



Shire of Dardanup

# MINUTES

## BUSHFIRE ADVISORY COMMITTEE MEETING

Held

17 March 2021

At

Shire of Dardanup  
ADMINISTRATION CENTRE EATON  
1 Council Drive - EATON

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## **VISION STATEMENT**

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

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**COMMITTEE MEMBERS:**

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

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

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

**STAFF MEMBERS**

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

**OBSERVER**

Mr Luke Botica - Director Infrastructure  
Mrs Susan Oosthuizen - Director Sustainable Development  
Ms Melissa Howard - Emergency Management Officer

## COUNCIL ROLE

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

## DISCLAIMER

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

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

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

**SHIRE OF DARDANUP**

**MINUTES FOR THE SHIRE OF DARDANUP BUSHFIRE ADVISORY COMMITTEE MEETING HELD ON WEDNESDAY 17 MARCH 2021 AT SHIRE OF DARDANUP – EATON ADMINISTRATION CENTRE, COMMENCING AT 7.00PM.**

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

The Chairperson, declared the meeting open at 7.00pm, welcomed those in attendance and referred to the Disclaimer and the Affirmation of Civic Duty and Responsibility on behalf of Councillors and Officers:

*Acknowledgement of Country*

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

*Affirmation of Civic Duty and Responsibility*

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

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

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

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

*Emergency Procedure*

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

<b>2. RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE PREVIOUSLY APPROVED</b>
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2.1 Attendance

Mr Chris Hynes	-	CBFCO Eaton Townsite District
Mr Clay Rose	-	FCO Burekup District
Mr Rod Bailey	-	FCO Upper Ferguson
Mr Robert Drennan	-	FCO Waterloo District
Mr Peter Robinson	-	FCO Joshua/Crooked Brook
Mr Neil Dyer	-	FCO West Dardanup
Mr Ian Bridge	-	FCO Wellington Mill District
Mr Brendan Putt	-	FCO Dardanup Central
Mr Gavin Stevens	-	Department of Fire & Emergency Services
Ms Emma Atkinson	-	Dept. of Biodiversity, Conservation & Attractions

Staff

Ms Susan Oosthuizen	-	Director Sustainable Development
Mrs Erin Hutchins	-	Coordinator – Ranger & Emergency Services
Mr Murray Connell	-	Manager Development Services
Mr Murray Halden	-	Senior Ranger
Ms Melissa Howard	-	Emergency Management Officer
Mrs Donna Bailye	-	PA - Deputy Chief Executive Officer

Observers

Ms Sandra Cheema	-	Department of Fire & Emergency Services
Mr Lyndon Skeers	-	Capt. Ferguson District
Mr Rueben Jacobs	-	Dept. of Biodiversity, Conservation & Attractions
Mr Allan Charlton		

2.2 Apologies

Mr John Carter	-	Department of Fire & Emergency Services
Mr Richard Stacey	-	FCO Ferguson District

<b>3. PUBLIC QUESTION TIME</b>
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None.

**4. PETITIONS/DEPUTATIONS/PRESENTATIONS****4.1 Community Preparedness Resources – Sandra Cheema - DFES**

Ms Sandra Cheema from DFES will provide the Committee with a presentation on Community Preparedness Resources.

*Discussion*

*Following the presentation, discussions were carried out in regards to the possible co-ordination of a Volunteer recruitment program running with the Community Preparedness Program. It was requested that the Shire liaise with the Brigades and Michelle Wells from DFES to coordinate such a program.*

**5. CONFIRMATION OF MINUTES OF PREVIOUS MEETING****5.1 Bushfire Advisory Committee Meeting Held 14 October 2020****BUSHFIRE ADVISORY COMMITTEE RESOLUTION**

BFAC 01-21    MOVED -    Mr Rod Bailey                      SECONDED -                      Mr Chris Hynes

**THAT the Minutes of the Bushfire Advisory Committee Meeting held on 14 October 2020, be confirmed as true and correct subject to no corrections.**

CARRIED

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

None.

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

None.

**8. DECLARATION OF INTEREST**

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

Key Management Personnel (which includes Elected Members, CEO and Directors) are reminded of their requirement to disclose biannually transactions between Council and related parties in accordance with Council Policy CP039.

