



# APPENDICES

## BUSHFIRE ADVISORY COMMITTEE MEETING

To be held

**Wednesday, 14<sup>th</sup> June 2023**

**Commencing at 7.00pm**

At

Shire of Dardanup  
Administration Centre Eaton  
1 Council Drive - EATON

This document is available in alternative formats such as:  
~ Large Print  
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Upon request.

(Appendix BFAC: 9.12)

ANNUAL GENERAL MEETING  
FERGUSON VOLUNTEER BUSHFIRE BRIGADE  
6th APRIL 2022  
69 GARDINCOURT DRIVE, HENTY

**MEETING OPENED AT 6.01 pm**

**PRESENT:**

**BRIGADE MEMBERS**

Tyrrell Gardiner ( <b>Chairperson</b> )	Lyndon Skeers ( <b>FCO</b> )
Anthony Congdon ( <b>Captain</b> )	Jane Skipworth ( <b>Secretary/Treasurer</b> )
Tony Albertsen	Mick Leonard
Graeme Mitchell	Andrea Robinson
Kevin Robinson	Deanne Smith
Ric Stacey	Lisa Watts
Steve Watts	Rob Webster
Doug Wells	Sue Williams
Richard Zani	Chris Hynes (CBFCO)

**OBSERVERS**

Maxine Bourne  
Lynne Mitchell  
Jess Zani  
Isaac Skeers  
Maureen Webster

**APOLOGIES:**

Ian Blakiston	James Brussen
James Campbell-Clause	Jane Fry
Wayne Fry	Richard George
Jeff Jackson	Colin Johnston
Phil Smith	Angus Stuart

**CONFIRMATION OF 2022 MINUTES:**

The minutes of the previous meeting held on 7<sup>th</sup> April 2022 were accepted as a true and accurate record.

**Moved:** R. Stacey, **Seconded:** Rob Webster

**REPORTS:**

**FCO REPORT:** Presented by Lyndon Skeers – **ATTACHED**

- Lyndon advised the meeting of the resignation of Richard George who was a long standing member of the Ferguson Volunteer Bushfire Brigade. It was suggested we make enquiries regarding any outstanding medals for Richard and make a formal presentation to thank him for his service.

- Anthony advised that we had a brilliant season and that he would like to thank every member who attended fires throughout the season.
- Anthony advised that we had a fuel card that would be divided between members
- Anthony thanked FCO Lyndon Skeers who attended almost every fire of the season.
- Anthony thanked Jane Skipworth for involving the community in brigade activities and for her ongoing work.

**FINANCIAL REPORT:** Presented by Jane Skipworth - ATTACHED

- Jane advised we received \$1000 each for our attendance at a large fire over several days at Tynedale Farm, and also for our assistance with a planned burn at Wespine. Jane thanked the members that attended those incidents.
- Jane noted that the can recycling was working well as a contribution to social activities and requested members consider dropping off their 10c recycling bottles/cans at the Brigade building.
- Jane will circulate the Brigade's number for the recycling system for funds to go directly into the Brigade bank account.
- Jane thanked Doug Wells for collating and delivering the recycling to the depot on our behalf.

**REPORTS ACCEPTED BY:** Graeme Mitchell, **SECONDED:** Richard Stacey

**ELECTION OF OFFICE BEARERS**

FCO: Lyndon Skeers

**Nominated:** Anthony Congdon, **Seconded:** Richard Stacey. **ACCEPTED**

CAPTAIN: Anthony Congdon

**Nominated:** Tyrrell Gardiner, **Seconded:** Lyndon Skeers. **ACCEPTED**

1<sup>st</sup> LIEUTENANT: Ian Blakiston

**Nominated:** Richard Stacey, **Seconded:** Graeme Mitchell. **ACCEPTED**

2<sup>nd</sup> LIEUTENANT: Jim Campbell-Clause

**Nominated:** Rob Webster, **Seconded:** Anthony Congdon **ACCEPTED**

3<sup>rd</sup> LIEUTENANT: Graeme Mitchell

**Nominated:** Tyrrell Gardiner, **Seconded:** Richard Stacey **ACCEPTED**

TRAINING OFFICER: Richard Stacey

**Nominated:** Anthony Congdon, **Seconded** : Lyndon Skeers **ACCEPTED**

SECRETARY/TREASURER: Jane Skipworth

**Nominated:** Anthony Congdon, **Seconded:** Lyndon Skeers **ACCEPTED**

COMMUNICATIONS OFFICER: Jane Skipworth

**Nominated:** Anthony Congdon, **Seconded:** Lyndon Skeers **ACCEPTED**

***ALL OFFICE BEARERS WERE ELECTED UNOPPOSED.***

**GENERAL BUSINESS:**

(Appendix BFAC: 9.12)

After discussion regarding the Brigade grounds and maintenance of equipment, and in the absence of a dedicated Equipment Officer, Rob Webster advised her would be prepared to take on grounds maintenance/mowing in conjunction with Mick Leonard.

Anthony Congdon presented medals to the following members and thanked them for their service:

- 20 years service - Tyrrell Gardiner
- 15 years service - Lyndon Skeers

Jane Skipworth advised the meeting that the Brigade had obtained a quote for embroidered polo shirts bearing the Brigade logo and name in line with other Brigades in the area and that ESL funding for the shirts was not approved. Discussion took place regarding options for purchase of the shirts. It was proposed that members would have the opportunity to purchase the shirts for 50% of the quoted cost and that the balance would be paid from Brigade funds. Jane Skipworth to forward details re cost and sizing to all members.

**MOVED:** Anthony Congdon

**SECONDED:** Jane Skipworth

The motion was unanimous.

**MEETING CLOSED:** 6:21pm

(Appendix BFAC: 9.12)

# Ferguson Volunteer Bush Fire Brigade

FCO AGM Report – April 6<sup>th</sup> 2023

It has been a busy season for the Brigade with 10 fires attended and a total of 27 crew changes. This has given most of our newly trained members the opportunity to attend their first fire.

We had a number of new members join us this fire season, most of whom have completed their basic training and received their PPE. We also have some other new members who will be completing their training in coming months, ready for next season. This will give us a total of 25 active members of varying experience levels plus a number of auxillary members who are also an important part of the running of the Brigade.

The new BART call out system has been introduced and looks like being a great asset. I would encourage all active members to familiarise themselves with the app and ask for help if unsure of any aspects of the system.

There have been some improvements to our facilities this fire season including a large screen TV for training videos, fridge/freezer and hot water system. We have applied for funding to upgrade the kitchen and will continue to push for funding to improve the facilities. This includes new signage for the front of the building and possibly a covered outdoor seating area.

As a community initiative we were able to secure funding from S32 to assist with the purchase of an external Defibrillator and this is now listed on the the St John's First Responder app.

## **Fire Exemptions/Permits**

There were 14 firebreak exemptions approved and we continue to liaise with property owners to ensure fire safety on individual properties.

7 permits to burn were issued in the November-December period, no permits have been issued since the prohibited period ended on 31<sup>st</sup> March due to the dry conditions.

## **Training and meetings**

In addition to our regular training sessions (fortnightly during the fire season, monthly during the other months) we have been able to join with other Brigades for training sessions. This has been very successful and a great opportunity for us all to meet members of other Brigades that we are likely to encounter on the fire ground.

Combining a social activity with our meetings and start-up (busy bee) activities has been successful and enjoyable and we will continue with that format next season.

In summary, it has been a busy season but we have handled it well and will continue to improve on our past performance.

**LYNDON SKEERS**  
FIRE CONTROL OFFICER

(Appendix BFAC: 9.12)  
**Ferguson Volunteer Bush Fire Brigade**

Treasurer's Report to April 5<sup>th</sup> 2023

**OPENING BALANCE** **\$8444.85**

INCOME (deposits)

Tynedale Farm \$1000.00  
(donation re fire)

Wespine - via Waterloo Brigade \$1000.00  
(Assist with planned burn)

Can Recycling \$ 154.80

**TOTAL** **\$2154.80**

EXPENSES

Refreshments \$ 93.90  
(Light Tanker drinks fridge  
and snacks, shed drinks fridge)

Defibrillator co-payment \$ 710.30

Social expenses \$1108.65

Building improvements/training equipment \$ 200.67

Gift Voucher (thank you to Kylie Campbell-Clause) \$ 100.00

**TOTAL** **\$2213.52**

**CLOSING BALANCE** **\$8386.13**

Jane Skipworth  
TREASURER

**Joshua Crooked Brook Volunteer Bush Fire brigade.**  
**Annual General Meeting**  
**20<sup>th</sup> April 2023**  
**Minutes**

FCO Jeff Duncombe opened the meeting at 18.05 and welcomed all.

Present: Laurance O'Connor, Kim Brown, Andrew and Deb White, Jeff Duncombe, John Ronzio, Raelene Birch, Greg Treasure, Chris Bouteloup, Richard Saunders, Liz Anderson

Apologies: Matty and Karen Hawkes, Cam Smith

**Annual Reports**

1. The FCO Report was presented to the meeting with brief discussion on the main points.

Motion: That the FCO Report be accepted  
Moved: Chris Bouteloup  
Seconded: John Ronzio  
Result: Motion carried

2. The Treasurer Report was presented to the meeting.

Motion: That the FCO Report be accepted  
Moved: Chris Booteloup  
Seconded: John Ronzio  
Result: Motion carried

3. The Captains Report was not available at the time of the meeting.

4. Election of Officers for 2023/2024

All positions were spilled.

The following nominations were received and endorsed unopposed by the meeting.

FCO	Jeff Duncombe
Captain:	Chris Booteloup
1st Lieutenant:	John Ronzio
2nd Lieutenant:	Cam Smith
3rd Lieutenant:	Greg Treasure
Secretary:	Andrew White
Treasurer:	Laurance O'Connor
Training:	Raelene Birch
Equipment:	Kim Brown

5. General Business:

- 5.1. The whereabouts of the Volunteers Fuel Card to be determined by Laurance and the utilised as much as practicable before 30 June.
- 5.2. It was acknowledged that the sense of community has deteriorated with the absence of regular sundowners. The fire shed is generally seen as the hub of Crooked Brook.
  - It was agreed that having dinner may stop people from feeling free to drop in and to try some “drinks and nibbles” sessions and to start at 5pm to encourage people to stop on their way home from work.
  - The idea of a “Fair” was suggested by Richard and well received.
- 5.3. The need for specific insurance for the trailer was questioned:
  - There is currently no insurance other than statutory 3<sup>rd</sup> part liability and insurance covered by the vehicle towing the trailer.
  - Chris to determine insurance requirements
- 5.4. Training requirements were discussed noting that there are many (too many?) courses available and some of the most popular courses (eg 4WD) fill quickly with the outcome that not many courses are attended by our brigade members. A general approach to be tried was suggested and will be followed up at a separate meeting:
  - A syllabus of ideal targeted requirements for active brigade members should ideally be determined
  - Members then be actively encouraged to undertake missing training
  - Arrange a group of our members and if necessary, include members from other brigades, to provide a requirement/request to DFES to hold additional instances of some courses where required.
- 5.5. Andrew provided an update on funding requests:
  - 5.5.1. Neither the Shire nor DFES will provide funding for a new slip-on unit for 4 door utilities.
  - 5.5.2. The trickle charger cable was extended and a safety cable cover installed.
  - 5.5.3. BART has been implemented but is not fully useful due to no internet cover at fire shed. In fact, its use could be misleading as once a crew member advises they are attending, if something happens before they reach the shed, another crew member waiting at the shed, has no way of receiving updates and could be left waiting at the fire shed.
  - 5.5.4. Current indication is that the Shire is likely to provide funding for a Ciphertel connection to the fire shed.
  - 5.5.5. Funding has been requested to relocate the pressure pump into the Crooked Brook Forest shed next door to relieve the noise interruption in the kitchen/meeting room area

**The meeting was closed at 19.05**



# Joshua Crooked Brook Fire Brigade

## **FCO Report**

Welcome everyone to tonight's meeting.

