



Shire of Dardanup

# MINUTES

## BUSHFIRE ADVISORY COMMITTEE MEETING

Held

5 August 2020

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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# TABLE OF CONTENTS

<b>1</b>	<b>DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS.....</b>	<b>1</b>
<b>2.</b>	<b>RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE PREVIOUSLY APPROVED .....</b>	<b>2</b>
2.1	Attendance.....	2
2.2	Apologies.....	2
<b>3.</b>	<b>PETITIONS/DEPUTATIONS/PRESENTATIONS .....</b>	<b>2</b>
<b>4.</b>	<b>CONFIRMATION OF MINUTES OF PREVIOUS MEETING .....</b>	<b>3</b>
4.1	Bushfire Advisory Committee Meeting Held 11 March 2020.....	3
<b>5.</b>	<b>ANNOUNCEMENTS OF MATTERS FOR WHICH MEETING MAY BE CLOSED.....</b>	<b>3</b>
<b>6.</b>	<b>QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN .....</b>	<b>3</b>
<b>7.</b>	<b>DECLARATION OF INTEREST.....</b>	<b>3</b>
<b>8.</b>	<b>ACTION SHEET UPDATE.....</b>	<b>6</b>
<b>9</b>	<b>REPORTS OF OFFICERS AND COMMITTEES .....</b>	<b>7</b>
9.1	Title: Chief Fire Control Officer (CFCO) Report – Chris Hynes.....	7
9.2	Title: Department of Biodiversity, Conservation & Attractions – Officer Report .....	8
9.3	Title: Department of Fire & Emergency Services (DFES) – Mr John Carter .....	8
9.4	Title: Burekup District Fire Control Officer Report – Mr Clay Rose.....	11
9.5	Title: Dardanup Central District Fire Control Officer Report – Mr Brendan Putt .....	12
9.6	Title: Ferguson Fire Control Officer Report –Mr Richard Stacey .....	13
9.7	Title: Joshua Creek / Crooked Brook Fire Control Officer Report – Mr Peter Robinson.....	13
9.8	Title: Upper Ferguson District Fire Control Officer Report – Mr Rod Bailey.....	15
9.9	Title: Waterloo District Fire Control Officer Report –Mr Rob Drennan .....	16
9.10	Title: Wellington Mill District Fire Control Officer Report –Mr Ian Bridge .....	17
9.11	Title: West Dardanup District Fire Control Officer Report – Mr Neil Dyer .....	19
9.12	Title: Endorsement of Bushfire Control Officers (FCOs) .....	19
9.13	Title: Election of Chief Bushfire Control Officer .....	21
9.14	Title: Election of Deputy Chief Bushfire Control Officer – (North).....	21
9.15	Title: Election of Deputy Chief Bushfire Control Officer – (South).....	21
9.16	Title: Coordinator Emergency & Ranger Services Report – Mrs Erin Hutchins.....	22
<b>10.</b>	<b>ELECTED MEMBER MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN .....</b>	<b>31</b>
<b>11.</b>	<b>NEW BUSINESS OF AN URGENT NATURE .....</b>	<b>31</b>
<b>12.</b>	<b>MATTERS BEHIND CLOSED DOORS.....</b>	<b>31</b>
<b>13.</b>	<b>CLOSURE OF MEETING.....</b>	<b>31</b>

**COMMITTEE MEMBERS:**

Mr Richard Stacey - FCO Ferguson District  
Mr Chris Hynes - CBFCO Eaton Townsite District  
Mr Neil Dyer - 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 Robinson - FCO Joshua/Crooked Brook  
Mr Ian Bridge FCO Wellington Mill District

Mr John Carter – Representative Department of Fire & Emergency Services  
Representative - 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 - Personal Assistant to Deputy Chief Executive Officer

**OBSERVER**

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

## COUNCIL ROLE

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

## DISCLAIMER

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

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

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

**SHIRE OF DARDANUP**

**MINUTES OF THE SHIRE OF DARDANUP BUSHFIRE ADVISORY COMMITTEE MEETING HELD ON WEDNESDAY 5 AUGUST 2020, AT SHIRE OF DARDANUP – EATON ADMINISTRATION CENTRE, COMMENCING AT 7.00PM.**

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

The Chairperson, Mr Peter Robinson, declared the meeting open at 7.04pm 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 Robert Drennan	-	FCO Waterloo District
Mr Peter Robinson	-	FCO Joshua/Crooked Brook
Mr Keith Higham	-	Captain - Wellington Mills District [Proxy]
Mr Neil Dyer	-	West Dardanup
Mr Brendan Putt	-	FCO Dardanup Central
Mr Doug Van Bavel	-	Department of Fire & Emergency Services
Mr Darren Harvey	-	Department of Biodiversity, Conservation & Attractions
Cr Tyrrell Gardiner	-	Elected Member

Staff

Mrs Susan Oosthuizen	-	Director Sustainable Development
Mrs Erin Hutchins	-	Coordinator – Ranger & Emergency Services [7.07pm]
Mr Murray Halden	-	Senior Ranger
Ms Melissa Howard	-	Emergency Management Officer
Mrs Donna Bailye	-	PA Deputy Chief Executive Officer

