



A G E N D A

BUSHFIRE ADVISORY COMMITTEE MEETING

To be held

Wednesday, 18th March 2026

Commencing at 7.00pm

At

Shire of Dardanup
Administration Centre Eaton
1 Council Drive - EATON



NOTICE OF BUSHFIRE ADVISORY COMMITTEE MEETING

Dear Committee Member

The next Shire of Dardanup Bushfire Advisory Committee Meeting will be held on Wednesday, 18th March 2026 in the Council Chambers, Shire of Dardanup - Administration Centre Eaton, 1 Council Drive, Eaton - commencing at 7.00pm.

A handwritten signature in black ink, appearing to read "A. Schönfeldt", is positioned above the printed name.

MR ANDRÉ SCHÖNFELDT
Chief Executive Officer

Date: 13th March 2026

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
3.	PRESENTATIONS	2
4.	CONFIRMATION OF MINUTES OF PREVIOUS MEETING	2
5.	ANNOUNCEMENTS OF MATTERS FOR WHICH MEETING MAY BE CLOSED.....	2
6.	DECLARATION OF INTEREST	2
7.	ACTION SHEET UPDATE	1
8	REPORTS OF OFFICERS AND COMMITTEES	1
8.1	<i>Title: AP022 Fitness for Work Policy – Application to Shire Bushfire Brigades</i>	<i>1</i>
8.2	<i>Title: Update Report from Chief Bush Fire Control Officer</i>	<i>3</i>
8.2	<i>Title: Department of Biodiversity, Conservation & Attractions – Officer Report.....</i>	<i>4</i>
8.3	<i>Title: Department of Fire & Emergency Services (DFES) – Mr Ricky Southgate and Area Officer Preston - Doug Van Bavel</i>	<i>4</i>
8.4	<i>Title: Burekup District Fire Control Officer Report – Mr Clay Rose.....</i>	<i>5</i>
8.5	<i>Title: Dardanup Central District Fire Control Officer Report – Mr Brendon Putt.....</i>	<i>6</i>
8.6	<i>Title: Ferguson Fire Control Officer Report – Mr Lyndon Skeers</i>	<i>7</i>
8.7	<i>Title: Joshua Creek / Crooked Brook Fire Control Officer Report – Mr Jeff Duncombe</i>	<i>8</i>
8.8	<i>Title: Upper Ferguson District Fire Control Officer Report – Mr Ryan Gibbs.....</i>	<i>8</i>
8.9	<i>Title: Waterloo District Fire Control Officer Report – Mr Rob Drennan</i>	<i>9</i>
8.10	<i>Title: Wellington Mill District Fire Control Officer Report – Mr Russell Harvie.....</i>	<i>10</i>
8.11	<i>Title: West Dardanup District Fire Control Officer Report – Mr Neil Dyer.....</i>	<i>11</i>
8.12	<i>Title: Coordinator Health, Emergency & Ranger Services Report – Mr Stephen Loiterton.....</i>	<i>12</i>
9.	NEW BUSINESS OF AN URGENT NATURE	16
10.	CLOSURE OF MEETING.	16

COMMITTEE MEMBERS:

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

STAFF MEMBERS

Mr Stephen Loiterton	-	Coordinator Health, Emergency and Ranger Services
Mr Paul Sydney-Smith	-	Senior Ranger

OBSERVERS

Mr André Schönfeldt	-	Chief Executive Officer
Mr Ashwin Nair	-	Director Development Services
Mrs Rochelle Dodds	-	EA to Director Development Services

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**AGENDA FOR THE SHIRE OF DARDANUP BUSHFIRE ADVISORY COMMITTEE MEETING TO BE HELD ON WEDNESDAY 18TH OF MARCH 2026, AT SHIRE OF DARDANUP – EATON ADMINISTRATION CENTRE, COMMENCING AT 7.00PM.****1 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS**

The Chairperson, to declare the meeting open, welcome those in attendance and refer 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****2.2 Apologies**

Mr Scott Bradbury - Burekup Bushfire Brigade

3. PRESENTATIONS

None.