I think our brigade has had a very good year. I would like to thank everyone for their efforts, especially those who attended fires this fire season. Special mention should be made to Kim and Matty who successfully helped to save a house during the recent Mumballup fire. Well done boys. Our brigade attended 10-12 fires this fire season ..big year for us.

To explain how the system works, 000 calls to DEFES in Perth, DEFES then send out a conference call to Chris Hynes and all the FCO's in the shire. Chris will then send out units from different brigades he thinks will be needed.

If a fire is in another shire Chris must wait to be asked before sending units from our shire. However, if a fire is in Joshua Crooked Brook area, we would automatically send our unit.

Thank you to Boots for organising training nights ...Good job Boots

We will be getting a new light tanker soon and we will need a training night to learn how to use it. Thanks to Andrew for organising an Ipad with a detailed map and water filling points etc. We also found an old gps and it's now mounted in the ute.

I have attended 4 shire meetings and have handed out 10 fire permits this season. I hope everyone can please download the BART app and we need a training night for that too. We have applied to the shire to resolve our mobile phone reception at the fire shed ...hopefully some funds in the next round. We are also looking at installing lockers for members to leave their fire gear at the shed.



- 25/3/23 Richards Rd

Many thanks to all members of the brigade for being available to crew the truck. The load is being spread and it makes everything run smoothly when we all put our hand up to do a little bit. This season we have upskilled our less experienced members with exposure to a range of bushfire situations. We have a good mix and it should be noted plenty of Truck Drivers which is a struggle for some other Brigades.

Brigade training – Dave will touch on in his report.

Dave has facilitated a new level of training content in conjunction with JCB. We could have had more participation and I urge all members to make some effort to get involved next season.

Installation of water tank, pump etc. is complete. Thanks to Shire of Dardanup and contractor Chris Hynes for this improvement to our capabilities.

A message of thanks from Green Door.

*To the members and crews of the responding fire brigades,*

*On behalf of Ash, Kath and the entire Green Door team we just wanted to send a very huge thank you to everyone and the crews that showed up to help us yesterday. The response time was amazing and we are so grateful it was managed so efficiently.*

*Without your skills and quick actions, we know the outcome could've been much worse. We feel very lucky to have had you all there to support us, you are all kind, brave and wonderful people!*

*Thank you so much,*

*The Green Door Fam x*

## **6. Secretary and Treasurer's Report**

The banking is currently held at Westpac, as the treasurer I have not had access to the account, however I have received statements showing the following:

Opening Balance 31 <sup>st</sup> March 22	\$3333.27
Shire of Dardanup Deposit 18/8/22	\$500
Western Power Grant 20/1/23	\$638
Closing Balance 28 <sup>th</sup> Feb 23	\$4471.27

The banking is in the process of being moved to Bendigo Bank – Bunbury Branch. Kelly Lindley is the manager who usually deals with VFBF banking. In opening an account I was required to edit a previous minutes heading from “Shire of Dardanup” to “Bush Fire Service Western Australia”.

Clear effective communication is still a problem within the brigade. A new strategy is required, although difficult to establish with the lack of feedback from the majority of our members.

Thanks to Dave for securing funding for a new laptop for the brigade, hopefully this will make communication easier in the future.

## **7. Equipment Officers Report**

Appliance servicing is up to date and is fully operational. Intermittent repairs have been conducted during the year, including faulty wiring, comms, and the pump. Operation of the external intercom still requires attention (Action item 1)

The station inventory remains current and new items have been added to the asset register (e.g., water transfer pump trailer).

Stocks of gloves, goggles etc. remain available and more stock is on order to replenish used items (Action item 2).

PPE for select members (i.e., boots) have also been ordered. If new or existing members need any PPE/replacement gear, please inform the Equipment Officer.

Extensive supplies of COVID masks, gloves and hand sanitiser are in store.

Transfer of WAERN radio from Max Kerr's ute to Ryan Gibbs ute completed.

New water tank and pump facilities now installed. Operating status is TBC but all appears to be operational. Potential drainage issues to be monitored but appear to have been addressed.

Upper Ferguson was successful in its application for a Western Power Grant. \$638 was received for a dash cam for the Appliance and an additional whiteboard for training inside the office area. With the change in the UF financial institution, once funds have been transferred, the Equipment Officer will proceed with the purchase (Action item 3). An application to the Shire under the LGGs was made.

Decision on the funding application won't be known until mid-year. Funding was sought for:

- 4x new UHF radios (Shire looking into alternative funding/supply options)
- chainsaw (denied on grounds that this is only available to the SES)
- replacement laptop
- kit bag storage
- bench seating
- external blackboard/signage, etc.

The Shire raised some concerns in relation to funding request for a trailer to cart the water transfer pump. However, the Shire has supported an application to DFES for funding of a 'Fastfill Trailer Unit' (i.e., galvanised steel, heavy duty, flat top, 7' x 5', single axle trailer with spare wheel & fitted with supplied Brigade portable water transfer pumpset with full suction & discharge couplings together with layflat delivery hose stowage security fittings). A request to the Shire has been made for two wheelie bins (general rubbish and recyclables) and some rodent bait boxes and baits. These have been promised but have yet to be delivered (Action item 4)

All old drink and food stocks that were out of date or showing signs of spoilage have been discarded. An application was made to a large supermarket chain for provision of supplies, but no response was received. Additional applications/approaches need to be made (Action items 5 & 6).

It is planned that bags of provisions be pre-prepared and stored in the fridge at the start of each fire season (and periodically refreshed) that can be easily packed prior to departing to an incident. Work is underway to develop a large (AO) Plan of the Brigade Region, which contains individual title boundaries, cadastral information, water points, contact information, and on which access points/issues can be marked. Member's input will be sought. If members have suggestions for additional items or improvements, please discuss with the Equipment Officer (Action item 7).

Brigade Honour Board has been partially prepared. Names and or plaques with names to be provided to the Equipment Office so the Brigade Honour Board can be completed and mounted in the Shed (Action item 9).

Note: UFVFB Containers For Change registration ID is: C10506363. Please quote this number for the funds to be directed to the UF Fire Station account. And don't forget to remove tops from all bottles!

#### Actions:

1. Equipment Officer to request repair or operational instruction of the intercom between driver and members outside of the truck.
2. Members to consider 'logging-out' of equipment as items are taken/used to assist in reordering stock as inventories starts to run low (e.g., glasses, gloves etc).
3. Equipment Officer will proceed with purchasing dashcam and whiteboard
4. Equipment Officer to follow up with the Shire the status of wheelie bins and rodent bait boxes and baits.
5. Members to consider exercising potential relationships to explore the provision of supplies or funding to purchase supplies.

6. Brigade to consider 'recognition' for contributions received from suppliers (i.e., sponsorship).
7. Equipment Officer to engage members and obtain input into Regional Map.
8. Equipment Office to be provided with the names (or previously obtained plaques) of those members to be placed on the Brigade Honour Board.

## **8. Training Officers Report**

During the first week of October through to around mid-December efforts were made to hold fortnightly training. Training was undertaken in conjunction with the JCB brigade, with training alternating between the UF and JCB fire sheds. Majority of attendees were JCB members, but UF had a few members attend each session, hence training was of mixed success. Additional training was also held at the Wellington Mills and the Ferguson fire sheds. Training undertaken included:

- Review of fire behaviour theory and incident response procedures and protocols
- Familiarisation with the UF's Truck and JCB's Light Vehicle equipment and operation
- Pump operation
- RUI drill
- Radio Comms
- Burn-over drill
- Fire extinguisher
- First aid overview
- AED
- BART.

While these training sessions were not formal courses and nor assessed, they provided valuable opportunities to refresh skills and knowledge, and share lessons learned by those with experience. Going forward it would be great to see an increase in participation, as all members benefit from the knowledge exchanged between brigade members (Action item 1). In November, the Dardanup and Districts Residents Assoc provided brigade members with the opportunity to complete a St John 1st Aid Training Certificate. Despite the course being provided free of charge, very few members made use of the opportunity. To improve familiarity with the region in which we operate (i.e., local knowledge is critical), preliminary plans are being made to conduct a tour of our area with a focus on access points, access issues, high risk areas/premises, water sources and examples of property bushfire-readiness. The tour will likely conclude with a BBQ or similar to celebrate the end of season and thank brigade members for their efforts (Action item 2). In addition to Brigade member training, JCB hosted ~11 cadets from across Dardanup over 12 weeks. Chris Bouteloup acted as Lead Training Coordinator, and was supported by parents/members of other local brigades. This Bush Fire Cadet program targeted 12-16 year olds that may be interested in the Bush Fire Service and Emergency services in general. The program's aims were:

- Introduce Cadets to the Bush Fire Service, where they can gain a basic understanding of bush firefighting in a structured and safe manner through theory and practical training
- Introduce Cadets to the variety of Emergency services in the local area with the aim of fostering future Emergency Services personnel
- Develop friendships, teamwork and leadership abilities in a fun environment.

The cadets all completed the 12 week training sessions, including two from UF. Based on cadet feedback, the highlights were fire extinguisher training and an extended tour of the RAC Rescue Helicopter base, and seeing the chopper undertake some training drills. Most cadets have also registered to participate in the 2023 DFES Youth Programs State Camp, being held at the Northam Army Barracks from 22 April to 25 April 2023. Chris Bouteloup and David Humphreys will be providing support and supervision. Available cadets will also be participating in the Dardanup 'Youthfest' being held at Wells oval Dardanup on Friday 14 April between 1100 and 1400.

Wespine has agreed to donate approximately \$500 to the cadets program. Plans are being made to provide the cadets with an 'experience', which will most likely be at the High Ropes Adventure facility in Ludlow. Consideration is being given to expanding the cadet program in 2023 and running it out of Dardanup Central. This will be subject to sufficient brigade member volunteers being available to assist in delivering the program (Action item 3). To increase members familiarity of what training they have completed and what additional training is available, a record of members training will be placed on the notice board. If this record contains any inaccuracies, or assistance is required in registering for a training course, please contact the Training Officer (Action item 4). The Shire has advised brigades that "capturing and ensuring volunteers are receiving continued refresher training is on the Shire's WHS agenda and is currently being reviewed by the CEO" and has asked that each brigade capture attendees at all training sessions held by the brigade.

**Actions:**

1. Members to provide Training Officer with ideas and suggestions for future and repeat training topics, and or how to improve training sessions.
2. Training Officer to plan and circulate details of end of season tour of Brigade area. Members attendance and input is critical to its success.
3. Any member interested in supporting the 2023 cadet program are encouraged to contact the Training Officer or Chris Bouteloup.
4. Members to review their training records to ensure these records are current, and are encouraged to identify and enrol in 1-2 additional (or refresher) training courses each year.

