



**CONFIRMED**  
**MINUTES**

**BUSHFIRE ADVISORY  
COMMITTEE MEETING**

Held

12<sup>th</sup> March 2025

At

Shire of Dardanup  
Administration Centre Eaton  
1 Council Drive - EATON

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~ Large Print  
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## VISION STATEMENT

“The Shire of Dardanup is a healthy, self-sufficient and sustainable community, that is connected and inclusive, and where our culture and innovation are celebrated.”

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#### COMMITTEE MEMBERS:

Mr Chris Hynes	-	CBFCO Eaton Townsite District
Mr Clay Rose	-	DCFCO (North) / FCO Burekup District
Mr Robert Drennan	-	DCFCO (South) / FCO Waterloo District
Mr Lyndon Skeers	-	FCO Ferguson District
Mr Neil Dyer	-	FCO West Dardanup District
Mr Grant Ratcliffe	-	FCO Upper Ferguson District
Mr Brendan Putt	-	FCO Dardanup Central District (Deputy Chairperson)
Mr Jeff Duncombe	-	FCO Joshua/Crooked Brook District
Mr Russel Harvie	-	FCO Wellington Mill District
Mr Alan Charlton	-	Fire Weather Officer
Mr Ricky Southgate	-	Department of Fire & Emergency Services
Mr Jewell Crossberg	-	Department of Biodiversity, Conservation and Attractions
Cr. T Gardiner	-	Elected Member (Chairperson)
Cr. A Jenour	-	Elected Member
Cr. T Bell	-	Elected Member (Proxy)

#### STAFF MEMBERS

Mr André Schönfeldt	-	Chief Executive Officer
Mr Ashwin Nair	-	Director Sustainable Development
Mr Patrick Hughes	-	Manager Development Services
Mr Stephen Loiterton	-	Coordinator Health, Emergency and Ranger Services
Mr Dallas Brennan	-	Emergency Management Officer
Mr Paul Sydney-Smith	-	Senior Ranger
Ms Renée Thomson	-	Personal Assistant Director Sustainable Development

#### OBSERVERS

## COUNCIL ROLE

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

## DISCLAIMER

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

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

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

**SHIRE OF DARDANUP****MINUTES FOR THE SHIRE OF DARDANUP BUSHFIRE ADVISORY COMMITTEE MEETING HELD ON WEDNESDAY 12<sup>TH</sup> MARCH 2025, AT SHIRE OF DARDANUP – EATON ADMINISTRATION CENTRE, COMMENCING AT 7.00PM.****1 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS**

The Chairperson, declared the meeting open at 7:02pm 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 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

### 2.1 Attendance

Mr Chris Hynes	-	CBFCO Eaton Townsite District
Mr Clay Rose	-	DCFCO (North) / FCO Burekup District
Mr Robert Drennan	-	DCFCO (South) / FCO Waterloo District
Mr Lyndon Skeers	-	FCO Ferguson District
Mr Neil Dyer	-	FCO West Dardanup District
Mr Grant Ratcliffe	-	FCO Upper Ferguson District
Mr Jeff Duncombe	-	FCO Joshua/Crooked Brook District
Mr Russel Harvie	-	FCO Wellington Mill District
Mr Alan Charlton	-	Fire Weather Officer
Mr. Ricky Southgate	-	Department of Fire & Emergency Services
Cr. T Gardiner	-	Elected Member (Chairperson)
Cr. A Jenour	-	Elected Member
Cr. T Bell	-	Elected Member (Proxy)

### Staff Members

Mr Ashwin Nair	-	Director Sustainable Development
Mr Stephen Loiterton	-	Coordinator – Ranger & Emergency Services
Mr Paul Sydney-Smith	-	Senior Ranger
Mrs Donna Bailye	-	Manager Governance
Mrs Renée Thomson	-	PA to Director Sustainable Development

### Observers

Mr. Keith Hynam	Capt. Wellington Mill BFB
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### 2.2 Apologies

Mr. Brendon Putt	FCO Dardanup Central District (Deputy Chair Person)
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## 3. PRESENTATIONS

None.