4. CONFIRMATION OF MINUTES OF PREVIOUS MEETING**4.1 Bushfire Advisory Committee Meeting Held 8th of October 2025****BFAC RECOMMENDED RESOLUTION**

THAT the Minutes of the Bushfire Advisory Committee Meeting held on 8th October 2025, be confirmed as true and correct subject to no / the following corrections:

5. ANNOUNCEMENTS OF MATTERS FOR WHICH MEETING MAY BE CLOSED

None.

6. DECLARATION OF INTEREST

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

Key Management Personnel (which includes Elected Members, CEO and Directors) are reminded of their requirement to disclose biannually transactions between Council and related parties in accordance with Council Policy CP039

7. ACTION SHEET UPDATE

PENDING ACTIONS:

ACTION & MEETING DATE.	PERSON RESPONSIBLE	ACTION	OUTCOME	STATUS
Action - 03/24 09/10/2024	Stephen Loiterton	Provide information to FCO's on the current boundaries for each District	Brigades have been provided maps of boundaries for each brigade district. The boundaries have not changed. Brigades may request replacement maps if required.	
Action – 01/25 09/07/2025	Stephen Loiterton	Investigate Saline water issue at the Waterloo Bushfire Brigade Bore.	<p>The Shire has investigated the feasibility of desalination. Reverse osmosis requires a significant quantity of fresh water and is impracticable. The EMO liaised with the contractor who drilled the bore who advised the salinity is quite low. The EMO also liaised with pump manufacturers and was advised that the water may be used for firefighting, but the tank and pump must be rinsed with fresh water immediately afterwards to wash the saline water out.</p> <p>The bore water is only available for firefighting purposes (per regulations). Drilling the bore deeper to access less saline water will require extraction licences that the Shire does not have.</p>	
Action – 02/25 08/10/2025	Stephen Loiterton	Confirm the location of the Burekup District fire truck and report back to Mr Clay Rose.	Burekup's vehicle is at station (14 Mar 26).	

ACTION & MEETING DATE.	PERSON RESPONSIBLE	ACTION	OUTCOME	STATUS
Action – 03/25 08/10/2025	Stephen Loiterton	Mr Stephen Loiterton to follow up HR regarding requirements for drug testing prior to reinstatement of a brigade member asap.	HR presenting AP022 Fit for Work policy to clarify requirements for drug testing.	
Action – 04/25 08/10/2025	Finn Dau	Mr Finn Dau will assist brigade members by demonstrating how to change their alert settings		
Action – 05/25 08/10/2025	BFAC committee	BFAC Committee requested that the Western Power connection for the new emergency water supply standpipe at the Sandpit Road development be monitored closely to ensure Western Power meets the committed connection date.		

8 REPORTS OF OFFICERS AND COMMITTEES**8.1 Title: AP022 Fitness for Work Policy – Application to Shire Bushfire Brigades****Reporting Department***Shire of Dardanup***Reporting Officer***Mrs Kristy Burden – Manager Human Resources*

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

8.1.1 AP022 Fitness for Work Policy**Overview**

The purpose of this report is to inform the Bushfire Advisory Committee that the Shire of Dardanup's newly adopted AP022 *Fitness for Work* policy (Appendix BFAC:8.1.1A) is now in effect and applies to all Bushfire Brigade (BFB) members and volunteers. The Shire now requires that the policy is distributed and acknowledged (Appendix BFAC 8.1.1B Policy Acknowledgement) by all brigade members and volunteers.

Background

The Shire has recently completed a comprehensive review of AP022 – *Fitness for Work*, which sets out the Shire's obligations and expectations in ensuring that all individuals performing duties on behalf of the Shire, including volunteer BFB members, are fit to work safely and without risk to themselves or others. The policy applies to all Shire employees, volunteers, and people engaged by the Shire under a contract for services.

