days' notice to all brigade members and to the Chief Fire Control Officer, for the purpose of—

- (a) organising and checking equipment;
- (b) requisitioning new or replacement equipment;
- (c) organising field excursions, training sessions, hazard reduction programs, and the preparation of fire-breaks;
- (d) establishing new procedures in respect of any of the normal brigade activities; and
- (e) dealing with any general business.

(2) In a notice given under subclause (1), the Secretary is to specify the business which is to be conducted at the meeting.

(3) Business may be conducted at an ordinary meeting of the bush fire brigade notwithstanding that it was not specified in a notice given under subclause (1) in relation to that meeting.

5.2 Special meetings

- (1) The Secretary is to call a special meeting when 5 or more brigade members request one in writing.
- (2) At least 2 days' notice of a special meeting is to be given by the Secretary, to all brigade members and to the Chief Bush Fire Control Officer.
- (3) In a notice given under subclause (2) the Secretary is to specify the business which is to be conducted at the meeting.
- (4) No business is to be conducted at a special meeting beyond that specified in a notice given under subclause (2) in relation to that meeting.

5.3 Annual general meeting

- (1) At least 7 days' notice of the annual general meeting is to be given by the Secretary to all brigade members and to the Chief Bush Fire Control Officer.
- (2) At the annual general meeting the bush fire brigade is to—
 - (a) elect the brigade officers from among the brigade members;
 - (b) consider the Captain's report on the year's activities;
 - (c) adopt the annual financial statements;
 - (d) appoint an Auditor for the ensuing financial year in accordance with clause 5.6; and
 - (e) deal with any general business.
- (3) In a notice given under subclause (1), the Secretary is to specify the business which is to be conducted at the meeting.
- (4) Business may be conducted at an annual general meeting notwithstanding that it was not specified in a notice given under subclause (1) in relation to that meeting.

5.4 Quorum

- (1) The quorum for a meeting of the bush fire brigade is at least 50% of the number of offices (whether vacant or not) of member of the bush fire brigade.
- (2) No business is to be transacted at a meeting of the bush fire brigade unless a quorum of brigade members is present in person or by proxy.

5.5 Voting

Each brigade member is to have one vote, however in the event of an equality of votes, the Captain (or person presiding) may exercise a casting vote.

5.6 Auditor

- (1) At the annual general meeting a person, not being a brigade member, is to be appointed as the Auditor of the bush fire brigade for the ensuing financial year.
- (2) The Auditor is to audit the accounts of the bush fire brigade not less than 7 days before the annual general meeting and is to certify to their correctness or otherwise and present a report at the annual general meeting.

PART 6—MEETINGS OF COMMITTEE

6.1 Meetings of Committee

- (1) The Committee is to meet for the despatch of business, adjourn and otherwise regulate its meeting as it thinks fit.
- (2) The Captain or Secretary may convene a meeting of the Committee at any time.

6.2 Quorum

No business is to be transacted at a meeting of the Committee unless a quorum of 3 brigade officers are present in person.

6.3 Voting

Each brigade officer is to have one vote, however in the case of an equality of votes, the Captain (or person presiding) may exercise a casting vote.

PART 7—GENERAL ADMINISTRATION MATTERS

7.1 Fees

- (1) The membership fees, if any, for each type of member for the ensuing 12 months are to be determined by the bush fire brigade at the annual general meeting.
- (2) Subject to subclause (3), a member is to pay the membership fees for her or his type of membership on or before 1 May.
- (3) The bush fire brigade may exempt a brigade member, or a class of membership, from the payment of membership fees, for such period and on such conditions as the bush fire brigade may determine.

7.2 Funds

The funds of the bush fire brigade are to be used solely for the purpose of promoting the objects of the bush fire brigade.

7.3 Financial year

The financial year of the bush fire brigade is to commence on 1 July and is to end on 30 June of the following year.

7.4 Banking

(1) The funds of the bush fire brigade are to be placed in a bank account and are to be drawn on only by cheques signed jointly by any 2 of the Captain, Secretary or Treasurer.

(2) If the Secretary/Treasurer is a combined position, the Captain and Secretary/Treasurer are to sign the cheques referred to in subclause (1).

7.5 Disclosure of interests

(1) A brigade member shall disclose to the bush fire brigade or Committee any financial interest (whether direct or indirect) he or she may have in any matter being considered by the bush fire brigade or Committee, as appropriate.

(2) If a financial interest has been disclosed under subclause (1), then the bush fire brigade or Committee, as appropriate, is to decide, in the absence of the brigade member who disclosed that interest, whether or not the brigade member is to be permitted to vote on that matter.

(3) Where the bush fire brigade or Committee, as appropriate, decides under subclause (2), that a brigade member is not to be permitted to vote on a matter, and the brigade member votes on the matter, then her or his vote is to be taken to have no effect and is not to be counted.

7.6 Disagreements

(1) Any disagreement between brigade members may be referred to either the Captain or to the Committee.

(2) Where a disagreement in subclause (1) is considered by the Captain or the Committee to be of importance to the interests of the bush fire brigade, then the Captain or the Committee, as the case may be, is to refer the disagreement to the annual general meeting, an ordinary meeting or a special meeting of the bush fire brigade.

(3) The local government is the final authority on matters affecting the bush fire brigade, and may resolve any disagreement which is not resolved under subclause (1) or (2).

PART 8—NOTICES AND PROXIES

8.1 Notices

(1) Notices of meetings of the bush fire brigade are to be in writing and sent by ordinary post to the registered address of each brigade member.

(2) Notices of meetings of the Committee may be given in writing in accordance with subclause (1) or by such other means as the Committee may decide (by an absolute majority) at a meeting of the Committee.

(3) Any accidental omission to give notice of a meeting to, or non-receipt by a person entitled to receive such notice, is not to invalidate the meeting the subject of the notice or any resolutions passed at the meeting.

(4) Where any notice other than a notice of meeting is to be given under these Rules, the notice is to be—

- (a) in writing;
- (b) unless otherwise specified, given to or by the Secretary;
- (c) given by—
 - (i) personal delivery;
 - (ii) post;
 - (iii) facsimile transmission; or
 - (iv) email.
- (d) taken to have been received, as the case may be—
 - (i) at the time of personal delivery;
 - (ii) 2 business days after posting; or
 - (iii) on the printing of the sender's email or transmission report.

8.2 Proxies

(1) Where under these Rules a brigade member may vote by proxy, in order for the proxy to so vote, the brigade member or the proxy shall give a notice in the form of that appearing in this clause, to the Secretary or the person presiding at the meeting before the start of the meeting at which the proxy is to be used.

(2) A proxy is to be valid for the meeting for which it is given and for any adjournments of that meeting.

(3) A proxy shall be valid for the number of votes to which the brigade member is entitled.

(4) If the donor of the proxy does not give any indication of the manner in which the proxy is to vote, the proxy shall be entitled to vote or not vote as he or she thinks fit.

(5) A proxy shall be entitled to speak on behalf of the donor of the proxy.

Minimum and Maximum Recommended Trainer Assessor: Student Ratios

TRK Name	Min No Students	Max No Students	Trainer / Assessor Ratios NOTES
Leadership Fundamentals	4	16	Ratio 1:8
Workplace Trainer Assessor	6	12	Ratio 1:6 to meet assessment timelines
Basic General Rescue	6	20	Ratio – 1:6
Chainsaw Operator	2	8	Ratio – 1:2
Field Radio Operator	6	16	Ratio - 1:6
Field Search Controller	4	6	Ratio – 1:2
Flood Rescue Boat	4	12	Ratio - 1:4 Depends on number and size of boats
Land Search Team Member	6	20	Ratio – 1:8
Land Search Team Leader	4	10	Ratio – 1:3
Navigate to an Incident (NURE)	4	15	Ratio – 1:6 for assessment purposes
SES Induction	1	20	Ratio – 1:10 Can be done on Training Night
SES Team Leader	4	10	Ratio – 1:5
Storm Damage – Ground & Roof	6	20	Ratio – 1:5 (1 TRK for all 3 Phases)
Storm Damage – RSS Builder	4	8	Ratio – 1:5 (1 TRK for all 3 Phases)
VR – Single Rope Rescue	5	15	Ratio – 1:5 (1 TRK for all 3 Phases)
VR – Rope Rescue Systems	5	15	Ratio – 1:5 (1 TRK for all 3 Phases)
VR – Advanced Vertical Rescue	5	15	Ratio – 1:5 (1 TRK for all 3 Phases)