*The Chairperson, Mr Peter Robinson asked if there were any Declarations of Interest to be made.*

*There were none.*



<b>9. ACTION SHEET UPDATE</b>
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**PENDING ACTIONS:**

ACTION & MEETING DATE.	PERSON RESPONSIBLE	ACTION	OUTCOME	STATUS
14/10/20 01/20	Susan Oosthuizen	To investigate the possibility of the Shire of Dardanup carrying out a Men's Health Program across the Shire.	<b>17/03/2021</b> Shire Officers have contacted the Cancer Council. The Cancer Council in turn have spoken with Ian Bridge and a Prostrate Cancer Information Session will be held at the Wellington Mill Brigade between April to Mid-May.	Complete
14/10/20 02/20	Erin Hutchins	To review the AGM date in Bush Fire Brigade Local Law and if required change the AGM meeting date to April of each year.	<b>17/03/2021</b> AGM date updated to 15 April annually.	Complete
14/10/202 03/20	Erin Hutchins	To populate an Accommodation listing for the Shire with emergency contact details and distribute to the Brigades.	<b>17/03/2021</b> List of registered accommodation providers, including contact details, provided by Health and circulated to FCOs.	Complete

<b>10      REPORTS OF OFFICERS AND COMMITTEES</b>
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10.1            Title: Chief Fire Control Officer (CFCO) Report – Chris Hynes

Reporting Department:        CFCO - Dardanup

Reporting Officer:            Chris Hynes

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

**Activity Report Since Last BFAC Meeting**

<i>Fire Call Outs</i>	501247 Nth Boyanup Road Scrub fire. 502015 Collie River Road Escaped burn. 505604 Burekup - near church. Deliberate. 506590 21 Padbury Road - fire works and gun shots. 508910 Fase alarm. 509210 False alarm. 509718 Picton fire - Power line ignition grass. 510660 Tyndale lightning strike 511688 Tyndale reignition
<i>Appliance and Equipment</i>	Waterloo BFB have provided a laptop to the CBFCO. This is a welcome addition to help get my work done. Thanks
<i>Training</i>	<p>Training - there has be a lot of work done to get new recruits trained for this season. Thanks for the hard work put in by those who made this happen.</p> <p>Training and Recruitment of new members should now be starting with the new training calendar released. This is the time for training and recruiting going into winter I don't want requests for training courses heading into our fire season.</p>
<i>Meetings Held</i>	Leadership meeting have recommenced with COVID interrupting dates
<i>Membership – Recruitment/Resignation</i>	Nil.
<i>Concerns</i>	<p>I have sent an email to Andy Wright complaining about deployment forms and the long process to complete them. I have ask for this to be raised at a ROAC meeting. Email attached to my report (Appendix BFAC: 10.1)</p> <p>Southwest Response Zones - I have also expressed my dissatisfaction with this and recommend that we review this document.</p> <p>Southwest responses zone / Heightened response - I have made recommendations previously AOs DMs I don't believe the zones on maps having a greater response than other areas is right. We should have the same amount of response to areas outside these response zones. The response should be similar to what the responses zone states, number of appliances</p>

	aircraft DBCA etc. CBFCO or the most senior FCO CAPTAIN chain of command escalates as needed with local knowledge  Appliance replacement ageing fleet. What is the time frame
<i>Initiatives</i>	Nil.
<i>Other News</i>	New fire station builds to start Waterloo and Dardanup central this is welcome news

### Item/s For BFAC Discussion

#### *Item 1 Southwest Response Zones.*

The document doesn't fit our needs. Having spoken to other CBFCOs , we feel it needs to be reviewed. I recommend that I take our concerns to a ROAC meeting for a review of how the document should work

#### *Discussion:*

*Mr Chris Hynes advised the Committee that Mr Allan Charlton had been appointed as a Fire Weather Officer in accordance with the provisions of the Bush Fire Act (s38(8)). Mr Hynes requested that he be officially appointed to the Bushfire Advisory Committee.*

**ACTION 01/21**      ***Coordinator – Ranger & Emergency Services, Mrs Erin Hutchins, through liaison with the Shires Manager – Governance & HR investigate the appointment of Mr Allan Charlton to the Bushfire Advisory Committee as a Fire Weather Officer***

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

Plans to be presented at the meeting.

#### *Discussion:*

*Ms Emma Atkinson read allow the following report:*

##### *10.2.1 Bushfires*

*50 Bushfires recorded for the District, 12 within the Shire of Dardanup. Wellington District recognises and appreciates the continuing commitment and efforts of all the Brigades involved in bushfire management both in and outside of the District.*

##### *10.2.2. Aerial Suppression*

*Aerial suppression aircraft will be based as per previous years, with 1 AAS and 2 FW Water Bombers in Bunbury and 2 x RW Helitacs in Busselton. Updates since last report in yellow below. New - 30,000L Premixed retardant tanks at three bases. Also missing from the table is the inclusion of the LAT in Busselton,*