## 4. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

### 4.1 Bushfire Advisory Committee Meeting Held 9th of October 2024

#### **BUSHFIRE ADVISORY COMMITTEE RECOMMENDED RESOLUTION**

BFAC 01-25      MOVED -      Mr. Chris Hynes      SECONDED -      Cr. Tyrell Gardiner

**THAT the Minutes of the Bushfire Advisory Committee Meeting held on 9<sup>th</sup> October 2024, be confirmed as true and correct subject to no corrections.**

CARRIED

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

None.

**6. 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.”

None



## 7. ACTION SHEET UPDATE

No actions outstanding.

## 8 REPORTS OF OFFICERS AND COMMITTEES

### 8.1 Title: Update Report from Chief Bush Fire Control Officer

**Reporting Department** CBFCO - Dardanup

**Reporting Officer** Mr 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**

No Report Submitted.

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

*Discussion:*

*Chief Bush Fire Control Officer Mr Chris Hynes advised the committee that it has been a busy period. Issues arising have been addressed at the Leadership meeting with the Shire. Mr Hynes reported a number of fires outside our area including a big fire within the Shire along with concerns with an arsonist which are now in hand. Mr Hynes highlighted the importance of reporting any information you see or hear.*

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

**Reporting Department** Department of Biodiversity, Conservation and Attractions

**Reporting Officer** Mr Jewell Crossberg

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

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

No Report provided.

**Item/s For BFAC Discussion** - None.

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

**Reporting Department** DFES

**Reporting Officer** Mr Ricky Southgate

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

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

No Report provided.

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

*Note: Department of Fire & Emergency Services, Mr Ricky Southgate read allowed the following report to the Committee:*

#### **Fire Season 24/25**

We continue to sit in very dry conditions with the SDI still sitting at 1900 in Harvey and 2000 in Collie with a strong likelihood of dry conditions like the 23/24 season, with the season extending till July. We have had a very busy and consistent season across the Southwest and the Department acknowledges and thanks every volunteer and Shire of Dardanup staff member that has aided across the Southwest. The professionalism, organisation and effective response has seen fires controlled effectively. The DFES regional office has made application for the High threat period response protocols to be extended including the extension of Aircraft resources.

#### **Training**

The DFES Southwest region has emailed the 2025 training calendar, please make sure this has been emailed to all members, and they are aware of the application process through Eacademy for additional training requirements.

#### **Brigade training Nights**

I would like to congratulate all the Shire brigades on the work to facilitate brigade level training. The uptake of training has been well received and as always, I am happy to attend brigade training nights to support and assist as required.

#### **High Season Fleet**

The Shire of Dardanup have a high season fleet 2.4 and have crewed this extensively this fire season supporting fires within and outside the Shire of Dardanup. This work from Shire of Dardanup crews has been extensive and extremely appreciated by the Department and surrounding LGA.

#### **Lessons from recent burn over**

This fire season has seen an unfortunate accident involving a burn over in a local Shire and fortunately the crew had minor injuries due to the training and actions of the crew. Its import we always conduct burn over training preseason and ensure we capture the small detail items to prevent serious injury including

Don PPE before turning out

Ensure the vehicle windows and doors are closed  
Always conduct LACES  
Check communications before entering fire ground  
Always have a safe zone identified and communicated

*Discussion:*

*Mr. Ricky Southgate, expressed his gratitude for everyone's help and acknowledged professional Leadersip in the Brigades. Discission continued regarding the efficiency of the AVL system, FCO's and crews encouraged to use AVL. Mr Southgate assured the Committee that "the button works and is the first call to action".*

*Mr. Chris Hynes supported Mr Southgates comments and again reiterated to the Committee the importance of being prepared before rolling out.*

*FCO Burekup District, Mr Clay Rose agreed with Mr Hynes comments and highlighted the importance of preparation prior to entering the fire gounds. Key number one is to be ready to go before watching and waiting.*