**9. Communications Report**

**10. General Business**

**1. Radio Call Signs – issue is now closed. The below information is from the recent BFAC meeting.**

• 9.13.6 Radio Call signs

A complaint has been noted in relation to the call signs for the upper Ferguson and Ferguson Brigades. The substance of the complaint is that the two call signs are so similar as to cause confusion, especially if the radio operator commences to speak before they press the PTT button.

A risk assessment has been completed (Appendix BFAC 9.13.5) and forwarded to the shires WHS Officer who has fully supported and endorsed the risk assessment, with the treatments provided deemed satisfactory for the hazard to be dealt with in the best possible way to achieve a suitable outcome.

**11. BART**

1. Subscription based
2. Funding through LGGS
3. Training should occur before the start of next season including testing sessions

**12. Future of Whatsapp communications**

1. DFES and Conference Calls to continue
2. Whatsapp to remain but as a local info and chat. No incorrect emergency info should be communicated
3. Bushfire IO and emergencywa.gov.au should be relied on for emergency information, not group messages or chats which can be unreliable and incorrect
4. It should be noted that office bearers do not have access to anymore information than is easily accessible on the above sites

5. A copy of the local laws and code of conduct has been emailed to members, as well as been made available at the fireshed. All volunteers and brigade members are bound by this code of conduct in person and other communications

**13. BFAC**

1. Incidents that could cause possible harm should be reported. Reporting protocol as instructed by CBFO
  - Incident report to the FCO
  - FCO to raise the incident with the shire and DFES

**14. Request for burn off assistance.**

1. Steve Gibbs has requested burn off assistance
2. In the future
  - Standardised fees to be determined
  - Provide guidance to property owners
  - Insurance is the responsibility of the property owner
  - Roadside burns to be in written request to the shire

**15. Fuel Card**

1. To be left at the shed and used by members. Please keep a log. If unused by volunteers, Captain will use it.

**16. Request to the shire to tarmac the driveways and parking out the front of the shed and tank with the impending roadworks. A possible drainage problem is noted.**

**17. Election of Office Bearers**

FCO – Grant Ratcliffe.

Nominated by Ryan Gibbs. Approved unanimously

Captain – Ryan Gibbs

Nominated by Grant Ratcliffe. Approved unanimously

1st Lieutenant – Ben Gardiner

Nominated by Ryan Gibbs. Approved unanimously

2nd Lieutenant – Clinton Float

Nominated by Ryan Gibbs. Approved unanimously

3rd Lieutenant – Geoff Gibbs

Nominated by Grant Ratcliffe. Approved unanimously

Secretary – Helen Humphreys

Nominated by David Humphreys. Approved unanimously

Treasurer – Unfilled Position

Training Officer – David Humphreys

Nominated by Taneta Bell. Approved unanimously

Equipment Officer – David Humphreys

Nominated by Geoff Gibbs. Approved unanimously

Communications Officer – Clinton Float  
Nominated by Ryan Gibbs. Approved unanimously



Waterloo Bush Fire Brigade A.G.M

May 17 2023 commencing at 1834

Apologies: Gerry Savage, Bill Stone, Theresa Hynes and Julia Stone.

Present: Heath Hynes, Peter Manoni, Vincent Hynes, Annette Stone, Byron Albertson, James Hynes, Dillon Senior, Laurence Hynes, Terri Lewis, Robert Drennan, Jeremy Gunson, Karalee Bevan, Kaitlyn Southgate, Sandy Hynes, Julie Robinson, Kane Robinson, Kingsley Palmer, Garry Garry Edwards and Chris Hynes.

Business arising from previous minutes.

Waterloo LIA fire response has been changed to Dardanup Shire Brigades will respond 1<sup>st</sup> and then Bunbury will back up only for bush fire.

Tyndale Bridge is still closed access via marked Ford for local traffic.

Lease Fees came through for recreational ground \$220.00. Paid for two years 2022 and 2023.

Signage on Station frontage as gone up.

Road side signage still on going.

Past by Peter Manoni

FCO report Rob Drennan - Job well done

- More fires but with quicker response times fires are getting undercontrol quicker.
- Well done with working as a team. Thankyou everyone.

Shire/Chief Chris Hynes – Well managed fire season well done everyone.

-With new fire rating system 17 complete fire bans in 2023 compared to 7 Days in 2022.

Working to refine the system.

Treasure Terri Lewis Attached is the Financial Report.

- Have moved from cheque account to Card.

Donations received -Tyndale Farm

-Shire of Dardanup – Marr Reserve Burn Off

- Waterloo Progress Ass. & Hall Committee

- Via Kingsley Palmer

- Collie Steel
- West Pine
- Sadlers.

Business Arising – To get more structure into our training nights.

- Peak periods to bring training into fortnightly rotation.
- Sunday Mornings – Practical Drills
  - include other brigades, learn vehicles setup and each other.

Correspondence In- 19/01/2023 FIRS request

- 17/02/2023 Thankyou Letter Green Door
- 16/05/2023 QR Codes
- 16/05/2023 End of year gathering
- 16/05/2023 Station Training eAcademy
- 16/05/2023 Cadets Program

Correspondence Out- 17/11/2022 Western Power Grant Submission

-09/01/2023 Dardanup Shire Grant Submission

General – Thankyou to Julie Robinson for wonderful work on Facebook page.

- Approx. 5000 Facebook interactions

Thankyou from Peter for the card and flowers

Thankyou to Jasmine Stone and Sienna Vinci for their help in cleaning, setting up station before 60 year medal presentation.

Jeremy Gunson thankyou for accepting him and Gerry into our brigade.

Outside tank fitting – needing to be repaired.

Gutters – check next maintenance night.

Grass – roundup needing to be applied

Ants – poison needing to be applied.

Recreational Ground – Front fence, firebreaks and general tidy up is needed.

Presentation Night – Organise a catered meal at the hall.

-Sort with Leticia and Hannah if DFES and SHIRE want attend/Part off.

Cadets Involvement – Respond Kane Robinson and Vincent Hynes.

UHF from old 3.4 – To instal in new 3.4.

-use as training tool in conjunction with yellow UHF. To be discussed further.

Request to streamline the Deployment Register process. Closed 1951

OPEN CALL FOR THE OFFICE BEARERS

F.C.O Robert Drennan	1. Kaitlin Southgate	2. Terri Lewis
Captain Peter Manoni	1. Vincent Hynes	2. Laurence Hynes
1 <sup>st</sup> Lieu Terri Lewis	1. Vincent Hynes	2. Robert Drennan
2 <sup>nd</sup> Lieu Dillan Senior	1. Robert Drennan	2. James Hynes
3 <sup>rd</sup> Lieu Kane Robinson	1. Dillan Senior	2. Terri Lewis
Equipment Officer James Hynes	1. Laurence Hynes	2. Heath Hynes
Training Officer Kaitlin Southgate	1. Heath Hynes	2. Terri Lewis
Treasurer Annette Stone	1. Terri Lewis	2. Kaitlin Southgate

## **WELLINGTON MILLS BUSH FIRE BRIGADE AGM 2023**

MINUTES OF MEETING            Friday 28.04.2023

MEETING OPENED    6.35pm

**PRESENT-** Rob Doherty ( proxy for Russell Harvie), Ian Bridge, Karen Jorgensen, Matt Denton, Michael Milligan( proxy for Stuart Brandreth), Brigitte Milligan, Jane Field, Brad Reed, Simon Wesley, David Doherty Eric Jorgensen, Keith Higham, Liz Eastman,Brent Italiano, Kurt Jones, Ellie Jones, Simon Allington, Max Kerr, Adam Monk, Rob Watkins, Quentin Radomiljac

### **APOLOGIES**

Peter Beard, Chad Drew, Clare Jorgensen, Russell Harvie, Stuart Brandreth

### **MINUTES OF PREVIOUS MEETING**

Read and accepted :    1) Rob Doherty    2) David Doherty

### **TREASURERS REPORT    BRIGITTE MILLIGAN**

- report submitted
- closing balance 28.04.2023    \$7935.98
- thank you to community cash for cans, donations, grape picking fund raiser, donation from the family of Lyndy Scott

Report accepted    Ian Bridge & Rob Doherty

### **FCO REPORT**

- Ian Bridge resigned from position of FCO earlier in the season. The position has not been filled since then

### **CAPTAINS REPORT    KEITH HIGHAM**

- the season has been interesting with a lot of action on our boundaries. The Bushfire Ready community response was fantastic with the community keeping the brigade well informed of their actions
- DFES has nominated the Wellington Mills Bushfire Ready program for a group award at the annual conference in September
- the brigade had the use of the high season tanker for the season
- the ute proved it's worth over the season, in particular it's use in response to the South Road fire, able to avert a more serious situation from occurring
- changes to Workplace Health and Safety laws resulted in the loss of some members
- thank you to all who have stepped up
- thank you to our communications officers, Simon and Michael who manned the shed during the incidents
- thank you to Rob Doherty who stepped in when Keith wasn't able to

- Keith will be stepping down as captain as he is not able to give adequate time to the role with his work commitments
- thank you to Eric for mentoring
- Matt thanked Keith for the work he has done as captain

Accepted Simon & Matt

### **GENERAL BUSINESS**

- Michael thanked Ian Bridge for his past efforts as FCO for the brigade
- Ian responded that his resignation was a protest aimed at the Dardanup shire and DFES and not about the brigade
- Jane Field, co-ordinator of the Wellington Mill community association social nights requested that the last Friday night of the month be maintained as the community night
- Matt raised the concern that some of the shorter brigade members have difficulty on uneven ground getting in and out of the truck. The brigade will action this.

### **ELECTION OF OFFICE BEARERS**

#### FCO

Keith Higham                      nominated by: Ian Bridge                      seconded: Liz Eastman

#### CAPTAIN

Ian Bridge                      nominated by: Keith Higham                      seconded: unanimous

#### LIEUTENANTS

1) Peter Beard                      nominated by: Keith Higham                      seconded: unanimous

2) Max Kerr                      nominated by: Ian Bridge                      seconded : unanimous

3) Kurt Jones                      nominated by: Ian Bridge                      seconded: unanimous

4) Brent Italiano                      nominated by: Eric Jorgensen                      seconded: unanimous

#### SECRETARY

Karen Jorgensen                      nominated by: Ian Bridge                      seconded: unanimous

TREASURER

Brigitte Milligan                      nominated by: Karen Jorgensen                      seconded: unanimous

MAINTENANCE and EQUIPMENT OFFICER

Eric Jorgensen                      nominated by: Ian Bridge                      seconded: unanimous

TRAINING OFFICER

Russell Harvie                      nominated by: Keith Higham                      seconded; unanimous

COMMUNICATIONS

Simon Wesley                      nominated by: Keith Higham                      seconded: unanimous

Michael Milligan                      nominated by: Keith Higham                      seconded: unanimous

BUSHFIRE READY PROGRAM CO-ORDINATOR

Rob Doherty                      nominated: Eric Jorgensen                      seconded: unanimous

COMMUNITY ENGAGEMENT

Liz Eastman                      nominated: Ian Bridge                      seconded: unanimous

MEETING CLOSED 7.05PM



# ELECTION OF BUSH FIRE CONTROL OFFICER

I Eric Jorgensen hereby Nominate Ian Bridge to the position of **Bush Fire Control Officer** for the **Wellington Mills Volunteer Bush Fire Brigade** for the period commencing 1 May 2019 (year) and ending 30 April 2020 (year).

