



Shire of Dardanup

# **MINUTES**

## **BUSHFIRE ADVISORY COMMITTEE MEETING**

Held

20 February 2018

At

Shire of Dardanup  
ADMINISTRATION CENTRE EATON  
1 Council Drive - EATON

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**COMMITTEE MEMBERS:**

Mr Richard Stacey - FCO Ferguson District (Deputy Chairperson)  
Mr Chris Hynes - CBFCO Eaton Townsite District  
Mr Alan Charlton - DCFCO (South) FCO West Dardanup  
Mr Clay Rose - DCFCO (North) / FCO Burekup  
Mr Robert Drennan - FCO Waterloo District  
Mr Rod Bailey - FCO Upper Ferguson  
Mr Brendan Putt - FCO Dardanup Central  
Mr Peter Buck - FCO Joshua/Crooked Brook  
Mr Robert Doherty FCO Wellington Mill District (Chairperson)

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

Cr Peter Robinson - Elected Member  
Cr Tyrrell Gardiner - Elected Member  
Cr. Patricia Perks - Elected Member

**STAFF MEMBERS**

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

**OBSERVER**

Mr Luke Botica - Director Engineering & Development Services  
Mr Steve Potter - Manager Development Services

## COUNCIL ROLE

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

## DISCLAIMER

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

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

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

## SHIRE OF DARDANUP

### MINUTES OF THE SHIRE OF DARDANUP BUSHFIRE ADVISORY COMMITTEE MEETING HELD ON TUESDAY 20 FEBRUARY 2018, AT SHIRE OF DARDANUP – EATON ADMINISTRATION CENTRE, COMMENCING AT 7.00PM.

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

The Chairperson, Mr Robert Doherty declared the meeting open at 7.03pm, welcomed those in attendance and referred to the Disclaimer and the Affirmation of Civic Duty and Responsibility on behalf of Councillors and Officers:

#### *Affirmation of Civic Duty and Responsibility*

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

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

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

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

#### *Emergency Procedure*

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

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

##### 2.1      Attendance

Mr Robert Doherty	-	FCO Wellington Mill District (Chairperson)
Mr Richard Stacey	-	FCO Ferguson BFB (Deputy Chairperson)
Mr Chris Hynes		CBFCO Eaton Townsite District
Mr Rod Bailey	-	FCO Upper Ferguson
Mr Peter Buck	-	FCO Joshua/Crooked Brook
Mr Rob Drennan	-	FCO Waterloo BFB

Mr Brendan Putt	-	FCO Dardanup Central BFB
Mr Alan Charlton	-	DCFCO (South) FCO West Dardanup
Mr Clay Rose		DCFCO (North) FCO Burekup
Mr John Carter	-	Department of Fire & Emergency Services
Mr Tim Hutton	-	Department of Biodiversity, Conservation and Attractions
Cr Tyrrell Gardiner		Elected Member

Staff

Mr Luke Botica	-	Director Engineering & Development Services
Mr Steve Potter		Manager Development Services
Mr Hamish James		Emergency & Ranger Services Officer
Mrs Donna Bailye		Executive Governance Officer

Observer

Mr Colin Hynes – Ms Jess Newman		Captain Waterloo BFB Department of Biodiversity, Conservation and Attractions
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## 2.2

Apologies

Mr Murray Halden		Senior Ranger
Mrs Erin Hutchins		Coordinator – Ranger & Emergency Services
Cr Patricia Perks	-	Elected Member
Cr Peter Robinson	-	Elected Member

<b>3. PETITIONS/DEPUTATIONS/PRESENTATIONS</b>
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None.

<b>4. CONFIRMATION OF MINUTES OF PREVIOUS MEETING</b>
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4.1 Bushfire Advisory Committee Meeting Held 31 October 2017**BFA COMMITTEE RESOLUTION**

BFAC 01-18 MOVED - Mr Alan Charlton      SECONDED - Mr Chris Hynes

**THAT the Minutes of the Bushfire Advisory Committee Meeting held on 31 October 2017, be confirmed as true and correct subject to no corrections.**

CARRIED

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

None.

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

None.

**7. DECLARATION OF INTEREST**

*Discussion:*

*Chairperson, Mr Robert Doherty asked the Committee if there were any Declarations of Interest to be made.*

*There was no response.*

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

ACTION & MEETING DATE.	PERSON RESPONSIBLE	ACTION	OUTCOME	STATUS
ACT 09/16 22/03/16	Chris Hynes	Community Emergency Services Manager – Matter to be tabled at the next Fire Shed meeting. Delegate task to small group to deal with the matter. Prepare a job description and then bring back to the Shire for Council consideration.	<p>In the Minutes to be received by the Shire No fire shed meeting has been undertaken.</p> <p>It was agreed that Mr Robert Doherty and Mr Chris Hynes would liaise to initiate future Shed meetings</p> <p><i>Discussion:</i></p> <p><i>Mr Chris Hynes – Following our recent Fire Shed meeting it was agreed that the brigades require the services of a CSEM Officer. I would like to bring this back as a matter to be addressed by the Shire.</i></p> <p><i>Mr Luke Botica – We are looking at this matter internally. We will be discussing in the near future and will look at all possibilities. Will report back at a later date.</i></p>	Ongoing
ACT 14/16 24/05/16	Luke Botica	Shire to define a policy on roadside burning consistent with the needs identified in the proposed Bushfire Risk Management Plans.	<p>The Shire of Dardanup will provide the Chief Bush Fire Control Officer, Deputy Chief Bush Fire Control Officer and Fire Control Officers with maps to enable high risk areas and fuel loads to be mapped by hand.</p> <p>The Shire will electronically map the identified</p>	Pending



