



MINUTES

BUSHFIRE ADVISORY COMMITTEE MEETING

held

Wednesday, 14th June 2023

At

Shire of Dardanup
Administration Centre Eaton
1 Council Drive - EATON

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

VISION STATEMENT

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

TABLE OF CONTENTS

1	DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS	1
2.	RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE PREVIOUSLY APPROVED	2
2.1	<i>Attendance.....</i>	2
2.2	<i>Apologies.....</i>	2
3.	PETITIONS/DEPUTATIONS/PRESENTATIONS	3
3.1	<i>Presentation by Ms Emma Horsefield from LGIS.....</i>	3
4.	CONFIRMATION OF MINUTES OF PREVIOUS MEETING.....	3
4.1	<i>Bushfire Advisory Committee Meeting Held 8th March 2023</i>	3
5.	ANNOUNCEMENTS OF MATTERS FOR WHICH MEETING MAY BE CLOSED.....	3
6.	QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN	3
7.	DECLARATION OF INTEREST	3
8.	ACTION SHEET UPDATE	4
9	REPORTS OF OFFICERS AND COMMITTEES	1
9.1	<i>Title: Chief Fire Control Officer (CFCO) Report – Chris Hynes.....</i>	1
9.2	<i>Title: Department of Biodiversity, Conservation & Attractions – Officer Report</i>	3
9.3	<i>Title: Department of Fire & Emergency Services (DFES) – Mr Ricky Southgate</i>	4
9.4	<i>Title: Burekup District Fire Control Officer Report – Mr Clay Rose.....</i>	6
9.5	<i>Title: Dardanup Central District Fire Control Officer Report – Mr Brendan Putt</i>	8
9.6	<i>Title: Ferguson Fire Control Officer Report – Mr Lyndon Skeers</i>	10
9.7	<i>Title: Joshua Creek / Crooked Brook Fire Control Officer Report – Mr Jeff Duncombe</i>	11
9.8	<i>Title: Upper Ferguson District Fire Control Officer Report – Mr Grant Ratcliffe</i>	12
9.9	<i>Title: Waterloo District Fire Control Officer Report – Mr Rob Drennan</i>	13
9.10	<i>Title: Wellington Mill District Fire Control Officer Report – Mr Keith Higham.....</i>	14
9.11	<i>Title: West Dardanup District Fire Control Officer Report – Mr Neil Dyer</i>	15
9.12	<i>Title: Brigade Annual General Meeting Minutes</i>	16
9.13	<i>Title: Endorsement of Bushfire Control Officers (FCOs)</i>	16
9.14	<i>Title: Election of Chief Bushfire Control Officer</i>	17
9.15	<i>Title: Election of Deputy Chief Bushfire Control Officer – (North).....</i>	17
9.16	<i>Title: Election of Deputy Chief Bushfire Control Officer – (South).....</i>	18
9.17	<i>Title: Election of Fire Weather Officer</i>	18
9.18	<i>Title: Coordinator Emergency & Ranger Services Report – Mr Stephen Loiterton.....</i>	18
10.	ELECTED MEMBER MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN	28
11.	NEW BUSINESS OF AN URGENT NATURE.....	28
12.	MATTERS BEHIND CLOSED DOORS	28
13.	CLOSURE OF MEETING.....	28

COMMITTEE MEMBERS:

Mr Chris Hynes	-	CBFCO Eaton Townsite District
Mr Lyndon Skeers	-	FCO Ferguson District
Mr Neil Dyer	-	FCO West Dardanup District (Deputy Chairperson)
Mr Clay Rose	-	DCFCO (North) / FCO Burekup District
Mr Robert Drennan	-	DFCO (South) / FCO Waterloo District
Mr Grant Ratcliffe	-	FCO Upper Ferguson District
Mr Brendan Putt	-	FCO Dardanup Central District
Mr Jeff Duncombe	-	FCO Joshua/Crooked Brook District
Mr Keith Higham	-	A/FCO Wellington Mill District / Fire Weather Officer
Mr Ricky Southgate	-	Department of Fire & Emergency Services
Mr Reuben Jacobs	-	Department of Biodiversity, Conservation and Attractions
Cr. T Gardiner	-	Elected Member (Chairperson)
Cr. M T Bennett	-	Elected Member
Cr. S L Gillespie	-	Elected Member (Proxy)

STAFF MEMBERS

Mr André Schönfeldt	-	Chief Executive Officer
Mr Stephen Loiterton	-	Coordinator – Ranger & Emergency Services
Ms Hannah Powell	-	Emergency Management Officer
Mr Murray Halden	-	Senior Ranger
Mrs Amanda Tuberes	-	Personal Assistant - Director Sustainable Development

COUNCIL ROLE

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

DISCLAIMER

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

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

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

SHIRE OF DARDANUP**MINUTES FOR THE SHIRE OF DARDANUP BUSHFIRE ADVISORY COMMITTEE MEETING HELD ON WEDNESDAY 14TH JUNE 2023, AT SHIRE OF DARDANUP – EATON ADMINISTRATION CENTRE, COMMENCING AT 7.00PM.****1 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS**

The Chairperson, declared the meeting open at 7.00 pm, welcomed those in attendance and referred to the Disclaimer and the Affirmation of Civic Duty and Responsibility on behalf of Councillors and Officers:

Acknowledgement of Country

The Shire of Dardanup wishes to acknowledge that this meeting is being held on the traditional lands of the Noongar people. In doing this, we recognise and respect their continuing culture and the contribution they make to the life of this region and pay our respects to their elders, past, present and emerging. The Shire of Dardanup also respects and celebrates all cultures of all our residents and visitors to our Shire.

Affirmation of Civic Duty and Responsibility

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

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

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

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

Emergency Procedure

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

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

2.1

Attendance

Mr Chris Hynes	-	CBFCO Eaton Townsite District
Mr Anthony Congdon	-	Proxy for FCO Ferguson District
Mr Neil Dyer	-	FCO West Dardanup District (Chairperson)
Mr Clay Rose	-	DCFCO (North) / FCO Burekup District
Mr Robert Drennan	-	DFCO (South) / FCO Waterloo District
Mr Grant Ratcliffe	-	FCO Upper Ferguson District
Mr Brendan Putt	-	FCO Dardanup Central District
Mr Jeff Duncombe	-	FCO Joshua/Crooked Brook District
Mr Ricky Southgate	-	Department of Fire & Emergency Services
Cr. M T Bennett	-	Elected Member

Staff Members

Mr Phil Anastasakis	-	A/Chief Executive Officer
Mr Stephen Loiterton	-	Coordinator – Ranger & Emergency Services
Ms Hannah Powell	-	Emergency Management Officer
Mr Murray Halden	-	Senior Ranger
Mrs Amanda Tuberes	-	Personal Assistant – Sustainable Development
Ms Cathy Lee	-	Manager Governance & HR (for Item 3.1)
Mr Jarrad Leaver	-	WHS Coordinator (for Item 3.1)