Signed

A handwritten signature in black ink, appearing to read "Eric Jorgensen", written over a horizontal line.

Nominating Person

## **Bush Fire Control Officer**

A Bush Fire Control Officer (BFCO) is appointed by Council, upon recommendation by the Bush Fire Brigade and Chief Bush Fire Control Officer, under the Act.

With completion of the relevant training the Bush Fire Control Officer is to –

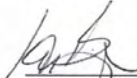
- Preside over all Brigade meetings and ensure meeting procedures are followed at all times. (In the absence of the BFCO, the Captain is to preside over the meeting. In the absence of both the meeting may elect another person to preside at the meeting).
- Provide leadership and direction to the Captain, Lieutenants, other Committee members and fire fighters to implement the objectives of the Brigade.
- Act as spokesperson for the Brigade, specifically at the Bush Fire Advisory Committee (BFAC), and generally on public relations and other matters, in conjunction with the Shire of Dardanup.
- Issue permits to burn as authorised under the Act within their area of the district.
- Inspect and report on fire hazards within their district and in the Shire of Dardanup.
- Carry out any duties prescribed under the Act and so authorised by the Shire of Dardanup.
- Take overall charge of fire suppression activities, and/or ensures the principles of the Incident Management System are being adhered to during wildfire suppression or during hazard reduction programs.



# ELECTION OF BUSH FIRE CONTROL OFFICER

I accept this Nomination and agree to fulfil all its responsibilities as listed at Section 3.3 of the Shire of Dardanup Bushfire Constitution.

Signed

  
\_\_\_\_\_  
Nominee

Date: 29.3.19





## ELECTION OF CAPTAIN

I Ian Bridge hereby Nominate Keith Hgham to the position of **Captain** for the **Wellington Mills Volunteer Bush Fire Brigade** for the period commencing 1 May 2019 (year) and ending 30 April 2020 (year).

Signed

A handwritten signature in black ink, appearing to read "Ian Bridge", written over a horizontal line.

Nominating Person

### **Captain – Role and Responsibilities**

The Brigade Captain: -

- Supports the BFCO to promote the objectives of the Brigade when, and wherever, the possibility occurs;
- Supports the BFCO and may direct the Brigade activities during wildfire suppression or during hazard reduction burning programs;
- In the absence of a BFCO may take overall charge of fire suppression activities, and/or ensures the principles of the Incident Management System are being adhered to during wildfire suppression or during hazard reduction programs;
- Assists the BFCO to provide leadership for the Brigade and related administration;
- Ultimately undertakes responsibility for the proper management and maintenance of Brigade property and equipment;
- Is to deputise for the Bush Fire Control Officer at Bushfire Advisory Committee meetings when required.

I accept this Nomination and agree to fulfil all its responsibilities as listed at Section 3.4 of the Shire of Dardanup Bushfire Constitution.

Signed

A handwritten signature in black ink, appearing to be a stylized "K", written over a horizontal line.

Nominee

Date: 29.3.19



## ELECTION OF LIEUTENANT

I Eric Jorgensen hereby Nominate Chad Drew to the position of **Lieutenant** for the **Wellington Mills Volunteer Bush Fire Brigade** for the period commencing 1 May 2019 (year) and ending 30 April 2020 (year).

Signed

A handwritten signature in black ink, appearing to be "Eric Jorgensen", written over a horizontal line.

Nominating Person

### Lieutenant

- In the absence of the Captain the most senior Lieutenant present assumes the responsibilities and duties of that officer and takes ultimate responsibility for the successful performance of all Brigade activities;
- The Brigade may increase or decrease the number of Lieutenants to meet their specific operational requirements, up to a maximum of four Lieutenants;
- Lieutenants must be ranked in seniority.

I accept this Nomination and agree to fulfil all its responsibilities as listed at Section 3.7 of the Shire of Dardanup Bushfire Constitution.

Signed

A handwritten signature in black ink, appearing to be "Chad Drew", written over a horizontal line.

Nominee

Date: 29.3.19



## ELECTION OF LIEUTENANT

I Keith Higham hereby Nominate Richard Howell to the position of **Lieutenant** for the **Wellington Mills Volunteer Bush Fire Brigade** for the period commencing 1 May 2019 (year) and ending 30 April 2020 (year).

Signed

A handwritten signature in black ink, appearing to be "K. Higham", written over a horizontal line.

Nominating Person

### Lieutenant

- In the absence of the Captain the most senior Lieutenant present assumes the responsibilities and duties of that officer and takes ultimate responsibility for the successful performance of all Brigade activities;
- The Brigade may increase or decrease the number of Lieutenants to meet their specific operational requirements, up to a maximum of four Lieutenants;
- Lieutenants must be ranked in seniority.

I accept this Nomination and agree to fulfil all its responsibilities as listed at Section 3.7 of the Shire of Dardanup Bushfire Constitution.

Signed

A handwritten signature in black ink, appearing to be "R. Howell", written over a horizontal line.

Nominee

Date: 29.3.19



## ELECTION OF LIEUTENANT

I Keith Higham hereby Nominate Richard Howell to the position of **Lieutenant** for the **Wellington Mills Volunteer Bush Fire Brigade** for the period commencing 1 May 2019 (year) and ending 30 April 2020 (year).

Signed

A handwritten signature in black ink, appearing to be "K. Higham", written over a horizontal line.

Nominating Person

### Lieutenant

- In the absence of the Captain the most senior Lieutenant present assumes the responsibilities and duties of that officer and takes ultimate responsibility for the successful performance of all Brigade activities;
- The Brigade may increase or decrease the number of Lieutenants to meet their specific operational requirements, up to a maximum of four Lieutenants;
- Lieutenants must be ranked in seniority.

I accept this Nomination and agree to fulfil all its responsibilities as listed at Section 3.7 of the Shire of Dardanup Bushfire Constitution.

Signed

A handwritten signature in black ink, appearing to be "R. Howell", written over a horizontal line.

Nominee

Date: 29.3.19



## ELECTION OF LIEUTENANT

I Simon Wesley hereby Nominate Stuart Broadwell to the position of **Lieutenant** for the **Wellington Mills Volunteer Bush Fire Brigade** for the period commencing 1 May 2019 (year) and ending 30 April 2020 (year).

Signed

A handwritten signature in black ink, appearing to be "Simon Wesley", written over a horizontal line.

Nominating Person

### Lieutenant

- In the absence of the Captain the most senior Lieutenant present assumes the responsibilities and duties of that officer and takes ultimate responsibility for the successful performance of all Brigade activities;
- The Brigade may increase or decrease the number of Lieutenants to meet their specific operational requirements, up to a maximum of four Lieutenants;
- Lieutenants must be ranked in seniority.

I accept this Nomination and agree to fulfil all its responsibilities as listed at Section 3.7 of the Shire of Dardanup Bushfire Constitution.

Signed

A handwritten signature in black ink, appearing to be "Stuart Broadwell", written over a horizontal line.

Nominee

Date: 29. 3. 19



## ELECTION OF SECRETARY

I Robert Dechery hereby Nominate Karen Jorgensen to the position of **Secretary** for the **Wellington Mills Central Volunteer Bush Fire Brigade** for the period commencing 1 May 2019 (year) and ending 30 April 2020 (year).

Signed

A handwritten signature in black ink, appearing to read "Robert Dechery", written over a horizontal line.

Nominating Person

### Secretary

The Secretary is to –

- be in attendance at all meetings and keep a correct minute and account of the proceedings of the bush fire brigade in a book which shall be open for inspection by brigade members at any reasonable time;
- answer all correspondence or direct it appropriately, and keep a record of the same;
- perform all necessary secretarial work including correspondence, reporting and filing of documents belonging to the brigade;
- prepare and send out all necessary notices of meetings;
- receive membership nomination forms;
- receive donations and other monies on behalf of the bush fire brigade, and remit them to the Treasurer upon receipt;
- maintain a register of all current brigade members which will include each brigade member's contact details and type of membership;
- provide no later than 15 May in each year, a report to the Chief Bush Fire Control Officer detailing the name, contact details and type of membership of each brigade member;
- Forward all minutes and reports to the Shire of Dardanup for recoding;
- Forward AGM minutes and reports to the Shire of Dardanup by 15 May each year.

I accept this Nomination and agree to fulfil all its responsibilities as listed at Section 3.5 of the Shire of Dardanup Bushfire Constitution.

Signed

A handwritten signature in black ink, appearing to read "Karen Jorgensen", written over a horizontal line.

Nominee

Date: 29.3.19



## ELECTION OF TREASURER

I Robert Doherty hereby Nominate Ian Barlow to the position of **Treasurer** for the **Wellington Mills Volunteer Bush Fire Brigade** for the period commencing 1 May 2019 (year) and ending 30 April 2020 (year).

Signed

A handwritten signature in black ink, appearing to read "R. Doherty", written over a horizontal line.

Nominating Person

### Treasurer

The Treasurer is to –

- receive donations and deposits from the Secretary, and deposit all monies to the credit of the bush fire brigade's bank account;
- pay accounts as authorized by the Committee;
- keep a record of all monies received and payments made, maintain the accounts and prepare the balance sheet for each financial year;
- be the custodian of all monies of the bush fire brigade;
- report on the financial position at meetings of the bush fire brigade or Committee;
- Regularly inform the Secretary of the names of those brigade members who have paid their membership.

I accept this Nomination and agree to fulfil all its responsibilities as listed at Section 3.6 of the Shire of Dardanup Bushfire Constitution.

Signed

A handwritten signature in black ink, appearing to read "I. Barlow", written over a horizontal line.

Nominee

Date: 29.3.19



## ELECTION OF EQUIPMENT OFFICER

I Robert Doherty hereby Nominate Eric Jorgensen to the position of **Equipment Officer** for the **Wellington Mills Volunteer Bush Fire Brigade** for the period commencing 1 May 2019 (year) and ending 30 April 2020 (year).

Signed

A handwritten signature in cursive script, appearing to read "Robert Doherty", written over a horizontal line.

Nominating Person

### Equipment Officer

The Brigade Equipment officer has the following specific functions-

- Responsibility for the custody, management and maintenance of all protective clothing, equipment and appliances provided by the local government to the bush fire brigade &/or the brigade's owned equipment, in good order and condition.

### Storage of Equipment

- The Equipment Officer may store all of the equipment of the bush fire brigade at a place approved by the BFCO.

I accept this Nomination and agree to fulfil all its responsibilities as listed at Section 3.8 of the Shire of Dardanup Bushfire Constitution.

Signed

A handwritten signature in cursive script, appearing to read "Eric Jorgensen", written over a horizontal line.

Nominee

Date: 29.3.19





# ELECTION OF BUSH FIRE COMMUNICATIONS OFFICER

I Robert Doherty hereby Nominate Simon Wesley to the position of **Bush Fire Communications Officer** for the **Wellington Mills Volunteer Bush Fire Brigade** for the period commencing 1 May 2019 (year) and ending 30 April 2020 (year).

Signed

A handwritten signature in black ink, appearing to read "R. Doherty", written over a horizontal line.

Nominating Person

## Bush Fire Communications Officer

- Responds to emergencies under direction of the BFCO;
- Informs the community of fire events;
- Communicates information as directed on fire suppression, prevention and awareness, including Shire and BFAC information such as timing of deadlines for installation of firebreak, permit periods and related restrictions or extensions;
- Supports the Secretary to communicate activities related to the Brigade.