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TRK Name	Min No Students	Max No Students	Trainer / Assessor Ratios NOTES
AIIMS 2017	10	20	2:20
Ground Controller	4	24	1:12
Incident Controller (Level 1)	4	12	1:4
Incident Controller (Level 2)	4	8	1:4
Logistics Officer	4	12	1:4
Operations Officer	4	8	1:4
Planning Officer	4	12	1:4
Public Information Officer	4	12	
Safety Advisor	4	12	
Sector Commander	4	12	1:4
ICV Operations	4	6	1:6 with additional SME for scenarios
Bushfire			
Introduction to Bush Fire Firefighting	1	16	1:6 for Practical activities/assessment
Bush Fire Firefighting	1	16	1:6 for Practical activities/assessment
Bushfire Safety Awareness	1	16	1:6 for Practical activities/assessment
Firefighting Skills	1	16	1:6 for Practical activities/assessment
Advanced Bush Firefighting (2020)	1	16	
Crew Leader (2020)	1	16	
Advanced Bush Firefighting	1	16	
Crew leader	1	16	
Fire Control Officer	1	16	
Machine Supervision	1	16	
Plantation fire fighting	1	16	1:6 for Practical activities/assessment

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TRK Name	Complexity Rating	Min No Students	Max No Students	Trainer / Assessor Ratios NOTES
Rescue and First Aid				
Casualty Transfer Systems	High	6	12	1:4
Confined Space Rescue ... Cat 1	Normal	6	12	2 qualified instructors
Confined Space Rescue ... Cat 2	High	8	10	2 qualified instructors
Heavy Rescue	High	4	8	1:4
Manage Injuries	High	4	12	1:4
Road Crash Rescue	High	4	12	1:4
USAR ... Cat 1	Normal	7	12	2 qualified instructors
Vertical Rescue	High	8	10	1:3
Urban Structural and Communications				
Introduction to Fire Fighting	Normal	5	15	
Introduction to Structural Fire Fighting	Normal	5	*10	1:5 *Resource restrictions will also impact on maximum numbers
Pump Operations	High	5	*5 (per appliance)	1:5 *Resource restrictions will also impact on maximum numbers
Structural Fire Fighting	High	5	*10	1:5*Resource restrictions will also impact on maximum numbers
Internal Structural Firefighting Part A	High	6	8	1 Trainer Assessor
Internal Structural Firefighting B day 2				Minimum 3 Trainer Assessors
Internal Structural Firefighting B day 3				Minimum 3 Trainer Assessors plus 1 x safety officer and 1 x pump operator
Marine Fire Support	Normal	5	15	Only 1 Trainer Assessor required
Marine Fire Assessment & Containment	High	5	15	Only 1 Trainer Assessor required

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TRK Name	Complexity Rating	Min No Students	Max No Students	Trainer / Assessor Ratios NOTES
WAERN Basic	Normal	5	*10	1:5*Resource restrictions will also impact on maximum numbers
WAERN Advanced	Normal	5	5	1:5
BA and HAZMAT				
BA	High	Flexible	12	1:4 Minimum 2 instructors
BA Refresher	High	Flexible	12	1:6
HAZMAT	High	Flexible	12	1:6
Driving				
Off Road Driving	High	Flexible	Flexible	1: 2 Maximum numbers will depend of available resources
On Road Driving	High	Flexible	Flexible	1: 2 Maximum numbers will depend of available resources
VMR				
Marine Navigation – Advanced	High	4	12	Requires 1:5 for practical components
Marine Navigation – Basic	High	4	12	Requires 1:5 for practical components
Marine Navigation – Intermediate	High	4	12	Requires 1:5 for practical components
Marine Regulations	High	4	12	Requires 1:5 for practical components
Operational Induction	Normal	Flexible	12	Requires 1:5 for practical components
Radio Operational Induction	Normal	Flexible	12	Requires 1:5 for practical components
Rafting & Towing	High	4	12	Requires 1:5 for practical components
Sea Survival 1	High	4	12	Requires 1:5 for practical components
Sea Survival 2	High	4	12	Requires 1:5 for practical components
Seamanship 1	Normal	4	12	Requires 1:5 for practical components
Seamanship 2	Normal	4	12	Requires 1:5 for practical components
Seamanship 3	High	4	12	Requires 1:5 for practical components

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TRK Name	Complexity Rating	Min No Students	Max No Students	Trainer / Assessor Ratios NOTES
Vessel Induction	Normal	Flexible	12	Requires 1:5 for practical components
Vessel Operations 1	High	4	12	Requires 1:5 for practical components
Vessel Operations 2	High	4	12	Requires 1:5 for practical components
Vessel Operations 3	High	4	12	Requires 1:5 for practical components

WEST DARDANUP BUSH FIRE BRIGADE

**Minutes of the Annual General Meeting held on the
11th June 2021 at the Fire Station on Garvey Road**

Opened: 4.20pm

Present: Pieter DenBoer, Rob Allen, Olivia Hill, Neil Dyer, Dennis Hill, Alan Charlton, Karrin Charlton, Laurena Hutton, Wayner Morris

Apologies: Jaymen Hutton, Brian Heley, Heather Heley, Stephen Ogilvie, Liam Hutton, Corrina Leech, Greg Leech,

Minutes of the last AGM 14th June 2019

Moved: Peter DenBoer

Seconded: Rob Allen

That the minutes of the meeting held on 14th June 2020 be confirmed as true and correct record.

Carried

Business Arising

Nil

Correspondence

Inwards: NIL

Outwards: NIL

Reports

Neil: To be attached

Captains Report:

Thanks to all for support in this new role, it has been a quiet season so far with 3 calls in our shire, 8 in total. With some deployments and thanks to those for turning out. Got a good number of new members, welcome. As Neil has said with you (and all of

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our current members) we can continue to grow and help provide this essential service to our community. Training for new members has changed a bit and being managed within the shire. The shire is working on providing more courses and moved away from DFES for other training and can be applied through your portal log in, I encourage you to get in early for your best chance to secure your spot. If you need help don't hesitate to call me and I will try my best.

We have been trying out the new comms system within the brigade (whats app) which seems to be working well to stay up to date and in touch as a group although we haven't quite got everyone on the group just yet.

Covid has been a big issue over the season and going forward. Thank you all for following through with the government requirements. I know they aren't easy but essential for all of our health and safety.

Thanks to Neil, who has had some big shoes to fill and done well. We don't see all the work that is put in behind the scene.

Thanks to all of our office bearers, for many of us it has been a big change and as luck would have it it's been a quiet season to fins our feet.

In conclusion thanks all for your support and look forward to working with you all in the future

Fire Control Officer Report

I would firstly like to thank everyone for their support for the first twelve months in this role. It has been a steep learning curve and without ongoing assistance and a good foundation established by the predecessor, it would have been a real challenge.

I would also like to welcome the new members because without you, our brigade will not continue to grow. In the last couple of years I have seen the number of properties grow quit a lot. With the increase there is a proportional risk of fire and a lot more assets to protect. We did have a quiet season this year however it only takes a couple of factors to change and we could have a different outcome.

As I said that is has been quitter season, with 8 jobs attended and only 2 of these on our district and minor incidents. The balance occurred in or adjacent to the metro area. A big thank you to all of the people who gave up time to attend these deployments.

We were fortunate enough to obtain the seasonal 2.4 although not used locally it was used on all of the deployments and is currently carrying the scars to prove it. I am not sure we will get a seasonal unit next year as it can be shared around however as we did use it this year and have the members to man it, it will support it coming back. The beginning of the fire season saw a lot of new members signing up. Because of the timing and has been difficult to get the training required and onto the truck. This matter had been raised with the shire and as a result additional training is being implemented for the new members without the need for DFES involvement. The

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challenge for the brigade has been to keep the new members interested and I am thankful to Rob for continuing the regular training nights.

I completely support and encourage the training nights and urge more people to attend. During the winter months subject to the weather. I would like to see this training begin to expand to include some controlled burns, whether these be burn piles or hazard reduction burns in our area. By doing these burns it will ensure we are familiar with the equipment, get to use both of our water points, work better as a team, increase our presence in the area and lesson some of the hazards that the shire is unable to manage.

I recently completed the LGGS funding Submission for equipment. All requests had to be submitted with quotes and some justification. Thank you to everyone who assisted getting the information to enable me to complete this, the process should be completed in a few months and I will let you know what items we were successful with.

Although DFES and the shire do support most of our requirements there are some items not covered. To do this we need to have our own funding. We have some money in the bank however if, as a brigade we would like to purchase things not covered DFES. We will need to investigate some means of fundraising. Like the containers for change initiative, I would love to see one of our members investigate some other options to bring to the brigade

I think our needs are simple however if we continue to grow as brigade even the smaller needs will increase and will need financing.

As a brigade we have number of a support and ancillary members who may be able to fill this void. Well, I am sure they would be assisting in an emergency, some may also be prepared to assist in this area as well this would lessen the load for the people who give up their time fighting fires both locally and away.

In conclusion I would like once again thank everyone of you for your support this year and, should I continue in the role, working with you in the future.

Equipment Officer Report

Some new kit/turn out bags arrived

Training Officers Report

Ideas for some more doing training nights

Financial Report

Bank Balance as at 10th April 2021 was \$1520.96
Coles card \$92.85

Moved: Rob

Seconded: Karrin

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Please find attached copy of financial report.

Moved that all of the above reports be confirmed and that appointed as next year's auditor.