Presenter

Emma Horsefield	-	LGIS (for Item 3.1)
-----------------	---	---------------------

2.2

Apologies

Cr. T Gardiner	-	Elected Member (Chairperson)
Cr. S L Gillespie	-	Elected Member (Proxy)
Mr André Schönfeldt	-	Chief Executive Officer
Mr Lyndon Skeers	-	FCO Ferguson District
Mr Keith Higham	-	A/FCO Wellington Mill District / Fire Weather Officer
Mr Darren Harvey	-	Dept of Biodiversity, Conservation and Attractions

3. PETITIONS/DEPUTATIONS/PRESENTATIONS**3.1 Presentation by Ms Emma Horsefield from LGIS**

Ms Emma Horsefield from LGIS attended the meeting and provided a presentation on Work Health and Safety specifically aimed at the Bushfire Brigade volunteers. This presentation confirmed that the Shire of Dardanup is the PCBU under the WHS legislation, and Bushfire Brigade Volunteers are not considered to be Officers.

Ms Cathy Lee thanked Ms Horsefield for attending the meeting and presenting to the group.

Mr Jarrad Leaver, Ms Cathy Lee and Ms Emma Horsefield left the meeting at 7.43pm.

4. CONFIRMATION OF MINUTES OF PREVIOUS MEETING**4.1 Bushfire Advisory Committee Meeting Held 8th March 2023****BUSHFIRE ADVISORY COMMITTEE RESOLUTION**

BFAC 02-23 MOVED - Cr M T Bennett SECONDED - Mr Chris Hynes

THAT the Minutes of the Bushfire Advisory Committee Meeting held on 8th March 2023, be confirmed as true and correct subject to no corrections.

CARRIED

5. ANNOUNCEMENTS OF MATTERS FOR WHICH MEETING MAY BE CLOSED

None.

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

None.

7. DECLARATION OF INTEREST

Discussion:

The Chairperson, Mr Neil Dyer asked if there were any Declarations of Interest to be made.

- Cr. M T Bennett declared a Proximity Interest in 'Item 9.18.4 Mitigation Funding Activity', due to the mechanical works taking place in Millars Creek. Cr. M T Bennett's property backs on to the Millars Creek reserve.*

There were no further Declarations of Interest made.

8. ACTION SHEET UPDATE

PENDING ACTIONS:

ACTION & MEETING DATE.	PERSON RESPONSIBLE	ACTION	OUTCOME	STATUS
01/23 08/03/23	Murray Halden	Mr Murray Halden to contact the WaterCorp Mitigation Officer requesting a site meeting at the Dowdells Line location to review mitigation options.	After discussions with the Bushfire Risk Mitigation Coordinator for the Shire of Dardanup, the Shire will submit a MAF submission in March 2024. The substantial funds may be available to remove the fire hazard on Dowdells Line and landscape the area. Funds will be available in the 2024/25 financial year.	Completed
02/23 08/03/23	Hannah Powell	Mr Stephen Loiterton and Ms Hannah Powell to investigate various suggested options to assist with the refuelling issue.	Discussed and resolved by Brigades being advised to make payment (personal/brigade bankcard) at a local fuel station and reimbursements to be made by the Shire.	Completed
03/23 08/03/23	Hannah Powell	Chairperson, Cr. T G Gardiner requests that the Fire Exemption Notice be discussed at the June meeting, taking into consideration discussions around green, reticulated lawn.	Numerous e-mails sent to FCO's requesting feedback of Fire Exemption Notice 2022-23. Minimal response to feedback requests. Appears no serious changes required.	Completed

9 REPORTS OF OFFICERS AND COMMITTEES

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

Reporting Department: CFCO - Dardanup

Reporting Officer: Chris Hynes

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

Activity Report since Last BFAC Meeting

<i>Fire Call Outs</i>	32 VFRS and BFB incidents.
<i>Appliance and Equipment</i>	Project Advisory Team (PAT) – new 1.4 Appliances evaluation attended in Perth. New 3.4 for Waterloo. 60 year long service medal for Laurie Hynes presented at Waterloo station by the Emergency Services Minister Stephen Dawson and Craig Waters with a small gathering.
<i>Training</i>	I will be working with the Shire around the level of training, if members currently have any ongoing requirements.
<i>Meetings Held</i>	Regularly engaging with DFES and the Shire to ensure Brigades can function.
<i>Membership – Recruitment/Resignation</i>	Nil.
<i>Concerns</i>	<p>TFB concern raised at recent ROAC meeting, with the increased number of TFBs this season. This is going to be reviewed.</p> <p>Donnybrook complex fire. I raised our concerns at a recent ROAC meeting that our Brigades sat idle some 10 minutes away when the fire jumped the road on the Saturday and was in a direct line heading to our Shire.</p> <p>Water tank locks. Number 9 Shire locks with the addition on our new water tanks at various Fire stations around the Shire. We need a common lock and key that provides access to the Dardanup Brigades and other neighboring fire services.</p> <p>My thought was to change all locks to another lock with the same key for all our Shire Brigades. Or use the fire service 003 key and lock that all fire services can carry to access our water supply during incidents.</p> <p><u>Officer Comment – Mr Stephen Loiterton – Coordinator Emergency & Ranger Services</u></p> <p><i>Please see advice under 9.18.5.</i></p>
<i>Initiatives</i>	Southwest response zone (SWR Zone). I feel the response to incidents with multiple response was effective.

	<p>BART call out app so far is working well.</p> <p>We will see how it goes in relation to FCOs and Captains getting all communications on BART for each Brigade.</p> <p>VPOWER check list. I want each Brigade doing this check along with your AVL test as part of Brigade training and participation.</p>
<p><i>Other News</i></p>	<p>WAFES conference is on again. Each Brigade has an opportunity to send 2 delegates along.</p> <p>I'm keen to get an event up for our Brigades to get together. I've been working on how to get this up and running. With the help of the Shire events team a survey has been sent out to all members to show us what support is out their to have an annual event.</p>

Item/s For BFAC Discussion

Discussion:

Mr Chris Hynes advised that the BART system was working well, however it was currently set up so everyone received all of the messages, which may need to be reviewed.

Ms Hannah Powell advised that the BART system can be set up differently, the Brigades just need to advise their preference.

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

Reporting Department: DBCA

Reporting Officer: Darren Harvey

FURTHER INFORMATION

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

9.2.1 *Prescribed Burning Autumn 2023*

Wellington District 6 Burns Commenced/ Continued/ Completed.

Approx. 22,000 ha total.

Standard Prescribed Burns (high percentage of area burnt) - 4,584 ha treated.

Large Scale Mosaic Prescribed Burns (low percentage of area burnt) - 17,713 ha treated.

WTN_112 Darrell (Continuing and Completed) – 700 ha.

WTN_117 Arklow (Continuing) – 100 ha.

