



CONFIRMED

MINUTES

BUSHFIRE ADVISORY COMMITTEE MEETING

Held

9th March 2022

As an

**E-Meeting
Via Zoom**

This document is available in alternative formats such as:
~ Large Print
~ Electronic Format [disk or emailed]
Upon request.

VISION STATEMENT

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

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COMMITTEE MEMBERS:

Mr Chris Hynes	-	CBFCO Eaton Townsite District
Mr Lyndon Skeers	-	FCO Ferguson District
Mr Neil Dyer	-	FCO West Dardanup District
Mr Clay Rose	-	DCFCO (North) / FCO Burekup District
Mr Robert Drennan	-	DFCO (South) / FCO Waterloo District
Mr Grant Ratcliffe	-	FCO Upper Ferguson District
Mr Brendan Putt	-	FCO Dardanup Central District
Mr Peter Robinson	-	FCO Joshua/Crooked Brook District
Mr Ian Bridge	-	FCO Wellington Mill District
Mr Alan Charlton	-	Fire Weather Officer
Mr Ricky Southgate	-	Representative Department of Fire & Emergency Services
Mr Matthew Cooper	-	Department of Biodiversity, Conservation and Attractions
Mr Darren Harvey	-	Department of Biodiversity, Conservation and Attractions
Cr. T Gardiner	-	Elected Member
Cr. M T Bennett	-	Elected Member
Cr. S L Gillespie	-	Elected Member (Proxy)

STAFF MEMBERS

Mr Andre Schonfeldt	-	Chief Executive Officer
Mrs Erin Hutchins	-	Coordinator – Ranger & Emergency Services
Mr Murray Halden	-	Senior Ranger
Mrs Amanda Tuberes	-	Personal Assistant - Director Sustainable Development

OBSERVER

Mrs Susan Oosthuizen	-	Director Sustainable Development
Ms Melissa Howard	-	Emergency Management Officer
Mr Murray Connell	-	Manager Development Services
Mr Anthony Jenour	-	Captain Burekup District
Mr Wayne Cross	-	Captain Dardanup Central District
Mr Robert Allen	-	Captain West Dardanup District
Mr Anthony Congdon	-	Captain Ferguson District
Mr Ryan Gibbs	-	Captain Upper Ferguson District
Mr Peter Manoni	-	Captain Waterloo District
Mr Keith Higham	-	Captain Wellington Mill District

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 9 MARCH 2022, AS AN E-MEETING VIA ZOOM, COMMENCING AT 7.00PM.****1 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS**

The Presiding Member, Mr Andre Schönfeldt, Chief Executive Officer, declared the meeting open at 7.01 pm, 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 and pay our respects to their elders, past, present and emerging. The Shire of Dardanup also respects and celebrates all cultures of all our residents and those visitors to our Shire.

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

Process: Andre Schönfeldt confirmed the attendance of those logged into Zoom. This was carried out by Andre Schönfeldt calling the names of all of the attendees logged into zoom and having them respond to their name. In the instance where more than one person was using the one account, the named party announced the name of their colleague.

2.1 Attendance

Mr Chris Hynes	-	CBFCO Eaton Townsite District
Mr Lyndon Skeers	-	FCO Ferguson District
Mr Neil Dyer	-	FCO West Dardanup
Mr Clay Rose	-	DCFCO (North) / FCO Burekup District
Mr Robert Drennan	-	DFCO (South) / FCO Waterloo District
Mr Grant Ratcliffe	-	Upper Ferguson District
Mr Brendan Putt	-	FCO Dardanup Central
Mr Ricky Southgate	-	Department of Fire & Emergency Services
Mr Darren Harvey	-	Dept. of Biodiversity, Conservation & Attractions
Cr Tyrell Gardiner	-	Elected Member
Cr Mick Bennett	-	Elected Member
Cr Ellen Lilly	-	Elected Member

Staff

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

Observers

Mr Anthony Congdon	-	Captain Ferguson District
Mr Ryan Gibbs	-	Captain Upper Ferguson District
Mr Peter Manoni	-	Captain Waterloo District

2.2 Apologies

Mr Peter Robinson	-	FCO Joshua/Crooked Brook
Mr Max Kerr	-	FCO Upper Ferguson District
Mr Ian Bridge	-	FCO Wellington Mill District
Mr Alan Charlton	-	Fire Weather Officer

3. ELECTION OF CHAIRPERSON & DEPUTY CHAIRPERSON

3.1 Bush Fire Advisory Committee 2021 Terms of Reference

At the Shire of Dardanup Special Council meeting of the 29 September 2021, the 2021 Bushfire Advisory Committee Terms of Reference were adopted by Council [Res 295-21]. A copy of the new Terms of Reference are provided in (Appendix BFAC: 3.1).

RECEIVED

3.2 Election of Chairperson

Nominations for the position of Chairperson are to be emailed or handed to Mr Andre Schönfeldt who will be the Presiding Officer for the election. Nominations should be in writing (form provided at Appendix BFAC: 3.2).

The position of Chairperson will expire in October 2023 being the date of the next ordinary election Local Government Act 1995 2.28(2).

The nominee is to accept the nomination in writing to the position of Chairperson.

If more than one person is nominated, voting is to be conducted by secret ballot, with the candidate that receives the greater number of votes being elected.

Discussion:

Cr Tyrrell Gardiner was nominated for the position of Chairperson by Mr Alan Charlton, Mr Lyndon Skeers, Mr Chris Hynes and Mr Rob Drennan.

Cr Tyrrell Gardiner accepted the nomination(s).

As there were no other nominations, Cr Tyrrell Gardiner was elected as Chairperson unopposed.

Cr Tyrrell Gardiner thanked the previous Chair, Mr Peter Robinson for his previous work at Joshua Brook and assumed the Chair.

3.3 Election of Deputy Chairperson

Nominations for the position of Deputy Chairperson were given to the Chairperson, in writing (form provided at Appendix BFAC: 3.3).

The position of Deputy Chairperson will expire in October 2023 being the date of the next ordinary election Local Government Act 1995 2.28(2).

The nominee is to accept the nomination in writing to the position of Deputy Chairperson.

If more than one person is nominated, voting is to be conducted by secret ballot, with the candidate that receives the greater number of votes being elected.

Discussion:

Mr Neil Dyer was nominated for the position of Deputy Chairperson by Mr Rob Drennan and Mr Lyndon Skeers.

Mr Neil Dyer accepted the nomination.

Mr Ian Bridge was nominated for the position of Deputy Chairperson by Mr Chris Hynes and Mr Alan Charlton.

As Mr Ian Bridge was an apology to the meeting and could not be contacted prior to the meeting to confirm if he accepted the nomination(s) his nomination lapsed.

There being only one nomination, Mr Neil Dyer was declared Deputy Chairperson of BFAC.