Election of Office Bearers

Position	Nominee	Mover	Secunder
Secretary/Treasurer:	Laurena Hutton	Rob Allen	Karrin Charlton
Fire Control Officer:	Neil Dyer	Stephen Ogilvie	Alan Charlton
Captain:	Rob Allen	Alan Charlton	Olivia Hill
1 st Lieutenant:	Lee Hutton	Rob Allen	Peter DenBoer
2 nd Lieutenant:	Jaymen Hutton	Lee Hutton	Alan Charlton
3 rd Lieutenant:	Steve Ogilvie	Rob Allen	Karrin Charlton
Committee:	Allen, Olivia, Karrin	Rob, Peter, Wayne	
Training Officer:	Rob Allen	Olivia Hill	Peter DenBoer
Communication Officer:	Corrina Leech	Laurena Hutton	Rob Allen
Equipment Officer:	Steve Ogilvie	Rob Allen	Alan Charlton

General Business:

Remove our gear from seasonal truck to prepare for it to leave station.

Additional water tank coming soon for the station, plus one coming for coplestone for our district expanding.

Permits are not being issued yet.

Still a discussion around 1.4 being replaced/changed out.

Try and continue with training over winter once a month and get some burn experience in to run through and check through everything.

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Clean up / burn around the station.
Covid injections through dfes

Motion Cut damage off power poles and sell **Mover:** Peter DenBoer **Second:** Alan
Charlton

Meeting Closed: 5.00pm

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AGM MINUTES

Burekup Bush Fire Brigade Committee Meeting

Monday 12 April 2021 6.45pm

Present: Carolyn Bradby, Kylie Bremner, Tom Foster, Mark Bremner, Caitlin Crispin, Mark Crispin, Tony Jenour Snr, Peter Davies, Mark Clark, Rhys Tatham, Chris Jenour

Apologies: Stuart Heasman, Mark Brehany, Kendal Foster, Nathan King

Guests: Peter Robinson

1.	Welcome and Apologies	Speaker	Papers
1.0	Open Thanks to Peter Robinson for sharing how his Brigade started their Cadet program.	Tony Snr	
2.	Minutes		
2.0	Last meeting: AGM 24 th June Accepted: Chris Seconded: Scott	Tony Snr	Yes
3.	Committee Reports		
3.1	FCO – see attachment 1 Clay stated that the Captain and one Lt must be at each burn and available the next day. His reasoning was clarified. Clay asked that we are lucky to have 2 radios in the truck and we don't have to switch back and forth. The person in the front to focus on the radio protocol. Laminated sheets on dash to clarify with. Accepted: Rhys, Seconded: Mark Clark	Clay	Yes
3.2	Captain – see attachment 2 Fuel card how do we know what is left on it? It was confirmed that there is a login email to check the total, which the Captain is able to access. Members were asked to please keep the total up to date in the log book. Accepted: Chris, Seconded: Caitlin	Read by Kylie	Yes
3.3	Training – see attachment 3 Scott Brady raised that he applied for 2 off road courses and a team leader role that he did not get a place for. It's frustrating. How can we be supported by DFES with this? People are leaving because they can't get training. Mark Clark explained that the Shire is taking on some training to support DFES in this difficulty. Mark Crispin said that the Harvey Shire now have 5 local people trained to be training officers to run courses just for Bush Volunteers. Emergency Driving course through Collie will become compulsory for driving under lights. Accepted: Scott, Seconded: Chris	Mark	Yes
3.4	Appliance Maintenance – see attachment 4 New lights, reverse camera, algae treatment. A new charger will be placed on the fridge. Accepted: Clay, Seconded: Mark B	Tom	Yes
3.5	Station Maintenance -see attachment 5 List on the whiteboard please add to it for the busy bee. Clay said that the boundary fence issue will be raised with the Shire. Accepted: Carolyn, Seconded: Mark Crispin	Chris	Yes
3.6	Financial – see attachment 6 Accepted: Chris, Seconded: Scott	Caitlin	Yes
3.7	Auxiliary – see attachment 7 Accepted: Peter, Seconded: Caitlin	Carolyn	Yes
4.	Election of New Committee		
4.0	FCO Accepted: Clay Rose, Nominated: Peter Davies, Seconded: Rhys Tatham		

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4.1	Captain Accepted: Tony Jenour, Nominated: Rhys Tatham, Seconded: Chris Jenour		Yes
4.2	1 st Lieutenant Accepted: Scott Bradby, Nominated: Tony Jenour, Seconded: Chris Jenour		Yes
4.3	2 nd Lieutenant Accepted: Chris Jenour, Nominated: Mark Clark, Seconded: Scott Bradby		Yes
4.4	3 rd Lieutenant Accepted: Tom Foster, Nominated: Chris Jenour, Seconded: Mark Clark		Yes
4.5	Training Accepted: Chris Jenour, Nominated: Mark Clark, Seconded: Tom Foster		Yes
4.6	Appliance Maintenance Accepted: Tom Foster, Nominated: Rhys Tatham, Seconded: Mark Clark		Yes
4.7	Station Maintenance Accepted: Peter Davies, Nominated: Scott Bradby, Seconded: Chris Jenour		Yes
4.8	Station Maintenance Accepted: Scott Bradby, Nominated: Chris Jenour, Seconded: Mark Clark		
4.9	Secretary Accepted: Kylie Bremner, Nominated: Mark Bremner, Seconded: Chris Jenour		Yes
4.10	Treasurer Accepted: Caitlin Crispin, Nominated: Peter Davies, Seconded: Chris Jenour		Yes
5.	New Business		
5.1	Auxiliary to be re-established One big fund raiser each year? Grant writing we need a wish list and a reason for fundraising. Why is the fundraising needed? Quotes to be included. Grant writing Shed cleaning Food for events Approaching companies	Caroline	
5.2	Busy Bee BBQ, family event and busy bee. Date: Lt's will set a date a put on What's App.	Tom	Whiteboard
5.3	ESL Requests No requests	Clay/ Kylie	
5.4	Cadets Brigade Committee to discuss and come up with criteria.	Chris	
5.5	ANZAC ceremony at River Valley Thursday 22 nd April 9.00am Clay and Mark Crispin will go. \$60 for a wreath, Chris to organise. DONE!	Kylie	
5.4	End of season windup Date? Budget? Place? Carolyn to come up with some options for next meeting.	Tony/ Kylie	
6.	Other Business/Late Items		
6.1	Handheld UHF have been donated and will be brought to station soon.	Scott	
6.2	9 kit bags and PPE available.	Clay	
7.	Close 8.16pm	Tony Snr	

DARDANUP CENTRAL VOLUNTEER BUSH FIRE BRIGADE

AGM Meeting

Meeting date: 18th of April 2021

Meeting commenced: 11.25 am

Venue: Wild Bull, Ferguson

Present: Brendan Putt, Wayne Cross, Allison Bailey, Rodney Bailey, Caitlin Bailey, Matt Meijer, Anke Hynes, Henny Royendyk, Reece Depiazzi, Marcus Sainsbury, Luke Busher, Finn Dau, Ethan Putt, Nicholas Telini, Ben Rose, Ryan Shannon, Tracy Thomson, Dave Dobrich, Ross Greenmount and Cinthy Royendyk.

Apologies: Jacob Dobrich, Madison Piggott, Declan Busher, Luke Dobrich, Brayden Cross:

Bank Balance: \$ 8563,68

Previous minutes from 28th of June 2020: Read and accepted. Moved Tracy Thomson, seconded Rodney Bailey.

F.C.O. Report: Brendan welcomed everyone after a difficult year because of the covid virus. But what fires concerns it was very quiet in the South West. It was a good experience for Declan, Finn and Reece who went to the Perth fires with Brendan. The new station is something to look forward to, and Brendan thanked Matt to help with the planning, also Wayne and himself attending all the meetings. Brendan thanked Rodney and Wayne for organizing training nights. Also a thank you to Henny and Ethan for all the maintenance of the equipment and station. Thank you to Wayne for sending all messages and emails etc, Anke for ordering PPE, and Henny and Cinthy for being there to help with everything that is needed. The new station is planned to be finished in June this year and we probably get a Light Tanker too, something to look forward to and is great for all of us. So we should be all set up for the next fire season.

Captains Report: Welcome everyone today for our AGM at the Wild Bull. Firstly a big thank you to all our members for being volunteers for Dardanup Central and giving up your time and energy to help the local community. I am not going to mention any names today but just to say a huge Thankyou to our FCO and all our office bearers and members who have gone over and above this year to help make the Brigade run as smoothly as it does. This year has certainly been a quiet bush fire season in the South West, but has been busy with meetings with the shire and meetings with members getting things organised to get the new station moving forward. As we all know now, the new station has commenced with ground works and water tanks being installed over at the David Wells recreation ground. So this is certainly going to be an exciting time for all of us once it has been completed. Thankyou everyone, this job would be so much harder without all your support.

General Business: Dave showed samples and prices for hoodies and jackets to be further discussed at next meeting. Matt reported he created a new email address for Dardanup Central that can be forwarded to all members.