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

**Reporting Department** Burekup BFB

**Reporting Officer** Mr Clay Rose - FCO

(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>	28-11-24 – Rolands 29-11-24 – Dowdells Line 02-01-25 – Yarloop 07-01-25 – Wagerup 18-01-25 – Giumelli Road 26-01-25 – Dowdells Line 04-02-25 – Bunbury 16-02-25 - Waterloo
<i>Appliance and Equipment</i>	Good condition ( intermittent issue with four wheel drive selector solenoid )
<i>Training</i>	Training : monthly training continues.
<i>Meetings Held</i>	Committee meeting 3-12-25
<i>Membership – Recruitment/Resignation</i>	One resignation.
<i>Concerns</i>	Proposed closure of car park / turn area eastern end Collie River Road will affect turning of emergency service vehicles, discussion with Shire & landowner ongoing.
<i>Initiatives</i>	Brigades attended Shire “ Summer in the park “ event Burekup Oval in December & Santa lollie run Christmas Eve.
<i>Other News</i>	Planning Tyndale farm escape route & general reconnoiter for Harvey & Dardanup BFB leadership group.

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

##### *Discussion:*

*Mr. Clay Rose FCO Burekup District informed the committee that Harvey Water would be turning the water off for maintenance from the property next door to his through to Dardanup on Sunday 16<sup>th</sup> March 2025.*

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

**Reporting Department** Dardanup Central BFB

**Reporting Officer** Mr 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>	14 calls over the summer period, we have been able to provide crews for all requests with support from Dardanup West members, sharing crews has been a great initiative.
<i>Appliance and Equipment</i>	Appliance in good working order, repairs to auxiliary pump completed at Collie fire recently.
<i>Training</i>	Currently every two weeks.
<i>Meetings Held</i>	Two brigade meetings
<i>Membership – Recruitment/Resignation</i>	Although good membership, not all have completed aims induction, plus shire induction despite a lot of contacting members, and providing training nights.
<i>Concerns</i>	-
<i>Initiatives</i>	Monthly social meets to encourage membership.
<i>Other News</i>	<b>Dardanup Cadets</b> Meeting is set with plans for upcoming season already underway. Program has a lot to offer all young people of the Dardanup shire between 12 and 16 years of age.

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

#### 1. Item One – Bush Fire Brigade Work Instructions Book

Recently I requested guidance from the Shire in regards to breeches of Shire Code of Conduct, and failure to follow DFES guildlines for safe operating procedure.

I had to follow the existing draft which is not signed off on as pointed out by Chris Hynes, I understand this is under review? I would request that guidance be given to all brigades regarding procedure to follow regarding membership termination, I refer to email sent 5 February to brigade mailbox requesting guidance from the shire.

I would also request this document be revised asap to avoid difficult situations.

#### **Officer Comment**

Due to a change in staff, the work towards a BFB Handbook had been delayed. The new Emergency Management Officer will, now that the fire season is winding down, work with brigades to progress the Handbook towards completion.

The Shire's Human Resources staff have advised that managing an incident such as that explained above would be per the Shire's policy and procedure for handling grievances. The BFB Handbook will

incorporate these references. Officers are also looking into the potential of having workshops with the brigades facilitated by an independent facilitator on dealing with grievances, conflict and conduct.