Observers

Ms Michelle Wells	-	Department of Fire & Emergency Services
Mr Lyndon Skeers	-	Captain Ferguson District

2.2 Apologies

Mr Ian Bridge	-	FCO Wellington Mill District
Mr André Schönfeldt	-	Chief Executive Officer
Mr John Carter	-	Department of Fire & Emergency Services
Mr Rod Bailey	-	FCO Upper Ferguson

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

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

4.1 Bushfire Advisory Committee Meeting Held 11 March 2020

**BUSHFIRE ADVISORY COMMITTEE RESOLUTION**

BFAC 02-20    MOVED -    Mr Chris Hynes                      SECONDED -                      Mr Brendan Putt

**THAT the Minutes of the Bushfire Advisory Committee Meeting held on 11 March 2020, be confirmed as true and correct subject to no corrections:**

CARRIED  
9/0

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

None.

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

None.

**7. DECLARATION OF INTEREST**

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

*Discussion:*

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

*There were no Declarations of Interest made.*

*Note: Mrs Erin Hutchins joined the meeting at 7.07pm.*



**8. ACTION SHEET UPDATE**

**PENDING ACTIONS:**

ACTION & MEETING DATE.	PERSON RESPONSIBLE	ACTION	OUTCOME	STATUS

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

Reporting Department:        CFCO - Dardanup

Reporting Officer:             Chris Hynes

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

**Activity Report Since Last BFAC Meeting**

<i>Fire Call Outs</i>	
<i>Appliance and Equipment</i>	
<i>Training</i>	
<i>Meetings Held</i>	
<i>Membership – Recruitment/Resignation</i>	
<i>Concerns</i>	
<i>Initiatives</i>	<ul style="list-style-type: none"> <li>• Return to FCO's and Captains Meetings again.</li> </ul>
<i>Other News</i>	<ul style="list-style-type: none"> <li>• Group Call procedures 000 – I have provided copies to have handy for new people on the 000 group call line.</li> <li>• 000 calls to LIA's Harris Road and SW Highway near Condellos. Bunbury career FRS are first response to fires in the Shire of Dardanup LIA's. This has created problems with response to bushfires in these locations. DFES is working on a new response plan for these areas. I checked on the progress this week and it is still being worked on. I hope this will be ready for the next fire season</li> <li>• Number 9 Keys. Please ensure your appliances have a key to access Shire locks on water points and reserves.</li> <li>• I recently met with the other SW Chiefs to discuss aligning our Fire Restrictions and Prohibited dates to begin and end on the same dates and also plan to have any extension restricted or prohibited aligned as well. I have discussed this with Ranger Murray Halden and we have made changes to our fire notice to be ready for the alignment of dates with Capel, Harvey, Bunbury, Collie, Shire of Murray and Waroona will still aligned with Mandurah and Dwellingup.</li> <li>• Radio audit of all radios is needed.</li> <li>• 1.4 Project is still progressing. I'm an observer on the evaluation panel.</li> </ul>

**Item/s For BFAC Discussion**

*Discussion:*

*Mr Chris Hynes advised the Committee that a letter of thanks was received from the Police Department, thanking the brigade for its assistance in a fire matter in Australind that resulted in a conviction.*

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

Process

Mr Darren Harvey tabled the following report at the meeting and spoke to the report.

9.2.1 – Prescribed Burning Planned 2020/21

Wellington District 35 burns scheduled (approx. 73,839 ha).

(NOTE. This includes the three cells of WTN\_082 Wellington Northeast - 29,590 ha).

Dardanup Shire 9 burns planned (Approx. 5,123 ha).

- WTN\_069 Wellington Discovery Forest
- WTN\_084 Dongara Ridge
- WTN\_092 Arcadia - Wights Rd
- WTN\_093 King Jarrah
- WTN\_099 WTN Discovery forest plots
- WTN\_101 Mungalup
- WTN\_103 Dardanup North
- WTN\_108 Twin Rivers
- WTN\_113 Arcadia - Valkyrie Rd

CBFCO/ Shire will be sent notifications shortly for planned burns and Shire road reserves. Private property owners & other stakeholders within distance of planned burns due to receive notifications in September.

9.2.2 – Bushfires 2020/21

No “official” bushfires recorded for the District this financial year.

9.2.3 – District Fire Management Staff Contacts / Changes (Collie Office 9735 1988)

District Fire Coordinator: Jessica Newman.

Fire Operations Officer: Emma Atkinson - newly appointed.

Fire Operations Officer: Darren Harvey.

9.3 Title: Department of Fire & Emergency Services (DFES) – Mr John Carter

9.3.1 Bushfire season

It was a relatively quiet latter part of the 2019/20 bushfire season with a number of small fires but no significant incidents. Thanks to all the BFB volunteers and Shire of Dardanup staff for their assistance over last bushfire season.