WTN_128 Roseneath Sherwood (Continuing) – 2,027 ha.

WTN_130 Denham (Continuing) – 1,757 ha.

WTN_134 WTN NE Cell 4 Stockyard (Commenced) – 8,715 ha.

WTN_136 WTN NE Cell 6 Bednall (Continuing) – 8.998 ha.

FPC Pine Residue Heaps on DBCA estate Plantations - McLarty completed & Bowelling yet to commence.

ALCOA yet to commence Native Forest Heaps in the mining envelope.

9.2.2 *Prescribed Burning Planned 2023-24*

The District has recently completed initial scheduling/ planning for the 2023-24 season. Incomplete burns from Autumn and new burns have been reviewed and re-allocated.

9.2.3 *Bushfires*

114 bushfires recorded for the District (14 in Dardanup Shire).

Thankyou to the Brigades for all your efforts with your local fires and the essential assistance with Departmental and DFES fires.

9.2.4 *Staff/Staff Changes*

District Fire Coordinator Collie – Allan Madgwick (0409 278 435) acting for next 6 months with possibility of extension.

Fire Operations Officer Harvey – Darren Harvey (0428 552 793).

Fire Operations Officer Collie – vacant.

Assistant Fire Operations Officer Collie – vacant.

FMDP Officer Collie – vacant.

The District currently has numerous other vacancies and acting arrangements in place.

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

Reporting Department: DFES
Reporting Officer: Ricky Southgate

FURTHER INFORMATION

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

9.3.1 *Training*

Due to the industrial action currently ongoing within the department unfortunately courses are being cancelled. This has impacted the Shire of Dardanup with a structure fire course, and driver training course with Dardanup Volunteers on them being cancelled. We have run Advanced Bushfire and Crew Leader training with Dardanup Volunteers attending and showing interest in further training courses into the future. Thank you for allowing DFES to hold the courses on your stations this is greatly appreciated.

9.3.2 *Staff Movements*

As you would be aware, due to industrial actions the office is at a reduced capacity for Staff. Both the District Officer rural and District Officer urban are vacant at this time.

9.3.3 *Deployments*

You may have seen both DFES and DBCA have been sending personnel on international deployments to Canada with there likely to be further requests for fire crew ongoing. Should you have Volunteers interested in any of the roles including arduous fire fighting please remind them of the process for registering on the deployment register.

9.3.4 *RUI exercise*

We will look to run an RUI in West Dardanup, DFES will work with Neil to start the planning for the event.

9.3.5 *High Season Fleet*

High-season fleet recall has commenced, the regional office is attempting to hold onto 2x light tankers and a 2.4 for mitigation works. Should the brigade need additional appliances during this period please reach out and we will see if we are able to assist.

9.3.6 *Prescribed burn activities*

The regional office continues to carry out prescribed burn works with most of the program in the Shires of Collie, Harvey, and Murray. Thank you for providing crews when called for to support this works. We have sent Volunteers up to the Kimberley for prescribed fire activities to provide support and provided development for volunteers. The Shire of Dardanup did not have Volunteers on this occasion however the assistance in putting the invite to your volunteers is appreciated.

9.3.7 *Combine emergency services legislation*

The combine emergency services legislation should be out for public consultation before the end of the year. Keep a look out for this if you are interested in reviewing and providing feedback. Keep in mind this legislation is not likely to be in force until at least 2025.

BGU leaders should have received an email asking them to nominate two volunteers by the 11 July to attend the conference on the 8th and 9th of September. Please make sure the members you have nominated are aware of the commitment required to go. The event is oversubscribed every year and has seen people not turn up on the day with no notification leaving empty spots that could have been filled.

9.3.8 Volunteer Hub

Just a reminder of the Volunteer hub, its upgrades has made it much more user friendly and is a good place for volunteers to find additional information including any courses or events being held by DFES and the Bushfire Centre of excellence.

9.3.9 Fuel Card reminder

Those brigades taking advantage of the volunteer fuel card remember the balances expire on June 30.

9.3.10 DFES Lessons Management

Lessons management is the process of collecting and analysing local observations and forming lessons which can be utilised throughout an organisation. The purpose of lessons management is to identify opportunities for improvement or examples of good practice and share this information with others. A lesson is learned when the approved change has been actioned, communicated, and is routinely practised as the new standard.

There is a QR code that allows any member to scan and provide local feedback to DFES. This is going to be used to find trends across the state to then be rectified. Local issues are to go through local Shire, CESM , AO or DO.

Discussion:

Mr Neil Dyer asked Mr Ricky Southgate if he thought the driver training course would be able to be rescheduled soon.

Mr Ricky Southgate advised that due to the industrial action he did not think so, but that he was working with the Shire at possibly outsourcing the training.

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

Reporting Department: Burekup BFB

Reporting Officer: Clay Rose

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

Activity Report since Last BFAC Meeting

Fire Call Outs	30-03-23 SW Highway, corner Dowdells 24-04-23 Coalfields Highway, Roelands verge
Appliance and Equipment	No issues.
Training	09-05-23 and 16-05-23.
Meetings Held	AGM 11-04-23, Committee 24-04-23, Special Meeting 23-05-23.
Membership – Recruitment/Resignation	1 new member.
Concerns	Resignation of 3 committee members.
Initiatives	Burn a noxious weed infestation (bamboo). Kim Knights property Collie River bank, Shenton Road. Thanks to Waterloo brigade for supplying their LT and Rob Drennan for his assistance.
Other News	Tyndale Farm. Collie River access bridge replacement. Site works have not commenced. Final figure now \$1.5m.

Item/s For BFAC Discussion

1. Review of 'Bush Fire Local Law Part 5 – Meetings of Bush Fire Brigade'.

Excerpt below from the Shire of Dardanup *Bush Fire Brigades Local Law 2021*, Part 5.

PART 5 – MEETINGS OF BUSH FIRE BRIGADE**5.1 Ordinary meetings**

(1) Ordinary meetings may be called at any time by the Secretary by giving at least 7 days' notice to all brigade members and to the Chief Fire Control Officer, for the purpose of –

- (a) organising and checking equipment;
- (b) requisitioning new or replacement equipment;
- (c) organising field excursions, training sessions, hazard reduction programs, and the preparation of fire-breaks;
- (d) establishing new procedures in respect of any of the normal brigade activities; and
- (e) dealing with any general business.

(2) In a notice given under subclause (1), the Secretary is to specify the business which is to be conducted at the meeting.

(3) Business may be conducted at an ordinary meeting of the bush fire brigade notwithstanding that it was not specified in a notice given under subclause (1) in relation to that meeting.

5.2 Special meetings

(1) The Secretary is to call a special meeting when 5 or more brigade members request one in writing.

(2) At least 2 days' notice of a special meeting is to be given by the Secretary, to all brigade members and to the Chief Bush Fire Control Officer.