## 8.6 Title: Ferguson Fire Control Officer Report – Mr Lyndon Skeers

Reporting Department *Ferguson BFB*  
 Reporting Officer *Mr 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>	6 (including deployment to Busselton)
<i>Appliance and Equipment</i>	<ul style="list-style-type: none"> <li>• Still awaiting repairs to external light that was damaged during electrical fault last year.</li> <li>• Still awaiting stand pump repairs.</li> <li>• Light Tanker serviced in January. We request future services be completed prior to the start of the fire season. In the case of the Ferguson Brigade we are without any type of appliance and cannot attend fires in our district during the service period.</li> <li>• More noticed to be given before trucks are taken.</li> </ul>
<i>Training</i>	Fortnightly training is ongoing. We are encouraging members to enroll in courses from the Regional Training Calendar.
<i>Meetings Held</i>	Christmas party held in December, plus 'lolly run' for local children (thanks to Dardanup Central for the use of their truck).
<i>Membership – Recruitment/Resignation</i>	Nil
<i>Concerns</i>	The Brigade email is receiving very few emails. We request that the <a href="mailto:fergusonbfb@gmail.com">fergusonbfb@gmail.com</a> email be included in correspondence where possible to ensure that information communicated to individual members is not overlooked. This email is accessed by our FCO, Captain, Secretary/Treasurer.
<i>Initiatives</i>	<ul style="list-style-type: none"> <li>• Our community has set up an incorporated body to make it easier to apply for external grants.</li> <li>• Our recycling shed donated by ATCO has been completed by members and other small donations.</li> </ul>
<i>Other News</i>	-

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

#### 1. Item One – Fuel Cards

We continue to travel long distances to utilise the Ampol card and on some occasions also travel to a second fuel station if the initial one is not operational. A multiple option card would be more efficient, especially for the brigades further out of town. We have brought this up in the past and were advised that it may affect the Shires purchasing power. Has this been confirmed? If we have the option to change the cards we believe that <https://www.wexinc.com/motorpass>, <https://www.fleetcard.com.au/> or similar would work, or perhaps two or three fuel cards to different suppliers to enable us to use different stations.

#### 2. Item Two – Building Works

There have been large gaps in communication to us regarding the progress of the shed upgrades. We have been advised that progress must be made by 30<sup>th</sup> June to keep the funding that has been allocated. We request that this be made a priority and that the Ferguson Brigade is kept up to date and involved in the process.

#### **Officer Comment**

The Shire will revisit the arrangements to see if there is another option. The issuing of WEX Motorpass Fuel Cards has been investigated previously and was not suitable at that time.

The building works at Ferguson Station are funded by an Asset Management Fund grant. Unfortunately, the grant is insufficient to cover the cost of the proposed works. There have been delays in obtaining advice from the grantor on how this problem may be rectified. Very recently, advice that there is no avenue for additional AMF funds, however, an extension of time to end of December has been granted, as long as works begin by the end of June to provide the Shire time in conjunction with the brigade to explore options.

The two main options going forward are to reduce the scope of works, or partially build according to the current scope. In both cases additional funding will be sought through the Local Government Grant Scheme.

#### **Discussion:**

*FCO Ferguson BFB, Mr Lyndon Skeers thought there would be more discussion, he acknowledged there is funding issues but was disappointed they had not seen any plans and requested they be kept in the loop.*

*Director of Sustainable Development, Mr Ashwin Nair acknowledged the brigades frustration and agreed to investigating obtaining fuel cards that will allow use at all fuel stations.*

*In regards to the upgrades Mr Nair also advised that discussions with the brigades will be undertaken regarding the works and apologised for any gaps in communication.*



8.7 Title: Joshua Creek / Crooked Brook Fire Control Officer Report – Mr Jeff Duncombe

**Reporting Department** Joshua Creek / Crooked Brook BFB

**Reporting Officer** Mr Jeff Duncombe

(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>	5
<i>Appliance and Equipment</i>	Serviced – Needs low water alarm fuse holder in LT
<i>Training</i>	Commenced and joint training with Upper Ferguson
<i>Meetings Held</i>	2 meetings held
<i>Membership – Recruitment/Resignation</i>	-
<i>Concerns</i>	-
<i>Initiatives</i>	Washing machine installed and shed improvements
<i>Other News</i>	-