The South West of WA experienced a number of extreme weather systems in May which caused a fair amount of damage. The FES Commissioner placed a Total Fire Ban over the South West Land Division for the 23-24 May 2020. Unfortunately, there were still a number of private burns through the SW Region that escaped resulting in numerous callouts for the BFBs. The Shire of Dardanup had only two reported escapes from planned burns.

DFES encourages that the landholder advises Comcen of all planned burns regardless whether it occurs in the restricted or open seasons.

### *9.3.2 Training*

The 2020 Bushfire Service Training Program was placed on hold due to COVID-19 but has now recommenced. There are a couple of existing courses for new volunteers and plans are being made to complete the training of the Joshua Crooked Brook cadets.

DFES is running an Advanced Bushfire Fighting/Crew Leader course (12-13 September) which will be targeted at new and future leaders within BFBs.

Thank you to the West Dardanup BFB for the use of their station and Dardanup BFB volunteers for assisting with the practical exercises for the Introduction to Fire Fighting training held on the weekend of 6-7 June.

### *9.3.3 COVID-19*

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.

### *9.3.4 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).

### *9.3.5 Seasonal Outlook*

BOM seasonal outlook is available at: <http://www.bom.gov.au/climate/outlooks/#/overview/video>. South West WA is likely to experience an average rainfall over winter with late winter/early Spring seeing an increase in rainfall over most of mainland Australia. Temperatures during the day and night are likely to be warmer.

### *9.3.6 Title Changes*

There historically has been some confusion with the DFES manager names which has led to the following:

- DO Murray will be: DO Wellington (Brett Finlay)
- AO Harvey Hills will be: AO Preston (John Carter)
- AO Bunbury will be: AO Forrest (Ian Joseph)

### 9.3.7 RUI Exercise

A RUI Exercise is proposed to be held in the Crooked Brook area in September/October. It will be similar to the Wellington Mills exercise held in 2019. We may also hold a community engagement session as part of the RUI exercise.

### 9.3.8 Leaders Exercise

It is planned to hold a desktop bushfire exercise for BFB leaders (FCOs, Capts.) prior to the 2020/21 bushfire season, like that held last year. The aim is to provide opportunities for the BFB leaders to practice managing a Level 1 incident.

### 9.3.9 Pre-Season Forum

It is planned to hold an all of services forum in October/November with details to be confirmed.

### 9.3.10 AVL

All holders of an AVL password will need to have changed their password after 13 July 2020. Please see Circular 50/2020 – AVL Security Upgrade.

### 9.3.11 LT Remote Fuel System

A hazard was identified with the new remote fuel system on light tankers with petrol powered pumps. A fuel return line needs to be fitted. If one is not fitted on, appliance is to be taken off-line. Please see Safety Circular 06/2020 – Safety Hazard - Light Tanker Remote Fuel System.

#### *Discussion:*

*Mr Doug Van Bavel spoke to the report.*

*The Committee discussed the proposed RUI exercise and the location of the proposed exercise.*

*The Committee discussed the education of land holders in regards to the burning process. It was identified that the Local Government Firebreak notice formed part of the mechanics for implementing this process. It was agreed that this item be discussed further in Item 9.16.6.*

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

Reporting Department: Burekup BFB

Reporting Officer: Clay Rose

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

**Activity Report Since Last BFAC Meeting**

Fire Call Outs	<ul style="list-style-type: none"> <li>• 26-4-20 car fire SW Highway.</li> <li>• 5-5-20 house flu fire Castieau Street.</li> <li>• 24-5-20 control paddock burn escape onto road verge.</li> </ul>
Appliance and Equipment	Nothing to report.
Training	None due to COVID 19.
Meetings Held	AGM held on 24-6-20.
Membership – Recruitment/Resignation	2 new members signed up & inducted at AGM.
Concerns	Members not following AVL testing procedures.
Initiatives	None.
Other News	<ul style="list-style-type: none"> <li>• Attended ROAC in Pinjarra on 25-6-20 as Chief was attending a funeral.</li> <li>• Meeting was live streaming from Bunbury SW District Office.</li> <li>• Discussion items was a section 46 TFB issued May 22,23,24 warranted.</li> <li>• DFES staff working on several TFB breaches over those dates. Any dollar penalty goes to LGA.</li> <li>• Date to be advised for meeting to discuss changing restricted burning dates.</li> <li>• Yordamung fire, pros &amp; cons of the use of the LAT.</li> <li>• AVBFB rep spoke about CONEX 2020 is still on at the exhibition centre go to <a href="http://www.conex.au">www.conex.au</a> for info. AVBFB now have 2 full time staff. Alex &amp; Chenea.</li> <li>• Both Collie &amp; Harvey Shire representatives thanked Dardanup Chief Chris Hynes for the huge amount of time &amp; effort he put into last season's fires.</li> <li>• No lunch was supplied after the meeting, which was held at the DFES temporary Centre of Excellence Old Railway Station.</li> </ul>

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

*Mr Clay Rose requested that Contractors engaged to carry out works at the Brigades ensure that the logs books are completed. Mr Murray Halden advised that this information would be passed onto contractors when accessing the stations.*