Positions: All positions were declared vacant. Nominations for new positions received and accepted.

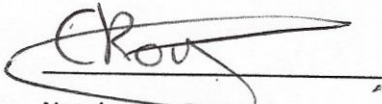
(Appendix BFAC: 9.17.11)

Position	Elected	Nominated by	Seconded by
Fire control officer	Brendan Putt	Cinthy Royendyk	Tracy Thomson
Captain	Wayne Cross	Brendan Putt	Henny Royendyk
1 st Lieutenant	Jacob Dobrich	Brendan Putt	Ryan Shannon
2 nd Lieutenant	Ryan Shannon	Allison Bailey	Wayne Cross
3 rd Lieutenant	Luke Busher	Rodney Bailey	Henny Royendyk
4th Lieutenant	Nicholas Telini	Wayne Cross	Ethan Putt
Equipment officer	Anke Hynes	Cinthy Royendyk	Allison Bailey
Secretary	Cinthy Royendyk	Caitlin Bailey	Luke Busher
Treasurer	Cinthy Royendyk	Wayne Cross	Anke Hynes
Training officer	Dave Dobrich	Jacob Dobrich	Rodney Bailey
Communication officer	Finn Dau	Tracy Thomson	Nicholas Telini
Maintenance officers	Ethan Putt	Henny Royendyk	Luke Busher
	Henny Royendyk	Ethan Putt	Wayne Cross
	Matt Meijer	Cinthy Royendyk	Henny Royendyk

Meeting closed: 12.30 hrs

I Cinthy Royendyk hereby Nominate Brendan Putt to the position of **Brigade Fire Control Officer** for the Dardanup Central **Volunteer Bush Fire Brigade** for the period commencing 1 July 2021 (year) and ending 30 June 2022 (year).

Signed



Nominating Person

Brigade Fire Control Officer

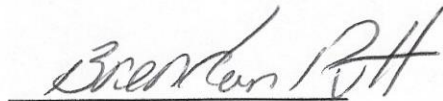
The Brigade Fire Control Officer is elected by the Brigade and is part of the Brigade Committee of Management and has the following specific functions and responsibilities —

- provide leadership and direction to the Captain, Lieutenants, other Committee members and fire fighters to implement the objectives of the Brigade;
- Act as spokesperson for the Brigade, specifically at the Bush Fire Advisory Committee (BFAC), and generally on public relations and other matters, in conjunction with the Shire of Dardanup;
- Issue permits to burn as authorised under the Act within their area of the district;
- Inspect and report on fire hazards within their district and in the Shire of Dardanup;
- Carry out any duties prescribed under the Act and so authorised by the Shire of Dardanup;
- Take overall charge of fire suppression activities, and/or ensures the principles of the Incident Management System are being adhered to during wildfire suppression or during hazard reduction programs;
- conduct brigade briefings and post incident analysis of any incident involving fire fighting;
- to ensure members deployed for operational duties have the competencies to complete the task or duty assigned and hold currency in training to carry out the functions required, in accordance with Bush Fire Operating Procedures;
- to adopt policies on behalf of the brigade as recommended by the local government;
- to ensure the behaviour of members is in accordance with the Local Government's code of conduct;
- liaise with the local government concerning fire prevention/suppression matters generally.

Declaration	I accept this Nomination and agree to fulfil all its responsibilities as listed at Section 3.5 of the Shire of Dardanup Bush Fire Brigades Local Law.	
	Signature: <i>Brian Peth</i>	Date: <i>18-4-21</i>

I Brendan Pitt hereby Nominate Wayne Cross to the position of **Brigade Captain** for the Dardanup Central **Volunteer Bush Fire Brigade** for the period commencing 1 July 2021 (year) and ending 30 June 2022 (year).

Signed



Nominating Person

Brigade Captain

The Brigade Captain is elected by the Brigade and is part of the Brigade Committee of Management and has the following specific functions and responsibilities —

- preside over all Brigade meetings and ensure meeting procedures are followed at all times;
- promote the objectives of the Brigade;
- demonstrate positive leadership and mentors members;
- attend meetings as requested by the local government;
- in the absence of a Bush Fire Control Officer may take overall charge of fire suppression activities, and/or ensures the principles of the Incident Management System are being adhered to during wildfire suppression or during hazard reduction programs;
- provide leadership for the Brigade and related administration;
- ultimately undertakes responsibility for the proper management and maintenance of Brigade property and equipment;
- is to deputise for the Bush Fire Control Officer at Bushfire Advisory Committee meetings when required;
- advise the brigade on administrative matters;
- ensures Brigade members are adequately trained to carry out their functions, in accordance with Bush Fire Operating Procedures (BFOP) and Brigade standards;
- in the absence of a Bush Fire Control Officer conduct brigade briefings and post incident analysis of any incident involving fire fighting;
- conduct brigade briefings and post incident analysis of any management issues;
- to ensure the behaviour of members is in accordance with the Local Government's code of conduct.

(Appendix BFAC: 9.17.11)



Declaration	I accept this Nomination and agree to fulfil all its responsibilities as listed at Section 3.2 of the Shire of Dardanup Bush Fire Brigades Local Law.	
	Signature: <i>Wayne Cross</i>	Date: <i>18/4/21</i>

I Wayne Cross hereby Nominate Ginthy Royendyk to the position of **Brigade Treasurer** for the Dardanup Central **Volunteer Bush Fire Brigade** for the period commencing 1 July 2021 (year) and ending 30 June 2022 (year).

Signed

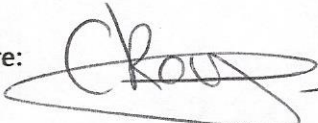
Wayne Cross

Nominating Person

Brigade Treasurer

The Brigade Treasurer is elected by the Brigade and is part of the Brigade Committee of Management and has the following specific functions and responsibilities —

- receive donations and deposits from the Secretary, and deposit all monies to the credit of the bush fire brigade's bank account;
- pay accounts as authorized by the Committee;
- keep a record of all monies received and payments made, maintain the accounts and prepare the balance sheet for each financial year;
- be the custodian of all monies of the bush fire brigade;
- regularly inform the Secretary of the names of those brigade members who have paid their membership fees;
- report on the financial position at meetings of the bush fire brigade or Committee; and
- submit a copy of the audit report to the Chief Bush Fire Control Officer by 15 April each year.

Declaration	I accept this Nomination and agree to fulfil all its responsibilities as listed at Section 3.5 of the Shire of Dardanup Bush Fire Brigades Local Law.	
	Signature: 	Date: <u>18-4-2021</u>

I Tracy Thomson hereby Nominate Finn Dau to the position of
Communications Officer for the Dardanup Central **Volunteer Bush Fire Brigade** for the
 period commencing 1 July 2021 (year) and ending 30 June 2022 (year).

Signed

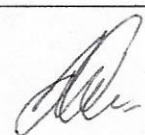


Nominating Person

Communications Officer

The Brigade Communications Officer is elected by the Brigade and is part of the Brigade Committee of Management and has the following specific functions and responsibilities —

- ensure that the brigades communications and call out system operates effectively and fits into the Local Government communications network;
- to control the use of communications equipment by members of the brigade;
- undertake the responsibility for the maintenance of communications equipment and where necessary, for the repair or replacement;
- to test the brigade's communications equipment on a regular basis;
- assist in the training of members of the brigade in the use of communications equipment; and
- liaise with communications officers in other brigades.

Declaration	I accept this Nomination and agree to fulfil all its responsibilities as Communications Officer.	
	Signature: 	Date: <u>18/4/2021</u>



ELECTION OF BUSH FIRE TRAINING OFFICER

I Jacob Dobrich hereby Nominate David Dobrich to the position of
Bush Fire Training Officer for the Dardanup Central **Volunteer Bush Fire Brigade** for the period
commencing 1 July 2020 (year) and ending 30 June 2021 (year).

Signed

A handwritten signature in black ink, appearing to be "Jacob Dobrich", written over a horizontal line.

Nominating Person

Brigade Fire Training Officer (BFTO)

The Brigade Fire Training Officer (BFTO) is elected by the Brigade and is responsible to the Local Government Fire Training Coordinator and is part of the Training Committee, and has the following specific functions—

- To organise regular training sessions within the Brigade;
- To encourage and facilitate Brigade members to undertake training;
- To provide liaison between Brigade members and the LGFTC/Training Committee;
- To forward any training related records to the Local Government Fire Training Co-ordinator (LGFTC).
- Is responsible to the LGFTC whose role is: -
 - To ensure that members of the Brigades receive training that is consistent with the Act and the policies of the Shire of Dardanup and DFES;
 - To encourage and facilitate Brigade members to undertake training;
 - To encourage suitably experienced members of the Brigades to become Trainers;
 - To chair meetings of the Training Committee;
 - To represent the Brigades on any training committee requested.

I accept this Nomination and agree to fulfil all its responsibilities as listed at Section 3.9 of the Shire of Dardanup Bushfire Constitution.