DECLARATION

Following due process as per Section 5.12 and Schedule 2.3 of the Local Government Act 1995 the following people are declared:

Mr Tyrrell Gardiner	-	Chairperson
Mr Neil Dyer	-	Deputy Chairperson

of the Bushfire Advisory Committee.

4. PETITIONS/DEPUTATIONS/PRESENTATIONS

None.

5. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

5.1 Bushfire Advisory Committee Meeting Held 6 October 2021

BUSHFIRE ADVISORY COMMITTEE RESOLUTION

BFAC 01-22 MOVED – Mr Chris Hynes SECONDED – Mr Ricky Southgate

THAT the Minutes of the Bushfire Advisory Committee Meeting held on 6 October 2021, be confirmed as true and correct subject to no corrections.

CARRIED

6. ANNOUNCEMENTS OF MATTERS FOR WHICH MEETING MAY BE CLOSED

None.

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

None.

8. DECLARATION OF INTEREST

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

The Chairperson, Cr Tyrrell Gardiner asked if there were any Declarations of Interest to be made.

There were none.

9. ACTION SHEET UPDATE

PENDING ACTIONS:

ACTION & MEETING DATE.	PERSON RESPONSIBLE	ACTION	OUTCOME	STATUS
06/10/2021 Res 18-21	Chief Executive Officer	Investigate procedure for COVID vaccinations for volunteers and procedure during outbreak.	<p>Volunteers are to comply with the Fire and Emergency Services Worker (Restrictions on Access) Directions and provide evidence via the Volunteer Hub, DFES or Shire to remain active, including attendance at the station. Currently, it has been recommended by DFES and supported by the Shire that all volunteer training, meetings, etc. are to be suspended and vaccinated volunteers are only to turn out to incidents until further notice. This is to ensure the state maintains sufficient resources to respond in an emergency. DFES have also made available circulars relating to cleaning of appliances as well as PPE requirements when travelling in a vehicle.</p> <p><i>Discussion:</i> <i>Mrs Erin Hutchins noted that volunteers may have been fully vaccinated (including Booster), however, are not sending the evidence through to the Shire or DFES, so still showing as non-compliant. Please can the Brigades encourage their volunteers to send through their updated documentation?</i></p>	Complete
06/10/2021 Res 19-21	Chief Executive Officer	Research the requirements for Brigade names to be changed, to improve calls signs and report back to the Bushfire Advisory Committee on the process.	Investigations into the Shire's legislative responsibilities established there is no formal requirements for Local Governments wishing to change a Brigades name. DFES have also confirmed if the Shire wishes to change a brigade's name we would simply need to advise DFES in writing of that change.	Complete

ACTION & MEETING DATE.	PERSON RESPONSIBLE	ACTION	OUTCOME	STATUS
			<p>The matter was discussed at a Brigade Leadership Meeting which includes the CBFCO Chris Hynes, DCBFCOs Clay Rose and Rob Drennan, Melissa Howard, Erin Hutchins and DFES AO Ricky Southgate. It was decided that the Shire would not take further action on changing the names of current Brigades at this time due to;</p> <ul style="list-style-type: none"> • Firstly, the issue of Brigade names being misinterpreted in radio communications is not related to the names themselves but the use of the radio itself. Radio Communication refresher training will be added to the training calendar for 2022. • Secondly, the Ferguson Brigade do not want to change their name. • The BORR and Wanju developments may impact brigade boundaries and response times and it was agreed that this matter is to be reviewed nearer to the completion of these projects in coming years to ensure the current jurisdictions are not impacted. 	
Res 23-21	Erin Hutchins	That the Bushfire Advisory committee requests the Chief Executive Officer investigate why spring burns are not allowed in the Shire, and report back to the Bushfire Advisory Committee.	Shire Officers met internally with the Environmental Officer (EO) in relation to spring burning. The EO advised that she was not against spring burning, however required further information to assess the appropriateness of a “spring” burn and if it was the best option for mitigation. Further fields will be included on the Burn Application to allow for comments and other possible mitigation options. The information was discussed at a following Brigade Leadership meeting which was supported.	Complete

ACTION & MEETING DATE.	PERSON RESPONSIBLE	ACTION	OUTCOME	STATUS
06/10/2021 Res 24-21	Chief Executive Officer	Inclusion in its 2022-23 fees and charges a charge for prescribed burning by brigades and report back to BFAC.	<p>Refer Coordinator Emergency & Ranger Services Report - Item 10.13.2.</p> <p><i>Discussion:</i></p> <p><i>Mr Andre Schonfeldt noted there was some discussion on this topic prior to the start of the meeting, around the \$100 Application Fee being too great for small burns and may not be appropriate. This item will be discussed later in the agenda.</i></p>	In Progress
06/21	Erin Hutchins/Melissa Howard	Coordinator – Ranger & Emergency Services, Mrs Erin Hutchins to provide the Brigades with an update on Brigades abilities/process to claim donations.	<p><i>Discussion:</i></p> <p><i>Mrs Erin Hutchins advised that some Brigades were trying to ascertain the legalities of receiving donations/claims of funding. Some funding requires the applicant to be incorporated. However, incorporating a brigade means they are obligated to meet certain legal requirements and no longer the Shire.</i></p> <p><i>Donations relating to assisting/conducting burns for landowners is where it was discussed to incorporate that activity into the Shire's Fees and Charges as a way to have the money returned to the brigades, which will be discussed in Item 10.13.2.</i></p>	Complete

10. REPORTS OF OFFICERS AND COMMITTEES

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

Reporting Department: CFCO - Dardanup

Reporting Officer: Chris Hynes

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

Activity Report since Last BFAC Meeting

Fire Call Outs	
Appliance and Equipment	
Training	
Meetings Held	
Membership – Recruitment/Resignation	
Concerns	<p>Taskforce sent to Bridgetown. I was concerned that our Ferguson Lt was separated from the Taskforce and not accounted for during the incident. They presented at the control point and were tasked to another area.</p> <p>The issues are identified with radio contact and phone contact with the task force leaders and appliances. This needs to be done early in the deployment process, so all appliances know how to contact each other when separated from each other.</p> <p>Other concerns were that the Captain of Ferguson brigade was treated at the Bridgetown fire for dehydration and conveyed to Bunbury hospital by ambulance for observation. No one at the incident in command was aware of this until I contacted them the following morning to find out what was happening with his welfare and location.</p> <p><i>Facebook post and Public Brigade communication:</i> A reminder that photos from incidents that are posted on sites need to be closely scrutinized. Personal property being Houses, Sheds, Vehicle's Stock anything that can have a reaction from someone that was impacted by the incident or other parties that get involved can have a negative response that may not be picked up at the time of posting. Even if it's in the background. For example, information recorded on a white board that's not for public knowledge.</p> <p>Position Vacant. JCB FCO Need for a permit writer for the interim until a New FCO can be elected.</p> <p><i>Question</i> Can Peter Buck fill this position as a permit writer (FCO) until a new appointment?</p> <p>I'm happy to endorse him. What else needs to be done for this to happen?</p>