- *Summary of AP022 Fitness for Work*

The AP022 policy establishes the Shire's duty of care under the Work Health and Safety Act 2020, associated Regulations, and ISO45001:2018. Key elements relevant to BFB members include:

- *Fitness for Duty Requirement:* All members must be physically and mentally fit to undertake brigade duties without creating or being exposed to undue risk.
- *Impairment Management:* The policy covers impairment arising from fatigue, stress, medical conditions, prescribed or over-the-counter medication, and strictly prohibits being under the influence of drugs or alcohol during brigade activities.
- *0.00% BAC Requirement:* All individuals performing duties must have a 0.00% Blood Alcohol Concentration, unless formally waived by the CEO for specific events (not applicable to operational activities).
- *Drug and Alcohol Testing:* Testing may be conducted in accordance with Australian Standards, including random testing, for-cause/impairment-based testing, and post-incident testing.
- *Duty to Disclose Medication Impacts:* Members must advise their brigade leadership where prescribed medication may affect their ability to safely perform duties.

The policy exists to support a safe, healthy, and legally compliant operational environment, recognising that BFB activities often involve high-risk tasks, use of heavy machinery, and emergency response situations. Ensuring fitness for work is essential to protect volunteers, their teams, and the community.

To implement the policy effectively across all brigades, it is important that:

- Brigade members understand their responsibilities under the policy.
- Brigade leadership communicates expectations consistently and clearly.
- The Shire retains a record confirming that members have received the policy.

The Shire requests that each Bush Fire Brigade:

- Distribute a copy of AP022 *Fitness for Work* to all active members and volunteers.
- Communicate the key requirements at the next brigade meeting or via established brigade communication channels.
- Arrange for each member to sign an acknowledgement sheet confirming they have received and understood the policy.
- Return the completed acknowledgement sheets to the Shire for record-keeping.

BFAC RECOMMENDATION:

THAT the Bushfire Advisory Committee:

- 1. Notes that the Shire's AP022 *Fitness for Work Policy* (Appendix BFAC 8.1.1A) is now in force and applies to all Bushfire Brigade members and volunteers.**
- 2. Supports the distribution of the policy to all brigades.**
- 3. Requests each brigade to provide acknowledgement (Appendix BFAC: 8.1.1B) records confirming receipt of the policy by all members.**

8.2 Title: Update Report from Chief Bush Fire Control Officer

Reporting Department	<i>CBFCO - Dardanup</i>
Reporting Officer	<i>Mr Chris Hynes</i>

(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>	Brigades have been very actively responding to incidents outside Shire of Dardanup. I thank the brigades that have crew appliances attending fires at Shire of Murray, Shire of Collie, Shire of Boddington, Shire of Harvey, Shire of Capel And the Millbridge fire at Eaton.
<i>Appliance and Equipment</i>	High season appliances have been well used over the fire season.
<i>Training</i>	Training it good to see many brigades regularly adding there training events on Bart.
<i>Meetings Held</i>	I have attended many meetings - too many to list. Main point is that I continue to ensure all brigades are functioning and managed.
<i>Membership – Recruitment/Resignation</i>	I encourage brigades to check members details on fortnightly reports to ensure our active firefighters have completed the 4 required training requirements to attend an incident
<i>Concerns</i>	Collie River road. Bridge install date and weight capacity time frame ?
<i>Initiatives</i>	Branch out and Spring into Action looking for a coordinator to keep these events going as well as team to help run it The groundwork has been done who wants to run with it.
<i>Other News</i>	Question - how is the new CESM position progressing?

Item/s For BFAC Discussion

None.

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

Reporting Department	<i>Department of Biodiversity, Conservation and Attractions</i>
Reporting Officer	<i>Mr Jewell Crossberg</i>

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

8.3 Title: Department of Fire & Emergency Services (DFES) – Mr Ricky Southgate and Area Officer Preston - Doug Van Bavel

Reporting Department	<i>DFES</i>
Reporting Officer	<i>Mr Ricky Southgate</i>

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

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

Reporting Department	<i>Burekup BFB</i>
Reporting Officer	<i>Mr Clay Rose - FCO</i>