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

Reporting Department: Dardanup Central BFB

Reporting Officer: Brendan Putt

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

**Activity Report Since Last BFAC Meeting**

<i>Fire Call Outs</i>	20 Call outs over the fire season period.
<i>Appliance and Equipment</i>	Appliance recently returned from Collie fire with all items fixed and serviced for next season.
<i>Training</i>	Had our first busy bee last week, now meeting first Wednesday of each month.
<i>Meetings Held</i>	AGM completed with great attendance, meeting with Shire CEO regarding new station progressing with a release for public comment to be soon.
<i>Membership – Recruitment/Resignation</i>	Reece Depiazzi and Daniel Runeckles completed Intro. Some interest in other courses from brigade members at a recent meeting.
<i>Concerns</i>	None.
<i>Initiatives</i>	Since the shutdown period, there is a need for getting together as a group, we are organizing another away trip (Camping) for members to start off the new season.
<i>Other News</i>	None.

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

*Mr Brendan Putt enquired about the availability of P2 masks for the brigades.*

*It was agreed that Mrs Melissa Howard would look into sourcing a supply of P2 masks, and if unavailable, source an alternative such as surgical masks and provide to the brigades.*

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

Reporting Department: Ferguson BFB

Reporting Officer: Richard Stacey

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

No Report.

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

Reporting Department: Joshua Creek / Crooked Brook BFB

Reporting Officer: Mr Peter Robinson

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

**Activity Report Since Last BFAC Meeting**

<i>Fire Call Outs</i>	Nil.
<i>Appliance and Equipment</i>	The LT went to Collie and was away a long time. Been returned with a very detailed service report.
<i>Training</i>	Revised brigade calendar for the rest of 2020, every second Thursday of the month.
<i>Meetings Held</i>	One committee meeting held to plan for the AGM. AGM saw a good turn out and a very happy and harmonious meeting.
<i>Membership – Recruitment/Resignation</i>	Lynton has left and gone to live in Burekup. One new fire fighter soon to be trained.
<i>Concerns</i>	Joshua Creek Road exit route. There could be an escape route through to Queenwood or Donnybrook if the Shire and PaWS can work together.
<i>Initiatives</i>	We are planning a Ladies' information session to talk about fire behaviour and to look at how their properties are prepared. Some do not want to do the full Intro to Fire Fighting training so we are planning a simpler, more relevant activity.
<i>Other News</i>	Cadets continuing very well. 6 + 1



**Item/s For BFAC Discussion**

1. We need a generator.

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

The Shire has received notification of the Local Government Grant Scheme (LGGs) funding (Operational Grant) awarded for the 2020-2021. This includes submissions for the purchase of plant and equipment less than \$1500 per item. Melissa Howard will be in contact to provide successful brigades with purchase orders to enable the purchase of requested items, including the submission for a generator for Joshua-Crooked Brook.

2. Can we use our own “Traffic Controller” trained blokes for roadside burns?

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

Currently, the Shire provides traffic management plans and relevant traffic controllers through a third party provider for roadside burns. Due to the nature and high risk of roadside burns, it is mandatory that traffic controllers are adequately trained and are properly insured. This can be guaranteed by utilising a third party provider and transfers the risk to that provider. It would not be recommended for brigade members to provide traffic management and retain the risk.

3. Brigade Constitution and Bushfire Local Law.

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

Please refer to Item 9.16 - Coordinator Emergency & Ranger Services Report – Mrs Erin Hutchins.

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

Reporting Department: Upper Ferguson

Reporting Officer: Rod Bailey

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

**Activity Report Since Last BFAC Meeting**

<i>Fire Call Outs</i>	7 Callouts this fire season.
<i>Appliance and Equipment</i>	Appliance working well due for service soon.
<i>Training</i>	Ongoing in house training.
<i>Meetings Held</i>	General meeting.
<i>Membership – Recruitment/Resignation</i>	Nil.
<i>Concerns</i>	None.
<i>Initiatives</i>	More training, Brigade members worked very well during callouts.
<i>Other News</i>	None.

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

*Mr Chris Hynes advised the Committee that Mr Rod Bailey would be stepping down from his role as FCO next year.*

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

Reporting Department: Waterloo BFB  
 Reporting Officer: Mr Rob Drennan

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

**Activity Report Since Last BFAC Meeting**

<i>Fire Call Outs</i>	4 Callouts in this period. Consisting of a total of 20 crew positions and 15 hours on the fire ground.
<i>Appliance and Equipment</i>	Nil.
<i>Training</i>	We are planning to do some Sunday training with the appliances with drafting of water from dams and drains.
<i>Meetings Held</i>	AGM.
<i>Membership – Recruitment/Resignation</i>	Nil.
<i>Concerns</i>	Picton-East Hydrant maintenance. Two hydrants visited by Waterloo BFB are no longer serviceable due to being full of sand.
<i>Initiatives</i>	Nil.
<i>Other News</i>	Waterloo BFB new home (shed) is great to see it all moving ahead. Still a long way to go but thank you to the Shire and its dedicated staff and all that they are doing for the brigade.