**Item/s For BFAC Discussion** - None.

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

**Reporting Department** Upper Ferguson BFB

**Reporting Officer** Mr Ryan Gibbs - Captain

(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>	1 on 6/12/24
<i>Appliance and Equipment</i>	No Issues – appliance serviced and operational
<i>Training</i>	In combo with JCB fortnightly outside holiday period
<i>Meetings Held</i>	-
<i>Membership – Recruitment/Resignation</i>	Stable. All inductions up to date
<i>Concerns</i>	-
<i>Initiatives</i>	Compiling maps with water points and access to land holdings in our area.
<i>Other News</i>	-

**Item/s For BFAC Discussion** - None.

## 8.9 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>	19 call-outs with a total of 99 crew member positions filled and 64 hours on fire ground.
<i>Appliance and Equipment</i>	New Waterloo LT delivered and working well. Waterloo 3.4 reversing camera not working.
<i>Training</i>	-
<i>Meetings Held</i>	-
<i>Membership – Recruitment/Resignation</i>	-
<i>Concerns</i>	Outer Bunbury area. The total inactivity of any mitigation procedures in this area is of great concern. East of Wilinger drive, in the Dardanup shire and West of the Bunbury airport going through to College grove.
<i>Initiatives</i>	-
<i>Other News</i>	-

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

#### *Discussion:*

*FCO Waterloo District, Mr Rob Drennan brought attention to the contributing weeds at the back of College Grove regarding the Prison fire. Mr Drennan advised that the large amount of fuel load in the area is dangerous, with no control burning been undertaken this pre-season Mr Drennan was concerned that Bunbury was unable to undertake the required works and suggested that the Department might need to take the lead and step up.*

*Chairperson Cr. Tyrell Gardiner stated that east of Willinge Drive is in our Shire. Mr. Ricky Southgate, DFES responded, acknowledging that the area has been identified, with portions of the area are being transitioned into regional park with DBCA and treatments are being scheduled. Mr Southgate advised that the Department has offered to facilitate controlled burning, and that the matter has been noted, and the works will be undertaken.*

*Note: CBFCO, Mr Chris Hynes left the meeting at 7:18pm and returned at 7:18pm*

## 8.10 Title: Wellington Mill District Fire Control Officer Report – Mr Russell Harvie

**Reporting Department** Wellington Mill BFB

**Reporting Officer** Mr Russell Harvie

*(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 activity Supported Davenport fire
<i>Appliance and Equipment</i>	Serviced
<i>Training</i>	4 sessions – radio, burnover, foam, power pole scenario
<i>Meetings Held</i>	4
<i>Membership – Recruitment/Resignation</i>	3 new members awaiting PPE 4 awaiting training
<i>Concerns</i>	-
<i>Initiatives</i>	-
<i>Other News</i>	-

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

1. Item One – Provision of Training
2. Item Two – BART Usage

#### *Discussion:*

*FCO – Wellington Mill District, Mr Russell Harvie highlighted that the support given by the Shire for the recent control burn was good but they will need to review traffic management for control burn, cost is prohibiting. South Road is being looked at for next season as it is dangerous.*

*Further discussion stated BART Calls have been sorted. Review of training provisions is in need as there are people waiting to do training. Mr Harvie advised that we need a smarter approach to be able to service training needs and requests at the time people put their hands up. Mr. Ricky Southgate suggested combining training options in the future. Mr. Chris Hynes confirmed that BART messaging in regards to training should not be sent between the hours of 7am – 7pm.*

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

**Reporting Department** West Dardanup BFB

**Reporting Officer** Mr Neil Dyer

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

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

<i>Fire Call Outs</i>	26 callouts within the period
<i>Appliance and Equipment</i>	Have had a seasonal 2.4 and our 1.4 available for this season. The Seasonal unit has been used by other brigades during its time with us when we were unable to provide a crew.
<i>Training</i>	training has continued throughout this quarter and thanks to Shayne and the training team for their efforts in providing interesting and informative training sessions for members.
<i>Meetings Held</i>	Brigade has been holding regular meetings with the executive to ensure the smooth running of the brigade.
<i>Membership – Recruitment/Resignation</i>	We have had a couple of members leave the brigade as they have relocated out of the area however we have also had more new members join which has ensured we have maintained our operational capacity
<i>Concerns</i>	-
<i>Initiatives</i>	-
<i>Other News</i>	-