I accept this Nomination and agree to fulfil all its responsibilities as listed at Section 3.10 of the Shire of Dardanup Bushfire Constitution.

Signed

A handwritten signature in black ink, appearing to read "S. Wesley", written over a horizontal line.

Nominee

Date: 29.3.19

## **WEST DARDANUP BUSH FIRE BRIGADE**

### **Minutes of the Annual General Meeting held on the 03<sup>RD</sup> April 2023 at the Fire Station on Garvey Road**

**Opened:** 3.10pm

**Present:** Neil Dyer, Lee Hutton, Peter Den Boer, Lauena Hutton, Wayne Morris, Stephen Ogilvie, Caroline Vernon, Jaxon Barrett, Amanda Gunning, Warren Gunning, Bill Ricetti

**Apologies:** Jaymen Hutton, Gregory Leech, Corrina Leech, Alan Charlton, Karen Charlton, Heather Keley Brian Keley, Scott Dennis

#### **Minutes of the last AGM 19th March 2022**

**Moved:** Rob Allan

**Seconded:** Bill Ricetti

**Carried**

#### **Business Arising**

nil

#### **Correspondence**

Inwards: Shire reports

Outwards: Nil

#### **Reports**

**Captain:** Rob attached ...

#### **Fire Control Officer:**

Niel Dyer attached

**Equipment Officer:** new fire bug needed otherwise all has been good for the season

**Financial Report:**

**Opening balance: \$4022.96**

**Income: \$2362.80**

**Expenditure: \$738.42**

**Closing Balance: \$5647.34**

**Moved:** Stephen Ogilvie

**Seconded:** Peter Den Boer

**Election of Office Bearers: opened by Lee Hutton**

<b>Position</b>	<b>Nominee</b>	<b>Mover</b>	<b>Secunder</b>
Secretary/Treasurer:	Caroline Vernon	Laurena Hutton	Lee Hutton
Fire Control Officer:	Neil Dyer	Rob Allen	Steve Ogilvie
Captain:	Rob Allen	Warren Gunning	Neil Dyer
1 <sup>st</sup> Lieutenant:	Stephen Ogilvie	Rob Allen	Warren Gunning
2 <sup>nd</sup> Lieutenant:	Jaymen Hutton	Rob Allen	Lee Hutton
3 <sup>rd</sup> Lieutenant:	Wayne Morris	Neil Dyer	Lee Hutton
Committee:	Alan Charlton, Laurena Hutton, Karen Charlton		
Training Officer:	Warren Gunning	Neil Dyer	Lee Hutton
Communication Officer:	Corrina Leech	Neil Dyer	Rob Allen
Equipment Officer:	Bill Ricetti	Warren Gunning	Lee Hutton

**General Business:**

Grant funding, west pine keen to come onboard with funding (R.Allen)  
Shire fire access tracks, DFES and BART mapping etc, (W.Morris)  
Truck servicing throughout the season, (P.Den Boer)  
Mapping / navigation and up to date (hemma)? (S.Ogilvie)  
Service medals/awards recognition ceremony, inhouse BBQ/lunch or dinner for  
brigade members (R.Allen)  
Shire anniversary parade? (P.Den Boer)  
Bart communications, how much is the brigade going to use and participate? (p.Den  
Boer)

**Meeting Closed:**                      **3.50pm**

**Attachment 1**

**FCO report 2022/23**

It has been good to be back and more involved with Brigade activities and would like to thank everyone for their continued support of the Brigade over the past first twelve months. It has been good to see most of the newer members becoming involved in the brigade and its activities.

A special thanks to our Captain Rob for his continued support both in his role as Captain and as the training officer. Rob has done a great job organising the crews and managing his Captains responsibilities however I do feel the additional burden of also being the training officer would be better managed by another member. This is the time for members to step up and for someone to take on that role.

I would also like to make special note to Pieter for his continued attention to the maintenance of the station grounds. His efforts are really appreciated and ensure the property is both fire safe and tidy.

It has been good to see the new brigade members attending training and incidents throughout the season and the guidance provided to them by the more experienced members. With the population of the area continuing to grow I look forward to more members committing to serve the community.

The Brigade has attended 18 incidents this year and unless the weather makes a noticeable change, plenty of time for more incidents to occur with people trying to clean up before winter sets in.

Land is continuing to be developed in the Dardanup west brigade area with the potential of more land being developed next year. consultation has been occurring between developers and the Shire so along with the development should come more asset to assist us in our role.

The seasonal 2.4 tanker was allocated to West Dardanup this year however due to unforeseen circumstances it again spent time with Dardanup Central. If we can maintain the active members and have enough drivers I believe there is justification to request the seasonal tanker be returned for next season.

The season did not allow the Brigade to conduct many controlled burns this year to raise funds however we did manage to squeeze in a 'sausage sizzle' during the Dardanup festival. A big thanks to Heather and Tracy for coordinating this event and

for DBC for suppling the sausages. This activity raised around \$500 which made it a worthwhile activity.

I am still waiting on the results of the LGGS funding round and will let everyone know once it has been decided.

In conclusion I would like once again thank each and everyone of you for your support to the Brigade this year.

## **Attachment 2**

Captains Report

2022/2023

A big thanks & congratulations to our great team of volunteers for another season of support. The efforts that you al put in are fantastic to say the least.

This season, so far, we have attended 17 incidents. 4 of which have been in our own locality. We have had great turnout response each time & often been able to crew both our 1.4 & the seasonal 2.4. This works towards the possibility of DFES providing a permanent 2<sup>nd</sup> Appliance stationed here.

We still have ongoing issues with DFES training. This will be an ongoing issue for the time being although I'm sure DFES will be looking into it. As it is, all we can do is keep applying for the courses when they are available and hope we get to attend.

We have had the opportunity for some deployment this season & although it was not for fire related issues we still had volunteers step up to the challenge. Thankyou to Dani & Wayne for their efforts with SES up in our States North. Also with some major fires around the southwest, we also had members helping relatives & friends to protect their properties outside of the brigade.

With our season still ongoing but hopefully getting closer to an end, thanks again to all our team, Stay safe & keep up the great work.

## **DARDANUP CENTRAL VOLUNTEER BUSH FIRE BRIGADE**

### **AGM Meeting**

**Meeting date:** 26<sup>th</sup> of April 2023

**Meeting commenced:** 18.00

**Venue:** Dardanup Central Bush Fire Shed

**Present:** Brendan Putt, Wayne Cross, Anke Hynes, Henny Royendyk, Finn Dau, Ruby Trevatan, Caitlyn Bailey, Rodney Bailey, Allison Bailey, Marcus Sainsbury, Jacob Dobrich, Matt Meijer, Luke Busher, Declan Busher, Emma Murdoch, Madison Piggott, Ben Rose, Ethan Putt, Dave Dobrich, Cinthy Royendyk.

**Apologies:** Raymond Gardner, Bryan Meijer, Ryan Shannon, Reece Depiazzi.

**Bank Balance:** \$ 8094,19

**F.C.O. report:** Brendan welcomed everyone, and would like to mention all the things that happened this year. We went on a camping trip to Lake Towerinning, which was a great success. We also had the Bull&Barrel, and this time we were on the oval that worked extremely well. Finn did a great job this training season. Finn went to a deployment to Fitzroy Crossing after the cyclone hit. He gave one week of his own time to help out. Just fantastic. Finn is also embracing technology. This year Brendan and Wayne went to the WAFES awards night in Perth. It is a very good experience and they really enjoyed it. Also like to thank Wayne, Anke and Cinthy for being a great help. A special thank you to Wayne for getting all the history from our Brigade, so we could nominate for Alex Poad's honour board. Big thank you to all the supportive members and families. We had 20 active callouts and a lot of busy bees. On the 13<sup>th</sup> of May is the 100 year celebration for Dardanup. Our truck will be in the parade as well. Thank you all.

**Captains report:** Wayne's report: Welcome everyone to the 2023 AGM. A big thank you to all our members and to your husbands, wives, partners and children. Without all your help and understanding Dardanup Central would not operate. Thanks again for all our office bearers for last year, without your dedication to this fire brigade my job would be so much harder, so thanks again. A special thanks to our FCO Brendan, you have once again been a shining light and a real driving force for Dardanup Central with all the work you do behind the scenes. Thanks Brendan. The new station is taking shape now with the improvements over the season: Blinds, new cupboards, outdoor area, recently installed pressure pump done by Chris Hynes. Great job everyone. A special thanks to my lovely wife Kate for putting up with me being at the station, waking her up at night with conference call, or attending fires. Thanks my darling. Now most importantly a very special thanks to Cinthy who is stepping down this year after serving 7 years as our Secretary/treasurer. A fantastic job Cinthy, not only that but also for organising all the food for all our events. A huge thank you from everyone. Wayne Cross.

**Training officer:** Finn's report: Good evening everyone. First off. I'd like to say a massive thank you to all of our members for quite a different but never the less still a challenging season. Your dedication to serving the community and taking time away from your lives and families is greatly appreciated by all and doesn't go unnoticed. This season for training was up and down due to appliance issues and operational incidents (which are unplanned), but still, with a great turnout of members. We held a volunteer hub and eAcademy Session, which was a hit for those who attended. Also, we put together some small practical nights, focusing on the different areas of truck and the equipment within those areas. After quite some time, we're happy to say we are finally getting somewhere with driving qualifications. We have four members who are awaiting confirmation for their courses. In conjunction with other brigades, the Shire and Dfes have been working together to try and run more courses like this in the future, specifically for the members of the eight brigades in the Shire. This year we were lucky enough to gain four new members: Emma, Bryan and Hayden as active members and Ruby as

support. Our new active members have been confirmed for their Bushfire Safety Awareness and Firefighting Skills courses in October and November this year. Our new members will be a welcomed addition to our crew, and we can't wait to have you all on the truck. According to the most recent training records, Dardanup Central has at least 30 members still active and involved within the brigade. Apart from our newer members, everyone had completed their Bushfire Safety Awareness and Firefighting Skills courses (or equivalent). This is fantastic effort, and I look forward to seeing those skills further develop in the future. Finally I'd like to thank everyone for a successful season. Any suggestions for training going forward would be greatly appreciated as it would help me gauge what members want to focus/improve on. At this stage, some training nights with Dardanup West could be on the cards. Nights like these are essential, reinforcing inter-brigade relationships and ensuring that we can join our skills together while at the same time sharing different techniques and experiences. Finn Dau.

**General business:** Proposal to start a Laurie Hynes award done every year (Brigade member of the year) by F.C.O. and Captain. Alex Poad's honour board nominations:

1. Wayne Cross. Moved Cinthy Royendyk. Seconded Luke Busher. Carried. 2. Allison Bailey. Moved Brendan Putt. Seconded Matt Meijer. Carried. 3. Ross Greenmount. Moved Cinthy Royendyk. Seconded Declan Busher. Carried. 4. Rod Bailey. Moved Dave Dobrich. Seconded Wayne Cross. Carried. 5. Raymond Gardner. Moved Matt Meijer. Seconded Luke Busher. Carried. 6. Brayden Cross. Moved Cinthy Royendyk. Seconded Henny Royendyk. Carried. 7. Laurie Hynes. Moved Dave Dobrich. Seconded Rodney Bailey. Carried. 8. Nick Kalaf. Moved Brendan Putt. Seconded Madison Piggott. Carried. 9. Brian Richards. Moved Rodney Bailey. Seconded Declan Busher. Carried. 10. Martin Piggott. Moved Cinthy Royendyk. Seconded Emma Murdoch. Carried. 11. Peter Jas. Moved Kate Cross. Seconded Madison Piggott. Carried. 12. Michael Commons. Moved Kate Cross. Seconded Allison Bailey. Carried. 13. Christine Commons. Moved Ruby Trevatan. Seconded Kate Cross.