	<p><u>Officer Comment – Mrs Erin Hutchins – Coordinator Emergency & Ranger Services</u></p> <p><i>Refer Coordinator Emergency & Ranger Services Report - Item 10.13.3.</i></p>
<i>Initiatives</i>	<p>Thank you to the Emergency Management team for the support I get. Not a day goes by that I don't have something that needs attention.</p> <p>Thank you Peter Robinson for your time with the Brigade and Chairman on our BFAC I hope your new adventure is great.</p> <p>Thank you to Grant Ratcliff and Ryan Gibbs stepping up into the positions that became vacant at Upper Ferguson.</p> <p><i>Total Harvest Movement Bans and Total Fire Bans:</i> Getting it right. What time to impose a THVB to allow industries and farming operation to get their necessary work done before THVB is declared on the day.</p> <p>I am trying to align with neighboring Shires to have the time start and finish.</p> <p>Problems in the notifications to Radio Broadcast ABC and Commercial Radio Stations and public, industries, farming being timely and accurate.</p> <p>I feel that this information needs to be added to Emergency WA that already have the Total Fire Bans included on this site available to the public.</p> <p>There should be a section for Vehicle Harvest Movement Bans as one stop shop.</p> <p><i>Dates for HVMBs:</i> Xmas, Boxing Day and New Year day be a regular occurrence.</p>
<i>Other News</i>	

Item/s For BFAC Discussion

1. Interim Permit writer for JCB EX FCO Peter Buck.

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

Refer Coordinator Emergency & Ranger Services Report - Item 10.13.3.

2. Harvest Vehicle Movement Bans - setting the right time frames and durations, getting it right.

There are many different industries and farming operations that need to be considered.

HVMB have only been used in the last few years in this Shire.

Dates for Harvest Vehicle Movement Bans consider having in place for Xmas Day, Boxing Day and New Year Day.

I'm looking for any comments on how it can be done better.

Discussion

The Committee discussed the Harvest Vehicle Movement Bans and how best they could be set out for the Shire. It was acknowledged that the hours of the Ban are extremely difficult on Farmers/Apiarists and the parameters need further thought and discussion.

Mr Chris Hynes suggested that the next Leadership Meeting would be an ideal time to discuss the issue.

Mr Ricky Southgate offered his assistance to sit down with the Decision Makers on the Committee's behalf.

The Committee also discussed the way the Shire alerts the landowners of the Bans.

Mr Murray Halden advised that the Shire is looking into an SMS Alert system, however, there are certain approvals and authorities required from the landowners before SMS Alerts can be sent. The Shire hopes to have this system in place by Summer.

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

FURTHER INFORMATION

Note: The following information was provided to the Committee prior to the meeting.

10.2.1 Prescribed Burning Planned 2021/22

Wellington District 37 burns scheduled (approx. 89,195 ha).

(NOTE. This includes the cells of WTN_132/133/134/136 Wellington Northeast – 35,941 ha).

Dardanup Shire 4 burns scheduled (approx. 3,882 ha).

- WTN_099 WTN Discovery Forest Plots
- WTN_103 Dardanup North
- WTN_113 Arcadia - Valkyrie Rd
- WTN_119 Davis

CBFCO/ Shire to be sent notifications this week for planned burns and Shire Road Reserves.

Private property owners & other stakeholders within prescribed distance of planned burns to be sent notifications, planned to be sent soon – working through process with Shires.

10.2.2 Bushfires 2021/22

Forty-one (41) bushfires recorded for the district this financial year – five (5) in Dardanup Shire.

10.2.3 DBCA Regional Fire Management Capability COVID-19

DBCA is complying with the Chief Health Officer's Public Health Directions for Fire and Emergency Services. DBCA has a Guidance Note and SOP that apply for both Prescribed Burning and Bushfire Response.

The following maps were tabled with this report:

- *Wellington District Burn Program Autumn Overview 2021/22.*
- *Wellington District Burn Program Autumn 2021/22 – Shire of Dardanup.*

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

Reporting Department: DFES

Reporting Officer: Ricky Southgate

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

10.3.1 Deployments

Thank you to the crews sent to fires across the state including, multiple shifts. Bridgetown, Collie, Margret River, Dunsborough, Murray to name a few. The professionalism and work ethic from the Shire of Dardanup crews has been noted and is appreciated

10.3.2 CCA (Copper Chrome Arsenate) exposure

Crews that went to the timber treaters mill in Hesterbrook had the possibility of being exposed to CCA. All volunteers on those crews have been contacted and the relevant safety actions have been communicated.

10.3.3 COVID

DFES SW has enacted its business continuity plans for COVID, as part of this DFES volunteers and staff are not holding training or face to face meetings to minimise possible exposure to COVID.

10.3.4 AFDRS

DFES has a project team who are currently looking into a new fire danger rating system and plan on implementing it late this year. I had the project team deliver this to all the CBFCO within the Southwest in regards to the change. Impacts we highlighted included:

- There will need to be a change of legislation, TFB, HVMB, Prohibited actions;
- Community education;
- Brigade training; and
- Lack of funding through things like change to signage.

10.3.5 High Season Fleet

High Season fleet has been rolled out. We managed to secure a 2.4 back for Dardanup Central and it's good to see it being used and crewed.

10.3.6 SWDC Burn

Looking forward to working with the Shire of Dardanup and South West Development Corp to have the risk along Forrest HWY in SWDC land along the power lines reduced through the use of prescribed fire.

10.3.6 MAF

Should the Shire require any help with mitigation works including help with any prescribed burns please reach out, we are happy to help. I have again applied to hold onto a 2.4 and LT from the high season fleet that our regional office can use for prescribed burns.

10.3.7 Australian Warning System Changes

As part of the implementation of the Australian Warning System (AWS), bushfire warning colours in Western Australia changed from 14th September 2021.

What you will notice:

New warning colours for Bushfire only. Bushfire warning colours will be updated to reflect the national framework (Advice – Yellow; Watch and Act – Orange; Emergency Warning – Red).

Icon style changes for all hazards on Emergency WA in line with AWS standards.

Be mindful of when communicating hazards to aircraft.

10.3.8 Burn program

Once we get out of the fire season DFES SW will start on its burn program. Most of the work is in Collie and Dwellingup. We have allowed for assisting the Shire with the Three Bears block, will be good to see this get completed.

Discussion:

Mr Ricky Southgate advised that in relation to Item 10.3.3, since submitting this report, DFES has confirmed that training activities can resume, as can face to face meetings. Please follow Department of Health advice on social distancing and hygiene practices.