(3) In a notice given under subclause (2) the Secretary is to specify the business which is to be conducted at the meeting.

(4) No business is to be conducted at a special meeting beyond that specified in a notice given under subclause (2) in relation to that meeting.

5.3 Annual general meeting

(1) At least 7 days' notice of the annual general meeting is to be given by the Secretary to all brigade members and to the Chief Bush Fire Control Officer.

(2) At the annual general meeting the bush fire brigade is to—

(a) elect the brigade officers from among the brigade members;

(b) consider the Captain's report on the year's activities;

(c) adopt the annual financial statements;

(d) appoint an Auditor for the ensuing financial year in accordance with clause 5.6; and

(e) deal with any general business.

(3) In a notice given under subclause (1), the Secretary is to specify the business which is to be conducted at the meeting.

(4) Business may be conducted at an annual general meeting notwithstanding that it was not specified in a notice given under subclause (1) in relation to that meeting.

5.4 Quorum

(1) The quorum for a meeting of the bush fire brigade is at least 50% of the number of offices (whether vacant or not) of member of the bush fire brigade.

(2) No business is to be transacted at a meeting of the bush fire brigade unless a quorum of brigade members is present in person or by proxy.

5.5 Voting

Each brigade member is to have one vote, however in the event of an equality of votes, the Captain (or person presiding) may exercise a casting vote.

5.6 Auditor

(1) At the annual general meeting a person, not being a brigade member, is to be appointed as the Auditor of the bush fire brigade for the ensuing financial year.

(2) The Auditor is to audit the accounts of the bush fire brigade not less than 7 days before the annual general meeting and is to certify to their correctness or otherwise and present a report at the annual general meeting.

Discussion:

The Committee discussed some concerns with the Shire of Dardanup Bush Fire Brigades Local Law 2021, Part 5 and it was agreed that the Chief would arrange a separate meeting with with the FCO's to discuss further and revert back to the Shire.

It was noted by Acting Chief Executive Officer, Mr Phil Anastasakis that changing the Local Law would be a long ongoing process, that if endorsed by Council, would then need to be presented to Parliament to the Joint Standing Committee.

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

Reporting Department: Dardanup Central BFB

Reporting Officer: Brendan Putt

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

Activity Report since Last BFAC Meeting

Fire Call Outs	3 call outs for 000.
Appliance and Equipment	Flashing light faulty, plus reversing camera not working. Vehicle report has been made to DFES.
Training	Training plus meeting started every 2 weeks.
Meetings Held	AGM
Membership – Recruitment/Resignation	3 new members.
Concerns	<p>Drivers licence. Details of members have been given to the Shire, no info has been received of progress at this stage.</p> <p><u>Officer Comment – Mr Stephen Loiterton – Coordinator Emergency & Ranger Services</u></p> <p><i>Driver’s licence information was requested for the on-road driving course which was to be run by DFES and has since been cancelled.</i></p> <p><i>Licence details were also requested for an MR course with only two completed applications received of 5 required to process a group course booking.</i></p>
Initiatives	Cadets meeting held after an expression of interest from Chris Bouteleloup. JCB Chris Hynes and other members of Waterloo, Ferguson, Dardanup Central Brigades attended a combined program for all. Brigades will be starting soon with a max number of 24. Cadets open day was held on 13 June, with details advertised on social media.
Other News	<p>Alex Poad Honour Board Nominations</p> <p>Wayne Cross, Alison Bailey, Ross Greenmount, Rod Bailey, Raymond Gardiner, Braydon Cross, Laurie Hynes, Nick Kalaf, Bryan Richards, Martin Piggott, Peter Jas, Michael Commons and Christine Commons.</p> <p>These members have been inducted to our Honour Board for outstanding service to Dardanup Central FB and 15 years at least as volunteer or service</p> <p>Cinthy Royendyk, was the first winner of Laurie Hynes Brigade member of the year.</p>

Item/s For BFAC Discussion

1. Funding the Cadet program.

Discussion:

The Cadet Program had an initial information night and 12 potential cadets attended. The intention is to run fortnightly sessions with the cadets. Due to lack of funding options, each Brigade is requested to donate \$100 to the program.

The option of applying for a Shire Community Grant was raised, however, the Committee was advised that the Cadet Program did not meet the guidelines.

Acting Chief Executive Officer, Mr Phil Anastasakis advised that an individual report seeking a one off exemption from the Community Grants Policy for the funding could be put forward to Council, however, there is no guarantee that Council would be supportive.

9.6 Title: Ferguson Fire Control Officer Report – Mr Lyndon Skeers

Reporting Department: Ferguson BFB

Reporting Officer: Anthony Congdon, proxy for Lyndon Skeers

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

Activity Report since Last BFAC Meeting

Fire Call Outs	2.
Appliance and Equipment	Radio in Light Tanker damaged, repaired this week.
Training	Twice monthly training has reverted to once per month until October. A new training calendar has been compiled with input from the leadership team regarding training topics/content. We will be utilizing DFES staff to assist with online training etc.
Meetings Held	AGM 6/4/2023.
Membership – Recruitment/Resignation	6 new members 1 resignation – Richard George, who has left the area.
Concerns	Fire permits (see below).
Initiatives	We are pursuing information regarding medals due for members in the near future, including Richard George and proposing a function/ceremony to acknowledge and thank these members.
Other News	Nil.

Item/s For BFAC Discussion

1. Cooking Fires

We would like some clarification regarding the use of fire pits, campfires etc. We understand that this is not allowed when a high FDR has been declared. Members of the public are currently advised to go to the Shire of Dardanup website, however in some instances the website shows a moderate (green) FDR which is the rating for the Geographe region, whilst the BOM website shows a high (orange) FDR for the area (Brockman).

The Ferguson Brigade area encompasses both regions, Geographe and Brockman. The change occurs at the Dowdells Line area. Can we have some clarification on this issue and be advised on where members of the public should source their information when making decisions around lighting a fire.

Officer Comment – Mr Stephen Loiterton – Coordinator Emergency & Ranger Services

People are required to act based on the rating for their location. Advice from Department of Fire and Emergency Services is to direct people to the EmergencyWA website (click on the Fire Danger Rating icon). When viewing the map the boundary between the two areas is clear.

Discussion:

The Committee requested that the Shire remove the Fire Danger Rating icon from their website altogether given it only provides information on Geographe, which can sometimes differ from Brockman. The Shire should just direct people to the emergency.wa website.

Mr Murray Halden advised that the Shire would see if it is possible to have the Fire Danger Rating icon removed from their website.