Signed

A handwritten signature in black ink, appearing to be "David Dobrich", written over a horizontal line.

Nominee

Date: 18-4-2021



1st

ELECTION OF LIEUTENANT

I Brendan Pult hereby Nominate Jacob Dobrich to the position of Lieutenant for the Dardanup Central Volunteer Bush Fire Brigade for the period commencing 1 July 2021 (year) and ending 30 June 2022 (year).

Signed

Nominating Person

Lieutenant

- In the absence of the Captain the most senior Lieutenant present assumes the responsibilities and duties of that officer and takes ultimate responsibility for the successful performance of all Brigade activities;
- The Brigade may increase or decrease the number of Lieutenants to meet their specific operational requirements, up to a maximum of four Lieutenants;
- Lieutenants must be ranked in seniority.

I accept this Nomination and agree to fulfil all its responsibilities as listed at Section 3.7 of the Shire of Dardanup Bushfire Constitution.

Signed

Nominee

Date: 18-4-2021

2nd



ELECTION OF BRIGADE LIEUTENANT

I Allison Bailey hereby Nominate Ryan Shannon to the position of
Brigade 1st/2nd/3rd Lieutenant for the Dardanup Central Volunteer Bush Fire Brigade for
the period commencing 1 July 2021 (year) and ending 30 June 2022 (year).

Signed

Allison Bailey
Nominating Person

Brigade Lieutenant

The Brigade Lieutenant is elected by the Brigade and is part of the Brigade Committee of Management and has the following specific functions and responsibilities —

- in the absence of the brigade Captain the most senior Lieutenant present assumes the responsibilities and duties of that officer and takes ultimate responsibility for the successful performance of all Brigade activities;
- provide support to the Captain;
- command and manage members during emergencies and other Brigade related activities;
- demonstrate positive leadership and mentor members;
- maintain open lines of communications;
- encourage positive interaction and teamwork between members;
- ensure Bush Fire Operating Procedures are adhered to at brigade activities;
- ensure members engaged in fire-fighting activities hold competencies relevant to the task;
- work cohesively with the brigade Training Officer and conduct training activities for members;
- to ensure the behaviour of members is in accordance with the Local Government's code of conduct.

Declaration	I accept this Nomination and agree to fulfil all its responsibilities as listed at Section 3.3 of the Shire of Dardanup Bush Fire Brigades Local Law.	
	Signature: <u>Ryan Shannon</u>	Date: <u>19/4/2021</u>

I Rodney Bailey hereby Nominate Luke Busher to the position of **Brigade 1st/2nd/3rd Lieutenant** for the Dardanup Central Volunteer Bush Fire Brigade for the period commencing 1 July 2021 (year) and ending 30 June 2022 (year).

Signed

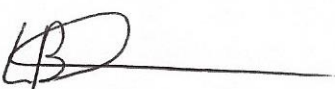


 Nominating Person

Brigade Lieutenant

The Brigade Lieutenant is elected by the Brigade and is part of the Brigade Committee of Management and has the following specific functions and responsibilities —

- in the absence of the brigade Captain the most senior Lieutenant present assumes the responsibilities and duties of that officer and takes ultimate responsibility for the successful performance of all Brigade activities;
- provide support to the Captain;
- command and manage members during emergencies and other Brigade related activities;
- demonstrate positive leadership and mentor members;
- maintain open lines of communications;
- encourage positive interaction and teamwork between members;
- ensure Bush Fire Operating Procedures are adhered to at brigade activities;
- ensure members engaged in fire-fighting activities hold competencies relevant to the task;
- work cohesively with the brigade Training Officer and conduct training activities for members;
- to ensure the behaviour of members is in accordance with the Local Government's code of conduct.

Declaration	I accept this Nomination and agree to fulfil all its responsibilities as listed at Section 3.3 of the Shire of Dardanup Bush Fire Brigades Local Law.	
	Signature: 	Date: <u>18-4-21</u>

I, Wayne Cross hereby Nominate Nicholas Telini to the position of **Brigade 1st/2nd/3rd ^{4th} Lieutenant** for the Dardanup Central Volunteer Bush Fire Brigade for the period commencing 1 July 2021 (year) and ending 30 June 2022 (year).

Signed


Wayne Cross

Nominating Person

Brigade Lieutenant

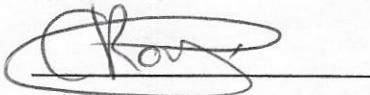
The Brigade Lieutenant is elected by the Brigade and is part of the Brigade Committee of Management and has the following specific functions and responsibilities —

- in the absence of the brigade Captain the most senior Lieutenant present assumes the responsibilities and duties of that officer and takes ultimate responsibility for the successful performance of all Brigade activities;
- provide support to the Captain;
- command and manage members during emergencies and other Brigade related activities;
- demonstrate positive leadership and mentor members;
- maintain open lines of communications;
- encourage positive interaction and teamwork between members;
- ensure Bush Fire Operating Procedures are adhered to at brigade activities;
- ensure members engaged in fire-fighting activities hold competencies relevant to the task;
- work cohesively with the brigade Training Officer and conduct training activities for members;
- to ensure the behaviour of members is in accordance with the Local Government's code of conduct.

Declaration	I accept this Nomination and agree to fulfil all its responsibilities as listed at Section 3.3 of the Shire of Dardanup Bush Fire Brigades Local Law.	
	Signature: 	Date: 18-4-2021

I Gnthy Royendyk hereby Nominate Anke Hynes to the position of **Brigade Equipment/Maintenance Officer** for the Dardanup Central Volunteer Bush Fire Brigade for the period commencing 1 July 2021 (year) and ending 30 June 2022 (year).

Signed




Nominating Person

Brigade Equipment/Maintenance Officer

The Brigade Equipment/Maintenance Officer is elected by the Brigade and is part of the Brigade Committee of Management and has the following specific functions and responsibilities —

- be responsible for the custody and maintenance in good order and condition of all protective clothing, equipment and appliances provided by the local government to the bush fire brigade (or of the bush fire brigade).
- provide, no later than 15 April of each year, a report to the local government and bush fire brigade captain describing the nature, quantity and quality of all protective clothing, equipment and appliances of the bush fire brigade which are generally available within the bush fire brigade area (or at a station of the bush fire brigade).
- ensure all of the equipment of the bush fire brigade is stored at a place approved by the Captain (the "station").

Declaration	I accept this Nomination and agree to fulfil all its responsibilities as listed at Section 3.5 of the Shire of Dardanup Bush Fire Brigades Local Law.	
	Signature: 	Date: <u>18-4-2021</u>

I Caitlin Bailey hereby Nominate Ginthy Royendyk to the position of **Brigade Secretary** for the Dardanup Central **Volunteer Bush Fire Brigade** for the period commencing 1 July 2021 (year) and ending 30 June 2022 (year).

Signed




Nominating Person

Brigade Secretary

The Brigade Secretary is elected by the Brigade and is part of the Brigade Committee of Management and has the following specific functions and responsibilities —

- be in attendance at all meetings and keep a correct minute and account of the proceedings of the bush fire brigade in a book which shall be open for inspection by brigade members at any reasonable time;
- answer all correspondence or direct it appropriately, and keep a record of the same;
- prepare and send out all necessary notices of meetings;
- receive membership fees, donations and other monies on behalf of the bush fire brigade, and remit them to the Treasurer upon receipt;
- complete and forward an incident report form in the form required by the Department to the Chief Bush Fire Control Officer and the Department within 14 days after attendance by the bush fire brigade at an incident;
- maintain a register of all current brigade members which includes each brigade member's contact details and type of membership;
- provide no later than 31 May in each year, a report to the Chief Bush Fire Control Officer detailing the name, contact details and type of membership of each brigade member;
- Where a bush fire brigade attends an incident on more than one day, the incident report form is to be completed and forwarded within 14 days after the last day of attendance.

Declaration	I accept this Nomination and agree to fulfil all its responsibilities as listed at Section 3.4 of the Shire of Dardanup Bush Fire Brigades Local Law.	
	Signature: 	Date: 18-4-2021

(Appendix BFAC: 9.17.11)

Ioshua Crooked Brook Volunteer Bush Fire brigade.
Annual General Meeting
10th April 2021
Minutes

FCO Peter Robinson opened the meeting at 6.25pm and welcomed all.

Present: Paul and Karen Rafferty, Peter and Vicki Robinson, Kim Brown, Sue Campbell, Joe Hilzensauer, Liz Anderson, Laurance O'Connor, Maurice Moore, Chris and Zoe Bouteloup, Andrew and Deb White, Raelene Birch

Apologies: Chris and Lorri Shine, Matt and Karen Hawkes, John Ronzio, Patrick Thomas, Dane Vujicic

The previous AGM's minutes, 27th June 2020, were accepted as distributed. Moved Karen, seconded Laurence and carried.