**Item/s For BFAC Discussion** - None.

8.12 Title: Coordinator Emergency & Ranger Services Report – Mr Stephen Loiterton

**Reporting Department** Shire of Dardanup

**Reporting Officer** Mr Stephen Loiterton – Coordinator Emergency & Ranger Services

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

**Bushfire Risk Management Plan**

The Shire's current Bushfire Risk Management Plan 2019-2024 was endorsed by council on 6 November 2019. The plan is due for review by end of May.

The Shire has reviewed the plan and made a number of amendments, including transforming the plan to conform to the latest template. This draft was submitted to the Officer of Bushfire Risk Management for initial comments. These comments have been received.

The current draft of the plan is attached (Appendix BFAC: 8.12). Could comments be made asap.

The final draft is to be submitted to the Office of Bushfire Risk Management in mid-April.

The plan will be put to the Local Emergency Management Meeting of 8 May for endorsement, and thence to Ordinary Council Meeting of 22 May for final approval.

*Discussion:*

*Coordinator – Health, Emergency and Ranger Services, Mr Stephen Loiterton spoke to the report and requested that the committee forward any comments and requested they be submitted by the end of the month.*

**Fire Prevention Order – Potential amendment**

Any revisions to the Fire Prevention Order in preparation for the next fire season will go to the June meeting of the committee for endorsement.

A request has been submitted to the Shire to amend the Order.

*I am concerned about the Shire of Dardanup 2024 -2025 Fire Prevention order*

*In particular where it relates to Small holdings*

*Within that order it states that a firebreak must be installed immediately inside and along all property boundaries, 2 metres in width and 4 metres in height.*

*My concern is that based on the wording of the order a property that has garden beds, lawn or manicured scrubs on any perimeter regardless if the area is irrigated or not is treated the same as unkempt scrub or bush and is to be cleared of all trees, bushes, grasses and any other object or thing which may be flammable, leaving a surface of bare mineral earth.*

*The order gives no provision for property improvement or beautification and significantly impacts on property owners efforts to improve the overall property both in general improvement and value.*

*Whilst nothing is effectively fire proof irrigated lawns, gardens, and manicured scrubs offer far less a fire risk than non irrigated unkempt scrubs. With this in mind I believe consideration should be given to modify this and future fire prevention orders for small holdings to include the following wording*

***Firebreaks are NOT required on irrigated portions of land that is being actively and regularly irrigated throughout the entire restricted and prohibited burning periods.***

*I note there is a BFAC meeting in March 2025, I am happy to attend this meeting to discuss my concerns to achieve a positive outcome*

*I have discussed this issue with other community members and they have similar concerns and are supportive of this letter*

*I look forward to your response*

#### **Discussion:**

*General discussion took place regarding the request to amend the order for firebreaks on regularly irrigated lawns in comparison to non irrigated and unkept areas. Further discussion to take place and to be workshopped before the next Bush Fire Advisory Committee meeting in June. The Committee agreed to carry out a meeting to workshop the matter.*

#### **Mitigation Activity Fund**

The Shire of Dardanup has been granted \$242,350 to assist in undertaking 27 bushfire mitigation activities. Mitigation activities include mechanical treatments to reduce fuel levels, the creation of firebreaks and planned burns.