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

Reporting Department: Joshua Creek / Crooked Brook BFB

Reporting Officer: Jeff Duncombe

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

Activity Report Since Last BFAC Meeting

<i>Fire Call Outs</i>	Nil.
<i>Appliance and Equipment</i>	Purchased new iPad with maps and water points etc loaded on to it. GPS installed in light tanker. A new tanker for JCB fire shed is being built.
<i>Training</i>	Twice monthly.
<i>Meetings Held</i>	AGM – Chris Boutelup is the new Captain.
<i>Membership – Recruitment/Resignation</i>	Two new recruits – we need more active members.
<i>Concerns</i>	Limited mobile phone and internet reception at the fire shed. It needs to be improved for the new BART system to work.
<i>Initiatives</i>	Nil.
<i>Other News</i>	Nil.

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

Mr Jeff Duncombe advised that due to an inconsistent phone signal, the BART system is not as functional for their Brigade and have requested assistance from the Shire for an amplifier or similar to boost the signal.

Ms Hannah Powell advised that she is still waiting to receive advice on the funding request for this.

9.8 Title: Upper Ferguson District Fire Control Officer Report – Mr Grant Ratcliffe

Reporting Department: Upper Ferguson

Reporting Officer: Grant Ratcliffe

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

Activity Report Since Last BFAC Meeting

<i>Fire Call Outs</i>	25/2/23 – St Aidan Wines. 25/3/23 – Pile Road Lightning strike. 10/4/23 – Wight Road.
<i>Appliance and Equipment</i>	Station water tank installation completed. 2.4 Appliance in good working order.
<i>Training</i>	No internal training held since last BFAC. Focus on upskilling members via DFES courses during winter.
<i>Meetings Held</i>	AGM held 31/3/23
<i>Membership – Recruitment/Resignation</i>	A couple of prospective members.
<i>Concerns</i>	Nil.
<i>Initiatives</i>	A request from the Brigade to the Shire regarding sealing of the gravel turn-around area and station surrounds. There is a road widening project soon to commence on Ferguson Road immediately past the station and it would make sense for this improvement to be made at the same time, incorporating into the existing project to minimize cost. Have been advised that Council will discuss internally – hoping for an update.
<i>Other News</i>	Have had 1 landowner seek assistance for burning bushland – hoping to get this done during June.

Item/s For BFAC Discussion

None.

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

Reporting Department: Waterloo BFB
 Reporting Officer: Mr Rob Drennan

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

Activity Report Since Last BFAC Meeting

<i>Fire Call Outs</i>	6 fire call outs, a total of 38 crew positions filled, with a total of 12 hours on the fire ground.
<i>Appliance and Equipment</i>	Nil.
<i>Training</i>	4 training nights held.
<i>Meetings Held</i>	1 AGM. 1 busy bee at station to get station and appliance ready for Minister's official hand over of Waterloo 3.4.
<i>Membership – Recruitment/Resignation</i>	1 new member.
<i>Concerns</i>	Union strike action and how it will affect training. Dardanup Shire Brigade training may have to fill the gaps.
<i>Initiatives</i>	Monthly training will ramp up to fortnightly training over the peak of season due to workload of maintenance and a new structured training program.
<i>Other News</i>	The Minister's hand over of the new 3.4 and presentation to Laurence Hynes 60 year medal and 40 guests. Thank you to DFES and the Shire for their help making this a great day for the Brigade and especially for Laurence.

Item/s For BFAC Discussion*Discussion:*

Mr Rob Drennan raised concerns relating to changes to the Aboriginal Heritage Act and how it will affect fire breaks, mitigation burns and works.

Cr M T Bennett advised that the Shire is awaiting further information on this issue.

Mr Ricky Southgate advised, while not fully across the new Legislation, he understands that exemptions will still be available for the regular works the Brigades undertake and will provide further information to the Brigades when possible.

9.10 Title: Wellington Mill District Fire Control Officer Report – Mr Keith Higham

Reporting Department: Wellington Mill BFB

Reporting Officer: Keith Higham

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

No report provided.

<i>Fire Call Outs</i>	
<i>Appliance and Equipment</i>	
<i>Training</i>	
<i>Meetings Held</i>	
<i>Membership – Recruitment/Resignation</i>	
<i>Concerns</i>	
<i>Initiatives</i>	
<i>Other News</i>	

Item/s For BFAC Discussion

None.

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

Reporting Department: West Dardanup Bush Fire Brigade

Reporting Officer: Neil Dyer

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

<i>Fire Call Outs</i>	Responded to four incidents.
<i>Appliance and Equipment</i>	Nil.
<i>Training</i>	Has now reverted to once per month for the off season.
<i>Meetings Held</i>	Nil.
<i>Membership – Recruitment/Resignation</i>	Nil.
<i>Concerns</i>	<p>1. Would appreciate an update on the provision of local maps.</p> <p><u>Officer Comment – Mr Stephen Loiterton – Coordinator Emergency & Ranger Services</u></p> <p><i>Please see advice under 9.18.5</i></p> <p>2. Are we able to get an update on the ESL fundings.</p> <p><u>Officer Comment – Mr Stephen Loiterton – Coordinator Emergency & Ranger Services</u></p> <p><i>Please see advice under 9.18.2</i></p> <p>3. Disappointed that the training booked has been cancelled due to industrial action. Would like to see alternative strategies in place to alleviate this situation.</p>
<i>Initiatives</i>	Nil.
<i>Other News</i>	Nil.

Item/s For BFAC Discussion

None.

9.12 Title: *Brigade Annual General Meeting Minutes*

Brigades have conducted their Annual General Meetings (AGM) in accordance with the Bushfire Local Law 2021. The minutes from these meetings are tabled at this meeting.

Extract from Bushfire Local Law 2021:

s3.9 Minutes to be tabled before the Bush Fire Advisory Committee

- (1) *The Secretary is to forward a copy of the minutes of the annual general meeting of a bush fire brigade to the Chief Bush Fire Control Officer within one month after the meeting.*
- (2) *The Chief Bush Fire Control Officer is to table the minutes of a bush fire brigade's annual general meeting at the next meeting of the –*
 - (a) Bush Fire Advisory Committee; or*
 - (b) Council, if there is no Bush Fire Advisory Committee, following their receipt under subclause (1).*

Officers have provided copies of the minutes of the 2023 AGMs can can be found at Appendix BFAC 9.12.

**OFFICER RECOMMENDED RESOLUTION AND
BUSHFIRE ADVISORY COMMITTEE RESOLUTION**

BFAC 03-23 MOVED - Cr M T Bennett SECONDED - Mr Chris Hynes

THAT the Bushfire Advisory Committee receives the 2023 Brigade Annual General Meeting Minutes pursuant to Bushfire Local Law 2021 section 3.9.