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

*Mr Rob Drennan provided the Committee with an update on the new Waterloo BFB “shed” and acknowledged and commended the Shire and staff working on the project.*

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

Reporting Department: Wellington Mill BFB

Reporting Officer: Ian Bridge

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

**Activity Report Since Last BFAC Meeting**

<i>Fire Call Outs</i>	Pile Road – Ferguson
<i>Appliance and Equipment</i>	<ul style="list-style-type: none"> <li>• 1.4 is currently in for Service.</li> <li>• Inspection should report leaking branch valves.</li> <li>• Blown exhaust on Pump motor.</li> <li>• Pump down on pressure.</li> </ul>
<i>Training</i>	<ul style="list-style-type: none"> <li>• Two new member applications have been approved and waiting for them to do their training.</li> <li>• DFES have offered to do radio refresher at our station closer to the start of the fire season.</li> <li>• Our training officer is trying to arrange some Advanced Bushfire training and crew leader training for our two new Lieutenants before the next season.</li> </ul>
<i>Meetings Held</i>	<ul style="list-style-type: none"> <li>• We ceased brigade committee meetings due to COVID-19.</li> <li>• We have conducted our AGM and held our elections. The minutes and nomination forms have been provided to the Shire.</li> <li>• Awaiting ratification of our new committee before we conduct our next meeting.</li> </ul>
<i>Membership – Recruitment/Resignation</i>	We have applications from 2 new members.
<i>Concerns</i>	Subsequent to the media announcement regarding Volunteers being banned from contacting politicians to discuss Fire Service issues, I expect that we will get resignations from members.
<i>Initiatives</i>	None.
<i>Other News</i>	<p>In the next month we will be purchasing cotton polo shirts for our brigade members.</p> <p>We are currently sourcing an appropriate sun protection hat which would also be used as brigade ID at an Incident Control Point.</p> <p>Issued 31 Permits to burn during the restricted burn season.</p>

**Item/s For BFAC Discussion**

1. Our brigade management has identified that a utility vehicle (kept in our station) would be a valuable piece of equipment to assist with a range of uses, including crew change transfers, set up of transfer pump at water point. Another important use of the vehicle is to gather information of the incident by conducting a situation report (SITREP).

Can the Shire and DFES assist us in our effort to raise funds for the purchase of a roadworthy vehicle and ongoing registration and insurance?

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

The Shire relies on its allocation from the Local Government Grant Scheme (LGGs) each year to financially support each brigade. The purchase of a utility vehicle, including ongoing costs such as servicing and maintenance, fuel and insurance sit outside the LGGs and classified as ineligible. The Shire is not in a position to cover any Bushfire Brigade costs outside of the LGGs, therefore is unable to assist with the purchase of a roadworthy vehicle and ongoing registration and insurance.

2. Brigade Membership and the update of memberships.

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

Part 2 - Objects and Membership of Bush Fire Brigade, section 2.7 of the Brigade Local Law states:

**2.7 Termination of membership**

1. Membership of the bush fire brigade terminates if the member –
  - a. dies;
  - b. gives written notice of resignation to the Secretary;
  - c. is, in the opinion of the Committee, permanently incapacitated by mental or physical ill-health;
  - d. is dismissed by the Committee; or
  - e. ceases to be a member or is taken to have resigned under subclause (2)
2. A brigade member whose membership fees are more than one year in arrears is to be taken to have resigned from the bush fire brigade.

Similarly section 2.8 of the Bushfire Brigade Constitution states:

**2.8 Termination of membership**

- Membership of the bush fire brigade terminates if the member –
1. dies; or
  2. gives written notice of resignation to the Secretary; or
  3. is dismissed by the Committee.

The Brigade is to provide the Shire with a report of the name, contact details and type of membership annually to ensure records remain up to date.

*Discussion:*

*Mr Keith Higham spoke to the report and advised that there were 6 new members.*

9.11 Title: West Dardanup District Fire Control Officer Report

Reporting Department: West Dardanup Bush Fire Brigade

Reporting Officer:

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

No Report.

*Discussion*

*Mr Neil Dyer advised the Committee that the Captain and an FCO had resigned, with replacements being made, together with proposed recruiting from the area. Membership for the brigade is stable.*

9.12 Title: Endorsement of Bushfire Control Officers (FCOs)

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

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

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

Chairperson Comment -

*The Ferguson Bush Fire Brigade nomination for FCO has not been completed prior to the Bush Fire Advisory Committee meeting, therefore the Bushfire Advisory Committee recommends that Mr Richard Stacey be nominated as FCO for the Ferguson District Bush Fire Brigade.*

**BUSHFIRE ADVISORY COMMITTEE RESOLUTION**

BFAC 03-20    MOVED -    Mr Clay Rose                      SECONDED -                      Mr Rob Drennan

**THAT the Bushfire Advisory Committee recommend that Council endorse the following persons as Bushfire Control Officers for the period 30/06/2020 – 01/07/2021 pursuant to Section 38(1) of the Bush Fires Act 1954 and the persons to be advertised pursuant to Section 38(2a) of the Bush Fires Act 1954 : -**