(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>	<ul style="list-style-type: none"> • From 27-11-25 to 1-3-26 Call outs -15 in total <ul style="list-style-type: none"> ○ 27-11-25 car fire Henty Rd, Burekup ○ 1-12-25 back yard fire Talbot Crescent, Brunswick ○ 14 & 15 -12-25 Gull Rd, Nambeelup ○ 20-12-25 Discovery Drive, Waterloo ○ 21-12-25 Gull Rd, Nambeelup ○ 28-12-25 Stanley Rd, Leschenault ○ 30- 12-25 Wellesley Rd, Kemerton ○ 31-12-25 Wellesley Rd, Kemerton ○ 1-1-26 Wellesley Rd, Kemerton ○ 29-1-26 SW Highway/ Litmus, Waterloo ○ 22-2-26 Waterloo Road, Roelands ○ 23-3-26 Chamberlain Gr, Millbridge ○ 25-2-26 Kettridge St, Burekup ○ 1-3-26 SW Highway, Waterloo
<i>Appliance and Equipment</i>	Appliance in good working order no outstanding faults.
<i>Training</i>	Three training sessions.
<i>Meetings Held</i>	Two committee meetings held.
<i>Membership – Recruitment/Resignation</i>	1 member moved from active FF to auxiliary, 1 new member & 1 cadet movement to active FF.
<i>Concerns</i>	<ul style="list-style-type: none"> • Lack of active members • Collie river road eastern end Turn area proposed closure by landowner.
<i>Initiatives</i>	Shire Christmas in the park event - 5-12-25. Santa lolly run Burekup Town - 24-12-25. Collie River Road eastern end turn around area inspection - 15-1-26.
<i>Other News</i>	None.

Item/s For BFAC Discussion

Burekup Fire Brigade would like to apologise to Wellington BFB for the 2 shift change swap over mix ups that occurred at the Wellesley fire & to Rob Drennan that was organising the shift changes.

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

Reporting Department	<i>Dardanup Central BFB</i>
Reporting Officer	<i>Mr Brendon Putt</i>

(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>	A total of 13 call outs since last BFAC.
<i>Appliance and Equipment</i>	Appliance in good working order no outstanding faults
<i>Training</i>	Training, every two weeks, we have had good attendance, although getting full active list to attend is a challenge!
<i>Meetings Held</i>	Leadership meeting held
<i>Membership – Recruitment/Resignation</i>	One additional member
<i>Concerns</i>	Nil.
<i>Initiatives</i>	Western Power Grants, we were successful in our grant application, Handheld radio - four off from ARB \$1278 plus Milwaukee power tools from Total Tools \$1360, there was a price difference of \$250 which was paid by brigade funds due to price increases.
<i>Other News</i>	

Item/s For BFAC Discussion

1. Bushfire Brigade Work Instructions Book:

I know a lot of work has been done on this item, Dardanup Central Brigade has had operational issues to deal with, Meetings with the Shire staff for correct process and procedure has been a challenge. I would like to request that this item be a high priority to complete and sign off on.

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

Reporting Department	<i>Ferguson BFB</i>
Reporting Officer	<i>Mr Lyndon Skeers</i>

(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>	<ul style="list-style-type: none"> • 8 local • 9 deployments out of Shire.
<i>Appliance and Equipment</i>	<ul style="list-style-type: none"> • Received High Season vehicle for the summer. • Ferguson LT is out of action due to an electrical fault, Frontline are working on a solution, no ETA for repairs/return. • Water pump to shed not working, waiting on repairs. • Damaged hose has been replaced. • New fuel card delivered and working well.
<i>Training</i>	<ul style="list-style-type: none"> • Have been training twice monthly over the fire season, returning to once per month beginning this month. • Various members enrolled in advanced courses, crew leader etc. • Hosted Kylie Millington, Shire of Dardanup Work Health & Safety Officer during our most recent training session. We look forward to working with her in the future.
<i>Meetings Held</i>	4
<i>Membership Recruitment/Resignation</i>	– 1
<i>Concerns</i>	Nil
<i>Initiatives</i>	FCO Lyndon Skeers spoke to community members and answered questions regarding volunteering at the recent Dardanup Community Connections evening hosted by Volunteer South West.
<i>Other News</i>	<ul style="list-style-type: none"> • Shed extension, earth works almost complete • Thank you to Murray Halden for his work throughout the season, we appreciate that requests/issues were resolved in a timely manner with good communication.