CARRIED

9.13 Title: *Endorsement of Bushfire Control Officers (FCOs)*

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

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

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

BUSHFIRE ADVISORY COMMITTEE RESOLUTION

BFAC 04-23 MOVED - Cr M T Bennett SECONDED - Mr Brendan Putt

THAT the Bushfire Advisory Committee recommend that Council endorse the following persons as Bushfire Control Officers for the period 01/07/2023 – 30/06/2024 pursuant to Section 38(1) of the Bush Fires Act 1954 and the persons to be advertised pursuant to Section 38(2a) of the Bush Fires Act 1954 : -

DISTRICT	OFFICER
Burekup District	Clay Rose
Dardanup Central District	Brendan Putt
Eaton Townsite/District	Chris Hynes
Ferguson District	Lyndon Skeers
Joshua/Crooked Brook District	Jeffrey Duncombe
Upper Ferguson District	Grant Ratcliffe
Waterloo District	Robert Drennan
Wellington Mills District	Keith Higham
West Dardanup District	Neil Dyer

CARRIED

9.14 Title: Election of Chief Bushfire Control Officer

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

BUSHFIRE ADVISORY COMMITTEE RESOLUTION

BFAC 05-23 MOVED - Mr Neil Dyer SECONDED - Mr Rob Drennan

THAT the Bushfire Advisory Committee recommend that Council endorse the following person as Chief Bushfire Control Officer for the period 01/07/2023 – 30/06/2024:

- **Mr Chris Hynes**

CARRIED

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

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

BUSHFIRE ADVISORY COMMITTEE RESOLUTION

BFAC 06-23 MOVED - Mr Brendan Putt SECONDED - Mr Jeff Duncombe

THAT the Bushfire Advisory Committee recommend that Council endorse the following person as Deputy Chief Bushfire Control Officer (North) for the period 01/07/2023 – 30/06/2024:

- **Mr Clay Rose**

CARRIED

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

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

BUSHFIRE ADVISORY COMMITTEE RESOLUTION

BFAC 07-23 MOVED - Mr Clay Rose SECONDED - Mr Grant Ratcliffe

THAT the Bushfire Advisory Committee recommend that Council endorse the following person as Deputy Chief Bushfire Control Officer (South) for the period 01/07/2023 – 30/06/2024:

- **Mr Rob Drennan**

CARRIED

9.17 Title: Election of Fire Weather Officer

Nominations are to be called for the position of Fire Weather Officer in accordance with the provisions of the Bush Fire Act.

Once the Fire Weather Officer has been elected and formally endorsed by Council it will be publically advertised in accordance with Section 38(2A) of the Bush Fires Act 1954.

BUSHFIRE ADVISORY COMMITTEE RESOLUTION

THAT the Bushfire Advisory Committee recommends that Council endorse the following person to the Bushfire Advisory Committee in the position of Fire Weather Officer for the period 01/07/2023 – 30/06/2024:

-

Note: This item was discussed and as no nomination was received, the Committee agreed to keep this position vacant.

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

Reporting Department: Shire of Dardanup

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

9.18.1 Skills Maintenance

Council Policy CO077 – *Brigade Volunteer Minimum Fire Training Requirements* require Captains and Fire Control Officers to complete ‘relevant refresher course every 5 years’. Advice from Department of Fire and Emergency Services notes that the only course relevant to Fire Control Officers that requires refreshing is ‘Mental Health First Aid’. Further, eAcademy will not allow a volunteer to enrol in a course already completed (it can be done manually, but only if there is a vacancy). Further, there

are many courses required on the path to becoming a Fire Control Officer – resitting courses every 5 years represents a significant investment in time and an unrealistic expectation.

The importance of skills maintenance is an issue that is arising from Work Health and Safety requirements. Merely having done a course some many years ago may not be sufficient to demonstrate that competence is maintained over time. In some cases, documented evidence that a person has applied those competencies more recently is evidence of competency maintenance.

The Shire is open to suggestions on what would constitute evidence of skills maintenance for Fire Control Officers and Captains.

9.18.2 Local Government Grant Scheme (LGGs)

For the 2022/23 financial year the Shire has received grant funding of \$220k to fund the Brigades. At the end of May expenditure was up to \$233k (see below). Approval to expend above allocation has been approved for a small sum.

Plant/Equipment (< \$1,500)	\$5,624
Maintenance (Plant/Equipment)	\$2,597
Maintenance (Vehicles)	\$89,970
Maintenance (Land/buildings)	\$15,281
Clothing & accessories	\$29,903
Utilities, Rates & Taxes	\$11,181
Insurance	\$59,181
Other	\$6,247
Line 9 items	<u>\$15,776</u>
	\$232,765

The Shire made an application for increased LGGs funding for 2023/24. We have been informally advised that the request was denied. However, on discussion DFES made a new offer that sees an increase part of the way towards our desired sum. This offer did not include any reference to Line 9 items. This offer has been accepted. To keep within the new funding offer there will need to be some tightening of the belt next financial year, to avoid a repeat of the overspend.

Formal notification of the outcome of the application is still pending, this includes the status of all Line 9 items.

9.18.3 Work Health and Safety

Work is progressing on implementing new processes to ensure that the Shire is able to demonstrate that we have effective processes in place to meet our obligations to ensure the safety of our bushfire volunteers.

We have been working on a three prong approach to developing our BFB WHS capabilities:

1. People – ensuring that members are inducted, meet minimum training requirements, and continue to develop/maintain skills;
2. Equipment – ensuring equipment is provided, inspected and maintained – this included PPE, vehicles, buildings, first aid kits, etc; and
3. Processes – ensuring appropriate processes are in place, such as appropriate forms, handbooks, and code of conduct, also the processes of capturing information and ordering supplies, etc

Forms have been developed for reporting accident/incidents, and a process for electronically submitting them has been rolled out. A form for monitoring skills maintenance has also developed. We note Burekup Brigade's work on a verification of competencies form. It may be possible to adopt this form for use across the Shire's brigades.

The Shire will be working with LGIS to identify and implement other WH&S measures, including risk assessment of brigade resources. This process aims to identify gaps in our WHS system and ensure Shire procedures encompass volunteers.

9.18.4 Mitigation Activity Funding

The Western Australian government has established the Mitigation Activity Fund Grants Program to reduce bushfire hazards that present a high risk to assets throughout the State. The program supports local governments with endorsed Bushfire Risk Management Plans to treat bushfire risk in their communities on State land that they manage. The Shire of Dardanup has been successful applicant in the program and will be completing a range of treatments to reduce the risk of bushfire across our communities. The Bushfire Risk Mitigation Coordinator is working on the implementation of these works.

HENTY RESERVE – FIRE ACCESS WAY/ MECHANICAL WORKS

Treatment Type	Treatment Objective	Primary Asset Name
Mechanical Works	Create an Asset Protection Zone by parkland clearing / mulching vegetation to reduce elevated fuels to a compacted state across 90% of planned area. Using hand crews due to the limited access for machines.	Gardincourt Drive (42), Henty
Mechanical Works	Create an Asset Protection Zone by parkland clearing / mulching vegetation to reduce elevated fuels to a compacted state across 90% of planned area. Using hand crews due to the limited access for machines.	Gardincourt Drive (49), Henty
Mechanical Works	Create an Asset Protection Zone by parkland clearing / mulching vegetation to reduce elevated fuels to a compacted state across 90% of planned area. Using hand crews due to the limited access for machines.	BFB - Ferguson, Henty
Mechanical Works	Create an Asset Protection Zone by parkland clearing / mulching vegetation to reduce elevated fuels to a compacted state across 90% of planned area. Using hand crews due to the limited access for machines.	The Dress Circle (39), Henty

Henty Reserve is a difficult site due to accessibility. The first step is creating access to the Reserve in order to conduct fuel reduction and ongoing maintenance.