<b>DISTRICT</b>	<b>OFFICER</b>
<b>Burekup District</b>	<b>Clay Rose</b>
<b>Dardanup Central District</b>	<b>Brendan Putt</b>
<b>Eaton Townsite/District</b>	<b>Chris Hynes</b>
<b>Ferguson District</b>	<b>Richard Stacey</b>
<b>Joshua/Crooked Brook District</b>	<b>Peter Robinson</b>
<b>Upper Ferguson District</b>	<b>Rodney Bailey</b>
<b>Waterloo District</b>	<b>Robert Drennan</b>
<b>Wellington Mills District</b>	<b>Ian Bridge</b>
<b>West Dardanup District</b>	<b>Neil Dyer</b>

CARRIED  
9/0

9.13 Title: Election of Chief Bushfire Control Officer

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

**BUSHFIRE ADVISORY COMMITTEE RESOLUTION**

BFAC 04 -20    MOVED -    Mr Peter Robinson                      SECONDED -                      Mr Clay Rose

**THAT the Bushfire Advisory Committee recommend that Council endorse the following person as Chief Bushfire Control Officer for the period 30/06/2020 – 01/07/2021:**

- **Mr Chris Hynes**

CARRIED  
9/0

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

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

**BUSHFIRE ADVISORY COMMITTEE RESOLUTION**

BFAC 05-20    MOVED -    Mr Chris Hynes                      SECONDED -                      Mr Brendan Putt

**THAT the Bushfire Advisory Committee recommend that Council endorse the following person as Deputy Chief Bushfire Control Officer (North) for the period 30/06/2020 – 01/07/2021:**

- **Mr Clay Rose**

CARRIED  
9/0

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

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

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

**BUSHFIRE ADVISORY COMMITTEE RESOLUTION**

BFAC 06-20    MOVED -    Mr Chris Hynes                      SECONDED -                      Mr Richard Stacey

**THAT the Bushfire Advisory Committee recommend that Council endorse the following person as Deputy Chief Bushfire Control Officer (South) for the period 30/06/2020 – 01/07/2021:**

- **Mr Rob Drennan**

CARRIED  
9/0



*Discussion*

*It was acknowledged that a letter of thanks had been forwarded to Mr Allan Charlton from the Chief Executive Officer Mr André Schönfeldt and the Committee requested that a letter of thanks be forwarded by the Bush Fire Advisory Committee Chairperson to Mr Allan Charlton acknowledging his service to the brigades through his role as FCO for West Dardanup and Deputy Chief Bushfire Control Office (South). The Bush Fire Advisory Committee resolved the following:*

**BUSHFIRE ADVISORY COMMITTEE RESOLUTION**

BFAC 07-20      MOVED -      Mr Brendan Putt      SECONDED -      Mr Rob Drennan

**THAT the Bushfire Advisory Committee forwarded a letter of appreciation to Mr Alan Charlton, thanking him for his service to the Committee and acknowledging his role as FCO West Dardanup Brigade and Deputy Chief Bushfire Control Officer (South).**

CARRIED  
9/0

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

Reporting Department:      Shire of Dardanup

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

9.16.1 *Coronavirus (COVID-19)*

We have all recently been dealing with the challenges of COVID-19 and adapting to a new way of operating and living our lives. The Shire wishes to acknowledge and thank the brigades for their cooperation in adhering to the Directions set by the State and helping to minimise the spread.

**Information Only**

9.16.2 *Emergency Management Officer*

Miss Melissa Howard has been appointed the position of Emergency Management Officer with the Shire. The position is a vast and exciting role and incorporates Emergency Management, Bushfire Risk Management and assistance for our Volunteer Bushfire Brigades. Melissa's rostered days are Tuesday, Wednesday and Thursday with a need to incorporate work from all areas into the day. Please continue to email any requests through to the brigade mailbox [brigade@dardanup.wa.gov.au](mailto:brigade@dardanup.wa.gov.au) and Melissa will address matters as soon as practicable.

**Information Only**

### *Discussion*

*Mrs Melissa Howard addressed the committee to advise she is available to help.*

#### *9.16.3 Bushfire Brigade Local Law*

The Shire of Dardanup Bush Fire Brigade Local Law was adopted by Council on the 8 August 2003 [Resolution 118/03] with a subsequent amendment being adopted 13 February 2008 [Resolution 27/08]. Currently this sits outside the requirements of s3.16 of the Local Government Act 1995 where a review is to be conducted within 8 years from the day each Local Law commenced, or from when a report of a review of the Local Law was accepted.

A review is required due to the changing needs and circumstances of the brigades and is intended to be responsive to local requirements and provide clarity on the roles and responsibilities of the brigades, their committee of management and other positions of leadership. The Constitution was introduced to provide a formal method for determining a Fire Control Officer (FCO), as well as outlining their roles and responsibilities. This will be now captured in the Brigade Local Law. It is intended that once a full review has been completed of the Bush Fire Brigade Local Law, the Constitution will no longer be in effect.