Item/s For BFAC Discussion

None.

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

Reporting Department Joshua Creek / Crooked Brook BFB
Reporting Officer Mr Jeff Duncombe

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

Activity Report Since Last BFAC Meeting

<i>Fire Call Outs</i>	A total of 3 call outs since last BFAC.
<i>Appliance and Equipment</i>	Pump monitor repairs.
<i>Training</i>	Four trainings have occurred since the last BFAC meeting.
<i>Meetings Held</i>	One meeting was held.
<i>Membership – Recruitment/Resignation</i>	None.
<i>Concerns</i>	None.
<i>Initiatives</i>	None.
<i>Other News</i>	None.

Item/s For BFAC Discussion

None.

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

Reporting Department Upper Ferguson BFB
Reporting Officer Mr Ryan Gibbs - Captain

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

Activity Report Since Last BFAC Meeting

Item/s For BFAC Discussion

None

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

Reporting Department	Waterloo BFB
Reporting Officer	Mr Rob Drennan

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

Activity Report Since Last BFAC Meeting

<i>Fire Call Outs</i>	A total of 26 Fire call outs between 25/05/25 to 09/03/26 <ul style="list-style-type: none"> • 128 hours on Fire Ground. • 137 Crew positions filed.
<i>Appliance and Equipment</i>	<ul style="list-style-type: none"> • 3.4 reflective decals scorched off left hand side of truck. • 3.4 Airconditioning freezing up on occasion. • LT Charger not working well. • LT Phone aerial snapped off.
<i>Training</i>	Eight training events completed since the last BFAC meeting.
<i>Meetings Held</i>	
<i>Membership – Recruitment/Resignation</i>	Four new volunteers (2 ex Bunbury BFB).
<i>Concerns</i>	Water filtration System will be working one day.
<i>Initiatives</i>	The availability of glow sticks have been a great help establishing fire ground perimeter and working water points and sector parameters.
<i>Other News</i>	None.

Item/s For BFAC Discussion

None.

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

Reporting Department Wellington Mill BFB

Reporting Officer Mr Russell Harvie

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

Activity Report Since Last BFAC Meeting

<i>Fire Call Outs</i>	Four since last meeting
<i>Appliance and Equipment</i>	Awaiting replacement hose reel winder
<i>Training</i>	Seven sessions completed to date – four new members awaiting practical component modules delivery.
<i>Meetings Held</i>	Four since last BFAC
<i>Membership – Recruitment/Resignation</i>	Four new members – 8 Auxiliary members inducted
<i>Concerns</i>	Fire Call issue – prioritisation required.
<i>Initiatives</i>	Working on design and plan submission for upgrade to fire shed.
<i>Other News</i>	-

Item/s For BFAC Discussion

1. Fire Call Protocols.

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

Reporting Department	West Dardanup BFB
Reporting Officer	Mr Neil Dyer

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

Activity Report Since Last BFAC Meeting

<i>Fire Call Outs</i>	Thirty-nine FIRS attendance sheets have been processed by the Brigade. Many of these incidents were outside our brigade area and included overnight deployments to Boddington.
<i>Appliance and Equipment</i>	<p>The brigade has been fortunate to have a seasonal 3.4 held at our station for the season. This appliance has enabled the Brigade to attend to more incidents throughout the period.</p> <p>The new Iveco 1.4 is very different to operate than the previous appliance. Members are using it to attend incidents however; a lot of consideration is given to who is operating the appliance.</p> <p>Without specific training or an operator from West Dardanup it would not be recommended that members from another Brigade use the vehicle at an incident.</p>
<i>Training</i>	The brigade has continued with training throughout this period. All active members have completed at least the minimum training required.
<i>Meetings Held</i>	The executive has conducted a monthly meeting to assist with the operation of the West Dardanup brigade.
<i>Membership – Recruitment/Resignation</i>	During this period, we have had a couple of members take leave of absence from active duties, however with the newer recruits the Brigade has been able to maintain our operational capacity. We are currently investigating new ways to increase membership, one of which will involve ‘door knocking’ of new residents to the area.
<i>Concerns</i>	There are still a lot of developments occurring within the West Dardanup brigade area without notification to the Brigade. This situation was previously discussed at BFAC.
<i>Initiatives</i>	
<i>Other News</i>	