ACTION & MEETING DATE.	PERSON RESPONSIBLE	ACTION	OUTCOME	STATUS
			<p>areas and design a strategic plan to mitigate these areas (through burns).</p> <p>The Shire will be responsible for all community liaisons in the lead up to burns and other mitigation practices relating to the strategic plan. The Shire of Dardanup will be responsible and provide all traffic management during burns and other mitigation practices relating to the strategic plan.</p> <p>Bush Fire Brigade Officers are covered under the Shire's insurance when conducting 'normal brigade activities' (refer Section 35A (c) specifically for fire prevention activities) of the Bush Fires Act 1954).</p> <p>Chief Bush Fire Control Officer, Deputy Chief Bush Fire Control Officer or Fire Control Officers to complete burn prescription (refer to Office of Bushfire Risk Management (OBRM) Basic Prescribed Fire Plan Package).</p> <p>The Shire of Dardanup will provide refreshments to active brigade members participating in the mitigation works.</p> <p>Refer to Officer Report 9.5 - Coordinator Emergency &amp; Ranger Services Report in this agenda for an update.</p> <p>The Shire is still looking at undertaking the mapping. Due to the delays experienced this season with the</p>	

ACTION & MEETING DATE.	PERSON RESPONSIBLE	ACTION	OUTCOME	STATUS
			<p>current trialled burns the mapping has not been completed. The Shire is aiming to have the mapping ready for the 2018 fire season, and will present the maps at this stage.</p> <p><i>Discussion:</i></p> <p><i>The Committee discussed the Shire mapping and it was agreed that the maps previously generated by the Shire would be forwarded to the FCO's. Each FCO would update and identify priority areas and return to the Shire to assist with the mapping exercise.</i></p>	

<b>9      REPORTS OF OFFICERS AND COMMITTEES</b>
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9.1 Title: Chief Fire Control Officer (CFCO) Report – Chris Hynes

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

<i>Fire Call Outs</i>	Willinge Drive, 3-12-2017 – Bushfire. Golding Crescent, 2-01-2018, Illegal Fire. Bunbury Recreation Centre, 21-01-2018 Bushfire. Ferguson Road 31-01-2018, Illegal Burn. Moore Road, 05-01-2018, Scrub fire.
<i>Appliance and Equipment</i>	Chief Fire Control Officer needs a new ute.
<i>Training</i>	
<i>Meetings Held</i>	Pre-season at JCB Station was well attended. Hope to continue this. Thanks to John Carter for great information sharing meeting.
<i>Membership – Recruitment/Resignation</i>	N/A
<i>Concerns</i>	The process for obtaining quotes and purchase orders for repairs and truck faults can be inefficient and time consuming for volunteers.
<i>Initiatives</i>	I have been forwarding Parks and Wildlife weather reports each morning via SMS message to our FCO's. I hope this has been of use. DFES sends weather reports each morning with a lot of good content. I am going to request that they look at SMS message to allow easier access to the information during the day as emails are not always available. Request will be in my report to ROAC Meeting.
<i>Other News</i>	Communications Black Spots. We need to look at this to identify areas of concern. 11 permits issued.

**Items For BFAC Discussion**

A Fire Shed meeting was held on 13 February 2018 and the following outcomes are reported:

## 1. Item One – Burning Piles – West Dardanup

Recommend that the Dardanup Rangers cease issuing warnings to Small Holdings for the removal of burn piles. Recommend that an additional note be added to the fire break notice that a burn pile be no closer to a structure than 10m and a 2m fire break be placed around that burn pile.

## 2. Item Two –Appliances and Equipment

Recommend that the Shire of Dardanup look at having one provider that provides yearly scheduled services to our fire fleet and any repairs required through the year.

Scheduled services to be planned for in winter months agreed rate.

This would be a one stop shop that the brigade would send or arrange to pick up the appliance. All solutions can be sorted. The provider diagnosis and repairs, or arranges other providers for diagnosis, quotes and repairs. They would contact the Shire of Dardanup for purchase orders and approvals etc.

This would free up the volunteers running around trying to sort out problems and try to ensure they have ticked all the boxes.

Officer Comment – Erin Hutchins – Coordinator Emergency & Ranger Services

The Shire of Dardanup is custodian of the ESL grant funding and Local Government Officers are required to comply with the Shire's Procurement Policy as well as the DFES Manual for Capital and Operating Grants. Whilst Shire staff are willing to work collaboratively with the brigades to establish a streamlined purchasing process for servicing and repairs, any measures will need to be in accordance with the relevant guidelines.

It is considered that further discussions are required between Shire staff, the CFCO and Deputy FCOs to clarify requirements and establish a robust and accountable process, with a further report to be presented to BFAC in the future. This can include establishing a preferred supplier contract if deemed beneficial.