### ***Information Only***

#### *9.16.4 Appliances and Equipment Servicing*

All appliances have either been serviced or are scheduled to be serviced by South West Fire for the 2020/21 period. Thank you for your assistance and making yourself available for vehicle changeovers.

### ***Information Only***

### *Discussion*

*Mr Rob Drennan advised that the recent servicing did not include the replacement of tyres on the vehicles. The Committee agreed that the replacement of tyres would be done as one job and the Shire would investigate costings through its procurement process.*

#### *9.16.5 Local Government Grant Scheme (LGGS)*

The application for 2020/21 Local Government Grants Scheme (LGGS) funding was compiled and forwarded to the Capital Grants Committee in Perth on the 27 March 2020.

The Shire wishes to acknowledge Brigade members who contributed towards the application and Melissa Howard (Emergency Management Officer) for compiling the application on behalf of the Shire of Dardanup and Volunteer Bush Fire Brigades.

The Shire has received notification of the LGGS operational funding awarded for the 2020/21. 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	
<b>ESL – Total Expenditure</b>	
<b>Funds Remaining as at July 2020</b>	<b>\$168,835.00</b>

Capital Grants (to be determined - currently sitting with Capital Grants Committee)

<b>Brigade</b>	<b>Description</b>	<b>Funding</b>
Dardanup Central BFB	New facility	<b>TBC \$329,325.00</b>
Ferguson BFB	Toilets	<b>TBC \$48,620.00</b>
	<b>TOTAL</b>	<b>TBC \$377,945.00</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**

#### *Discussion*

*Mrs Erin Hutchins to confirm the information in regards to the Toilets provided for in the recent Capital Grants*

#### **9.16.6 Fire Prevention Order Review**

In recent months Mr Murray Halden has been working in conjunction with Fire Control Officers (FCOs) to review the Shires Fire Prevention Order. Please find attached a draft Fire Prevention Order agreed to by FCOs for the Committee's endorsement. (Appendix BFAC 9.16.6) Additions and amendments to the document have been highlighted and marked in red.

The Shire will be applying a fresh new approach to educating the community on its requirements as outlined in the Fire Prevention Order. Previous attempts to hold community meetings and events, as well as providing copies of the Order have not shown to be successful. The Shire will still ensure compliance with Section 33(1) of the Bushfire Act 1954 which states:

*"..shall give notice to all owners or occupiers of land in its district by publishing a notice in the Government Gazette and in a newspaper circulating in the area requiring him or them as the case may be within a time specified in the notice to do or to commence to do at a time so specified all or any of the following things.."*

**Discussion:**

Mrs Erin Hutchins advised the Committee on the new process to be adopted by the Shire for distribution of the 2020/21 Fire Notice to the community.

It was agreed that copies of the new card would be printed and distributed to the brigades for distribution and use by its FCO's.

It was requested that information be forwarded to the local newsletters, ie Dardanup Times for reporting through the relevant publications and the Shire of Dardanup provide information through its social media; - website, Facebook.

The Committee discussed the Fire Prevention Order and following discussions, the following corrections were made:

- Diagram used in **GENERAL FARMING, RESTRICTED USE AND TOURIST ZONES\*** to replace diagram in **SMALL HOLDINGS ZONE** to ensure diagrams are the same so as to provide more clarity.
- The following correction (as provided below) to be made in **GENERAL FARMING, RESTRICTED USE AND TOURIST ZONES**
  - Burn piles can be kept and are approved under the following conditions:
    - a burn pile is to be no closer than 20 metres to any structure; and
    - a 2 metre wide and 4 metre in height firebreak is to be placed around the perimeter of any burn pile.
  - ~~• Burn piles can be kept and are approved under the following conditions:~~
  - ~~• A burn pile is to be no closer than 20 metres from any structure.~~
- Fire Management Plans to be referred to as Bush Fire Management Plans.
- The following information to be inserted in **WHERE AND HOW TO OBTAIN BURNING PERMITS**

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

**BUSHFIRE ADVISORY COMMITTEE RESOLUTION**

BFAC 08 -20    MOVED -    Mr Richard Stacey                      SECONDED -                      Mr Rob Drennan

**THAT the Bushfire Advisory Committee recommend that Council adopt and advertise the 2020/21 Shire of Dardanup Fire Prevention Order pursuant to Section 33(1) of the Bush Fires Act 1954.**



## **FIRE PREVENTION ORDER**

### **FIRST AND FINAL NOTICE**

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

This order is valid for the period 1 July – 30 June annually.  
Work **must** be completed by the **30 November annually** and **maintained** until the close of the entire **Restricted and Prohibited Burning Periods**.