Aerial Suppression Aircraft (Western Australia) - 2020/21 Bushfire Season Availability Schedule (as @ 20210215)				
	1-Nov-20	1-Dec-20	15-Dec-20	20-Dec-20
Jandakot	1 x AS355 Air Attack Platform (H) 2 x 214B Helitacks (H) (2,650L) 1 x Air Intelligence Platform (H) 1 x Line Scanner (FW)	1 x AS355 Air Attack Platform (H) 4 x 214B Helitacks (H) (2,650L) 2 x Air Tractor 802 (FW) (3,150L)* 1 x Air Intelligence Platform (H) 1 x Line Scanner (FW)	1 x AS355 Air Attack Platform (H) 4 x 214B Helitacks (H) (2,650L) 2 x Air Tractor 802 (FW) (3,150L)* 1 x Air Intelligence Platform (H) 1 x Line Scanner (FW)	1 x AS355 Air Attack Platform (H) 4 x 214B Helitacks (H) (2,650L) 2 x Air Tractor 802 (FW) (3,150L)* 1 x Air Intelligence Platform (H) 1 x Line Scanner (FW)
Bunbury		2 x Air Tractor 802 (FW) (3,150L)* 1 x Scout Air Attack Platform (FW)	2 x Air Tractor 802 (FW) (3,150L)* 1 x Scout Air Attack Platform (FW)	3 x Air Tractor 802 (FW) (3,150L)* 1 x Scout Air Attack Platform (FW)
Busselton			2 x 214B Helitacks (H) (2,650L)	2 x 214B Helitacks (H) (2,650L)
Manjimup			2 x Air Tractor 802 (FW) (3,150L)* 1 x Scout Air Attack Platform (FW)	2 x Air Tractor 802 (FW) (3,150L)* 1 x Scout Air Attack Platform (FW)
Albany			2 x Air Tractor 802 (FW) (3,150L)* 1 x Scout Air Attack Platform (FW)	2 x Air Tractor 802 (FW) (3,150L)* 1 x Scout Air Attack Platform (FW)
Serpentine				1 x Aircrane (H) (7,000L)

(H): Helicopter (Rotary Wing) (FW): Fixed Wing  
 \* Airtractor 802 Fixed Wings dates are to be reviewed and subject to change as required.  
 N.b. Retardant Pre-Mix Tanks now operational at Bunbury, Manjimup and Albany.  
 N.b. Aircraft may be put on earlier (permanently or temporarily) and differently based for any early season weather/ incident requirements.  
 N.b. DFES will staff both the Air Attack Supervisor and Air Desk Officer role until FW aerial firefighting aircraft are put on line later in Nov or early Dec (then becomes DFES /DFCA Joint Operation).

### 10.2.3. Prescribed Burning Autumn 2021

34 burns scheduled for Autumn 2021 across the Wellington District totaling 64,532 ha. The following 7 burns are scheduled within the Shire of Harvey, totaling approx. 3010ha:

- WTN 069 WTN Discovery Forest (-550ha) • WTN\_101 Mungalup - McClusky Rd (-900ha)
- WTN 084 Dongara Ridge (140ha) • WTN\_103 Dardanup North (431ha)
- WTN 093 King Jarrah • WTN 113 Arcadia - Valkyrie Rd (2,130 ha)
- WTN\_099 WTN Discovery Forest Plots

#### Discussion:

The Committee discussed with DBCA the process for the delivery of Burn Notices to the local wineries around Dardanup and the need for liaison with the local producers in regards to their crops. Ms Atkinson advised that DBCA contact the local wineries prior to any burns taking place.

### 10.3 Title: Department of Fire & Emergency Services (DFES) – Mr Gavin Stevens

#### 10.3.1 Seasonal Outlook

The BOM have released their seasonal outlook for March to May 2021. Access to this forecast is available via this link - <http://www.bom.gov.au/climate/outlooks/#/overview/video>

- Increased chance of cooler than average day time temperatures with an increased chance of warmer night time temperatures except south West Australia where temperatures may be higher overall.
- Increased chance of above average rainfall.
- Increased risk of flooding in the South West of the state if we receive a major wet weather event.

### 10.3.2 High Season Fleet

DFES SW Region High Season Fleet are all deployed with the aim of retaining some of these locally for the Autumn Burn Program dependent on operational need across the state.

### 10.3.3 State Aerial Fleet

The recent Wooroloo bush fire saw two extra Large Air Tankers (LAT) enter the state to bolster the fire fighting these have now returned to the Eastern States.

### 10.3.4 COVID 19 (<https://www.wa.gov.au/government/covid-19-coronavirus>)

Various information on how COVID may affect operational activities - ongoing. Brigades are reminded of the necessity to maintain appropriate social distancing and maintain a high level of cleanliness while we are still in this period of the Covid-19 pandemic. For further information please visit the COVID-19 information page on the Volunteer Hub. If you have any further questions, please direct them to [covid19@dfes.wa.gov.au](mailto:covid19@dfes.wa.gov.au)

### 10.3.5 Volunteer Welfare & Resource Officer (VWRO) – similar to VLO role

Volunteers with appropriate knowledge and skills are encouraged to apply as per recent email. Applicants seek endorsement from your brigade Captain, CBFCO or Unit Leader, then email to the South West Regional Office ([reception.bunbury@dfes.wa.gov.au](mailto:reception.bunbury@dfes.wa.gov.au)) by 4pm Thursday 25 February 2021.