Item/s For BFAC Discussion

None.

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

Reporting Department

Shire of Dardanup

Reporting Officer

Mr Stephen Loiterton – Coordinator Health Emergency & Ranger Services

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

8.12.1 Season to Date

Between 1st October 2025 until 5th March 2026 the Shire's brigades have reported attendance at 35 fires. A total of 77 different members across all 8 brigades have attended those fires, with 22 members having attended more than 5 fires.

The 8 most attended fires are listed in Table 1.

Table 1: Most attended fire calls

DFES No	Title	Count*
767381	Wellesley Road, Kemerton	53
773105	Chamberlain Grove, Eaton	30
765309	Gull Road, Keerlup	17
773014	Coalfields Hway, Roelands	15
770566	SW Hwy x Litmus Rd	13
762768	Henty Road, Burekup	12
767244	Forrest Highway x Stanley Road	11
773797	Tree Grass Fire - Waterloo Caravan Park	11
772377	Ivela Rd Capel	11

* Members may be counted multiple times over multiple shifts

8.12.2 Work Health and Safety

As at 3rd March 2026 there are:

- 43 firefighters and
- 35 ancillary members

for whom the Shire has not received induction forms. Induction is required of all members before they may participate in any brigade activities (includes training, fire calls and fundraising).

The Shire does not have any record of completion of the following minimum training courses:

- **26 AIIMS Awareness**
- **14 Bushfire Safety Awareness**
- **18 Firefighting skills**
- 11 Advanced Bush Firefighting
- 3 Sector Commander
- 10 Crew Leader

The items in **bold** are required of all firefighters before they may attend a fireground.

On 26th August 2025 the Chief Executive Officer issued a directive re mandatory training that stated:

- *No untrained or un-inducted members are to respond to incidents or enter any fire-affected areas.*
- *Brigade Captains and Fire Control Officers are to ensure strict compliance with this directive.*
- *Any breach of this directive may result in disciplinary action and removal from volunteer duties.*

Between 27th August 2025 and 3rd March 2026:

- One firefighter attended a bushfire without evidence of them having been inducted.
- Four firefighters attended a bushfire without evidence of minimum training (missing AAIMS Awareness, Bushfire Safety Awareness, and/or Firefighting skills).
- Two volunteers have attended brigade training without evidence of being inducted.

8.12.3 Community Emergency Services Manager

The Department of Fire and Emergency Services supports a program that partly funds the salaries of Community Emergency Services Managers within some local government entities. The CESM provide a link between the local government, the Department, Bush Fire brigades and State Emergency Service units, helping to plan, administer, coordinate and support their volunteer services. The Shire has been advised that DFES has allocated one CESM for the Shire.

Recruitment of a Community Emergency Services Manager is expected in the next 2-3 months.

8.12.4 Mitigation Activity Fund

The Western Australian government has established the Mitigation Activity Fund Grants Program (MAFGP) 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 has been granted \$612,720 to fund 85 bushfire mitigation treatments over 3 years to mid-2028. The 3-year program should enable a little more flexibility with treatment scheduling. Table 2 shows the status of those treatments.

Table 2: Treatment counts

	<i>Not commenced</i>	<i>Commenced</i>	<i>Completed</i>
Mechanical	30	3	0
Chemical	29	4	0
Access track	13	0	0
Access gate	1	0	0
Planned burn	2	1	0
Maintain firebreak	2	0	0

8.12.5 Local Government Grant Scheme

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

The Shire was successful in obtaining a modest increase in allocation for 2025/26, increasing to \$255,000. This increase was to partially fund important brigade station maintenance. In addition, one

'Line 9' application was accepted to install water filtration to the Waterloo Station to enhance volunteer safety.