**Positions:** All positions were declared vacant. Nominations for new positions received and accepted:

<b>POSITION</b>	<b>ELECTED</b>	<b>NOMINATED BY</b>	<b>SECONDED BY</b>
Fire Control Officer	Brendan Putt	Wayne Cross	Cinthy Royendyk
Captain	Wayne Cross	Brendan Putt	Henny Royendyk
1 <sup>st</sup> Lieutenant	Jacob Dobrich	Matt Meijer	Wayne Cross
2 <sup>nd</sup> Lieutenant	Ryan Shannon	Marcus Sainsbury	Jacob Dobrich
3 <sup>rd</sup> Lieutenant	Luke Busher	Matt Meijer	Finn Dau
4 <sup>th</sup> Lieutenant	Finn Dau	Wayne Cross	Jacob Dobrich
Equipment officer	Anke Hynes	Cinthy Royendyk	Wayne Cross
Secretary	Ruby Trevatan	Cinthy Royendyk	Anke Hynes
Treasurer	Ruby Trevatan	Anke Hynes	Allison Bailey
Training officer	Finn Dau	Brendan Putt	Dave Dobrich
Communication officer	Jacob Dobrich	Wayne Cross	Luke Busher
Maintenance officers	Henny Royendyk	Cinthy Royendyk	Rodney Bailey
	Matt Meijer	Jacob Dobrich	Dave Dobrich
	Ethan Putt	Henny Royendyk	Ruby Trevatan

**Meeting closed: 18.55**



# ELECTION OF BUSH FIRE CONTROL OFFICER

I Wayne Cross hereby Nominate Brendan Pett to the position of **Bush Fire Control Officer** for the ~~West~~ **Dardanup Volunteer Bush Fire Brigade** for the period commencing 1 May 2023 and ending 30 April 2024.

Signed

Wayne Cross

Nominating Person

## **Bush Fire Control Officer**

A Bush Fire Control Officer (BFCO) is appointed by Council, upon recommendation by the Bush Fire Brigade and Chief Bush Fire Control Officer, under the Act.

With completion of the relevant training the Bush Fire Control Officer is to –

- Preside over all Brigade meetings and ensure meeting procedures are followed at all times. (In the absence of the BFCO, the Captain is to preside over the meeting. In the absence of both the meeting may elect another person to preside at the meeting).
- Provide leadership and direction to the Captain, Lieutenants, other Committee members and fire fighters to implement the objectives of the Brigade.
- Act as spokesperson for the Brigade, specifically at the Bush Fire Advisory Committee (BFAC), and generally on public relations and other matters, in conjunction with the Shire of Dardanup.
- Issue permits to burn as authorised under the Act within their area of the district.
- Inspect and report on fire hazards within their district and in the Shire of Dardanup.
- Carry out any duties prescribed under the Act and so authorised by the Shire of Dardanup.
- Take overall charge of fire suppression activities, and/or ensures the principles of the Incident Management System are being adhered to during wildfire suppression or during hazard reduction programs.

# ELECTION OF BUSH FIRE CONTROL OFFICER

I accept this Nomination and agree to fulfil all its responsibilities as listed at Section 3.3 of the Shire of Dardanup Bushfire Constitution.

Signed

Barneton Pitt

Nominee

Date: 26-4-23

# ELECTION OF CAPTAIN

I Brendan Pitt hereby Nominate Wayne Cross to the position of **Captain** for the **Dardanup Central Volunteer Bush Fire Brigade** for the period commencing 1 May 2023 (year) and ending 30 April 2024 (year).

Signed

Brendan Pitt

Nominating Person

## Captain – Role and Responsibilities

The Brigade Captain: -

- Supports the BFCO to promote the objectives of the Brigade when, and wherever, the possibility occurs;
- Supports the BFCO and may direct the Brigade activities during wildfire suppression or during hazard reduction burning programs;
- In the absence of a BFCO may take overall charge of fire suppression activities, and/or ensures the principles of the Incident Management System are being adhered to during wildfire suppression or during hazard reduction programs;
- Assists the BFCO to provide leadership for the Brigade and related administration;
- Ultimately undertakes responsibility for the proper management and maintenance of Brigade property and equipment;
- Is to deputise for the Bush Fire Control Officer at Bushfire Advisory Committee meetings when required.

I accept this Nomination and agree to fulfil all its responsibilities as listed at Section 3.4 of the Shire of Dardanup Bushfire Constitution.

Signed

Wayne Cross

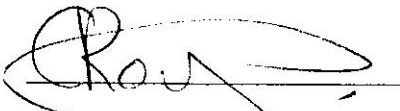
Nominee

Date: 26/4/23

# ELECTION OF SECRETARY

I Ginthy Rayendyk hereby Nominate Ruby Trewatan to the position of **Secretary** for the **Dardanup Central Volunteer Bush Fire Brigade** for the period commencing 1 May 2023 (year) and ending 30 April 2024 (year).

Signed

  
Nominating Person

**Secretary**

The Secretary is to –

- be in attendance at all meetings and keep a correct minute and account of the proceedings of the bush fire brigade in a book which shall be open for inspection by brigade members at any reasonable time;
- answer all correspondence or direct it appropriately, and keep a record of the same;
- perform all necessary secretarial work including correspondence, reporting and filing of documents belonging to the brigade;
- prepare and send out all necessary notices of meetings;
- receive membership nomination forms;
- receive donations and other monies on behalf of the bush fire brigade, and remit them to the Treasurer upon receipt;
- maintain a register of all current brigade members which will include each brigade member's contact details and type of membership;
- provide no later than 15 May in each year, a report to the Chief Bush Fire Control Officer detailing the name, contact details and type of membership of each brigade member;
- Forward all minutes and reports to the Shire of Dardanup for recoding;
- Forward AGM minutes and reports to the Shire of Dardanup by 15 May each year.

I accept this Nomination and agree to fulfil all its responsibilities as listed at Section 3.5 of the Shire of Dardanup Bushfire Constitution.

Signed

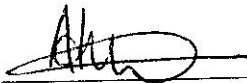
  
Nominee

Date: 26/4/23

# ELECTION OF TREASURER

I ~~Am~~ Anke Hynes hereby Nominate Ruby Trewatan to the position of **Treasurer** for the **Dardanup Central Volunteer Bush Fire Brigade** for the period commencing 1 May 2023 and ending 30 April 2024.

Signed



---

Nominating Person


**Treasurer**

The Treasurer is to –

- receive donations and deposits from the Secretary, and deposit all monies to the credit of the bush fire brigade's bank account;
- pay accounts as authorized by the Committee;
- keep a record of all monies received and payments made, maintain the accounts and prepare the balance sheet for each financial year;
- be the custodian of all monies of the bush fire brigade;
- report on the financial position at meetings of the bush fire brigade or Committee;
- Regularly inform the Secretary of the names of those brigade members who have paid their membership.

I accept this Nomination and agree to fulfil all its responsibilities as listed at Section 3.6 of the Shire of Dardanup Bushfire Constitution.

Signed



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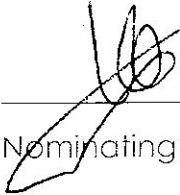
Nominee

Date: 26/4/23

# 1<sup>st</sup> ELECTION OF LIEUTENANT

I Matt Meijer hereby Nominate Jacob Dobrich to the position of **Lieutenant** for the **Dardanup Central Volunteer Bush Fire Brigade** for the period commencing 1 May 2023 and ending 30 April 2024.

Signed



Nominating Person

## Lieutenant

- In the absence of the Captain the most senior Lieutenant present assumes the responsibilities and duties of that officer and takes ultimate responsibility for the successful performance of all Brigade activities;
- The Brigade may increase or decrease the number of Lieutenants to meet their specific operational requirements, up to a maximum of four Lieutenants;
- Lieutenants must be ranked in seniority.

I accept this Nomination and agree to fulfil all its responsibilities as listed at Section 3.7 of the Shire of Dardanup Bushfire Constitution.

Signed



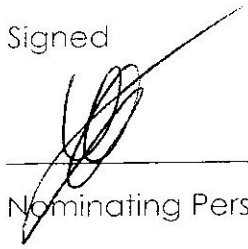
Nominee

Date: 26/04/23

# 3<sup>rd</sup> ELECTION OF LIEUTENANT

I Matt Meijer hereby Nominate Luke Busher to the position of **Lieutenant** for the **Dardanup Central Volunteer Bush Fire Brigade** for the period commencing 1 May 2023 and ending 30 April 2024.

Signed



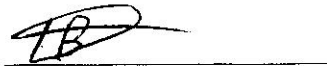
Nominating Person

## Lieutenant

- In the absence of the Captain the most senior Lieutenant present assumes the responsibilities and duties of that officer and takes ultimate responsibility for the successful performance of all Brigade activities;
- The Brigade may increase or decrease the number of Lieutenants to meet their specific operational requirements, up to a maximum of four Lieutenants;
- Lieutenants must be ranked in seniority.

I accept this Nomination and agree to fulfil all its responsibilities as listed at Section 3.7 of the Shire of Dardanup Bushfire Constitution.

Signed



Nominee

Date: 26-4-23

4<sup>th</sup> ELECTION OF LIEUTENANT

I Wayne Cross hereby Nominate Finn Dau to the position of **Lieutenant** for the **Dardanup Central Volunteer Bush Fire Brigade** for the period commencing 1 May 2023 and ending 30 April 2024.

Signed

Wayne Cross

Nominating Person

**Lieutenant**

- In the absence of the Captain the most senior Lieutenant present assumes the responsibilities and duties of that officer and takes ultimate responsibility for the successful performance of all Brigade activities;
- The Brigade may increase or decrease the number of Lieutenants to meet their specific operational requirements, up to a maximum of four Lieutenants;
- Lieutenants must be ranked in seniority.

I accept this Nomination and agree to fulfil all its responsibilities as listed at Section 3.7 of the Shire of Dardanup Bushfire Constitution.

Signed

Finn Dau

Nominee

Date: 26-4-23





# ELECTION OF BUSH FIRE TRAINING OFFICER

I Brendan Putt hereby Nominate Finn Dau to the position of **Bush Fire Training Officer** for the **Dardanup Central Volunteer Bush Fire Brigade** for the period commencing 1 May 2023 [year] and ending 30 April 2024 [year].

Signed

Brendan Putt

Nominating Person

## Brigade Fire Training Officer (BFTO)

The Brigade Fire Training Officer (BFTO) is elected by the Brigade and is responsible to the Local Government Fire Training Coordinator and is part of the Training Committee, and has the following specific functions—

- To organise regular training sessions within the Brigade;
- To encourage and facilitate Brigade members to undertake training;
- To provide liaison between Brigade members and the LGFTC/Training Committee;
- To forward any training related records to the Local Government Fire Training Coordinator (LGFTC).
- Is responsible to the LGFTC whose role is: -
  - To ensure that members of the Brigades receive training that is consistent with the Act and the policies of the Shire of Dardanup and DFES;
  - To encourage and facilitate Brigade members to undertake training;
  - To encourage suitably experienced members of the Brigades to become Trainers;
  - To chair meetings of the Training Committee;
  - To represent the Brigades on any training committee requested.