### 10.3.6 Volunteer ID Cards

Volunteer ID Cards will soon be produced locally in the region, when this system is up and running we will disseminate details of how to make application.

### 10.3.7 Deployment process

Regional Office is currently updating and improving the deployment process locally to make it easier for all concerned, watch this space. If you wish to go on deployments its important to complete the deployment register form.

### 10.3.8 AVL & WebEOC

Just a reminder that many of the secure online systems such as AVL or WebEOC as per state government security protocols require a login within 90 days otherwise the account will lock.

### 10.3.9 Burn SMART

DFES' Bushfire Centre of Excellence has created a Burn SMART Guide and Burn SMART Checklist, with information for private landholders about planned burning, and actions to take before, during and after your burn. The Guide and Checklist apply to properties within the Swan Coastal Plain, Jarrah Forest or Warren biogeographic region. Copies can be downloaded at [www.dfes.wa.gov.au/plannedburning](http://www.dfes.wa.gov.au/plannedburning) . While we are progressing through the current season, now might be a good time for you to consider how you would use this with your community.

### 10.3.10 Training

The 2020 Bushfire Service Training Program was placed on hold due to COVID-19 but has now recommenced. Please refer to the regional training calendar. The New Bushfire Training Products are now online with the Introduction to Bushfire and Bushfire Fighting courses retired. Information can be found in circular: General Circular No: 24/2021 which is attached to this report for your reference

### 10.3.11 Deployment Process

We have had some feedback in this area and are working on a process to streamline data collection and make more timely the flow of information to make it more user friendly on all those involved. Once we come up with a draft concept regionally, how to achieve this we will be engaging stakeholders (Chiefs, LG Reps, etc) for feedback. The use of the deployment form and reading of the operational deployment directive as outlined in Operational Circular 75/2020 from October 2020 are advised (Appendix BFAC: 10.3).

#### *Discussion:*

*Mr Stevens updated the Committee on the matter and advised that DFES were looking at removing the Deployment Register all together. He also wished to advise that DFES SW Superintendent Mr Andy Wright had requested that his thanks be forwarded to everyone for their efforts in the first 6 to 8 weeks of this fire season.*

### 10.3.12 Thank you

The DFES South West Superintendent and staff of the office are very grateful to all those who assisted with the high operational tempo of the last few weeks. We are especially thankful for all the assistance with deployments and those who stayed to cover the South West while others went.

#### *Discussion:*

*Mr Stevens advised the Committee that following discussion, (prior to the BFAC meeting) with Mr Chris Hynes, it was agreed that an informal BBQ would take place at the West Dardanup BFB on the 1 April 2021 commencing at 1800hrs. The BBQ was for all FCO's and Captains, along with Mr Wright. The BBQ is an informal catch-up to enable discussions between brigade leaders and Mr Wright on what is working and what isn't.*

### 10.4 Title: Bushfire Training Officer Report – Vacant

No Report.

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

Reporting Department: Burekup BFB

Reporting Officer: Clay Rose

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

<i>Fire Call Outs</i>	23/10/20 – Dowdells Line Road – Verge 29/10/20 – Collie River Road – Barrett’s Farm 21/11/20 – Crampton Road – Henty 22/11/20 – Russell Road Rail Line / Reserve 09/01/21 – Tyndale Farm 19/01/21 – Tyndale Farm – Reignition
<i>Appliance and Equipment</i>	New Maxx Trax Purchased. Getting fridge hard wired, thermal camera donated by Western Power, New LED work lights and New reverse camera.
<i>Training</i>	Every 2 weeks.
<i>Meetings Held</i>	Committee meeting 23-02-21
<i>Membership – Recruitment/Resignation</i>	Nil.
<i>Concerns</i>	ESL not funding dress uniforms, appliance fridges, chain saws.
<i>Initiatives</i>	Brigade & appliance attended Shire run water fun day on town oval on 13-1- 21, attended fire retardant demo at Wespine on 16-10-20
<i>Other News</i>	Collie River Road - Shire supplied stand pipe now operational. Culvert crossover & handstand still to be completed.

**Item/s For BFAC Discussion***Discussion:*

*Mr Clay Rose provided the Committee with an update on the installation of mobile towers at Burekup. Mr Rose sought clarification from Mr Stevens on the eligibility of chainsaws being funded through ESL. Mr Stevens advised that chainsaws were not subject to ESL funding.*

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

Reporting Department: Dardanup Central BFB

Reporting Officer: Brendan Putt

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

**Activity Report Since Last BFAC Meeting**

<i>Fire Call Outs</i>	10 since last meeting Including out of Shire deployments. Deployment to Oakford fire. 3 Day Deployment Wooroloo fire.
<i>Appliance and Equipment</i>	Truck has no outstanding issues
<i>Training</i>	Training since the last BFAC every 2 <sup>nd</sup> wed
<i>Meetings Held</i>	Social meeting
<i>Membership – Recruitment/Resignation</i>	Nil.
<i>Concerns</i>	Nil.
<i>Initiatives</i>	Nil.
<i>Other News</i>	Dardanup Central new station tender has been awarded , Removal of large pine tree completed