As of 10 March, a total of \$216,061 has been expended. A total of \$42,90 has been committed. This has spending at \$3,251 over budget. The Shire will be seeking advice from the Department of Fire and Emergency Services before spending funds on priority items.

Brigades can still ask for eligible expenses to occur, this is not an issue, however the process may be slightly longer as we wait for DFES pre-approval.

BFAC RECOMMENDED RESOLUTION

THAT the Bushfire Advisory Committee:

- 1. Notes the Local Government Grant Scheme allocation for 2025/2026 has been fully expended.**
- 2. Notes that pre- approval will be required for all requests from the Department of Fire Emergency Services prior to being actioned by the Shire Officers.**

8.12.6 LLGS Capital Works Application

The works to upgrade the Ferguson Bushfire Brigade station have progressed. Groundwork has been undertaken. We are awaiting compaction certification before handing over the site to the building contractor to commence construction. A building application is expected from the contractor soon.

The Shire's application for Local Government Grant Scheme funding for 2026/27 will seek additional funding to complete phase 2 of the Ferguson station upgrade.

The Wellington Mills Bushfire Brigade has put forward a proposal to have their station upgraded. The brigade currently lacks a kitchen, office space, communications room, washdown area and toilets – all that are included in the model for a brigade the size of Wellington Mills. A submission will be included in the Shire's application for Local Government Grant Scheme funding for 2026/27. Elements of the upgrade will require ground works that are not eligible for grant funding. A proposal is to be put to Council to contribute funding for the project to cover the ineligible ground works.

8.12.7 Bush Fire Brigade Handbook

A full review of the Shire of Dardanup Bush Fire Brigade Handbook has been undertaken. (Appendix BFAC: 8.12.6) The Handbook was formerly known as the Work Instructions, which was based on a similar document from another local government, and was never formally adopted.

Three face-to-face consultation meetings were conducted to agree on the general content. The consolidated final draft of the Handbook has been distributed to Captains and FCOs for comment on the detailed contents.

The handbook has been compared with the equivalent document of the Shire of Capel. Harmonising such documents across local governments ensures that there is consistency in how brigades operate. While there are differences in some matters, the two are aligned in the whole. The handbook has also been reviewed internally by Work Health and Safety Team and Human Resources.

The changes made through the consultation include:

- making it clear the governance and legislative responsibilities
- clarifying the obligations per the *Work Health and Safety Act*
- clearer guidance on reporting of work health and safety incidents
- clearer guidance on grievances and managing conduct, performance and membership matters
- clearer guidance on minimum training and competency assurance
- additional guidance on record keeping

Due to the significant edits, it is anticipated that the document will require incremental reviews as new information or processes require documenting, and as lessons are identified from training and operational activities. The document once endorsed will also be reviewed by the Shire's Communications and Promotions Team to ensure it is aligned with the Style guide and presents as an easy readable document.

BFAC RECOMMENDED RESOLUTION

THAT the Bushfire Advisory Committee:

- 1. Endorses the Shire of Dardanup Bush Fire Brigades Handbook as provided for in (Appendix BFAC: 8.12.6).**
- 2. Notes that the Shire's Style Guide will be applied to the document**
- 3. The document will be circulated to the Brigades for use.**

9. NEW BUSINESS OF AN URGENT NATURE

[Please Note: This is Not General Business – This is for Urgent Business Approved By the Person Presiding or by Decision. In cases of extreme urgency or other special circumstance, matters may, with the consent of the person presiding, or by decision of the members present, be raised without notice and decided by the meeting.]

10. CLOSURE OF MEETING.

The Chairperson advises that the date of the next Bush Fire Advisory Committee Meeting is to be Wednesday, 17 June 2026.

There being no further business the Chairperson to declare the meeting closed.