*Table of Approved Treatments*

Mechanical works	Gavins Gully, West Dardanup	Completed
25975 Mechanical works	Maquire Place, Dardanup West	Completed
27010 Planned burn	Marri Reserve, Tulip Grove Eaton	Not commenced
27011 Chemical works	Marri Reserve, Millard St, Eaton	Not commenced
27012 Mechanical works	Reserve, Hale Street, Eaton	Completed
27013 Mechanical works	Reserve, Charterhouse Street, Eaton	Completed
27014 Mechanical works	Reserve, Charterhouse Street, Eaton	Completed
27027 Fire access way	Millar Creek Reserve, Hazelgrove Cr, Millbridge	In progress
27037 Mechanical Works	Millars Creek Reserve, Primrose Vista, Millbridge	Completed
27038 Mechanical works	Eaton Foreshore Reserve, Pratt Rd, Eaton	In progress
27039 Mechanical works	Reserve, Charolais Mews, Eaton	In progress
27040 Mechanical works	Reserve, Charolais Mews, Eaton	In progress
27041 Mechanical works	Reserve, Bailey Loop, West Dardanup	Completed
27042 Chemical works	Verges, Fire Access Way, The Dress Circle, Henty	Not commenced
27058 Fire access way	Reserve, Bailey Loop, West Dardanup	Completed
27059 Fire access way	Reserve, Bailey Loop, West Dardanup	Completed
27060 Fire access way	Reserve, Vera Place, West Dardanup	Completed
27061 Mechanical Works	Reserve, Dardanup Rd, West Dardanup	Completed
27062 Fire access way	Reserve, Dardanup Rd, West Dardanup	Completed
27063 Fire access way	Leicester Reserve, Collie River, Eaton	In progress
27069 Planned burn	Wellington Pine Plantation, King Tree Road Wellington Mills	Completed
27070 Planned burn	Wellington Mills Road Wellington Mills	Completed
27071 Planned burn	Wellington Mills Road Wellington Mills	Completed
27085 Planned burn	Fire Access Way, Padbury Road West Dardanup	Completed
27340 Planned burn	Joshua Creek Rd Crooked Brook	Not commenced
27816 Access gate	Cormo Court, Eaton	In progress
37359 Planned burn	Gnomesville, Wellington Mill	Completed



### **Local Government Grant Scheme**

Funding for Bush Fire Brigades and State Emergency Service units is allocated via the Local Government Grant Scheme, which itself is funded by moneys collected through the Emergency Services Levy. The Shire uses Local Government Grant Scheme to fund the operational and capital expenses of its eight brigades.

To 21 February the Local Government Grant Scheme expenditure was \$198,569.05 out of the allocation of \$230,554, leaving \$31,984 remaining.

#### *Discussion:*

*Mr. Stephen Loiterton advised the committee that the Shire is moving towards a three year grant program and looking to secure one large grant to cover the 3 year period which will save a lot of work.*

### **AMF – Waterloo Bore**

Asset Management Fund grant funding was received to drill a bore at Waterloo Brigade. The bore has been drilled, and a pump connected.

It should be noted that there is no water licence for this bore. There is a general exemption when the water is being used for fire fighting. Water may not be drawn for training and other activities.

### **AMF – Ferguson Station**

Asset Management Fund grant funding was received to upgrade the Ferguson station. The Shire has worked with the brigade to develop plans for the upgrade. In December a request for quotation was issued. Unfortunately, no quotes were received that came under budget.

The Department of Fire and Emergency Services has advised that additional funding is not available as the grant funding is fully subscribed. The Shire has liaised with the Department to identify possible courses of action to progress the project. The time-frame for completion has been extended by 6 months. Also partial completion would be acceptable, with Local Government Grant Scheme funding open for applications for residual funding to complete the project. Officers will be investigating the available options with the brigade.

### **Bush Fire Brigade Work Instructions**

The current Work Instructions are a single document. A review is currently underway that will break the work instructions into a suite of documents, each to be developed and reviewed separately, that together will form the Bush Fire Brigades Handbook of the Shire of Dardanup.

Due to the change of the Emergency Management Officer, and the bushfire season, the project has been delayed. Once the fire season eases the project will be re-initiated.

### **Brigade Annual General Meetings**

A reminder that the brigade annual general meetings are due to be conducted by 15 April 2025 per the *Bush Fire Brigades Local Law 2021*. A copy of the minutes and reports tabled are to be submitted to the Shire as soon as practicable after the meeting.