*Discussion:*

*Mr Chris Hynes – Refer you to the report –“Appliance Equipment –Fire chief needs new vehicle.” This is an old report. Please remove this comment.*

*Mr Hynes requested that the FCOs report back to him regarding any Black Spot areas so that the information can be collated and a case can be put forward to address the matter.*

*Mr Alan Charlton – We have feedback from angry residents regarding the issue of receiving warnings for stockpiles. The majority have piled it up and installed a break around it. We need to fix this issue now before it raises its head again.*

*Mr Steve Potter – In response to this matter I propose the following resolution:*

Officer Recommended Resolution

THAT Council:

1. *Permits residents to keep burn piles on 'Small Holdings' zoned properties for the remainder of the 2017/18 Prohibited Burning Period / Restricted Burning Period without requiring a formal exemption from Council as they are not considered by the Bushfire Advisory Committee to represent a fire risk to property or life subject to the following:*
  - a) *a burn pile is to be no closer than 10 metres to any structure; and*
  - b) *a two metre wide fire break is to be placed around the perimeter of the burn pile.*

2. *Instructs staff not to issue further infringements and / or warnings for existing burn piles that comply with the requirements in Resolution 1 for the remainder of the 2017/18 Prohibited Burning Period / Restricted Burning Period; and*
3. *Instructs the 2018/19 Fire Prevention Order to be modified to reflect the above, with the wording for the amendment to be provided by the CFCO and endorsed by the Bushfire Advisory Committee and Council.*

## **OFFICER RECOMMENDED RESOLUTION**

BFAC 02 -18    MOVED -    Mr Chris Hynes                      SECONDED -            Mr Alan Charlton

### **THAT the Bushfire Advisory Committee recommends that Council:**

1. **Permits residents to keep burn piles on “Small Holdings’ zoned properties for the remainder of the 2017/18 Prohibited Burning Period / Restricted Burning Period without requiring a formal exemption from Council as they are not considered by the Bushfire Advisory Committee to represent a fire risk to property or life subject to the following:**
  - a) **a burn pile is to be no closer than 10 metres to any structure; and**
  - b) **a two metre wide fire break is to be placed around the perimeter of the burn pile.**
2. **Instructs staff not to issue further infringements and / or warnings for existing burn piles that comply with the requirements in Resolution 1 for the remainder of the 2017/18 Prohibited Burning Period / Restricted Burning Period; and**
3. **Instructs the 2018/19 Fire Prevention Order to be modified to reflect the above, with the wording for the amendment to be provided by the CFCO and endorsed by the Bushfire Advisory Committee and Council.**

CARRIED

### *Discussion:*

*Mr Chris Hynes spoke to Item 2 – Appliances and Equipment and further advised that he wished to change the current situation to that of one preferred service provider for the servicing of brigade vehicles.*

*Mr Luke Botica provided the Committee with an overview of the Shire's current servicing procedure and advised that the implementation of a preferred supplier option can be investigated and reported back to the Committee.*

*Cr Tyrrell Gardiner requested that the use of local businesses / service providers also be investigated.*

**ACTION: 01/18**

**LUKE BOTICA – Shire to investigate the implementation of a preferred supplier arrangement for the servicing of Brigade Vehicles and Equipment.**

*Discussion:*

Mr Chris Hynes – I would like to propose the following:

*“For a training coordinator to arrange meetings with brigade training officers, to meet the needs of the new training calendar that has been implemented by DFES, there is a need to coordinate our ongoing training needs”.*

The Committee discussed at length the role of a Training Coordinator and the current need for one in regards to all training matters for the brigades. Mr Chris Hynes and Mr Brendan Putt advised that at present the lack of a dedicated training coordinator on Shire staff was hampering the training of the brigades.

Mr Chris Hynes and Mr Brendan Putt advised that they believed the role of the training coordinator was the responsibility of the Shire and in particular, Mrs Erin Hutchins who was currently listed as the training coordinator for the Shire.

Mr Steve Potter advised the Committee of Mrs Hutchins role within the Shire and that her role extended beyond that of emergency services.

Mr John Carter – From my understanding of the situation, there is a position for a training coordinator which at present is vacant. It is then the role of the training coordinator to liaise with the respective brigade training officers to coordinate any training required. Within other Local Governments this is a voluntary position and is filled by a volunteer with a passion for that role.

The Committee agreed that the matter needed further investigation and the following resolution was proposed:

**BFAC RECOMMENDED RESOLUTION**

BFAC 03-18 MOVED - Mr Brendan Putt                      SECONDED -                      Mr Richard Stacey

**THAT the Bushfire Advisory Committee request that a meeting be held with Bush Fire Brigade Training Officers, Shire Coordinator Emergency and Ranger Services Mrs Erin Hutchins, and Mr John Carter from DFES to facilitate ongoing training needs of the Bush Fire Brigades.**

CARRIED

9.2 Title: Chairpersons Report – Robert Dohert

No Report.

9.3 Title: Department of Biodiversity, Conservation & Attractions Officer Report**Fires since last BFAC in Shire**

Fire Number	Fire Name	Fire Location	Fire Size	Comment
WTN 024	56 Road	ES 61 39	0.01	Campfire Wellington Dam Backwaters
WTN 025	Yabberup Brook Rd	EV 62 28	1.5	Suspect Deliberate ignition in pines
WTN 033	Lennard Track	EQ 55 98	0.01	Campfire on Lennard Track
WTN 038	Bussells	EU 61 59	0.01	Campfire Wellington Dam Backwaters
WTN 039	Lennard Track	EO 55 12	0.01	Campfire on Lennard Track
WTN 040	Lennard Track Gauging Station	EO 54 88	0.01	Campfire on Lennard Track
WTN 041	McClusky Rd	ET 61 83	0.01	Campfire on McClusky Rd

**Planned Burns this season**

- Autumn 2018 – No new burns, same as Spring 2017
  - o WTN\_047 Dardanup – 635 ha (500ha complete 13/10/17)
  - o WTN\_035 Lowden – 1419ha *950ha in Dardanup Shire*
  - o WTN\_026 Arcadia – 526ha *332ha in Dardanup Shire*
  - o WTN\_025 Yabberup – 300ha
  - o WTN\_065 Lennard - 2690ha
  - o WTN\_061 Boyanup- 1308ha
  - o WTN\_084 Dongara Ridge- 140ha

See Map provided at (Appendix BFAC 9.3).