**Item/s For BFAC Discussion***Item 1 Out of Shire Crew Deployment*

Concerns over crew request deployment duration, not stated, non-flexible roster, not prepared to liaise with what volunteers are prepared to give in the way of deployment duration. Process very time consuming involving many different people for point of contact

It is requested that a deployment set of standards be set out for crew request for crews outside of the Shire. With local Government person to liaise with DFES on details of crew info and deployment details

*Discussion:*

*Mr Brendan Putt discussed with the Committee the current frustrations and difficulties he experienced in organising deployment for his crew to the Wooroloo Fire and the lack of information received in regards to length of deployment, accommodation etc.*

*Mr Stevens's apologised for the DFES confusion and advised that moving forward any taskforce requests would not be actioned for the South West region until further details are provided. A deployment request will be asked for. The matter is being looked at and will be taken to ROAC for further discussion.*



*Mr Putt advised that following deployment, the Brigade is required to provide letters to their member employers providing details of their deployment. Mr Putt requested assistance from the Shire in the drafting of the correspondence.*

10.7            Title:    *Ferguson Fire Control Officer Report –Mr Richard Stacey*

*Reporting Department:        Ferguson BFB*

*Reporting Officer:              Richard Stacey*

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

No report submitted.

*Discussion:*

*Mr Lyndon Skeers (Capt. Ferguson) provided an update to the Committee. He advised:*

- *There were a couple of new members.*
- *Ute has finally been returned.*
- *Brigade attended 2 fires.*

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

Reporting Department: Joshua Creek / Crooked Brook BFB

Reporting Officer: Peter Robinson

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

#### **Activity Report Since Last BFAC Meeting**

<i>Fire Call Outs</i>	None. Light Tankers are not in favour!
<i>Appliance and Equipment</i>	No concerns.
<i>Training</i>	We recommenced monthly training in February. Thanks to Ferguson for the use of their LT last month.
<i>Meetings Held</i>	Annual Christmas Party – 50 present.
<i>Membership – Recruitment/Resignation</i>	Two new members; one active the other auxiliary.  Five cadets graduated to Fire Fighters, seven new cadets. Maybe eight. That makes our Cadet unit full.
<i>Concerns</i>	The placement of the new water tank and its connectivity to our standpipe could be interesting.  <u>Officer Comment – Mrs Erin Hutchins –Coordinator Emergency &amp; Ranger Services</u>  The Shire will be working very closely with the contractor and brigade, with the assistance of Al Charlton, to ensure tank placement and fittings are suitable for firefighting purposes.
<i>Initiatives</i>	None at present.
<i>Other News</i>	Ellen Lilly went to Wooroloo with Keith Higham’s crew. A baptism of fire for her very first call out.

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

None.

10.9 Title: Upper Ferguson District Fire Control Officer Report – Mr Rod Bailey*Reporting Department: Upper Ferguson**Reporting Officer: Rod Bailey**(In the interest of time efficiency report to be accepted as presented, not read aloud at the meeting)*

<i>Fire Call Outs</i>	1 call out.
<i>Appliance and Equipment</i>	All working OK.
<i>Training</i>	In house training undertaken.
<i>Meetings Held</i>	Nil.
<i>Membership – Recruitment/Resignation</i>	2 new members – both trained.
<i>Concerns</i>	Nil.
<i>Initiatives</i>	Nil.
<i>Other News</i>	Nil.

**Item/s For BFAC Discussion**

None.

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

*Reporting Department: Waterloo District*  
*Reporting Officer: Mr Rob Drennan*

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

**Activity Report Since Last BFAC Meeting**

<i>Fire Call Outs</i>	10 fire call outs, a total of 53 crew positions filled. 1 Deployment lasting 4 nights to Perth Hill's (2 of the' crew positions were filled by Ferguson & Burekup BFB members).
<i>Appliance and Equipment</i>	Waterloo 3.4 has a locker bin damaged by a strainer post. Has had some repairs to branch connectors & hose's by Bellfire. Waterloo LT has had a radio areal replaced.
<i>Training</i>	COVID 19 has kept this to small gathering.
<i>Meetings Held</i>	Nil.
<i>Membership – Recruitment/Resignation</i>	Nil.
<i>Concerns</i>	Nil.
<i>Initiatives</i>	Nil.
<i>Other News</i>	Nil.

**Item/s For BFAC Discussion**

None.