I accept this Nomination and agree to fulfil all its responsibilities as listed at Section 3.9 of the Shire of Dardanup Bushfire Constitution.

Signed

[Signature]

Nominee

Date: \_\_\_\_\_

# ELECTION OF EQUIPMENT OFFICER

I Ginthy Royendyk hereby Nominate Anketlynas to the position of **Equipment Officer** for the **Dardanup Central Volunteer Bush Fire Brigade** for the period commencing 1 May 2023 (year) and ending 30 April 2024 (year).

Signed



Nominating Person

## Equipment Officer

The Brigade Equipment officer has the following specific functions-

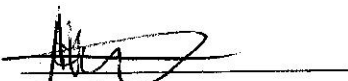
- Responsibility for the custody, management and maintenance of all protective clothing, equipment and appliances provided by the local government to the bush fire brigade &/or the brigade's owned equipment, in good order and condition.

## Storage of Equipment

- The Equipment Officer may store all of the equipment of the bush fire brigade at a place approved by the BFCO.

I accept this Nomination and agree to fulfil all its responsibilities as listed at Section 3.8 of the Shire of Dardanup Bushfire Constitution.

Signed



Nominee

Date: 26/4/23

Shire of Dardanup

# ELECTION OF BUSH FIRE COMMUNICATIONS OFFICER

I Wayne Cross hereby Nominate Jacob Dobrich to the position of **Bush Fire Communications Officer** for the **Dardanup Central Volunteer Bush Fire Brigade** for the period commencing 1 May 2023 (year) and ending 30 April 2024 (year).

Signed

Wayne Cross

Nominating Person

## Bush Fire Communications Officer

- Responds to emergencies under direction of the BFCO;
- Informs the community of fire events;
- Communicates information as directed on fire suppression, prevention and awareness, including Shire and BFAC information such as timing of deadlines for installation of firebreak, permit periods and related restrictions or extensions;
- Supports the Secretary to communicate activities related to the Brigade.

I accept this Nomination and agree to fulfil all its responsibilities as listed at Section 3.10 of the Shire of Dardanup Bushfire Constitution.

Signed

Jacob Dobrich

Nominee

Date: 26/04/23

## Burekup Bush Fire Brigade – AGM Meeting Minutes

Tuesday 11<sup>th</sup> April 6.00pm

**Attendees:** Tony Jenour, Janica Jenour, Katrina Davies, Peter Davies, Tom Davies, Clay Rose, Tom Foster, Rhys Tatham, Mark Bremner, Chris Jenour, Mark Clark, Murray Murfit  
Mark Crispin & Scott Bradby (Via Teams until 7.15pm)

**Apologies:** Kendall Foster, Jason Van Nierop, Adrian Noonan, Mick Breheny, Sally Barnden, David Stol, Nathan King, Stuart Heasman, Luke Whitford

**Visitors:** Tyrrell Gardiner, Chris Hynes

### 1. Welcome and Apologies

1.1 Tyrrell Gardiner (requested by Clay Rose to Chair meeting) declared Meeting Open 6.16pm

### 2. Confirmation of Minutes

2.1 The Minutes of the AGM held 07.04.2022, as presented, be confirmed as a true and correct record.

Moved: Janica Jenour

Seconded: Tony Jenour

### 3. Captain's Report

- Firstly, Thanks to all of you who have contributed some way in the last year, whether in an operational or Non-operational role. Thankyou.
- **Fires Attended:** From the 11.05.2022 – 209 Simpson rd. – 10 Warburton rd. Brunswick – Vehicle fire Dowdell's line – 622 Waterloo rd. – 493 Collie River rd. – Vehicle fire Dowdell's line – 16 Delaware loop Roelands – 385 Harris rd. Paradise – Vehicle fire Forrest Highway – 13346 South west Highway Brunswick – Springton Henty rd. – 4 Orchard rd. Burekup – Dowdell's line O'Connor rd. – 1112 Henty rd. – Vehicle fire Dowdell's line x SWH.
- **Community engagement:** Christmas Santa run as always had a great response from the community. Well done to all involved. ANZAC Day wreath laying by Katrina and Kendall.
- **New Members:** We have signed Sally Barnden this year as a new member, first training booked for May.
- **On Road Driver Training:** we have continued to challenge the Shire and DFES in regards to the lack of On Road driver training for the Dardanup shire. With Brigade members continually being bumped off the course, DFES and the Shire are running one specifically for the Dardanup shire. We have managed to secure a few positions on this.
- **Truck drivers' licence:** The Shire is finding 4 x Drivers licences for BFB members within the shire names have been put forward for this, though as always if a Brigade member is wanting to get their MR licence, the Brigade will reimburse you for the cost and you can use the 1.4 for the driving test.

- **BART:** This has now been rolled out within the shire and (Appendix BFAC: 9,12) platform we will use to mobilise crews to an incident. The initial roll out was sent to active members, there may be some who were missed off the initial list, if this is the case then we should be able to iron these out before the next fire season. If members have not been on the training courses yet then we will plan additional training throughout the year.  
\*\*\*\*\* SMS Will still be sent if they don't want that\*\*\*\*\*
- **DFES ID cards:** Only 8 brigade members have applied for the ID cards. If you have not received one or gone through the application process then notify the captain to have this applied for.
- **Shire of Dardanup:** Hannah Powell has taken on the role of Emergency Management Officer. Stephen Loiterton Coordinator – Emergency & Ranger Services.
- **LGG scheme applications:** Last year we applied for the below items, these have now been installed.
  - New Smart TV for the Training room.
  - CellFi Go for the truck.
  - Electric roller doors for the shed.
  - CCTV system for the shed.
- This year we applied for a Chainsaw and Blower-vac. We were unsuccessful as these items are not eligible under the grant system. We did however get approval for 2 x sets of E-Flares.
- We will need to put some future thought into what the brigade would want for the next round. With the potential of us housing a new truck in coming years extending the shed to accommodate this would be an option.
- **Legislation changes in WHS effecting Volunteers:** As most have heard and been made aware, there have been changes in the WHS legislation that effect how the shire will have to manage Volunteers. This will be covered further in “New Business”
- In summary Brigade volunteers have the same level of care as an employee of the shire, while FCO's, Captains, Lieutenants and all elected members have similar accountabilities as a leader or manager within a corporate entity. To mitigate this risk there will be a more rigorous training program run by the brigade going forward and a brigade wide annual verification of competency. All training is to be documented on a training register document. PPE needs to be inspected regularly and replaced when required. This is the brigade members responsibility.
- I strongly urge all Brigade members taking in a leadership role this year familiarise themselves with the obligations of the role in line with the WHS legislation changes, a good resource is “Understanding WHS Obligations for Bushfire Volunteers”
- After this year's AGM we will promptly call a Committee meeting to outline a structure for the upcoming year. Meeting dates to be set in forecast.

Moved: Tom Foster      Second: Peter Davies

#### 4. Annual Financial Statements

Presented by Treasurer. See attached reports.

Moved: Clay Rose                      Second: Tom Foster

## 5. Election of New Committee

(Appendix BFAC: 9.12)

Nomination box opened and sorted by Chair (Tyrrell) & Secretary (Janica) as requested by FCO (Clay).

All positions declared open; nominations received, voted on and accepted for as follows:

- 5.1 FCO – Clay Rose Nominated  
Clay – Accepted position
- 5.2 Captain – Tony Jenour and Mark Clark Nominated  
Silent vote (Inc 2 Proxy submitted to Chair) – Tony Jenour declared winner by majority vote and accepted position
- 5.3 1<sup>st</sup> Lieutenant – Scott Bradby and Mark Clark Nominated  
Mark Clark – Declined position  
Scott Bradby - Accepted position
- 5.4 2<sup>nd</sup> Lieutenant – Mark Crispin and Mark Clark Nominated  
Mark Clark – Declined position  
Mark Crispin - Accepted position
- 5.5 3<sup>rd</sup> Lieutenant – Rhys Tatham and Peter Davies Nominated  
Silent Vote – Rhys Tatham declared winner by majority vote and accepted position
- 5.6 Training Officer – Mark Crispin Nominated  
Mark – Accepted position
- 5.7 Appliance Maintenance – Scott Bradby Nominated  
Scott – Accepted position
- 5.8 Station Maintenance – No Nomination
- 5.9 Secretary – No Nomination
- 5.10 Treasurer – Katrina Davies Nominated  
Katrina – Accepted Nomination

Congratulations to the new Committee.

We still require a Secretary and someone for Station Maintenance.

## 6. New Business

### 6.1 Work Health and Safety Legislation (Presented by (Captain) Tony)

The below is taken from: Understanding WHS Obligations for Bushfire Volunteers

Key features relating to volunteering:

*The concept of the 'person conducting a business or undertaking' (PCBU) is intended to capture a broad range of contemporary workplace relationships including volunteering activities.*

- A primary duty of care requires PCBU's to, so far as is reasonably practicable, ensure the health and safety of workers and others who may be affected by the carrying out of work.
- Duties of care apply to persons who influence the way work is carried out, as well as the integrity of products used for work, including providers of WHS services.
- It is a requirement that 'officers' exercise 'due diligence' to ensure compliance with the WHS Act. \*\* This is the accountability of FCO's, Captains & Lieutenants\*\*
- Reporting requirements apply for 'notifiable incidents' such as the serious illness, injury or death of persons and dangerous incidents arising out of the conduct of a business or undertaking  
\*Must be reported immediately, NOT a few hours or days later\*\*
- Consultation on WHS matters with workers is a requirement under the WHS Act
- Procedures for the resolution of WHS issues.

#### Providing a Safe Work Place

- Ensure volunteer work areas are free of hazards. \*\*As far as reasonably practical on a Fire Ground\*\*
- Ensure that volunteers understand their duties and responsibilities
- Develop policies and procedures governing on-boarding, screening, training guides and supervision of volunteers
- Allocate sufficient resources to ensure the effective management and development of volunteer programs

#### Training Requirements:

- Communicate and consult with volunteers on occupational safety and health issues. \*\*To be added to ongoing training sessions\*\*
  - Induct and train/instruct volunteers in their tasks
- In relation to the National Standards for Involving Volunteers in Not-for-Profit Organisations. Training for each role requires a different level of training, varying from online course, formal training sessions or exercises to weekly or fortnightly participation at your brigade, group or unit. The specific requirements where a PCBU involves volunteers shall clearly specify and control the work of volunteers and ensure that their place of work is conducive to preserving their health, safety, general wellbeing, and will focus on:*
- Developing policies and procedures that detail the organisation's approach to volunteer training and development
  - Allocating responsibility and resources to training and development
  - Providing training to address identified needs
  - Monitoring the work of volunteers and providing appropriate feedback
  - Recognising, formally and informally, the contribution made by volunteers to the organisation and to the community \*\* As much as practical, training will be scheduled to be carried out fortnightly going forward \*\*

#### PPE Requirements:

*There is no need to double up in the provision of PPE. However, when directing the work to be undertaken, the PPE must be suitable – including size, fit, and being reasonably comfortable for the worker to use and wear. It should be maintained, repaired or replaced as required to ensure it is clean, hygienic and in good working order for use. Adequate supervision or readiness checks should incorporate assessing the appropriate use and wear of equipment provided and having available provisions for replacements.*

### 3.7 Prosecution

*If volunteers comply with the health and safety duties when carrying out work for the organisation, they cannot be fined or prosecuted under the WHS Act. \*\* As long as a brigade member is not negligent to their duty of care and they have an understanding on the WHS legislation and how this effects the role of a volunteer and abide by this, opportunity for prosecution would be limited \*\**

\*\*\*Open discussion had about the WHS Legislation\*\*\*

FCO (Clay) asked that when FIRS filled in to make sure every brigade member be included even if they arrived in a private car. Jarad Leader officer in charge working with Shire on forms to capture WH&S at incidents. He recommends as long as members have all intro and basic courses completed or higher training refreshers & are not mandated by the shire of DFES. Jarad will be available to discuss the requirements & outline with BFBs.