10.4 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

<i>Fire Call Outs</i>	{7} 15-11-21 – Edwards Rd. 7-12-21 – Leschenault [Harvey Shire]. 5-1-22 – Henty Rd. 5-2-22 – Report of smoke Dowdells Line. 11-2-22 – Hester settlement/Bridgetown. 21-2-22 – Coalfields highway car fire Roelands. 21-2-22 – Verge fire.
<i>Appliance and Equipment</i>	FLIRS gun fitted by SW fire.
<i>Training</i>	Nil.
<i>Meetings Held</i>	Nil.
<i>Membership – Recruitment/Resignation</i>	One new member.
<i>Concerns</i>	Why Dardanup appliances were called out on 21-2-22 to a car fire in morning reported as nearest intersection SW Highway & Dowdells Line. Actual location Coalfields Highway. Verge fire Coalfields Highway in afternoon. On 5-2-22 I called Com Cen. Call rang out. Called back asked to send a stand down false call SMS which wasn't sent.
<i>Initiatives</i>	Santa run around town 24/12/21.
<i>Other News</i>	Nil.

Item/s For BFAC Discussion

1. *Harvest and Movement of Vehicle Bans.* Feel they are being used too frequently. As an example, bans were declared on 4th, 5th, 6th February when 5th was the severe fire weather day and a cold front was forecast on the 6th.

Discussion:

Mr Chris Hynes explained the circumstances behind the incorrect call out referenced above involving a car fire and some ongoing issues with the Comms Centre regularly not following the protocol procedures.

Mr Ricky Southgate requested that incident numbers and details be sent through to him to investigate.

Mr Clay Rose is to forward the information to Mr Ricky Southgate as requested.

10.5 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>	12, (000) fire call outs, crews sent to Collie, Mandurah, Margret River, Dunsborough, Bridgetown and local shire turnouts.
<i>Appliance and Equipment</i>	Dardanup Central 2.4 (brakes recently fixed). High season 2.4. Appliance has had many items fixed. New pumping system installed at station working great.
<i>Training</i>	We have had two combined training nights with Dardanup West, this has been great for crewing high season appliance, with crews from other brigades as well. Dardanup Central train or meet every two weeks.
<i>Meetings Held</i>	Several meetings held with details of new station opening, High season appliance, Alex Poad Honour board.
<i>Membership – Recruitment/Resignation</i>	We have had three resignations, no new members. Mandatory Vaccination, 13 members non-compliant, 6 members have completed their booster.
<i>Concerns</i>	Nil.
<i>Initiatives</i>	Combined training nights with Dardanup West has been great for sharing skills and knowledge. <i>Alex Poad Honour Board</i> Recognising past contributions to the brigade has been very rewarding, we are still working through this process.
<i>Other News</i>	New station opening held on 13 th January with the DFES Commissioner, and Minister for Emergency Services, Hon. Stephen Dawson. Great morning with the official opening taking place with Brigade members and local government and members of the public. We are still working with the Shire to purchase many of the items for the new station, there has been many problems processing orders due to lack of availability and limits on accounts. The Commissioner Darren Klemm also after seeing our barbeque in a poor state of repair has given \$2000 dollars for a new one.

Item/s For BFAC Discussion

Discussion:

Mr Brendan Putt advised that the new fire shed is fantastic and they are working through the last of the fit-out. He also discussed the ongoing issue of recruiting new members.

Mr Ricky Southgate advised he would follow up with Commissioner Klemm for the \$2,000 donation promised for a new barbeque.

10.6

Title: Ferguson Fire Control Officer Report – Mr Lyndon Skeers

Reporting Department: Ferguson BFB

Reporting Officer: Lyndon Skeers

(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>	Hester 3 shifts with Joshua Crooked Brook. Joshua Creek 2 short shifts. No permit Pile Road. Stood down Henty Rd.
<i>Appliance and Equipment</i>	Received new Ute.
<i>Training</i>	Private burns, Pile Rd, Bush Shack and one more. 6 training sessions that have now stopped due to Shire requirements.
<i>Meetings Held</i>	1 end of year wind up.
<i>Membership – Recruitment/Resignation</i>	COVID-19 vaccine mandate used as an opportunity to review membership lists and contact members individually. As a result, we have removed 15 members that have retired or left the area. Three new members (one cadet) have joined since last meeting, including one trained from the Donnybrook Shire. Commitment from two new landowners, subject to timing of construction of residence.
<i>Concerns</i>	How hard it is to get people removed from the membership list, 000 call out or put on it. <u><i>Officer Comment – Ms Melissa Howard – Emergency Management Officer</i></u> <i>There are three (3) different membership lists management by DFES in consultation with Local Government, these include;</i> <ul style="list-style-type: none"> • <i>Brigade Membership – lists all volunteer ID, names and roles.</i> • <i>SMS Listings – lists active volunteers to receive notifications/ call outs.</i> • <i>Group Call – Includes the CBFCO, DCBFCO only.</i> <i>The Shire provides any amendments to Brigade memberships or SMS listings to DFES for approval before it is sent to CAD in Cockburn. These amendments can be verified in the following Local Government Report that DFES provides on a monthly</i>

	<p><i>basis. There have been occasions where amendments have not been made and forms have been resent. The Shire cannot directly update DFES records and rely on this process.</i></p> <p><i>Please keep making the amendments as required on your listings.</i></p> <p>Still waiting for big maps of the area to be printed.</p> <p><u><i>Officer Comment – Mrs Erin Hutchins – Coordinator Emergency & Ranger Services</i></u></p> <p><i>Due to the extended vacancy of the GIS & Data Analyst position within the Shire, the request was unable to be filled. In addition, the mapped areas required updating prior to providing copies to the brigades.</i></p> <p><i>The position has recently been filled and Officers will be working closely with the Analyst to provide brigades with updated maps.</i></p>
<i>Initiatives</i>	We are finalising a donation from a company that will enable us to get a Defibrillator installed on the outside of the shed, the closest is Dardanup town or Ferguson Hall.
<i>Other News</i>	We have painted the shed floor, had Celfi installed.

Item/s For BFAC Discussion

1. Hester, Chemical exposure (CCA) concern, brigade members counting logs (pointless task at that time of the fire) with just face masks on for about 1.5 hours, the contamination would have been all over their uniforms and ute. After that it took the Shire till Thursday to call to get peoples uniforms dry cleaned and told us to clean our fire appliances.

Officer Comment – Ms Melissa Howard – Emergency Management Officer

The Shire was advised of the hazard exposure that occurred at the Hester Timber Mill in the recent Bridgetown incident on Thursday, 10th February 2022 by DFES AO Forrest at 10.38am. The Shire then collected relevant information from FIRS Reports to determine which members were in attendance and forwarded the information on the same day at 3.31pm.