#### **PLEASE READ THIS NOTICE CAREFULLY**

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

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

#### **RESTRICTED BURNING PERIOD**

##### **Burning Permits Required**

**2 November  
to  
14 December  
annually**

#### **PROHIBITED BURNING PERIOD**

##### **NO FIRES PERMITTED**

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

## RESTRICTED BURNING PERIOD

### Burning Permits Required

11 March

to

15 May

annually

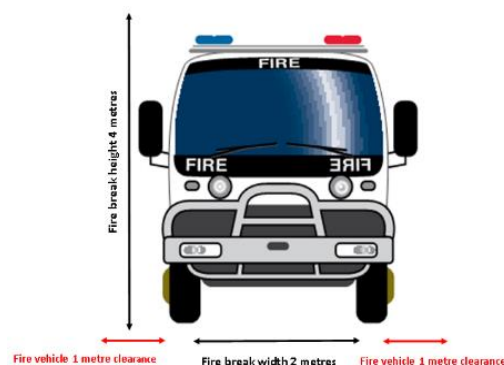
(subject to extension)

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

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

### SMALL HOLDINGS ZONE\*

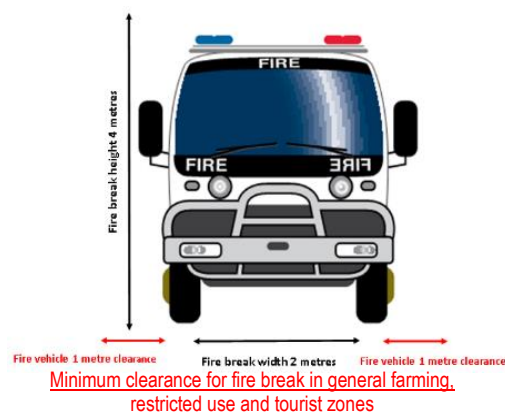
- **BARE EARTH** firebreaks of 2 metres in width and 4 metres in height must be maintained within 6 metres inside and along all boundaries of the land. A 20 metre asset protection zone **MUST** be slashed to a height that does not exceed 100 millimetres surrounding dwellings, sheds and all haystacks.
- All flammable material/vegetation (dead trees and branches) **MUST** be removed from the 20 metre asset protection zone.
- Where slashing is not possible, material/vegetation must be burnt back or sprayed with a suitable herbicide to prevent growth **throughout the entire restricted and prohibited burning periods.**
- Burn piles can be kept and are approved under the following conditions:
  - a burn pile is to be no closer than 20 metres from any structure.
- All fire wood piles must be stored away from a dwelling during the restricted and prohibited burning periods.



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

### GENERAL FARMING, RESTRICTED USE AND TOURIST ZONES\*

- Irrigated land is defined as land that is watered, kept fully watered and is maintained in a non-flammable state for the whole of the restricted and prohibited burning periods.
- **Non Irrigated lots** – a 4 metre in width and 4 metre in height vehicle access track that **MUST** include a 2 metre wide **BARE EARTH** firebreak must be installed within 6 metres of the lot boundary where it adjoins a road and/or rail reserve



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

- **Irrigated lots** – firebreaks are **NOT** required on that lot of land where it is being **actively and regularly irrigated throughout the entire restricted and prohibited burning periods.**
- Irrigation channels that are situated **inside and along** a lot boundary will be accepted as a firebreak provided the irrigation channel is utilised on that property throughout the **entire restricted and prohibited burning periods.**
- Burn piles can be kept and are approved under the following conditions:
  - a burn pile is to be no closer than 20 metres to any structure; and
  - a 2 metre wide and 4 metre in height firebreak is to be placed around the perimeter of any burn pile.

### **PLANTATIONS**

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

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

### **WHERE AND HOW TO OBTAIN BURNING PERMITS**

Applications for burning permits are available from your local Bush Fire Control Officer at no cost.

The local Bush Fire Control Officer will note the relevant conditions you must comply with on your burning permit.

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

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

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

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

**Solid Fuel Cooking Appliances (e.g.: pizza oven/outdoor barbeque, outdoor stove and fire pits):**

The use of solid fuel cooking appliances is prohibited in all areas within the Shire of Dardanup during the **Prohibited and Restricted Burning Period** UNLESS;

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

**FIREBREAK VARIATIONS/EXEMPTIONS**

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

**DEFINITIONS**

For the purpose of this notice the following definitions apply:

**ASSET PROTECTION ZONE (APZ)**

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

**BUSH FIRE MANAGEMENT PLANS**

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

**IRRIGATED LAND**

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

**FIREBREAK**

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

**PLANTATION**

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



**AUTHORISED OFFICER**

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

**For further information please call the Shire of Dardanup 9724 0000 or your local Fire Control Officer.**

**For all fire emergencies, please dial**

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

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

Male and Female volunteers are very welcome.

There are many dimensions to being a volunteer bush fire brigade member, as all are encouraged to choose the type of activities that best suit their capabilities and interest.

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

If you are interested in being a volunteer bush fire fighter please contact the Shire of Dardanup Emergency Management Officer 9724 0347 or email [briagde@dardanup.wa.gov.au](mailto:briagde@dardanup.wa.gov.au).

CARRIED  
9/0

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

None.

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

None.

**12. MATTERS BEHIND CLOSED DOORS**

None.

**13. CLOSURE OF MEETING.**

The Chairperson advised that the date of the next Bush Fire Advisory Committee Meeting will be Wednesday 14 October 2020, 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.