Objectives of these treatments include;

- Install an access point of the Dress Circle emergency fire access way including gate - [In Progress](#)
- Install fire access way suitable for a Light Tanker, including turn around circle and drain crossing - [In Progress](#)
- Remove non-natives where possible to do so - [In Progress](#)
- Undertake fuel reduction works across the reserve using hand crew
- Upgrade fence around Ferguson Fire Shed - [Quotations under review](#)

MILLARS CREEK – MECHANICAL WORKS

<i>Treatment Type</i>	<i>Treatment Objective</i>	<i>Primary Asset Name</i>
Mechanical Works	Create an Asset Protection Zone by parkland clearing / mulching vegetation to reduce elevated fuels to a compacted state across 90% of planned area. Using hand crews due to the limited access for machines.	Alice Court (3-6), Millbridge
Mechanical Works	Create an Asset Protection Zone by parkland clearing / mulching vegetation to reduce elevated fuels to a compacted state across 90% of planned area. Using hand crews due to the limited access for machines.	Hunter Circle (1-3), Millbridge
Mechanical Works	Create an Asset Protection Zone by parkland clearing / mulching vegetation to reduce elevated fuels to a compacted state across 90% of planned area. Using hand crews due to the limited access for machines.	Castlereagh Vista (2-18), Millbridge
Mechanical Works	Create an Asset Protection Zone by parkland clearing / mulching vegetation to reduce elevated fuels to a compacted state across 90% of planned area. Using hand crews due to the limited access for machines.	Millbridge Boulevard (36-38), Millbridge
Mechanical Works	Conduct mechanical works to produce an hazard separation zone by slashing elevated vegetation. .	Castlereagh Vista (17-33), Millbridge

Millar creek is highly valued community environmental asset maintained by the Parks & Gardens crew, however planted vegetation is extensively overgrown in certain areas and has blocked access points.

Objectives of these treatments include;

- Upgrade access point off Hunter Circle Park including tree removal - [Completed](#)
- Upgrade existing fire access way from Hunter Circle to Castlereagh Vista including limestone surfacing (3)
- Extensively thin vegetation between Castlereagh Vista and creek line - [In Progress](#)
- Spray woody weeds and remove any non-natives across remaining treatment areas - [To be Quoted](#)
- Slash long dry grass on river plain adjacent to the Eaton Drive Bridge - [To be Quoted](#)
- Create a 10m buffer area around Millbridge Bld Bridge - [In Progress](#)

WARBURTON ROAD – PRESCRIBED BURN

<i>Treatment Type</i>	<i>Treatment Objective</i>	<i>Primary Asset Name</i>
Prescribed Burn	Create an Asset Protection Zone for Houses & Agriculture Infrastructure along Warburton Road by using mechanical means to compact elevated fuels across 80% of the treatment area. This will help with residents to evacuate during a bushfire as this is their only emergency access.	Warburton Road (2), Crooked Brook

Warburton Road is 2km long. Large logs from previous years storms have already been removed.

Objectives of this treatment include;

- Conduct a prescribed mosaic burn in Autumn with local bushfire brigades - [Investigating Mechanical Works options](#)
- Follow-up chemical spray to be carried out post burn.

WEST DARDANUP – FIRE ACCESS WAY

<i>Treatment Type</i>	<i>Treatment Objective</i>	<i>Primary Asset Name</i>
Mechanical Works	Install mineral earth fire access track using limestone to create 2nd ingress - egress for sounding residents.	Fire Access Way, Travencore Place

Self-seeded native trees have grown in the eastern end of fire access way completely restricting access.

Objectives of this treatment include;

- Removing trees from fire access way that are restricting access - [In Progress](#)
- Resurfacing entire fire access way between Travencore and Stonefield - [In Progress](#)

9.18.5 Other Matters

Brigades have been issued a Shire No. 9 key. It is understood that this key is taken with responding vehicles to enable access to gates, etc. This leaves no key at the brigade premises. Requests have been received to have an additional key issued to brigades that use No 9 locks on their water tanks so that the water can be accessed while the vehicles are elsewhere. The issue has been raised internally and we hope to report on a resolution soon.

The Shire has commenced work on developing brigade maps. There have been delays associated with new staff, sourcing updated data, and a backlog of high priority mapping tasks. Also, the original map files were in a format that could not be modified and so new maps had to be prepared from scratch. The new maps will be now be updatable as soon as new data arrives. The Shire is also testing the capacity to print large maps (almost A0) on demand.

Discussion:

Mr Stephen Loiterton advised that Brigades requiring the No. 9 key should make a formal request to the Shire and a replacement will be sourced. He also had A3 copies of the draft Maps for Brigades to review.

9.18.6 Fire Prevention Order

At each June meeting of the Committee the draft Fire Prevention Order is put to the committee for endorsement prior to being presented to Council.

Suggestions to review the Fire Prevention Order ahead of the 2023/24 season were sought on more than one occasion, no suggestions were received. As such the proposed fire prevention order remains substantially unchanged. A draft copy is provided below for the committee's endorsement.

BUSHFIRE ADVISORY COMMITTEE RESOLUTION

BFAC 08-23 MOVED - Mr Chris Hynes SECONDED - Mr Rob Drennan

THAT the Bushfire Advisory Committee recommend that Council adopt and advertise the 2023-2024 Shire of Dardanup Fire Prevention Order pursuant to Section 33(1) of the Bush Fires Act 1954.

CARRIED

2023-2024 FIRE PREVENTION ORDER

FIRST AND FINAL NOTICE

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

This order is valid for the period 1 July – 30 June annually.

Work must be completed by the 30 November annually and maintained until the close of the entire Restricted and Prohibited Burning Periods.

PLEASE READ THIS NOTICE CAREFULLY

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

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

RESTRICTED BURNING PERIOD

Burning Permits Required

2 November 2023

to

14 December 2023

PROHIBITED BURNING PERIOD

NO FIRES PERMITTED

15 December 2023

to

14 March 2024

(subject to extension)

RESTRICTED BURNING PERIOD

Burning Permits Required

15 March 2024

to

26 April 2024

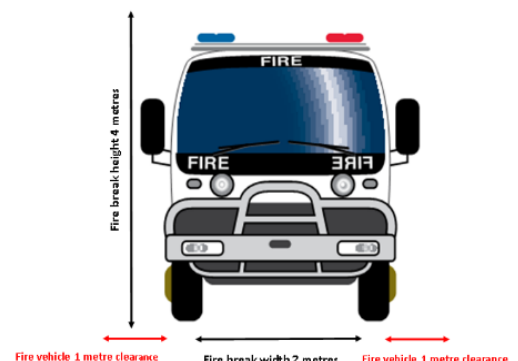
(subject to extension)

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

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

SMALL HOLDINGS ZONE*

- A firebreak (as defined), must be installed immediately inside and along all property boundaries, 2 metres in width and 4 metres in height. The firebreak may only deviate from a boundary up to 6 metres, to avoid established trees and /or other natural features that would make it impractical to be installed on the boundary.