Discussion:

Mr Ricky Southgate further detailed the incident and steps taken (PPE used etc) to address any concerns of the attending Brigade.

The Committee were advised that uniforms were dry-cleaned after the event to ensure no chemical residue remained.

2. Hester, Transport people expected to take their personal car to Bridgetown, fatigue and driver safety was my main concern as the Saturday night crew were awake all day working through the night then expected to drive ~1.5hrs home Sunday morning.

Discussion:

The issue of safety concerns over some Brigade members being awake for excessive periods of time, then having to drive vehicles back to base was raised.

Mr Ricky Southgate advised that there is no expectation for volunteers to drive after being awake for long periods. He advised that if any volunteer had concerns about fatigue they can advise their sector commander (line manager) and arrangements can be made.

3. Vehicle movement bans, information not up to date, different times, and dates on the website as was sent. Most of the public don't even know about the ban and what that means.

Discussion:

This issue was discussed under Item 10.1.

4. Fire breaks. First off, inconsistencies between those that received an infringement vs a work order and the number of fire break exemptions recommended by the Rangers.

Officer Comment – Mr Murray Halden – Senior Ranger

The general guide employed by Rangers when inspecting properties for compliance with the Shire's Fire Prevention Notice is if the property owner has not carried out any works or the attempt was minimal an infringement notice will be issued. If a property owner has made an attempt to meet the Fire Prevention Order, an improvement notice is issued to rectify the outstanding issues. The notices also inform property owners that the property will be reinspected again within 14 days for compliance.

Rangers only suggest to property owners to make an application for fire break exemptions. The FCO for the area has the authority to either approve or decline any applications. These are presented at the October BFAC each year for endorsement. Late applications are approved or declined based on the FCOs recommendation. In addition, at a previous BFAC held in 2021, FCOs agreed to a guide to approving/declining exemptions to maintain consistency across zones.

5. The fuel card issue resulted in the appliance being parked with 1/3 of a tank of fuel. The low fuel alarm activated which made communications difficult due to the persistent high volume alert (same as the low water but with no mute capability).

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

Due to the fuel card being misplaced, the Shire was required to cancel and reorder a replacement card. This has now been completed and a new card provided to the brigade.

Discussion:

Mr Lyndon Skeers requested that Mr Anthony Congdon, Captain Ferguson District speak to this item. The Chairman allowed this request.

Mr Anthony Congdon explained that the low fuel alarm on the vehicles is a safety hazard as there is no way to turn it off on the new light tankers and it is extremely debilitating.

Mr Ricky Southgate advised he would look into the issue, but stated that once the vehicle's fuel's supply is too low, it is no longer classed as a firefighter appliance because it does not have the ability to pump the water.

6. Strike force communications could be improved by sending a contact card and the radio channel being used to vehicles joining the convoy. The screenshot of a contact card made it difficult for my communications person to call the OIC of the strike force.

Discussion:

Mr Anthony Congdon advised this was related to the previous issue as they couldn't contact Strike Force while the alarm was going off and ended up separated at the point of connection in Bridgetown

Mrs Erin Hutchins queried Mr Skeers on an item listed under Concerns in the above table relating to the Membership List.

The Committee discussed that there seems to be issues where the most up to date versions are being superseded by old versions. Mr Skeers agreed to forward details via email to Shire Officers for further follow up through DFES.

10.7 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>	20 th Jan – Keenan Road, West Dardanup. 21 st /22 nd Jan – Joshua Creek Road. 5 th Feb – Bridgetown. Members have also attended the Wooroloo and Rockingham fires with other brigades.
<i>Appliance and Equipment</i>	Nothing to report.
<i>Training</i>	COVID restrictions have meant we are not training at present.
<i>Meetings Held</i>	Once committee and active fire fighters meeting was held in February at a private property. Brigade restructure, cadets and a number of other items were on the agenda.
<i>Membership – Recruitment/Resignation</i>	No new members yet. We have however about five families in the valleys so will be making the appropriate approaches.
<i>Concerns</i>	Members who whilst are good fire fighters are not vaccinated.
<i>Initiatives</i>	Nothing new to present.
<i>Other News</i>	<p>With West Dardy's FCO being unwell I took on the issuing of burn permits for his area. I gave out about 30 as well as a number of fire break exemptions. I think that West might be well served in having two FCO trained members to share that load.</p> <p>By now many of you will know that Vicki and I have left the valleys and have moved to Perth. It has been a privilege for me to have been involved in the BFAC over the last ten years. I thank you for your generous acceptance of a totally inexperienced firefighter in your midst.</p> <p>Joshua Creek Road 21st /22nd Jan. A special note of thanks for all the brigades that turned out so efficiently and willingly. It had the potential to jump the road and rush across the dry pasture. Together we got it under control, special thanks to Rob, Deputy Chief, for his work.</p>

Item/s For BFAC Discussion

1. Burn permits. With no trained FCO we will be looking for support from nearby brigades for the few that are applied for until our AGM and the brigade is set up again.

Discussion:

Mr Grant Ratcliffe advised that training needs to be stepped up over the next 6 months to get the Brigade back on track.

10.8

Title: Upper Ferguson District Fire Control Officer Report – Mr Ryan Gibbs

Reporting Department: Upper Ferguson

Reporting Officer: Ryan Gibbs

(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	4/1/22 Elgin Rd – Elgin. 21/1/22 Warburton Rd - Joshua Brook.
Appliance and Equipment	Appliance and equipment in sound working order.
Training	No training during active bushfire season. Our brigade has members requiring training that we would like to work with Shire/DFES to plan for winter period. Having these planned sooner rather than later will give our members the best chance of completing required training for advanced, crew leader, sector commander etc.
Meetings Held	13/12/21 – meeting to discuss vaccinations. Tabled with Shire. 10/1/22 – meeting to fill FCO, Captain and Lieutenant roles in lieu of FCO position being vacant – Have the new officer positions been correctly recorded by Shire? <u>Officer Comment – Mrs Erin Hutchins – Coordinator Emergency & Ranger Services</u> <i>The Shire has received all signed nomination forms and relevant minutes. The Fire Control Officer position has been advertised by way of Public Notice and DFES advised of the changes. In addition, Authorisation ID cards will be provided.</i>
Membership – Recruitment/Resignation	Could it please be clarified both to Max Kerr and the brigade his membership status? It would be of benefit for clarity to certain people – is Max Kerr’s membership terminated? Or has he been placed on leave of absence? <u>Officer Comment – Mrs Erin Hutchins – Coordinator Emergency & Ranger Services</u> <i>Max Kerr is currently on a leave of absence and is able to return once compliant with State Directions or if the Directions are revoked.</i>
Concerns	Documenting COVID vaccination status is/will become onerous and a burden to volunteer administrators. Especially when the records are not lodged correctly by DFES or Shire. It is taking significant time - suggest a streamlining of this process be considered.