Annual Reports

FCO AGM report 2021

Our last AGM was held in June last year, later than usual because of the Covid 19 impact. Since then we have had

- No fire call outs,
- numerous brigade training sessions,
- numerous cadet training sessions,
- two committee meetings,
- a Rural Urban Interface whole Shire activity at our station,
- one new brigade member sign-up; Richard Saunders,
- eight new cadets sign up and have
- been awarded Community Group of the Year for our cadets Program and
- I have attended a number of BFAC and DFES meeting.

This fire season has seen most activity out of the Shire or away from our local patch. The large Fire Fighting units, 3.4s and 2.4s seem to have been called out more than Light Tankers. Whilst it is good that there have been no local fires it means that members do not get to use the skills that our Captain Paul and assistant Chris Boots has been keen to involve us in acquiring during training sessions.

We have put a Weekend Roster in place and for a third year running it has been left unused. It may be a reflection upon the lack of a local arsonist who favours weekend activity. Not sure.

Our list of active fire fighters who have been involved in brigade training has increased. New members, existing members upskilling and four of our cadets transitioning has seen the list grow. Very pleasing.

The Community Group of the Year Award was a pleasant surprise indeed. Our Cadets have been a fantastic bunch of lads with whom to work. Over two years and more we have seen them grow in height, maturity and character. And whiskers.

We have a number of things to look forward to;

- A new water tank to be installed as a Covid 19 response measure
- Chris Boots ceasing FIFO and becoming a work from home member and

(Appendix BFAC: 9.17.11)

- Younger cadets to bring up

Sue Rigg and Norm Nickerson will be leaving the valley mid-year. They have both played important parts in our brigade during their time here. Check out the curtains, Sue's work. And Norms was a wizz on things mechanical! I wish them well as I am sure you do.

This AGM sees the brigade in stronger shape than before across range of areas; firefighter numbers, personnel skill development, equipment, organisational structure and general community support.

From a personal perspective I would acknowledge and thank the following;

- All our recent committee members; Paul, Sue, Laurance, John, Karen, Dane, Maurice, Raelene, Vicki, Kim and Joe
- All attendees at training
- Paul, Kim and Boots for their training initiatives and contributions
- Paul for his unstinting support of the Cadets
- Andrew for his mowing
- Parents of the cadets for their transporting and
- Vicki for supporting me in this role.

Peter Robinson

FCO

April 2021

That the report be received; moved Raelene seconded Chris and carried.

Captains Report AGM April 2021

We have been fortunate this fire season having not had a fire callout. A sure sign the broader community are more aware than ever listening and acting on DFES, shire and brigade communications and advice. While we have not had any local incidents to contend with, we have continued all normal brigade activities.

We have maintained our operational preparedness and ability to respond quickly and efficiently to fire events which is a positive reflection on all our operational and nonoperational members continued commitment to the brigade.

Training

Regular training during the year has been well supported by senior and new fire fighters including cadets who have come through the ranks and completed both intro firefighting and bushfire training. I would like to acknowledge Boots efforts for delivering regular enjoyable and in depth training sessions challenging everyone's memories and skills keeping us on our toes. Thanks also Peter & Kim, who have also conducted informative training sessions during the season. Kim on how 4WD systems work and Peter with DFES and shire brigade updates covering firebreaks, burn periods and permit requirements etc.

We have had good turnouts to all brigade training sessions with all participating members being enthusiastically involved and contributing to the learning and fun of the sessions. We were able to utilise the Ferguson LT on several occasions which helps when practicing drafting, hose work and pump trailer operation.

DFES Superintendent

(Appendix BFAC: 9.17.11)

Peter and I recently met with other brigades at West Dardanup station to meet new DFES Superintendent Andy Wright. Andy's goal is to clearly define the operating lines and responsibilities of Career and volunteer fire brigades as well as bringing the 2 structures closer together to improve working relationships. We will continue to watch and update you on any changes affecting us.

Roster System

While we did not have a callout during this fire season, the season was covered by volunteers who participated in weekend rosters from January to end of March. It was reassuring knowing we had a first responder crew on standby, meaning those not on roster could confidently plan their time with little concern of the possibility of being called out at a moment's notice.

Our challenge is to encourage as many active members as possible to join in the roster system with the goal of reducing the frequency each crew is rostered on.

Cadets

I have assisted Peter with the cadet's programme during the season with an increased number of keen and rowdy cadets. The success of our first cadets programme results from initiative and efforts and which has resulted in our brigade receiving an award at the Australia Day ceremony in Eaton.

Committee

Our Brigade prospers because of the commitment of our active firefighters and also because of the continued contributions of all committee members. Peter continues to be the ambassador for JCBVBFB at DFES, shire and brigade level. All of our committee members contribute to the success of the brigade bringing their personality and expertise to meetings resulting in our brigade being an open, efficient and enjoyable environment. Thank you all.

Moving Forward

- Inter brigade training, this has been on the cards for some time and needs to be actioned.
- Local burns, with the lack of local fire incidents conducting controlled burns on private properties will provide the opportunity for both firefighters and cadets to learn and polish up on skills. This can also assist in fuel reduction

That the report be received; moved Laurence, seconded Joe and carried.

2020/2021 AGM Finance Report: 07 April 2021

Bank: Opening balance as at 22/06/2020 \$	3237.04
Closing balance as at 07/04/2021 \$	2784.99
Net movement	\$ (452.05)

Inflows for period:

08/08/2020 Deposit: K Brown Donation	- \$45.00
01/09/2020 Deposit: L O'Connor Donation	- \$57.25
03/09/2020 Deposit: P Robinson (donation on behalf of J Marshal wine sale)	- \$58.00
30/09/2020 Deposit: RICHARD SAUNDERS Donation	- \$500.00
18/12/2020 Deposit: J HILZENS AUER Donation	- \$65.00

Total: \$725.25

(Appendix BFAC: 9.17.11)

Outflows for Period

01/07/2020	Chq 193 P&V Robinson (purchase of vacuum cleaning head & adaptor)-	\$107.50
14/08/2020	Chq 194 L O'Connor (cash withdrawal for petty cash top up)	- \$50.00
21/09/2020	Chq 195 P&V Robinson (sausages & buns after training BBQ)	- \$22.00
04/11/2020	Chq 196 Dardanup Rural Services (purchase of 4kva generator)	- \$429.00
16/11/2020	Chq 198 Bull & Bush Tavern (supply of beer & ice for RUI session)	- \$316.00
16/11/2020	Chq 197 P&V Robinson: (recoup for supply of food & drink for community Preparedness event)	- \$91.10
11/02/2021	Chq 200 Dept of Transport (1yr Registration of box top trailer 1TAT191)-	\$55.60
23/02/2021	Chq 199 P&V Robinson: (Purchase of BBQ gas, Kitchen supplies & sausages for training)	- \$58.55
23/03/2021	Chq 251 P&V Robinson (tags for cadets & rat bait for station)	- \$47.55

Total: \$ (1177.30)

Net Movement: \$ (452.05)

Notes:

- a) No interest received
- b) No cheques outstanding
- c) Petty cash as at 17/12/2020 = \$51.60

Treasurer

Laurance O'Connor

That the report be received; moved Chris, seconded Andrew and carried.

Election of officers.

All positions were spilled. The following nominations were received and endorsed unopposed by the meeting.

FCO and Comms. Peter Robinson nominated by Paul and elected.

Captain; Paul Rafferty by Peter

1st Lieutenant John Ronzio by Maurice

2nd Lieutenant Dane Vujicic by Laurance

3rd Lieutenant Chris Bouteloup by Peter

Secretary;

Treasurer and Fuel Card ; Laurance O'Connor by Peter

Training (DFES); Raelene Birch by Vicki

Equipment Kim. Brown nominated by Paul

Social Deb White nominated by Peter

General committee members; Joe Hilzensauer by Liz; Andrew white by Deb

No General Business

The meeting was closed at 6.55pm



(Appendix BFAC: 9.17.11)



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

Minutes of Brigade AGM Meeting Held on :
Wednesday 14th April, 2021

Meeting Opened: 1900 hours

ATTENDEES:

Present: Barry Gibbs, Colin Gibbs, Grant Ratcliffe, Josh Ratcliffe, Ryan Gibbs, Tom Roberts, Rod Bailey, Allison Bailey, Caitlin Bailey, Max Kerr, Clinton Float, Shaun Telini, Fiona Moriarty

Apologies: Victor Bertola, Geoff Gibbs, Sherilee Piggott

READ PREVIOUS MINUTES

Motion: Minutes from the AGM meeting held on Tuesday 7th July, 2020 to be true and correct

Motion moved as minutes to be a true record of the previous meeting.

Moved: Ryan Gibbs

Seconded: Grant Ratcliffe

BUSINESS ARISING FROM PREVIOUS MINUTES:

Nil

FIRE CONTROL OFFICERS REPORT: (Rodney Bailey)

- The brigade had a quiet year, with only one call out for the season, it was at Phil Morey's on Ratcliffe Road, thanks for Geoff and Max who helped out.
- Thank you to everyone that who helped out during the fire season
- The brigade has been given new kit bags (Grant & Ryan to organise)
- I am standing down as FCO, I want to thank you all for your support over the years and I am proud of what I have achieved, again thanks to everyone.