*Discussion:*

*Mr Tim Hutchins provided a handout to the Committee and explained in detail the DBCA SMS meanings*

*Note: Mr Chris Hynes left the room at 7.59pm and returned at 8.00pm.*

9.4 Title: Department of Fire & Emergency Services (DFES) Officer Report – John Carter

Please find attached the following documents for the Committee's information -

- Report for the Shire of Dardanup BFAC - (Appendix BFAC 9.4A)

- E Academy News - (Appendix BFAC 9.4B)
- High Threat Period Enhanced Mobilising Trial 2017 - (Appendix BFAC 9.4C)

*Discussion:*

*Mr John Carter advised the FCOs to be aware of peat / acid sulfate soils fires and the dangers associated with them. The Committee requested a map identifying the peat / acid sulfate soils localities. Mr Carter to provide.*

*Mr John Carter – A meeting has been scheduled with the Shire for Friday 23 February to go through the Local Government Grant scheme submissions. All submissions are required to be submitted prior to this meeting.*

*The Committee discussed the training calendar and Mr Carter advised that DFES was willing to assist and work with the brigades to provide the training as necessary. He requested that the brigades advise of the dates required and that trainer assessors would be sourced and provided by DFES. He was aware of the past issues and that they were working towards improving the current system. Mr Carter advised that a training development day was scheduled for 24 March and encouraged member attendance so that matters could be discussed further on the day.*

*Mr Carter advised that copies were available of the SW Communications Plan and would be forwarded to the brigades.*

9.5 Title: Coordinator Emergency & Ranger Services Report – Erin Hutchins

Reporting Department: Shire of Dardanup

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

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

Roadside Burning

Since the creation of the Shire of Dardanup Roadside Burn Prescription, several applications were received from brigades and successful burns have been completed. Any constructive feedback is welcome, to assist with ongoing review and continual improvement of the process.

As previously stated, the Shire will also commit to electronically mapping future recognised areas identified by the CBFCO, DBFCOs and FCOs and design a strategic plan to mitigate these areas (through burns).

*Information Only.*

Brigade Communication

Emergency & Ranger Services is a diverse Department that deals with several matters from law enforcement, animals, emergency management compliance as



well as assistance with brigades. Due to this high volume of emergency management and ranger projects, deadlines and operational matters, can I please request that all requests for information, unless of an urgent nature, be sent via email to [brigade@dardanup.wa.gov.au](mailto:brigade@dardanup.wa.gov.au). The matter can then be dealt with as soon as practicable.

This will not only allow for proper record keeping of incoming communication, track requests to ensure they are actioned, but also allows Rangers/Officers to deal with their day to day responsibilities in a timely manner. If the matter is urgent only please feel free to call. Please note, Hamish James, as part of his diverse role at the Shire, is unavailable on Fridays as his time on this day has been allocated to another department.

*Information Only.*

#### Local Government Grant Scheme (LGGs)

The application for 2018/19 LG grant funding is currently being collated and needs to be submitted to DFES SWHQ by end February/first week in March, to allow for the Superintendent to review our application prior to the final submission to the Capital Grants Committee by 5.00pm 30 March 2018.

I would also like to reiterate the necessity to provide written quotes to the Shire, to enable purchase orders to be raised, prior to arranging the purchase of goods or services. As custodians of the grant funding, Local Government Officers are required to comply with the Shire's Procurement Policy as well as the DFES Manual for Capital and Operating Grants. Failure to adhere with these policies and conditions will see the Shire at risk of being non-compliant and highlighted during the financial audit and LGGs acquittal.

Please find attached information on the 2018/19 Local Government Grants Scheme (LGGs) at (Appendix BFAC 9.5A) which includes a list of eligible and non-eligible items.

A copy of the Grants Manual will be provided to each Fire Control Officer at the meeting.

The following Local Government Grants Scheme 2017/18 budget figures are provided for information purposes only.

<b>Budget</b>	
ESL <b>Line Item 1-8</b> Operating Grant	\$100,000.00
ESL – <b>Line Item 9</b>	\$14,274.00
ESL – Total Gross Operating Grant	\$114,274.00
<b>Less Expenditure</b>	
ESL - Insurance	\$33,499.53
ESL – Expenditure as February 2018 ( <b>Line Items 1-8</b> )	\$64,505.44
<b>ESL – Total Expenditure</b>	<b>\$98,004.97</b>
<b>Funds Remaining as at February 2018</b>	
	<b>\$16,269.03</b>

*Information Only.*

## 2018 South West Region Volunteer Training Calendar

Recently the 2018 South West Region Volunteer Training Calendar was circulated amongst the brigades (email sent 24/1, 25/1 and 6/2).