	<p><u>Officer Comment – Mrs Erin Hutchins – Coordinator Emergency & Ranger Services</u></p> <p><i>In conjunction with DFES, the Shire has been managing a Volunteer COVID register for over 400 of its volunteers. Records are updated if a volunteer provides the Shire or DFES with evidence of their vaccination status. The Shire provides regular updates to each brigade based on the information received. The process has had to be adapted over time due to changing requirements of State Directions</i></p> <p>.</p>
<i>Initiatives</i>	Active and ongoing membership drive has seen potential recruitment of further new members.
<i>Other News</i>	

Item/s For BFAC Discussion

None.

10.9 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>	10 with 48 crew positions filled. Totaling 47 hours on fire call outs.
<i>Appliance and Equipment</i>	Nil.
<i>Training</i>	Time has been spent on fitting out and into the new station.
<i>Meetings Held</i>	Time has been spent on fitting out and into the new station.
<i>Membership – Recruitment/Resignation</i>	Nil.
<i>Concerns</i>	<p>The use or rather the lack of use of radio's on the fire ground. External speakers not turned on. Ops/sector command has to make contact in person.</p> <p>No new station signage on road or wall identifying the station. How can anyone find it from outside of the area.</p> <p><u>Officer Comment – Mrs Erin Hutchins – Coordinator Emergency & Ranger Services</u></p> <p><i>Prior to the opening, the Shire lodged a request with DFES for new signage for both the Waterloo and Dardanup Central brigades. Once complete, this will be installed. Officers will follow up with DFES.</i></p> <p><i>In addition, Officers are investigating the possibility of installing "Emergency Vehicles Entering/Exiting" signage at all brigades.</i></p>
<i>Initiatives</i>	Nil.
<i>Other News</i>	Nil.

Item/s For BFAC Discussion

None.

10.10 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

Fire Call Outs	2 incidents in the Ferguson LT while we had it.
Appliance and Equipment	Nil.
Training	Monthly in house training is suspended as instructed.
Meetings Held	Monthly brigade committee meeting continue.
Membership – Recruitment/Resignation	3 new membership applications.
Concerns	<p>It seems that the addition of toilets at our station can't be built because the quotes have come in over the allowance. Where to from here?</p> <p>Funding for a flammable liquids safety cabinet was rejected so our concerns remain for the safe storage of flammable liquids within the station.</p> <p>Ricky Southgate was going to review with DFES and advise.</p> <p><u>Officer Comment – Mrs Erin Hutchins – Coordinator Emergency & Ranger Services</u></p> <p><i>Refer Coordinator Emergency & Ranger Services report 10.13.7.</i></p> <p>Is their plan to cover the loss of mobile phone service if power is lost?</p> <p>We need a better solution for the acquisition of Turn Out gear. We have had a request in for new boots for 3 months.</p> <p><u>Officer Comment – Mrs Erin Hutchins – Coordinator Emergency & Ranger Services</u></p> <p><i>The Shire is aware of the long time frames of volunteers waiting to receive PPE. Unfortunately, suppliers are having difficulty securing stock due to COVID-19 impacts. This is being felt across the State. Suppliers are dispatching any PPE available, however are unable to give an indication of estimated delivery times of items on back order. We appreciate your patience as we work with suppliers to deliver all PPE requirements to volunteers.</i></p>
Initiatives	Nil.

Other News	<p>We have done a bulk renewal of Volunteer ID cards. The process involves providing a new photo.</p> <p>We now have a Telstra Mobile Modem so we have internet service at our station.</p>
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Item/s For BFAC Discussion

1. Our Captain is concerned that our members are not getting any hands on experience and are not considered to turn out to fires outside our area. How can we get more inclusion in initial responses? How can we get people to advance in the brigade management if they can't get experience?
2. Plan if Mobile phone signal loss due to power supply interruption.

Officer Comment – Ms Melissa Howard – Emergency Management Officer

If Wellington Mills lose their mobile phone towers in a bushfire whether via lack of power or destroyed – Telstra has ability to set up what they call Cell on Wheels (COW). If power is lost the towers have the ability to operate for up to 16hrs on batteries which gives Telstra the window required to deploy a COW.

DFES Incident Management Team (IMT) includes Planning, Logistics, Intelligence, Operations, Public Information and Other Requirements. In a Level 2/3 incident, teams of Officers work around the clock within these areas of management, they are constantly monitoring, assessing and planning the next response tactic and present the information at IMT meetings for the IC to make the most informed decisions.

The Brigade cannot assist with Telstra infrastructure directly but the local information such as the location of towers, the community dependency on them is imperative to any Incident Controller (IC). In a larger incident the IC may not be from this Region, so local knowledge is important and appreciated.



Cell on Wheels (COW)

Discussion:

As Mr Ian Bridge was an apology, there was no representative present from Wellington Mill District.

Mr Brendan Putt suggested that due to the lack of call outs within the Wellington Mill District, their Brigade could be utilised in the Burekup / Dardanup District's to ensure their training and experience is kept current.

Mr Chris Hynes advised that where possible this is done, however it's not always as simple as suggested.

Mr Rob Drennan advised that Wellington Mills had been included in a couple of call outs at Burekup/Waterloo.

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

Reporting Department: West Dardanup Bush Fire Brigade

Reporting Officer: Neil Dyer

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

<i>Fire Call Outs</i>	Total of eight (8) incidents attended. 3 incidents occurred within the Dardanup west brigade area, 1 incident occurred within the Shire and 4 incidents occurred outside the Shire.
<i>Appliance and Equipment</i>	The 1.4 has remained with the brigade throughout the season without incident.
<i>Training</i>	Training was undertaken by the brigade until instructed to cease.
<i>Meetings Held</i>	Nil.
<i>Membership – Recruitment/Resignation</i>	Nil.
<i>Concerns</i>	Nil.
<i>Initiatives</i>	Backup power in the form of a generator and connection is now available for the Harold Douglas Stand pipe. The generator is stored at the Dardanup West station and can be delivered to site as required.
<i>Other News</i>	I would like to thank Ranger staff and Peter Robinson for assisting with exemptions/inspections within the Dardanup West district while I was indisposed.

Item/s For BFAC Discussion

None.

Discussion:

Mr Neil Dyer thanked the Ranger team and Mr Peter Robinson for assisting when he was indisposed and advised practices have now been put in place to cover any future absences. He also recognized the assistance of Mr Rob Allan.

He advised it would be good to get back into training.

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

Reporting Department: Shire of Dardanup

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

10.12.1 Annual General Meeting

A reminder that Brigade Annual General Meetings (AGM) are to be held by **15th April** each year as per the Bush Fire Brigade Local Law 2021. Due to the current climate with COVID-19, it is recommended that the AGMs are held in line with current WA Health guidelines.