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

Reporting Department: Wellington Mill BFB

Reporting Officer: Ian Bridge

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

**Activity Report Since Last BFAC Meeting**

<i>Fire Call Outs</i>	15 <sup>th</sup> December Car/Scrub fire. 17 <sup>th</sup> December DEC burn. 22 <sup>nd</sup> December Car/scrub fire. 26 <sup>th</sup> December Campfire.
<i>Appliance and Equipment</i>	1.4 had a flat battery. The problem seemed to be in the electronic charging system. We are monitoring it daily.
<i>Training</i>	With the assistance of DFES we conducted a Radio Refresher training session in house.  Most of our new member's (7) have completed their training.  We conduct training every Monday. Promotion of DFES training is a bit difficult due to the COVID related issues.  We would like to work with DPaW at a controlled burn to train our new members in working on a fire ground at night.
<i>Meetings Held</i>	Our management group meet on the first Monday of each month.
<i>Membership – Recruitment/Resignation</i>	We have reviewed our membership list and are attempting to contact 12 listed members to confirm their wish to continue membership. It's likely that those 12 will no longer continue as members of our brigade.
<i>Concerns</i>	Difficulty getting turn out PPE for new members. At our last BFAC meeting I thought we resolved that a different (Blue) pants/trouser would be bought in future. The recent ones supplied to us were the usual yellow.  <u>Officer Comment – Mrs Erin Hutchins – Coordinator Emergency &amp; Ranger Services</u>  Throughout the 2020-21 financial year, the Shire has spent approximately \$27,000.00 on PPE, 17% of the awarded budget. The cost of blue pants is double the cost of the current yellow. With a limited LGGs budget, that is already stretched, the purchase of the blue pants in lieu of the yellow could have an impact on other budget areas.

<i>Initiatives</i>	We are in discussion with Cancer Council and others to provide Health Awareness presentations to our members.
<i>Other News</i>	<p>Our Community Association has provided a dual cab 4WD ute for our exclusive use as a utility vehicle to assist with various aspects of fire management.</p> <p>Plans for new toilets have been reviewed and approved and should be underway this financial year.</p> <p>The refurbishment of our old shed remains a work in progress.</p>

### Item/s For BFAC Discussion

1. Can we come up with a better solution to procure turn out tunics. Getting the best size for individuals is a bit of a guessing game, especially boots.

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

The supplier of PPE provides a size chart to allow for volunteers to gauge the best size. Unfortunately, as the suppliers are in Perth, volunteers are unable to try these on prior to ordering. In addition, LGGS funding would not be well utilised if the Shire was to buy a sample in every size for volunteers to try. Although frustrating, PPE of the incorrect size can be exchanged if unsuitable and unused.

2. Clarify the use of Private Equipment at a fire. See attached draft letter for discussion. (Appendix BFAC: 10.11)

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

Reporting Department: West Dardanup Bush Fire Brigade

Reporting Officer: Neil Dyer

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

### **Activity Report Since Last BFAC Meeting**

<b>Fire call outs</b>	Responded to eight (8) jobs. Two (2) within brigade area and six (6) outside.
<b>Appliance &amp; Equipment</b>	Received a seasonal 2.4 unit. Unit was used for when attending fires in Perth. Vehicle did receive some battle scars.
<b>Training</b>	Training has continued throughout the season on alternate Thursday nights
<b>Meetings Held</b>	Nil.
<b>Membership Recruitment/Resignations</b>	Nil.
<b>Concerns</b>	<p>New members tend to want to join at the beginning of the fire season as that is when fires are on their mind. Unfortunately, this means that the training program needs to be prepared to ensure the new recruits are able to get training prior to the fire season so that they can participate in the season they join.</p> <p>The effort of the trainers this year to complete extra training at the beginning of this season was certainly appreciated and did enable some of the new members to be more involved.</p> <p><u>Officer Comment – Mrs Erin Hutchins – Coordinator Emergency &amp; Ranger Services</u></p> <p>Three volunteers have stepped up as Trainer Assessors (TA) for the Shire. This enables us to complete more in house training throughout the brigades. At this stage the TAs are qualified for Bush Fire Safety Awareness and are working towards Bush Firefighting Skills. This, coupled with the training available via the training calendar, should allow for new members to be trained at a suitable time.</p>
<b>Initiatives</b>	Nil.
<b>Other news</b>	Nil.

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

- *Fire Prevention Order – Request for Exemptions.*

The Dardanup West Brigade area has a lot of special rural properties which is continuing to increase as more subdivisions are approved.

During the 2020/21 inspections it has become apparent that the use of the land in the area is also changing with a lot of the new properties landscaped rather than being used for the keeping of stock and/or horses.

This change in the way the land is being used is resulting in an increasing number of requests for exemptions to the Fire Prevention Order largely as the land is being reticulation and/or the property is being landscaped.

To assist Rangers in determining if an exemption to the Order may be approved by the Dardanup West FCO when at the property, the following guideline have been developed. These guidelines are intended only for the use of the Rangers and are not intended to be provided to the public as an alternative option to the Fire Prevention Order.