The purpose of DFES circulating this request is to try to accommodate VBFB training needs. However, please bear in mind that this is for the assistance of all South West Region Volunteers (a significant amount of volunteers) and it can be difficult to accommodate everyone. DFES are committed to planning for much of this year's training in response to requests for courses from LG / BGUs, based on their training needs. Therefore, to ensure you get the most out of this opportunity, please talk amongst yourselves to consider possible training needs of our brigades. You will need to confirm definite numbers of Volunteers able to attend the requested dates prior to putting forward any course requests.

It is encouraged that communication and liaison with neighbouring BGUs to ensure sufficient numbers are submitted with course requests. (Once the course is posted on eAcademy it will also be open to other Volunteers who meet the entry requirements.) Please feel free to contact us via email [brigade@dardanup.wa.gov.au](mailto:brigade@dardanup.wa.gov.au) if you need assistance with possible course training locations. We will be able to work with our Culture & Community Services Dept. to secure Shire owned facilities. DFES will be sending out requests for possible upcoming training requirements on a regular basis, to try to accommodate new members and the like.

Please find attached the DFES Trainer Assessor student ratio guide to assist with minimum and maximum training numbers. (Refer to Appendix BFAC 9.5B).

*Information Only*

## Emergency Services Volunteer Fuel Card Scheme

The application period for the volunteer fuel card commenced 19 December 2017 and closed on Wednesday 7 February 2018. An email was sent to brigades on the 19 December 2017 advising of this. It is anticipated that the fuel cards will be sent out mid-March 2018. It is important to note that applications will only be accepted by the officers-in-charge of a BGU as they will be the designated card custodians.

Further information can be found on the DFES website [Emergency Services Volunteer Fuel Card](#).

*Information Only.*

## Resource to Risk (R2R)

The Shire has been working closely with DFES preparing a business case for the 'Resource to Risk' review. Due to the substantial nature of the process and to ensure a thorough and hopefully successful application, it will take a number of months to complete. It is anticipated that the business case will be submitted in conjunction with the 2019/20 LGGs application.

*Information Only.*

9.6 Title: Bushfire Training Officer Report

No Report.

9.7 Title: Burekup District Fire Control Officer Report – Clay Rose

Reporting Department: Brigade Name - Burekup

Reporting Officer: FCO Name - Clay Rose

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

**Activity Report Since Last BFAC Meeting**

Fire Call Outs	4-11-17 Crampton Rd, 9-11-17 Shenton Road, 2-01-18 Wimbridge Road, Picton.
Appliance and Equipment	1.4 has broken pump exhaust 3.
Training	Monthly in house training .also in cab oxy training Captain attended Ground Controllers Course.
Meetings Held	17-11-17 Pre Season General Meeting. 19-01-18 Committee Meeting.
Membership – Recruitment/Resignation	8 new members inducted & signed up. 1 ex- FRS Trainer & 1 ex Leschenault member.
Concerns	Brigades sending an SMS through DFES system re training / meetings but not typing Brigade name.
Initiatives	5x5 year, 6x10 year and 5x15 year National Service Medals were awarded on Australia Day by SW Superintendent Peter Norman & Area Officer, John Carter at the Burekup Hall.
Other News	ALCOA Wagerup refinery workers spent a day cleaning & gardening around station & marking hydrants as a community service initiative.

**Item/s for BFAC Discussion**1. Request for Light Tanker at Burekup Station - from Tony Jenour

Burekup BFB is regularly overlooked for turnouts for fires as the requests are more often than not for the requirement of Heavy tankers, 2/4s, 3/4s or light tankers. Having an appliance that is essentially obsolete and rarely turned out has a negative impact on the morale of the brigade. The 1/4R we currently have has served its purpose, both the Brigade and the town we serve to protect have out grown its effectiveness.

The Burekup BFB, in the last 20 years, has seen the local farming areas being sold off or leased. With less farmers & land owners to assist in fire fighting and burn offs the Burekup BFB in the last 3 years has put a determined effort into raising the number of active and committed members in the brigade. This effort now needs to be supported with the correct allocation of appliances.

The requirement of a 1/4 R, that the Burekup BFB has, is a LR licence. Not all brigade members have this licence nor has the ability or the time to obtain a licence.

During the active fire and burning season, October thru to April, a slip on unit is either fitted to the FCO's ute or to the Captains ute or both if there is a situational demand. This regularly hinders their day to day use of their own vehicles.

A majority of our brigade members are shift workers, and this would be consistent with the majority of the Bushfire Brigades as the demographic of the population has changed over the last 20 years. This affects us by, not always having the option to man up a Truck with a driver within the time required to attend an incident. We have previously had to wait up to 45 minutes for a driver for our 1/4R.

Burekup, at the time of the 2011 Australian census had the second largest population to Eaton in the Dardanup Shire. With Roelands, our closest neighbour and heavy fuel loads of farming and State forest to the east of the town the Burekup Bushfire Brigade is under equipped to provide both the quick response and the fit for task tool to respond to a large scale incident in our immediate area and the support to be expected from the second largest town in the Shire.

What we the Burekup Bushfire Brigade are requesting:

- We would like the BFAC committee to request from DFES the allocation of fit for purpose appliances for the Burekup BFB.
- At an absolute minimum the inclusion to our fleet of a high season light tanker.
- As a future plan, within 2 years, the inclusion to the fleet of a permanent light tanker.
- As a longer term plan, 5 years, removing the inadequate and obsolete 1/4 R with either a 2/4R or 3/4 R.