CAPTAINS REPORT: (Grant Ratcliffe)

- The brigade attended one fire this year which Rod has already covered
- It would be good for the brigade to come together to do a busy bee at the shed soon
- Our current communication process is working well, everyone to keep doing what your doing.

SECRETARYS REPORT: (Caitlin Bailey)

(Appendix BFAC: 9.17.11)

Opening Balance: \$2,920.20 as at 30/06/2020

Closing Balance: \$2,833.27 as at 30/03/2021

EQUIPMENT OFFICERS REPORT: (Ryan Gibbs)

- First aid Kits – up to date and resupplied
- Full truck service was completed prior to fire season with South West Fire
- PPE – general stocks are up to date
- PPE was ordered for anyone requiring new equipment. Please check your equipment now and let me know if anything is needing to be replaced so it can be ready for next spring.
- Test & tag completed by Rob Allen – recently approx. 3 weeks ago
- Flushing the foam injection system was unclear at earlier training night. Since then Max and I have complied a Foam Flush Procedure, a copy which is in the truck file and the bench in station.
- Allison purchased new rations for the truck earlier this season as well as some supplies in the freezer from a Coles voucher/grant.

Works in progress;

- Full station, equipment and appliance inventory is still WIP
- Mounting of transfer pump is still WIP

TRAINING OFFICERS REPORT: (Ryan Gibbs)

- Victor and Shaun are now trained in the Intro Firefighting Course
- We have a need for some people to move to the next level – Advanced Bushfire and Crew Leader – Ben, Josh, Clinton, Shaun, Victor. I have requested via Mel at the Shire to see if DFES can run a course for thus during winter
- Also, I have requested the Sector Commander Training for Grant and I
- The current Training Calendar is here so if you see any courses work for you.
- We have a few potential new members to sign up and the Shire will be running the Into Firefighting Course in-house during winter.
- Burnover Drill refresher – done

Works in progress;

- We will get back in to some appliance training early in the new season to make sure everyone is familiar and up to date with the truck and station in September.

GENERAL BUSINESS

- Ryan Gibbs thanked Rod Bailey for his work over the years as FCO.
- Grant Ratcliffe also thanked Rod for everything he has done over the last 20 years. Organising the extensions/ kitchen/training room and our new truck. The brigade would not be where it is without Rod's commitment over the years.

(Appendix BFAC: 9.17.11)

ELECTION OF OFFICE BEARERS:

All office bearing positions were declared vacant:

<i>POSITION</i>	<i>NOMINEE</i>	<i>NOMINATED BY</i>
<i>FCO</i>	<i>Max Kerr</i>	<i>Grant Ratcliffe</i>
<i>Captain</i>	<i>Grant Ratcliffe</i>	<i>Rod Bailey</i>
<i>1st Lieutenant</i>	<i>Ryan Gibbs</i>	<i>Grant Ratcliffe</i>
<i>2nd Lieutenant</i>	<i>Geoff Gibbs</i>	<i>Ryan Gibbs</i>
<i>3rd Lieutenant</i>	<i>Josh Ratcliffe</i>	<i>Allison Bailey</i>
<i>Secretary/Treasurer</i>	<i>Fiona Moriarty</i>	<i>Max Kerr</i>
<i>Communication Officer</i>	<i>Clinton Float</i>	<i>Rod Bailey</i>
<i>Equipment Officer</i>	<i>Ryan Gibbs</i>	<i>Caitlin Bailey</i>
<i>Training Officer</i>	<i>Ryan Gibbs</i>	<i>Max Kerr</i>

Max Kerr mentioned he attended a car fire with Wellington Mills near King Tree. As the area had a prescribed burn the fire didn't go anywhere, this is why prescribed burning works well. Rod congratulated Max Kerr on his nomination for the FCO role and handed the FCO helmet, WAERN car radio and magnet vehicle door signs which was left at the station.

Brigade noted that since the FCO role has changed along with other new nominated office bearers the signatures at the Westpac bank will need to be changed for the account and cheque book, this to be done once AGM minutes finalised and sent out to members, Westpac will need a copy to change their records.

Confirming that Rod Bailey has now stood down from FCO and Max Kerr has accepted the nomination for FCO role.

Meeting Closed 1940 hours

(Appendix BFAC: 9.17.11)

MINUTES ANNUAL GENERAL MEETING

Wellington Mills Bushfire Brigade

Meeting date: 30th April 2021

Meeting commenced: 1830 hrs

Attendees : Ian Barlow, Joyce Barlow, Linda Smith, Richard Howell, Rob Doherty, Lois Doherty, Keith Higham, Jane Field, Brad Reed, Peter Beard, Leah Beard, Max Kerr, Eric Jorgensen, Karen Jorgensen, Brigitte Milligan, Michael Milligan, Simon Allington, Sherryl McDonald, Stuart Brandreth, Matt Denton, Liz Eastman, Simon Wesley, Russel Harvie, Trish Bridge, Ian Bridge. Rob Watkins, Gae Bessen.

Apologies: None

Proxies: None

Ian Bridge accepted to Chair the meeting

Previous AGM minutes from 26th June 2020: Accepted as true and correct Moved by : Keith Higham
Seconded: Ian Barlow

Business from previous minutes: None

Correspondence Out: Email sent to members listed below re continuing with membership.

Application for LG ESL grant to SoD for training room equipment.

Correspondence In: Email from Shaun Johnson resigning his membership

Email from Bernie Dowell resigning his membership

Email from Karen Strahan resigning hers and Ashley Atkinsons membership

DFES notifying appointment of Andy Wright as Superintendent for South West

Plans from SoD for new toilets for our comment

Treasurers Report: Ian Barlow tabled his updated financial report. (attached) Unanimously accepted.

Captains Report: It has been a quiet year for call outs and therefore difficult to get new active members any experience.

Captain suggested that all members should consider deployment to fires outside our region.

FCO Report: Thanks to our Committee for their efforts in managing brigade activities with special thanks to Rob Doherty, Brad Reed, Richard Howell for their work on our Bushfire Ready program. Eric Jorgensen for his work as Equipment/Maintenance and Michael Milligan for his outstanding work as Training Officer.

FCO explained that the office bearers manage the brigade operations and outlined some of the items that the committee was addressing at their monthly meetings, some of those being.

Fundraising

New toilets currently in the tender process with the SoD

New Brigade Ute provided by WMCA

Planning for new 80k litre water tank and stand pipe etc.

Establishing a new training room facility in conjunction with WMCA.

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We have 6 new active members in the last year.
Establishing a year round water supply.

New Business:

1. Matt Denton suggested a review of our interbrigade communication. FCO would take this to the new management group for review.
2. Brigitte Milligan asked if DBCA could give more notice of prescribed burns in our district. FCO suggested it would be unlikely but he would take it to BFAC.
3. Prompted by the lack of quorum at our last attempted AGM, FCO has instigated a review of our membership and has contacted the following inactive active members to see if they wanted to remain members.

Ashley Atkinson

Keren Strahan

Bernie Dowell

Doug Hatchet

Glen Dalton

Faye Dalton

Max Payett

Michael Denicollis

Lorraine Denicollis

Shaun Johnson

Karen Barlow

Contact details were not available for Lyndy Scott and Peter French.

Keith Higham will contact Glen and Faye Dalton to ask if they want to remain involved and move that we remove all the balance of the above members and endeavour to advise them. Seconded by Matt Denton. Unanimously accepted.

4. Michael Milligan would like to have an understudy in his Training Officer roll so he can pass on his experience.

Election of office bearers.

Ian Bridge was accepted to Chair this Election and advised all positions are vacated and up for nomination.

FCO Ian Bridge accepted his nominated by Ian Barlow

Secretary Karen Jorgensen accepted her nomination by Ian Bridge

Treasurer Ian Barlow accepted his nomination by Ian Bridge

Captain Keith Higham accepted his nomination by Eric Jorgensen

1st Lieutenant Brigitte Milligan accepted her nomination by Ian Bridge

2nd Lieutenant Peter Beard accepted his nomination by Liz Eastman

3rd Lieutenant Eric Jorgensen accepted his nomination by Rob Doherty

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Communications Officer Simon Wesley accepted his nomination by Jane Field

Training Officer Michael Milligan accepted his nomination by Eric Jorgensen

Equipment/Maintenance Officer Matt Denton accepted his nomination by Eric Jorgensen

Bushfire Ready Co Ordinator Rob Doherty accepted his nomination by Ian Bridge

Community Engagement Liz Eastman accepted her nomination by Ian Barlow

Meeting closed 1930.

AGM FERGUSON BRIGADE 16th May 2021

MEETING OPENED 5:09 pm

PRESENT: Jane Skipworth, Ric Stacey, Peter Hume, Anthony Congdon, Doug Wells, Chris Lines, Jim Campbell Clause, Kylie Campbell Clause, Lyndon Skeers, Graeme Mitchell, Colin Johnston.