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



A Treasurer's report and an Equipment Officer's report are also both due 15 April 2025, per the *Bush Fire Brigades Local Law 2021*. These can be tabled at the Annual General Meeting.

A reminder that each brigade is to submit a Secretary's report to the Chief Bushfire Control Officer by 31 May 2025, per the *Bush Fire Brigades Local Law 2021*.

*Discussion:*

*Further discussion took place regarding the working of the 2025/26 Fire Notice. It was agreed that a meeting would be scheduled to discuss before any changes put forward.*

## 8.13 Title: Firebreak Exemption – Ranger Services

**Reporting Department** Shire of Dardanup

**Reporting Officer** Mr Paul Sydney-Smith - Senior Ranger

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

### Fire Prevention Order – Temporary exemptions

Seven temporary firebreak exemptions for the 2024/25 season have been received for consideration by the committee (applications attached separately).

Lot No.	House No.	Property Address
Lot 5	47	Hollyford Place, West Dardanup
514	19	Killarney Road, West Dardanup
104	433	Wellington Mill Road, Wellington Mills
453	133	Padbury Road, West Dardanup
4	233	Garvey Road, Crooked Brook
20	18	Tweed Chase, Crooked Brook
9008		Guernsey Street, Eaton

These exemptions are temporary and for less 12 months, these will be considered by the Shire's Chief Executive Officer as per the Shire of Dardanup Register of Delegations Authority 2024-2025.

*Note: Further information was provided and tabled at the meeting. The information provided was a correction to the details provided in the Appendices (Appendix BFAC 8.13B) and the following resolution was provided for the Committees consideration.*

### **BUSHFIRE ADVISORY COMMITTEE RESOLUTION**

BFAC 02-25      MOVED -      Mr. Chris Hynes      SECONDED -      Mr. Lydon Skeers

#### **THAT the Bushfire Advisory Committee**

- Receives and supports the following firebreak exemption/variations for the 2024/25 firebreak season**

Applicant	Property	Assessment	Fire Season Expiry
Brian Kennewell	Lot 5 (47) Hollyford Place Dardanup West	A8075	2025
Theresa Pamela Barker & Daniel Vivian Barker	Lot 514 (19) Killarney Road Dardanup West	A11684	2025
Elizabeth Eastman	Lot 104 (433) Wellington Mill Road Wellington Mills	A7192	2025
Ashley Gilbert	Lot 453 (133) Padbury Road Dardanup West	A10879	2025
Danial Willcocks	Lot 4 (233) Garvey Road Crooked Brook	A11619	2025
Jason Collard	Lot 20 (18) Tweed Chase Crooked Brook	A11943	2025

2. Receives and supports the following firebreak exemption subject to the signature of the Fire Control Officer, and the address being confirmed.

Applicant	Property	Assessment	Fire Season Expiry
Parkridge Group Pty Ltd	Lot 9010 Guernsey Street Eaton	A12533	2025

CARRIED

## 9. 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.]

*Discussion:*

*The Committee discussed the restricted burning period and it was agreed that the prohibited period be extended. This information will be sent through to the Ranges, advertising to be checked and a current notice to be sent to all FCO's.*

*Cr. Tyrrell Gardiner acknowledged and welcomed Mr Paul Sydney-Smith as the new Shire of Dardanup Senior Ranger.*

## 10. CLOSURE OF MEETING.

The Chairperson advised that the date of the next Bush Fire Advisory Committee Meeting is Wednesday, 11<sup>th</sup> June 2025.

There being no further business the Chairperson declared the meeting closed at 7:38pm .



## CONFIRMATION OF MINUTES

**"As the person presiding at the meeting at which these minutes were confirmed on 12<sup>th</sup> March 2025, I certify that these minutes have been confirmed as a true and accurate record of proceedings.**

**Signed:**

(Chairman or Shire President or Other Presiding Officer)  
Email: Tyrrell.gardiner@dardanup.wa.gov.au