The anticipated benefits to the Burekup BFB and community are:

- A guaranteed faster response, to incidents in our local area and the greater regional area.
- An improved engagement of brigade members as their utilisation will be increased.
- A better coverage of the town, with potentially two vehicles Burekup BFB.
- Brigade members who do not have a truck licence will be able to turn out to incidents without the restriction of waiting for a truck driver.
- The use of Brigade member's private vehicles will be reduced.
- Rural Urban Interface and asset protection improved in the local area.
- 

Officer Comment – Erin Hutchins – Coordinator Emergency & Ranger Services

As indicated in the Coordinator Emergency & Ranger Services Report at Item 9.5, the allocation of particular vehicles to particular brigades is determined as a result of the Resource to Risk (R2R) process which is administered by DFES in conjunction with the Shire. As such, the Shire does not have the authority to allocate vehicles outside of the R2R process.

Furthermore, the purpose of the R2R process is to ensure that the limited fire-fighting resources available across the State are allocated to the localities where they are required most. It is therefore considered that this process should be allowed to be undertaken without pre-emptive recommendations or decisions regarding the allocation of vehicles being made prior to it commencing.

It is anticipated that individual brigades will have the opportunity to have input as part of the R2R process and further information will be provided in the coming months.

### **BFA COMMITTEE RESOLUTION**

BFAC 04-18 MOVED - Mr Clay Rose                      SECONDED - Mr Richard Stacey

#### **THAT Council:**

- 1. Acknowledges the request for a light tanker for the Burekup Volunteer Bushfire Brigade;**
- 2. Advises the Burekup Volunteer Bushfire Brigade that Council does not have the authority and/or resources to meet the request; and**
- 3. Advises the Burekup Volunteer Bushfire Brigade that the matter will be considered as part of the Resource to Risk process.**

CARRIED

2. Request for Council to consider reduction in rates for emergency service volunteers - from Tony Jenour.

*Aim:* To increase the involvement of volunteers in local Emergency service units, such as the Bushfire brigade, State Emergency Service, St Johns Ambulance and the Volunteer Fire & Rescue Service. To reduce the number of volunteers leaving the brigades and improve the contribution of those that are in the units.

Where are we at the moment?

- It's hard to get volunteers to contribute to organisations in a reliable and effective capacity.
- Multiple volunteers are leaving Emergency organisations at an ever-increasing rate, these numbers are not being replaced at the same rate.
- Required training is not being done, it is expected to be done in the volunteers own time, e.g. weekends.
- Many Brigades or units are struggling to meet obligations to supply crews and then supply back up or replacement crews.

What can we do about it?

- I propose to the Shire an incentive scheme where volunteers to Emergency service units can receive a reduction in land rates and also if not at a minimum have their ESL charge waived from their yearly Shire rates. Pending involvement in volunteer organisations.
- Criteria to be met for the Proposal.
- Organisations must be in the Shire the volunteer resides.
- Only one organisation can be used per volunteer.
- The volunteer has to have been a member of the same organisation for a minimum of 5 years.
- The volunteer has to actively contribute a minimum of 5 times per year. (specifications to this to be discussed at a later date).
- The candidates are to be vetted by each elected committee by a predetermined date annually.

What do we hope to be the outcome?

- If approved, this will reduce incident response time.
- Increase turnout numbers.
- Ensure a continuous rotation of back up and replacement crews and members.
- The workload in the Brigades and Emergency service units will be more evenly spread.

I would like to see that the Shire of Dardanup, if not fully implement this initiative would consider to run a trial on this initiative model. We as volunteers do what we do for the only reward being the knowledge we are doing it for the community, though as the pace of life ever increases the draw card of doing what is for the benefit of the community loses its appeal. This, though not being a monetary reward could hopefully turn the tide to the reduction in Emergency service volunteers, State wide.

Officer Comment – Erin Hutchins – Coordinator Emergency & Ranger Services

Whilst the Shire is highly appreciative of the work that emergency services volunteers undertake, it needs to be highlighted that any matters relating to rates and or the Emergency Services Levy fall outside the terms of reference of this Committee and therefore cannot be considered further as part of this Committee.

*Discussion:*

*It was agreed that the matter falls outside of the current Committees terms of reference and the matter could not be considered by the Committee.*

3. List of Issues to Shire Fire Appliances by DFES Contractor "Front Line Fire ' During Last Refurbishment.

Further detail to be provided by Mr Rose at the meeting.

*Discussion:*

*Mr Clay Rose – If any brigades are having any vehicle issues give them to me and I will type up and provide to Mrs Erin Hutchins.*

*Mr John Carter – If you have a list of complaints, you will be required to put them in writing through the Shire and in turn the Shire will then forward onto DFES.*

*It was agreed that Mr Clay Rose would forward information through to Donna Bailie, Executive Governance Officer.*

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

*Reporting Department: Dardanup Central*

*Reporting Officer: FCO Name 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>	9 calls since last BFAC good crew turnouts.
<i>Appliance and Equipment</i>	Over the last 10 months we have had many issues to sort out, we currently have no siren working, and a problem with rear steps. Recent fit out by Fleet services required many modifications to works being carried out. This is a very time consuming and frustrating process.
<i>Training</i>	Current training program is every two weeks where we are inviting local brigades to join us, which has occurred with the Wellington Mills Brigade for Asset protection exercises , we joined the Ferguson Brigade for a combined burn over drill in the Dardanup Central 2.4 & Ferguson LT
<i>Meetings Held</i>	Once a month
<i>Membership – Recruitment/Resignation</i>	3 new members were signed up before start of season but were unable to secure training spots. We now have 4 new members that require Training. Current system is difficult to follow through new member's progress on DEFES portal.
<i>Concerns</i>	Repairs to appliances or servicing is complicated and time consuming. This is not something I believe that volunteers should have to devote so much time too.