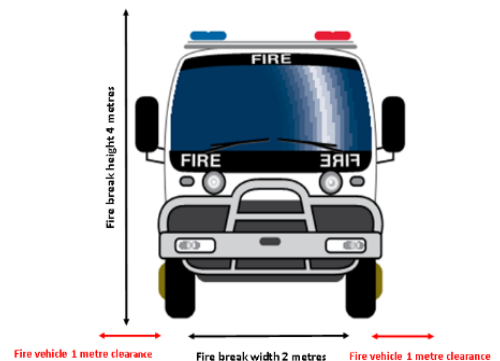


- A 20 metre Asset Protection Zone (as defined) MUST be slashed to a height that does not exceed 100 millimetres surrounding dwellings, sheds and all haystacks.
- All flammable material/vegetation (dead trees and branches) MUST be removed from the 20 metre Asset Protection Zone.
- Where slashing is not possible, material/vegetation must be burnt back or sprayed with a suitable herbicide to prevent growth throughout the entire restricted and prohibited burning periods.
- Burn piles can be kept and are approved under the following conditions:
 - a burn pile is to be no closer than 20 metres from any structure.
- All fire wood piles must be stored away from a dwelling during the restricted and prohibited burning periods.

[Minimum clearance for fire break in small holdings](#)

GENERAL FARMING, RESTRICTED USE AND TOURIST ZONES*

- **Non Irrigated lots** – a vehicle access track, 4 metre in width and 4 metre in height that **MUST** include a 2 metre wide firebreak (as defined), must be installed immediately inside and along the lot boundary where it adjoins a road and/or rail reserve. The firebreak may only deviate from the boundary, up to 6 metres, to avoid established trees/or other natural features, that would make it impractical to install a firebreak at that location.



[Minimum clearance for fire break in general farming, restricted use and tourist zones](#)

- **Irrigated land** (as defined) is to be maintained in a non-flammable state for the whole of the restricted and prohibited burning periods.
- Firebreaks are **NOT** required on irrigated land that is being **actively and regularly irrigated throughout the entire restricted and prohibited burning periods.**
- Irrigation channels that are situated **inside and along** a lot boundary will be accepted as a firebreak provided the irrigation channel is utilised on that property throughout the **entire restricted and prohibited burning periods.**
- Burn piles can be kept and are approved under the following conditions:
 - a burn pile is to be no closer than 20 metres to any structure; and
 - a 2 metre wide and 4 metre in height firebreak is to be placed around the perimeter of any burn pile.
- All fire wood piles must be stored away from a dwelling during the restricted and prohibited burning periods.

PLANTATIONS

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

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

WHERE AND HOW TO OBTAIN BURNING PERMITS

Applications for burning permits are available from your local Bush Fire Control Officer at no cost. The local Bush Fire Control Officer will note the relevant conditions you must comply with on your burning permit.

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

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

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

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

Solid Fuel Cooking Appliances (e.g.: pizza oven/outdoor barbeque, outdoor stove and fire pits): The use of solid fuel cooking appliances is prohibited in all areas within the Shire of Dardanup during the **Prohibited and Restricted Burning Period UNLESS;**

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

The use of **Solid Fuel Cooking Appliances (e.g.: pizza oven/outdoor barbeque, outdoor stove and fire pits)** are prohibited during a **TOTAL FIRE BAN**.

FIREBREAK VARIATIONS/EXEMPTIONS

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

DEFINITIONS

For the purpose of this notice the following definitions apply:

ASSET PROTECTION ZONE (APZ)

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

BUSH FIRE MANAGEMENT PLANS

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

IRRIGATED LAND

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

FIREBREAK

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

PLANTATION

Means a stand of trees of 10 hectare or larger, that has been established by sowing or planting of either native or exotic tree species and managed intensively for their commercial and/or environmental value. A plantation includes roads, tracks, firebreaks and small areas of native vegetation surrounded by plantations. Implicit in this definition is the recognition that plantations will be harvested.

AUTHORISED OFFICER

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

For further information please call the Shire of Dardanup 9724 0000 or your local Fire Control Officer. For all fire emergencies, please dial



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

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

All volunteers are very welcome.

There are many dimensions to being a volunteer bush fire brigade member or cadet (11-16 years of age), as all are encouraged to choose the type of activities that best suit their capabilities and interest.

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

If you are interested in being a volunteer bush fire fighter please contact the Shire of Dardanup Emergency Management Officer 9724 0347 or email brigade@dardanup.wa.gov.au

Register your mobile for SMS Messages

The Shire of Dardanup has implemented a SMS Notification Service for Total Fire Ban & Harvest & Vehicle Movement Bans, as well as information relating to restricted/prohibited burning periods. As soon as a Total Fire Ban or Harvest & Vehicle Movement Ban is called, all mobile phones registered will receive a SMS directly to their mobile phone. This service is free of charge. To subscribe for this service please email your details to records@dardanup.wa.gov.au or phone Ranger Services on 9724 0307.

Terms and Conditions

By subscribing to this service you agree to receive SMS messages from the Shire of Dardanup regarding "Harvest and Vehicle Movement Bans" and other bans imposed during the fire season.

You accept that by subscribing to this service you will receive message for the current and future fire seasons.

The Shire of Dardanup reserves the right to discontinue this service at any time. Any decision to discontinue this service will be advised via this SMS service.

You accept that radio announcements are still the primary means of notification of bans. In the event of a discrepancy between this SMS service and an announcement on the radio, the latter shall prevail.

You have the right to unsubscribe from this service at any time. To unsubscribe, please notify the Shire of Dardanup in writing via email records@dardanup.wa.gov.au. You accept that the Shire may from time to time use this SMS service to send other topical messages.

If you have any further enquires please do not hesitate to contact the Shire of Dardanup during normal business hours on 9724 0307.

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

None.

11. NEW BUSINESS OF AN URGENT NATURE

None.

12. MATTERS BEHIND CLOSED DOORS

None.

13. CLOSURE OF MEETING.

Discussion:

Mr Murray Halden requested Brigades to please advise their community members to contact the Shire should they wish to be included in the Shire SMS emergency notifications.

The Chairperson advised that the date of the next Bush Fire Advisory Committee Meeting is Wednesday 11th October 2023.

There being no further business the Chairperson declared the meeting closed 8.34pm.