Any feedback with regards to the draft guidelines would be appreciated.

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

Currently Rangers do not determine if a fire break variation/exemption is to be approved. The current process if a resident wishes to apply for a variation/exemption if they believe it is impractical to install or complete fire prevention works, is to complete an application form and have it signed off by their local Fire Control Officer prior to September each year. The applications are then tabled at the October BFAC for endorsement. Once endorsed, Rangers will apply the conditions of the variation/exemption to the property during inspections.

Due to the reasons raised by Neil Dyer, it is encouraged that FCOs determine a standard approach for the approval of fire break variations/exemption. These may include:

- There is no need for a fire break due to existing ground conditions;
- The land is too steep to be able to put a fire break in some sections;
- The firebreak position needs to be relocated;
- There is an alternate method of preventing fire on the property.

Rangers will be able to use this information while completing inspections to determine if an variation/exemption may be approved by an FCO, if a variation/exemption is currently not in place.

## FURTHER INFORMATION

*Note: (Appendix BFAC: 10.12B) was omitted in error from the Bushfire Advisory Committee Appendices and was provided prior to the meeting in support of the Item for discussion under the West Dardanup Officer Report*

- *Fire Prevention Order – Request for Exemptions. Guidelines for Rangers.*



**Discussion:**

*The Committee discussed the draft “Fire Prevention Order – Request for Exemption” document and it was agreed that the matter would be workshopped when the Fire Notice is reviewed. Following this the matter would then be brought back to the May 2021 Bushfire Advisory Committee meeting.*

**ACTION 02/21**      *FCO’s to workshop the proposed draft “Fire Prevention Order – Request for Exemption”. Shire to coordinate workshop and matter to be brought back at the May 2021 Bushfire Advisory Committee meeting.*

*Mr Ian Bridge raised the matter of the letter presented under his report and requested input from the Committee. Chairperson, Mr Peter Robinson advised that if he is seeking approval for the distribution of the letter the matter will need to be taken to the Chief Fire Control Officer and the Shire of Dardanup Chief Executive Officer for their review and comment before any further action.*

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

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

10.13.1 Bushfire Response Plan

The Shire of Dardanup Bush Fire Response Plan (BRFP) was adopted by the Bush Fire Advisory Committee (BFAC) on 14 October 2014 and Council on 5 November 2014. A review was required with the aim to ensure a strong bush fire response capability for the protection of lives and property within the Shire as well as to guide the brigades in bush fire operations and ensure the response is coordinated to enhance community safety and an environment in which residents can feel safe. The BRFP is a support plan for the Local Emergency Management & Recovery Arrangements.

Following a review by Shire Officers in conjunction with the Department of Fire & Emergency Services (DFES), an updated plan was presented at the October 2020 BFAC meeting. The Committee supported the revised BRFP, however made some suggested changes. These changes have now been incorporated into the BRFP and is now presented back to the BFAC for consideration. A copy of the Bush Fire Response Plan is provided (Appendix BFAC 10.13.1).

**BUSHFIRE ADVISORY COMMITTEE RESOLUTION**

BFAC 02-21    MOVED -    Mr Chris Hynes                      SECONDED -                      Mr Clay Rose

**THAT the Bush Fire Advisory Committee**

1.        **Receives the revised Shire of Dardanup Bush Fire Response Plan.**
2.        **Supports the endorsement of the Shire of Dardanup Bush Fire Response Plan by the Shire of Dardanup Local Emergency Management Committee and Council.**
3.        **Recommends that the Bush Fire Response Plan is reviewed annually and presented at the October Bushfire Advisory Committee meeting for Bushfire Advisory Committee endorsement.**

CARRIED

10.13.2 Bushfire Brigade Local Law Update

At the October BFAC meeting, the committee resolved:

*THAT the Bushfire Advisory Committee advise Council that they support the proposed draft Shire of Dardanup Bush Fire Brigade Local Law 2021 and suggest that upon review of the local law that the following amendments be considered:*

- *The Annual General Meeting date be changed from March to April.*
- *Notes that Appendix 1 – Application Form is no longer required to be prescribed.*

The above amendment to the AGM was applied. Appendix 1 purpose is to lay out the minimum information required in the application form and is in line with the DFES application. Brigades can continue to use the current DFES application form. As per s3.12 of the Local Government Act 1995, the

Local Law invited submissions from the public for a period of 42 days and notification to the State thereafter. Elected members will determine if the Local Law will be adopted by way of resolution at the Ordinary Council Meeting of the 31 March 2021.

*Discussion:*

*The Committee was advised that due to delays, the Local Law would now be taken to the April 2021 Ordinary Council Meeting.*

### *10.13.3 Annual General Meeting*

A reminder that Brigade Annual General Meetings (AGM) are to be held in April each year. Previously, brigades complied with the Constitution that stated AGMs were to be held by 30 April, however, in preparation of the DRAFT Bushfire Brigade Local Law being adopted and Constitution being dissolved, it suggested that Brigades attempt, if possible, to hold these by the **15 April**.