CONFIRMATION OF 2020 MINUTES : No AGM Minutes

REPORTS:

FCO REPORT: Presented by Ric Stacey.

- See attached report.
 - This is Rics' final report
 - He has noticed increased preparation for fires in the community during his time as FCO and attributes that to the occurrence of the big fires over the last few seasons. Notes that Graeme Lowe (pilot) advised that a high percentage of damage due to ember attack
 - Encouraged by meetings sought by new landowners concerning fire issues.
 - After attending the Perth hills fires this year he noted how the topography is so similar to here, and noted a large number of undefendable properties (one way in one way out) which impacts insurance
 - The new fire break orders also addresses this question of insurance.
- Ric also discussed the use of fire bombers in these fires and their effectiveness
- Fire permits this season 18 requests (16 approved) half in Autumn and half in early Summer. Stressed that the permits are considered based on criteria such as soil moisture.
 - Stressed importance of fire mitigation with other brigades including practice with communications.
 - Recruitment for brigade needs to be an ongoing concern.
 - Made mention that Communications Officer is an essential addition to the brigade.
 - Importance of working with the brigade Captain in crew selection.
 - Recognised efforts of Lyndon Skeers as Captain and also Lieutenants Peter Hume and Jim Campbell Clause and Treasurer/ Secretary Kylie Campbell Clause.
 - Wished brigade all the best.
 - Jim thanked Ric on behalf of brigade members.

CAPTAINS' REPORT : Presented by Lyndon Skeers.

- Quiet season only 3 or 4 call outs
- Prescribed burn at Piacentini industrial area with Waterloo brigade (\$2000)
- Fire mitigation with new owners attended by Ric and Lyndon
- 22/12 Car fire on River Road
- 9/1 Tynedale/Burekup Anthony and Tyrrel attended (trouble with the light tanker - vehicle stopped problem with starter circuit which took about a month to fix)
- 26/12 Gas bottle Wellington Dam

- Lyndon talked with Chris Hynes about a new light tanker coming to the Shire and as the Ferguson Brigade tanker is the oldest (2007) maybe in with a chance.

FINANCIAL REPORT: Presented by Kylie Campbell Clause

- Society Cheque Account balance \$8444.85 CR

REPORTS ACCEPTED BY JIM CAMPBELL CLAUSE AND SECONDED BY CHRIS LINES

ELECTION OF OFFICE BEARERS

FCO: Lyndon Skeers nominated by Kylie Campbell Clause, seconded by Colin Johnston. Accepted.

CAPTAIN: Anthony Congdon nominated by Kylie Campbell Clause, seconded by Graeme Mitchell. Accepted.

LIEUTENANTS 1&2: Peter Hume nominated by Ric Stacey, seconded by Anthony Congdon. Accepted.

Jim Campbell Clause nominated by Ric Stacey, seconded by Chris Lines. Accepted.

TRAINING OFFICER: No nominations . Will be taken to committee

SECRETARY/TREASURER: Kylie Campbell Clause nominated by Ric Stacey, seconded by Lyndon Skeers. Accepted.

COMMUNICATIONS OFFICER: Jane Skipworth nominated by Anthony Congdon, seconded by Doug Wells. Accepted.

ALL OFFICE BEARERS ELECTED UNOPPOSED.

GENERAL BUSINESS:

- Graeme Mitchell is working on a fire protection map which will include identification of access points for water, vehicles and gates.
- Due to lack of fires this season there has been little testing of systems. Perhaps the use of text messages in future. Anthony is looking at various systems around the area.
- Suggestions for use of brigade money and perhaps applying for an annual grant for : brigade shed fridge, drone, jump starter for new ute, tracks for under wheels.
- Lyndon grabbed some unused lockers for members to store gear at fire shed and handed out new gear bags, discussed need for new helmets if they don't meet new standards (need visor, torch and back flap.
- Ric talked about how property inspections are carried out.
- Call for two volunteers to help with a local fire.
- Noted that there is a new defibrillator in the tanker along with a new electric compressor , members made aware if problem with split rims, don't stand in front of tyres when pumping them up.
- Ric to take recycling in and make donation to Lions .

MEETING CLOSED: 6:48pm

MINUTES FROM WATERLOO VOLUNTARY FIRE BRIGADE

A.G.M 14 April 2021 starting 6.30

Present: N.Daniels, T.Hynes, A. Stone, J. Stone, D. Senior, R. Drennan, G. Edwards, P. Manoni, V. Hynes, C. Hynes, S. Hynes, H. Hynes, J. Hynes, P. Bass, K. Palmer, L. Hynes

Absent: K. Robinson, J. Chapman, M. Glenhill, D. Barbetti, Justin Hynes.

2019 minutes past. 1. V. Hynes. 2. R. Drennan

Report. Robert Drennan

22 call outs. 83 hrs on fireground. 5 days in Perth

Quiet year and well managed.

Shire Report. Chris Hynes

Hoping to change for the better -forms/information for deployment in WA all in one location.

Asked about dress shirts not for vollies.

Note work has started on the Waterloo and Dardanup stations by same contractor. Has asked only Chris or Rob to access site when needed.

Financial Report. Terri Hynes

Attached.

Move from chequing account – to internet banking.

Cheque to get power tools. Quote to get.

Find out about accounting program for computer.

Have brigade meal.

Past V. Hynes. 1. R. Drennan. 2. G. Edwards

(Appendix BFAC: 9.17.11)

General. Stand down orders come from Perth.

Please check in with area incident controller, Rob or Chris if they need the help or not.

Check for you allowance on the fuel card

Correspondence in

Mitchells truck rollover

Mitchells letter to Chris

Fuel card 19/20

Coles grant

Get on top of your training

Closing 7.20

ELECTION POSITIONS

F.C.O	Robert Drennan	1. V. Hynes	2. J. Higgans
Captain	Peter Manoni	1. R. Drennan	2. G. Edwards
1st luet	Terri Hynes	1. D. Senior	2. N. Daniels
2 nd luet	Dillon Senior	1. T. Hynes	2. H. Hynes
3 rd luet	Kane Robinson	1.V. Hynes	2. J.
Secretary	Annette Stone	1.V. Hynes	2. R. Drennan
Training	Heath Hynes	1. T. Hynes	2. J. Hynes
Maintenance	James Hynes	1. H. Hynes	2. G. Edwards

Closed 7.40pm

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
~~10 March~~ 14 March
annually
(subject to extension)

RESTRICTED BURNING PERIOD

Burning Permits Required

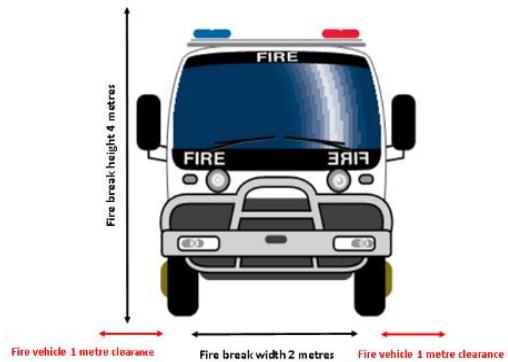
~~11 March~~ 15 March
to
~~15 May~~ 26 April annually
(subject to extension)

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.



Minimum clearance for fire break in small holdings

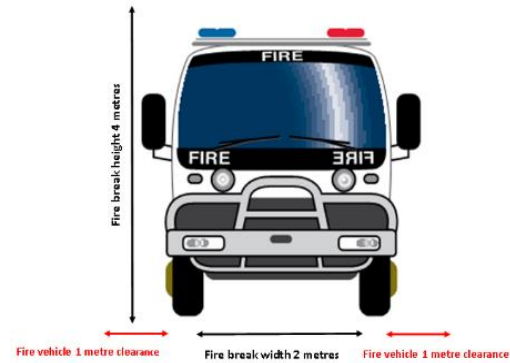
- ~~**BARE EARTH** firebreaks of 2 metres in width and 4 metres in height must be maintained within 6 metres inside and along all boundaries of the land. A 20 metre asset protection zone **MUST** be slashed to a height that does not exceed 100 millimetres surrounding dwellings, sheds and all haystacks.~~

- 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.

GENERAL FARMING, RESTRICTED USE AND TOURIST ZONES*

- ~~Irrigated land is defined as 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~~
- **Irrigated land** (as defined) is to be maintained in a non-flammable state for the whole of the restricted and prohibited burning periods.

- **Non Irrigated lots** – a vehicle access track, 4 metre in width and 4 metre in height that **MUST** include a 2 metre wide **BARE EARTH** must be installed within 6 metres of the lot boundary where it adjoins a road and/or rail reserve 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.



[Minimum clearance for fire break in general farming, restricted use and tourist zones](#)

- ~~**Irrigated lots** – firebreaks are **NOT** required on that lot of land where it is being **actively and regularly irrigated throughout the entire 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.

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 contractor. 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

~~An area of planted pines, eucalypt, hardwood or softwood trees exceeding three (3) hectares in area.~~ 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 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