Initiatives	I believe an authorized DFES contractor should be used for local issues ,and our local DFES Manager should have the authority to fix problems.
Other News	

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

Item 1 - Local Service Contractors Required for Vehicle repairs.

The current system requires us to deal with many departments in Perth. We are regularly lost in a complex time consuming system which is returning poor results. An alternative system is required ie local service providers.

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

The Shire of Dardanup is custodian of the ESL grant funding and therefore Local Government Officers are required to comply with the Shire's Procurement Policy as well as the DFES Manual for Capital and Operating Grants. Whilst officers are willing to work collaboratively with the brigades to establish a streamlined purchasing process for servicing and repairs, any measures will need to be in accordance with the relevant guidelines.

It is considered that further discussions are required between Shire staff, the CFCO and Deputy FCOs to clarify requirements and establish a process, with a further report to be presented to BFAC in the future. This can include establishing a preferred supplier contract if deemed beneficial.

#### Discussion:

*Mr Brendan Putt expressed his concerns and frustrations with the modifications undertaken on the rear steps of their brigade vehicle. In particular the time frame (9 months) in which the matter was dealt with and that the matter was finally resolved locally. He wanted to know why the matter could not of been resolved earlier and why we cannot deal directly with a local provided, such as South West Fire in Collie.*

*Mr Carter apologised for the delays in this matter and advised that for future issues, if you see a problem and can advise how this can be resolved you can submit them through the DFES Innovation Platform. If this is submitted it will enable other brigades to see and comment on the matter and this will ensure DFES deals with the issues. This is a good platform to put your ideas forward, but is not a complaint forum.*

*Mr Brendan Putt – I would still like to propose that DFES appoint a local contractor, so that when we have an issue the local contractor can deal with the matter.*

*Mr John Carter – Certain matters will still need to go to Perth. Local contractors may not be able to solve all the problems. I will certainly put in a request that matters be resolved locally wherever possible, but I am governed by head office advice.*



9.9 Title: Eaton Townsite / District Fire Control Officer (FC) Report – Chris Hynes

See Chief Fire Control Officers' Report.

9.10 Title: Ferguson District Fire Control Officer Report – Richard Stacey

Reporting Department: Brigade Name- Ferguson BFB

Reporting Officer: FCO Name - Richard Stacey

(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>	31 Oct 17 - 538 Ferguson Rd - fire on shared western boundary with Shire managed bush area. 1 Nov 17 - blacking out - 538 Ferguson Rd - deep fuel loads/mulch. 8 Nov 17 - Garvey Rd. 2 Dec 17 - Willinge Dve fire - Picton 6 Dec 17 - 679 Ferguson Rd - accidental (mowing related) fire. 10-11 Dec 2017 - Willow Bridge Wines -Spontaneous combustion/re-ignition of fire from May 2017.
<i>Appliance and Equipment</i>	Ferguson LT still due for replacement
<i>Training</i>	Nil
<i>Meetings Held</i>	Startup meeting/public information session – 12 November 17.
<i>Membership – Recruitment/Resignation</i>	No changes
<i>Concerns</i>	LT overdue for replacement
<i>Initiatives</i>	DFES Fire Planning Kits (approx 50) distributed at 12 Nov meeting at Fire Shed and displayed at Dardanup Post Office and Shire office in Dardanup. Electronic versions and availability of kits promoted on "Ferguson Fire and Crime Watch" facebook page. Old stocks of superseded Fire Retardant/Foam removed from Ferguson BFB shed for safe disposal through Stanley Rd processing centre.
<i>Other News</i>	None

**Item/s For BFAC Discussion**

None

9.11 Title: Joshua Creek / Crooked Brook Fire Control Officer Report – Peter Buck

Reporting Department: Brigade Name- Ferguson BFB

Reporting Officer: FCO Name - Peter Buck

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

**Activity Report Since Last BFAC Meeting**

Fire Call Outs	Two. One stood down, second fire at Hay Park – 8 hours.
Appliance and Equipment	
Training	Organised road burn, cancelled due to weather. Two in house training events incorporating borrowed LTs. Thanks to Fergie and W/Dardy for LT's.
Meetings Held	One Committee meeting.
Membership – Recruitment/Resignation	Nil.
Concerns	How to keep members engaged when season is quiet. Open to suggestions.
Initiatives	Interested in inter Brigade training events. Incorporating simulated fire event.
Other News	

**Item/s For BFAC Discussion**

None.

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

Reporting Department: Upper Ferguson

Reporting Officer: Rod Bailey

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

**Activity Report Since Last BFAC Meeting**

Fire Call Outs	Nil since last meeting.
Appliance and Equipment	Working well no problems.
Training	Ongoing training every few weeks.
Meetings Held	Two meetings then AGM next.
Membership –	One new member.