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

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

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

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

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

Information Only

10.13.2 - 2022-23 Fees and Charges Prescribed Burning

As per the 6th October 2021 Bushfire Advisory Committee Minutes [Resolution BFAC 24-21], Officers have requested Prescribed Burning fees form part of the Shires 2022-23 fees and charges. Officers have used a DFES formula, currently used for Mitigation Activity Funding (MAF) works and highlighted in the table below, to calculate the costs. These fees enable the brigades to be engaged and revenue from the fees will be passed onto the brigades.

Fees and Charges Prescribed Burning		
Appliance	Rate	Formula
LT	\$50 per/hr	Total Hours x Rate x No of Vehicles
1.4	\$70 per/hr	Total Hours x Rate x No of Vehicles
2.4	\$75 per/hr	Total Hours x Rate x No of Vehicles
3.4	\$100 per/hr	Total Hours x Rate x No of Vehicles

An application fee of \$100 is also included to cover the costs of the completion of a burn prescription. Property owners will need to lodge their request for burning on private property with the Shire in the first instance, with Officers subsequently liaising with relevant brigade/s. It should be noted that these proposed fees and charges will need to be endorsed by Council.

Note: The following information was provided to the Committee prior to the meeting.

FURTHER INFORMATION

The Shire received some queries in relation to Item 10.13.2 *Fees and Charges Prescribed Burning* of the Coordinator & Ranger Services Report. Outlined below are the queries, with our responses for your information and discussion under Item 10.13.2 this evening:

Q 1. Is it proposed that it be mandatory for Private land owners to apply to the Shire for assistance from a Brigade. Can the land owner approach the Brigade directly?

Shire Response: If approved, yes it will be mandatory. This should be to process even if a brigade is using the burn as a training exercise (no fee applied). This ensures a burn prescription, that considers associated risks, is completed. In addition, this will ensure that as the brigades have been directed by the Shire to perform the "brigade activity" they are covered by insurance.

Q 2. Is it proposed that the \$100 application fee be applicable to only those application made to the Shire where Brigade assistance is requested, therefore an application (other than a Permit to Set Fire to the Bush) is not required for a private burn where Brigade assistance is not requested.

Shire Response: For a private burn to occur with the assistance of a brigade, an application is to be completed and the proposed \$100 application fee be will applicable.

Q 3. Will the total amount of the hourly charged revenue be paid to the brigade/brigades?

*Shire Response: It is **proposed** that all costs, minus the application fee, are paid to brigades.*

Q 4. How quickly will the Shire be able to assess and approve the application?

Shire Response: The current shire prescription takes a minimum of 21 days to complete due to its complexity. The DFES "simple" burn prescription, could be utilised for burns on private property, which would require less time. It will depend on the complexity of the burn and will vary from one property to another.

Q 5. What happens if the Brigade can't assist? Does the application fee get refunded?

Shire Response: Yes, a 50% refund, if no further administration from the Shire is undertaken.

Discussion:

The Committee extensively discussed the proposed \$100 Application Fee. The general consensus of the FCO group was that a 'one fee covers all' approach was not reasonable. Some Burns would be so minor that an Application Fee would not be considered appropriate (and could discourage landowners from seeking assistance), however, in the case of Burns on behalf of Industry, the full \$100 Administration Fee would be considered fair and necessary. Various options of how to categorise the Burns were discussed.

The Committee was reminded that the Resolution to be voted on was the proposed fees and charges to be implemented in the Shire 2022-23 Fees and Charges for Prescribed Burning, not the Application Fee.

The Committee discussed whether an Application had to be done. Mrs Erin Hutchins outlined that when a Brigade assists with burns, an Application should always be done and that using the DFES Simple Burn Subscription was an option. Once that is submitted to the Shire the Brigade is engaged by the Shire to complete the work and would be insured by the Shire to complete the activity.

The following was discussed prior to the Closure of the meeting, but as it pertains to this Item, the discussion will be captured here:

Mr Andre Schönfeldt asked the Committee to consider what category/stream it deemed appropriate for the Application Fee. The Committee agreed that three categories would be appropriate:

- 1) Support/Minor Burn – no Application Fee.*
- 2) Medium/Training Burn - \$50 Application Fee.*
- 3) Complex Burn - \$100 Application Fee.*

**OFFICER RECOMMENDED RESOLUTION &
BUSHFIRE ADVISORY COMMITTEE RESOLUTION "A"**

BFAC 02-22 MOVED - Cr Tyrrell Gardiner SECONDED - Mr Clay Rose

THAT the Bushfire Advisory Committee advises Council that it supports the following proposed fees and charges to be implemented in the Shires 2022-23 Fees and Charges for Prescribed Burning:

i.	LT	\$50 per/hr	Total Hours x Rate x No of Vehicles
ii.	1.4	\$70 per/hr	Total Hours x Rate x No of Vehicles
iii.	2.4	\$75 per/hr	Total Hours x Rate x No of Vehicles
iv.	3.4	\$100 per/hr	Total Hours x Rate x No of Vehicles

CARRIED

10.13.3 Committee of Management

Recently there has been a need for volunteers forming part of a brigade Committee of Management (CoM) to be replaced. As per Part 2, Division 1 s2.2 (1) (5) - *If a position referred to in sub-clause (1)(c) becomes vacant prior to the completion of the first annual general meeting, then the local government is to appoint a person to fill the vacancy in accordance with sub-clause (2).* A suitable person can be appointed and hold the position until the change in the CoM after the AGM process is complete.

Previously, Mr Ricky Southgate – DFES AO has offered to assist with necessary training of new Officers if required. Shire Officers will work with DFES to ensure training is available when training is reinstated.

In January, Upper Ferguson VBFB voted the below members to form part of the CoM, due to Officer positions becoming vacant.

- FCO – Grant Ratcliffe
- Captain – Ryan Gibbs
- Lieutenant – Clinton Float
- Lieutenant – Ben Gardiner

It is noted that Max Kerr is currently on a leave of absence.

In accordance with the 2021 Bush Fire Brigade Advisory Committee Terms of Reference, (Appendix BFAC: 3.1) one of the objectives of the Bushfire Advisory Committee is to endorse Bushfire Control Officers.

- 5.2 *Provide endorsement of Bushfire Control Officers and implement the election of Chief Bush Fire Control and Deputy Chief Bush Fire Control Officers.*

OFFICER RECOMMENDED RESOLUTION & BUSHFIRE ADVISORY COMMITTEE RESOLUTION “A”

BFAC 03-22 MOVED - Cr Mick Bennett SECONDED - Mr Clay Rose

THAT the Bushfire Advisory Committee recommend that Council endorse the following person as the Bushfire Control Officer, with the position expiring on 01/07/2022 pursuant to Section 38(1) of the Bush Fires Act 1954

District	Officer
Upper Ferguson	Grant Ratcliffe

CARRIED

FCO Peter Robinson has left Joshua Crooked Brook VBFB, in addition to Captain Paul Rafferty standing down from his Captaincy. As mentioned previously, suitable officers can be appointed and hold the positions until the change in the CoM after the AGM process is complete. Mr Peter Buck was nominated by the Chief Bushfire Control Officer to fill this position in the interim until the AGM process has been completed.