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

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

As with previous years, nomination forms outlining the position roles and responsibilities as provided (Appendix BFAC 10.13.3), are to be completed. These forms outline the roles and responsibilities of the brigade officers and are required to be signed off by the officer accepting the nomination to demonstrate that they understand and agree to fulfil all the responsibilities.

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

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

### **Information Only**

#### *10.13.4 Brigade Leaders Meeting*

A brigade leaders meeting, consisting of the CBFCO, DCFCO, DFES and the Shire was held on Tuesday 16 February. This provided an opportunity to receive an update on major projects, as well as liaise direct with DFES.

### **Information Only**

### 10.13.5 Brigade Training Officer Meeting

A brigade Training Officer meeting was held on Tuesday 23 February. Inter-brigade training was discussed with the aim to familiarise volunteers with equipment outside their brigade to ensure competence, if equipment is required to be utilised on the fire ground. In addition, it was suggested an E-Academy training session be organised to help familiarise training officers with its use. It is intended for E-Academy champions to be identified to enable ongoing assistance with other volunteer members if required.

The 3 Training Officers in attendance, expressed their enthusiasm in making relevant training sessions within their brigade a regular occurrence.

### Information Only

#### 10.13.6 Training

After advice that brigade members are approaching DFES SW direct in relation to training, please refer to the below training information provided at the October BFAC.

To ensure Brigades get to maximise any required training opportunities, there are several options an Officer can take;

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

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

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

### Information Only

### 10.13.7 Local Government Grant Scheme (LGGs)

The Shire sent an email to FCOs and Captains on the 9 February requesting the Shire be provided with any PPE and/or equipment requirements by 5 March to ensure they are captured in the 2021-2022 LGGs application. Thank you for those who submitted their requests.

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

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

<b>Budget</b>	
<b>Line Item 1-8 Operating Grant</b>	\$155,000.00
<b>Line Item 9</b>	\$3,971.00
<b>Additional State Government 2020/21 Insurance Allowance</b>	\$9,864.00
ESL – Total Gross Operating Grant	<b>\$168,835.00</b>
<b>Less Expenditure</b>	
ESL - Insurance	-\$39,531.09
<b>ESL – Total Expenditure</b>	<b>-\$113,110.91</b>
<b>Funds Remaining as at March 2021</b>	<b>\$16,193.00</b>

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

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

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

<b>Brigade</b>	<b>Description</b>	<b>Funding</b>
Burekup	Watertank	\$20,467.00
Dardanup Central	Watertank	\$20,467.00
Joshua-Crooked Brook	Watertank	\$20,467.00
Waterloo	Watertank	\$20,467.00
Wellington Mills	Watertank	\$20,467.00
	<b>TOTAL</b>	<b>\$102,335.00</b>

Approved Carryovers

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

### Information Only

### 10.13.8 Volunteer Acknowledgement

Many volunteers across our eight Volunteer Bushfire Brigades have recently been deployed to assist with many bushfires across the State. The Shire would like to acknowledge and express their gratitude of those volunteers.

In addition, the Premier of NSW has awarded a Bushfire Emergency Citation to recognise the outstanding contribution of volunteers and staff who were deployed to NSW to assist with the 2019-2020 bushfires. These were presented on Australia Day to;

- Scott Bradbury
- Tony Jenour
- Keith Higham

Joshua Crooked Brook Bush Fire Brigade was also awarded a Citizen of the Year Award for their successful Cadets Program that has been running for approximately 2.5 years.

Long Service Awards and National Medals were also presented on Australia Day to;

- *Long Service Award*
  - Brendan Putt – Dardanup Central Volunteer Bushfire Brigade – 10 years.
  - Peter Robinson – Joshua Crooked Brook Volunteer Bushfire Brigade – 15 years.
  - Vicki Robinson – Joshua Crooked Brook Volunteer Bushfire Brigade – 15 years.
  - Chris Hynes – Waterloo Volunteer Bushfire Brigade and Shire of Dardanup’s Chief Bushfire Control Officer – 30 years.
- *National Medals*
  - Clay Rose – Burekup Volunteer Bushfire Brigade.
  - Murray Murfit – Burekup Volunteer Bushfire Brigade.

The dedication of these recipients, brigades and our volunteers as a whole is inspiring and commendable. Thank you.

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

None.

**12. NEW BUSINESS OF AN URGENT NATURE**

None.

**13. MATTERS BEHIND CLOSED DOORS**

None.

**14. CLOSURE OF MEETING.**

The Chairperson advised that the date of the next Bush Fire Advisory Committee Meeting will be Wednesday 12 May 2021, commencing at 7.00 pm at the Shire of Dardanup - Administration Centre Eaton.

There being no further business the Chairperson declared the meeting closed at 8.34pm.