Recruitment/Resignation	
Concerns	No concerns.
Initiatives	Station has new racking system and have now received our new compressor.
Other News	Brigade members very positive and keen to participate in whatever comes up.

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

None.

#### 9.13 Title: Waterloo District Fire Control Officer Report – Rob Drennan

Reporting Department: Brigade Name- Waterloo Bushfire Brigade

Reporting Officer: FCO Name-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**

Fire Call Outs	From 14-10-2018 to 04-02-18 there were 13 call outs with a total of 48 crew positions filled and just under 50 hours on fire grounds.
Appliance and Equipment	There were two damage reports on the Waterloo appliances. 3.4 was taken to Bell Fire to fix pto pumps leaking primer. L/T main hose replaced.
Training	AVL and training nights first Tuesday of the month is going well.
Meetings Held	
Membership – Recruitment/Resignation	
Concerns	
Initiatives	
Other News	

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

Discussion:

*Mr Robert Drennan – At our recent Fire Shed meeting a concern was raised regarding the Shire boundaries. Waterloo Brigade is writing out fire notices for the Industrial Picton Area, yet the first fire call outs are being made to Bunbury. I want to make sure that at least one local member gets the first call out.*

*The Committee discussed the boundaries of the Industrial area and Mr John Carter advised that he would investigate the matter further with Comms. He*

requested that information be forwarded so that he can follow up on the matter.

9.14 Title: Wellington Mill District Fire Control Officer Report – Robert Doherty

Reporting Department: Brigade Name- Wellington Mills

Reporting Officer: FCO Name-Rob Doherty

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

**Activity Report Since Last BFAC Meeting**

Fire Call Outs	Nil call outs for 1:4 One request to visually check on possible fire on Pile Rd.
Appliance and Equipment	The brigade has funded the installation of a Sat Nav system in our 1:4.
Training	Ongoing training at our monthly meetings, the most recent being map reading run by training officer Mike Milligan. We have had one combined training session with Dardanup Central and will have completed another by the time of this meeting. Members considered this type of training interesting and valuable.
Meetings Held	Monthly meetings ongoing, last Monday of each month at 7pm.
Membership – Recruitment/Resignation	Static.
Concerns	Outdated banking requirements. See items for discussion.
Initiatives	The Brigade is continuing to develop the 5 Bushfire Ready street groups with Lauren McDonnell from FESA. Individual street group meetings have been well attended and there is strong community support for this initiative. Moving forward the plan is to develop an action flow chart and then trial a simulated practice session.
Other News	The Wellington Mills mobile phone tower has recently been commissioned and I attended a morning tea at St Aidans to celebrate the launch on behalf of our Brigade. It to recognise that this tower is the 100th to be built in WA and the 300 <sup>th</sup> in Australia as part of the plan to roll out over 700 Australia wide. The end result is much better mobile coverage for all of Wellington Mill.

**Item/s For BFAC Discussion**

Item One – Brigade Banking

Officer Comment – Erin Hutchins – Coordinator Emergency & Ranger Services

The purpose of section 7.3 of the Constitution is to protect the Brigades from fraud or misuse of Brigade funds. Any alteration or change to the Constitution would require a formal process to be followed, which includes a resolution of Council. Shire officers will investigate this process and provide further information at the next BFAC meeting.

*Discussion:*

Note: Mr Chris Hynes, Mr Richard Stacey and Mr Colin Hynes left the room at 8.43pm.

*Mr Robert Doherty – I will discuss with the Shire the banking process and will look at a more modern approach to the matter.*

Note: Mr Chris Hynes, Mr Richard Stacey and Mr Colin Hynes returned to the room at 8.44pm.

Mr Rod Bailey left the room at 8.45pm

9.15 Title: West Dardanup District Fire Control Officer Report – Alan Charlton

Reporting Department: West Dardanup Bush Fire Brigade

Reporting Officer: Alan Charlton

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

**Activity Report Since Last BFAC Meeting**

Fire Call Outs	4 Call outs Giorgi Road, Garvey Road, Maguire Place and Picton Boyanup Road
Appliance and Equipment	Seasonal Light Tanker arrived from DFES Regional Office 14/11/17
Training	1 member Olivia Hill has done basic training and a training familiarization day for brigade members
Meetings Held	Building extension meeting held
Membership – Recruitment/Resignation	Debra Sinclair and Dale Sinclair resigned from the brigade (moved out of locality)
Concerns	Residences have raised concerns in regards to recent letters received from the shire regarding removal of burn piles (I received 15 phone calls from irate residents). This was temporally resolved by issuing temporary exemptions. I would like to have time allocated at the BFAC meeting for this to be

	discussed around the table.
<i>Initiatives</i>	Nil
<i>Other News</i>	Station extension progressing should start building shortly.

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

None.

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

None.

## **11. NEW BUSINESS OF AN URGENT NATURE**

[Please Note: This is Not General Business – This is for Urgent Business Approved By the Person Presiding or by Decision. In cases of extreme urgency or other special circumstance, matters may, with the consent of the person presiding, or by decision of the members present, be raised without notice and decided by the meeting.]

## **12. MATTERS BEHIND CLOSED DOORS**

Note: Mr Rod Bailey returned to the room at 8.47pm.

## **13. CLOSURE OF MEETING.**

The Chairperson advised that the date of the next Bush Fire Advisory Committee Meeting will be Tuesday 15 May 2018, 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 8.47pm.