OFFICER RECOMMENDED RESOLUTION & BUSHFIRE ADVISORY COMMITTEE RESOLUTION "A"

BFAC 04-22 MOVED - Cr Mick Bennett SECONDED - Cr Tyrell Gardiner

THAT the Bushfire Advisory Committee recommend that Council endorse the following person as the Bushfire Control Officer, with the position expiring on 01/07/2022 pursuant to Section 38(1) of the Bush Fires Act 1954

District	Officer
Joshua/Crooked Brook District	Peter Buck

CARRIED

10.13.4 Local Government Grant Scheme (LGGs)

The Shire sent an email to FCOs, Captains and Secretaries on the 2nd February requesting the Shire be provided with any PPE and/or equipment requirements by 4th March to ensure they are captured in the 2022-2023 LGGs application. Thank you for those who submitted their requests.

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

The following Local Government Grants Scheme 2021-2022 budget figures are provided for information purposes only.

Budget	
Line Item 1-8 Operating Grant	\$170,000.00
Line Item 9	\$17,284.00
Additional State Government 2020/21 Insurance Allowance	\$13,196
Total Gross Operating Grant	\$200,480.00
Less Expenditure	
Insurance	-\$42,511.66
Line 1-8 Expenditure	-\$124,962.08
Total Expenditure	-\$167,473.74
Funds Remaining as at March 2022	\$33,006.26

Information Only

10.13.5 Volunteer Bushfire Brigade Facilities

On Thursday 13th January, the Dardanup Central and Waterloo Volunteer Bushfire Brigades were officially opened by the Minister for Emergency Services, the Hon. Stephen Dawson MLC and Fire and Emergency Services Commissioner Darren Klemm. Funding for the Dardanup Central building was achieved with thanks to a \$450,000 grant via the State Government's 2020/21 \$5.5 billion WA Recovery Plan in addition to contributions by Mr Alexander Poad and Council. Renovation and expansion of the Waterloo Bushfire Brigade Building has been achieved through Local Government Grant Scheme funding. The openings were attended by Shire staff and volunteers, DFES, Red Cross, local elders, as well as Jodie Hanns Member for Collie-Preston. Thank you to all volunteers for your contribution.

Information Only

10.13.6 COVID-19 Restrictions

In response to the most recent outbreak of COVID-19 transmission in the South West community, the following information and recommendations by DFES are supported by the Shire of Dardanup.

- The Health Department has advised three key areas of focus that we can all assist with, to minimise the spread of Omicron in our community. They are:
 - Maintaining Separation
 - A Cohort (A COVID-19 cohort, also referred to as a bubble, circle, or safe squad)
 - Maintain diligent Hygiene practices
- Omicron is much more contagious and highly airborne, so assume if 1 person in your close group has it, it is likely everyone near them will also have it.
- Volunteers are asked to consider their actions that may impact the capability of their team. An example is social gatherings with large numbers of attendees.

As of **Thursday 27th January 2022**, the following COVID restrictions applied to DFES Regional offices and all DFES Brigades, Groups and Units.

- No visitor's access permitted at DFES SW Regional office.
- No access to Career Fire & Rescue Stations other than rostered staff or essential contractors.
- Face-to-face meeting will cease until further notice. Alternates are conduct meetings via MS TEAMS, other online form, phone calls or email.
- Deliveries to DFES SW Regional Office are to be left at the front door.
- Building maintenance programs will cease (e.g. gutter cleaning, pest control)
- Regional training courses have been suspended until further notice.
- Routine equipment checks should be conducted with the minimum number of personnel.
- It is suggested that Brigades develop individual crewing rosters.
- If attending incidents, do so in accordance with Interim Operating Procedures. (available on the Volunteer Hub) When attending incidents, minimise crew numbers entering buildings.
- Post incidents, thoroughly clean all surfaces, including radios, vehicle doors, vehicle controls, etc.
- Maintain physical distancing strategies wherever possible.

As more information comes to light, we will endeavour to keep you informed and would ask everyone to be flexible and agile as we adapt to the most recent outbreak of COVID 19 in our community.

Information Only

Discussion:

As advised previously in this meeting, new advice has been distributed by DFES advising that training and face to face meetings can resume, however, to follow advice from Department of Health.

10.13.7 Flammable Liquid Safety Cabinet

At the October BFAC, Shire Officers advised that the Shire included the brigades request for a flammable liquids safety cabinet in the 2021-2022 LGGS application, however, was not approved under Line Item 9 requests by DFES. The Shire again approached DFES to gain approval to purchase a flammable liquids safety cabinet out of the LGGS operational budget and received the following response in line with the LGGS Manual for Capital and Operating Grants 2021-2022:

“Chemical/flammable liquid storage units are not an approved upgrade to an existing building. They are only approved for existing buildings if there is a major health and safety requirement”.

The Shire committed the new WHS Coordinator to assess the flammable fuels across stations and ensure their storage is in line with the requirements of the OHS Act and if required, resubmit a request to DFES. The WHS Coordinator completed an assessment and advised that the quantity of flammable liquid kept on station did not necessitate storage in a Flammable Liquid Safety Cabinet. However, it was determined the need for spill kits as per the OHS Act 1984. The Shire will include this requirement in the 2022-2023 LGGS application.

10.13.8 Personal Protective Equipment (PPE)

The Shire is aware of the long time frames of volunteers waiting to receive PPE. Unfortunately, suppliers are having difficulty securing stock due to COVID-19 impacts. Suppliers are dispatching any PPE available, however are unable to give an indication of estimated delivery times of items on back order. We appreciate your patience as we work with suppliers to deliver all PPE requirements to volunteers.

Information Only

Discussion:

Mrs Erin Hutchins apologised to the Committee for the delays in receiving their PPE. As soon as orders are received, they are being distributed.

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

None.

12. 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.]

13. MATTERS BEHIND CLOSED DOORS

None.

14. CLOSURE OF MEETING.

The Chairperson again thanked Mr Peter Robinson for his contributions to the BFAC and advised that the date of the next Bushfire Advisory Committee Meeting is to be held on 8th June 2022 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 8.21pm.



CONFIRMATION OF MINUTES

"As the person presiding at the meeting at which these Minutes were confirmed on the 8th of June 2022, I certify that these Minutes have been confirmed as a true and accurate recording of proceedings".

Signature: 

Email: tyrrell.gardiner@dardanup.wa.gov.au