Captain (Tony) and Training Officer (Mark Crispin) tried to convey the importance of these changes and how manageable they are if we all understand and work within the guidelines of the WHS Legislation.

Captain and Training Officer happy to discuss and answer any of Brigade queries.

## **6.2 Training (Presented by Captain (Tony) & Training Officer (Mark))**

In reflection of the updates to the WHS legislation the Brigade through the Brigade Training Officer will, as described in the previous points implement improvements to the way training is Planned, Executed and Recorded. This is to provide accountability and visibility to the Brigade and the Shire. This will also align us with the WHS legislation expectation.

An annual Verification of Competency will be implemented to be completed by all active brigade members annually.

Brigade training will be carried out fortnightly as per the Brigade training calendar to bring us in line with WHS legislation. Note the training dates provided and attend.

All brigade members will be expected to increase their training contribution and maintain their skills and knowledge.

The CBFCO has recommended all brigade members view the “Deadman zone” video on the volunteer hub. This will potentially be included in a training session this year.

\*\*\* Open Discussion\*\*\*

Training officer asked that he has some support running these training session as being FIFO not everyone will be able to attend the dates he has presented. Possibly 1<sup>st</sup> Lieutenant (Scott) can present the training on the temporary dates in red.

CBFCO added commentary that he is working with the Shire to understand how all of this will work across brigades and that there won't be that much that will need to change so let them lead the way.

## **6.3 Payments & Reimbursements (Presented by Treasurer (Katrina))**

Treasurer (Katrina) has asked that purchases be put before the committee before money is spent.

Receipts need to be given to the treasurer, not left in the shed for reimbursement.

Treasurer asked about Shire reimbursements and FCO informed there is apparently a list of approved suppliers in the office.



Committee to have a discussion at the next committee meeting about the procedure to go out to the brigade in regards to purchases. (Appendix BFAC 9-12)

## 7. Other Business / Late Items

Following items raised by FCO (Clay)

Ongoing discussion around Appliance replacement

Feedback/Discussion:

- FCO Can't see justifying 3.4, his preference would be single cab.
- Shire needs to discuss and let us know what we can have then we need to work out what we want.
- Numerous members of the opinion that they don't see the point of 2 people in a fire truck, we need to be able to fit at least 3. This spreads the work load and from a safety perspective allows us a rotation. Discussion had around trucks and tank sizes.
- FCO raised the ongoing Issue of not having enough people with an MR licence to be able to drive the appliance. Comments made that at least 4 members with this licence are FIFO so are not always here and available. However, 2 are on the same roster therefore meaning that 2 FIFO are home at the same time.
- FCO & CBFCO commented that the Iveco Daily single cab can be driven with a standard C class licence.
- Discussion had again that for the 16 yrs we have had the 1.4 people have been encourage to go and get their licence and it would be paid by the brigade so it is not from lack of trying or encouraging that we don't have enough members to drive the appliance. In this 16yrs only 2 people have taken up the offer to gain their MR licence.

Station Fence – Approved today (unfortunately this is at the ratepayer's expense).

Total Fire Ban update – The numbers TFB was increased this season due to DFES changing their TFB consideration. Due to the plantation in the Nelson block and the way the state calculates the data. They will review hopefully end of season.

DBCA planned burns – 4 Prescribed burns planned for 2023 – 4600ha.

AO Slip on request – Ricky Southgate has asked if he could use one of the brigades slip on units for training at Harvey Ag College in May. All in agreeance.

## 8. Meeting Close

Tyrrell declared meeting closed at 7.28pm

## 01/04/2022 - 31/03/2023

	APR	MAY	JUNE	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	YTD TOTAL
<b>INCOME</b>													
Donations		\$ 2,500.00	\$ 500.00							\$ 400.00			\$ 3,400.00
Donation - Standpipe	\$ 500.00	\$ 450.00											\$ 950.00
Donatin - Tin BDCC		\$ 68.20	\$ 34.50							\$ 50.00			\$ 152.70
Shire Reimburesment Payments				\$ 473.00	\$ 577.00	\$ 45.00							\$ 1,095.00
													\$ -
	\$ 500.00	\$ 3,018.20	\$ 534.50	\$ 473.00	\$ 577.00	\$ 45.00	\$ -	\$ -	\$ -	\$ 450.00	\$ -	\$ -	\$ 5,597.70
<b>EXPENSES</b>													
Office /Stationery				\$ 24.20		\$ 14.50							\$ 38.70
Shed Maintenance													\$ -
Social Expenses	\$ 151.30			\$ 23.05			\$ 68.84						\$ 243.19
Telstra		\$ 180.00	\$ 90.00		\$ 180.00		\$ 180.92	\$ 90.00		\$ 180.00		\$ 225.51	\$ 1,126.43
Truck Maintenance									\$ 510.00	\$ 85.30			\$ 595.30
Clothing						\$ 990.00							\$ 990.00
													\$ -
	\$ 151.30	\$ 180.00	\$ 90.00	\$ 47.25	\$ 180.00	\$ 1,004.50	\$ 249.76	\$ 90.00	\$ -	\$ 690.00	\$ 85.30	\$ 225.51	\$ 2,993.62

<b>TREASURER'S REPORT</b>			
Burekup Bush Fire Brigade			
<b>General Account</b>			
01/11/2022 - 31/03/2023			
<b>Opening Bank Balance as at 01/11/2022</b>			<b>\$9,893.85</b>
<b>INCOME</b>			
Date	Description	\$	
11.01.2023	Donation from Burekup Country Club	\$50.00	
19.01.2023	Donation from SW Auto Electrical	\$400.00	
<b>Total Income</b>		<b>\$450.00</b>	
<b>EXPENSES</b>			
Date	Description	\$	
30.11.2022	Telstra bill to 7 Nov 2022	\$90.00	
03.01.2023	Telstra bill to 7 Dec 2022	\$90.00	
17.01.2023	SW Auto Electrical Inv 17661 - work on truck	\$400.00	
24.01.2023	Reimburse T Foster - Slip on Beacon	\$110.00	
30.01.2023	Telstra bill to 7 Jan 2023	\$90.00	
20.02.2023	Reimburse S Bradby - truck sprinkler system	\$85.30	
02.03.2023	Telstra bill to 7 Feb 2023	\$115.51	
30.03.2023	Telstra bill to 7 Mar 2023	\$110.00	
<b>Total Expenses</b>		<b>\$1,090.81</b>	
<b>Closing Bank Balance as at 31/03/2023</b>			<b>\$9,253.04</b>
<b>Outstanding Items</b>			
Invoice for reimbursement of 2021/2022 expenses not yet paid by Shire. Email sent to Hannah for follow up 05.04.2023.		\$	1,052.30
<b>Petty Cash</b>			
01/11/2022 - 31/03/2023			
<b>Opening Balance as at 13/05/2022</b>			<b>\$1,042.05</b>
Date	Description	\$ In	\$ Out
28.11.2022	Postage stamps		\$11.00
23.12.2022	Christmas decorations for truck - Lolly Run		\$14.00
10.01.2023	8 x 10c stamps due to postage price rise		\$0.80
<b>Total</b>		\$ -	<b>\$25.80</b>
<b>Closing Balance as at 31/03/2023</b>			<b>\$1,016.25</b>
<b>General + Petty Cash</b>			<b>\$10,269.29</b>

## Burekup Special Meeting 23/04/2023–7.00pm at Burekup Bush Fire Brigade

The business of the Special Meeting is to hold nominations and re-elect the brigade officers, as per the annual general meeting 5.3 (2)(a) of the Shire of Dardanup Local Laws 2021.

This meeting will hold the nomination and election of ALL Brigade Officer roles within the Burekup Bush Fire Brigade, as per 2.2 (1)(c) the Shire of Dardanup Local Laws 2021, which are listed below.

- Captain
- First Lieutenant
- Second Lieutenant
- Equipment Officer
- Secretary; and
- Treasurer; or
- Secretary/Treasurer combined
  
- Training Officer
- Maintenance Officer
- Equipment Officer
- Communications Officer?

**As per 5.2 (4) No other business is to be conducted at the Special Meeting beyond that is specified in this notice.**

Attendees– André Schönfeldt (CEO Shire of Dardanup), Tyrrell Gardiner (Deputy President Shire of Dardanup, Hannah Powell (Emergency Management Officer Shire of Dardanup), Chris Hynes (Chief Bush Fire Control Officer).

Please see list of Burekup Bush Fire Brigade Members in attendance attached.

Apologies– Adrian Noonan , Murray Murfit , Luke Whitford , Michael Brahemy , Chris Jenour , Tony Jenour , Caroline Bradby, Janica Jenour.

**19.00hrs** Meeting declared open by Deputy Shire President Tyrell Gardiner (Chair of Special Meeting)

**19.01hrs** Welcome to Country

**19.02hrs** Agenda, apologies and record of attendance

**19.05hrs** Voting process explained and confirmed understanding from members present.

Non–contested office bearer positions declared.

19.10hrs Voting from ballot for two positions (2<sup>nd</sup> and 3<sup>rd</sup> Lieutenant) begins.

19.11hrs Concealed voting box opened and presented to members.

19.15hrs Votes sorted and counted by André Schönfeldt and in company of Deputy Shire President Tyrrell Gardiner.

19.25hrs Elected members Chris Jenour (2<sup>nd</sup> Lieutenant) and Tom Foster advised of their positions and congratulated by Tyrrell Gardiner.

19.25hrs CEO André Schönfeldt signs all voting ballots in company of Hannah Powell.

19.27hrs Special Meeting closed.

\* Voting ballots taken from premises by CEO André Schönfeldt and to be stored at The Eaton Shire of Dardanup Office.

Elected office bearers are listed in the table below. Secretary to be nominated in coming weeks to the Shire of Dardanup– Hannah Powell.

ROLE	NAME	VOTE
FCO	Clay ROSE	Uncontested
Captain	Mark CLARKE	Uncontested
1 <sup>st</sup> Lieutenant	Scott BRADBY	Uncontested
2 <sup>nd</sup> Lieutenant	Chris JENOUR	Ballot
3 <sup>rd</sup> Lieutenant	Tom FOSTER	Ballot
Secretary	NIL presented	Call to nominate
Treasurer	Katrina DAVIES	Uncontested
Training Officer	Mark CLARKE	Call to nominate
Maintenance Officer	Rhys TATHAM	Uncontested
Equipment Officer	Rhys TATHAM	Uncontested
Communications Officer	NOT required	NOT required