



UNCONFIRMED

MINUTES

BUSH FIRE ADVISORY COMMITTEE MEETING

Held

18th March 2026

At

Shire of Dardanup
Administration Centre Eaton
1 Council Drive - EATON

*This document is available in alternative formats such as:
~ Large Print
~ Electronic Format
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.”

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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 e.g. 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 BUSH FIRE ADVISORY COMMITTEE MEETING HELD ON WEDNESDAY 18TH OF MARCH 2026, AT SHIRE OF DARDANUP – EATON ADMINISTRATION CENTRE, AT 7.00PM.

1 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

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

Acknowledgement of Country

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

Affirmation of Civic Duty and Responsibility

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

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

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

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

Emergency Procedure

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

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

2.1 Attendance

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

Staff Members

Mr Stephen Loiterton	-	Coordinator Health, Emergency and Rangers Services
Mr Paul Sydney-Smith	-	Senior Ranger
Mrs Kristy Burden	-	Manager HR

Observers

Mr Ashwin Nair	-	Director Development Services
Mr Finn Dau	-	Captain Dardanup Central District
Mrs Jolene Roots	-	EA (Minutes)

2.2 Apologies

Mr Grant Ratcliffe	-	FCO Upper Ferguson District
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3. PRESENTATIONS

None.

4. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

4.1 [Bush Fire Advisory Committee Meeting Held 8th of October 2025](#)

BUSH FIRE ADVISORY COMMITTEE RESOLUTION

BFAC 01-26

Moved – Cr TG Gardiner

Seconded – Mr B Putt

THAT the Minutes of the Bush Fire Advisory Committee Meeting held on 8th October 2025, be confirmed as true and correct subject to no corrections.

CARRIED

5. ANNOUNCEMENTS OF MATTERS FOR WHICH MEETING MAY BE CLOSED

None.

6. DECLARATION OF INTEREST

Note: Chairperson asked the Committee if there are any Declaration of Interest to be declared.

None.

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. Neil has not seen any maps to date. Stephen explained that he printed off maps twice in the last two years and if anyone requires a map, to please let Stephen know and they can be printed or emailed.	Completed
Action – 01/25 09/07/2025	Stephen Loiterton	Investigate Saline water issue at the Waterloo Bushfire Brigade Bore.	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. 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.	
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 – 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.	Completed
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 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 Bush Fire 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.

Discussion

The Committee discussed proposed procedural and implementation timeframes for the new policy. It was agreed that the Shire of Dardanup Manager Human Resources could assist, upon request, with the upgrade process.

BUSH FIRE ADVISORY COMMITTEE RESOLUTION:

BFAC 02-26

Moved – Mr R Harvie

Seconded – Cr TG Gardiner

THAT the Bush Fire 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.**

CARRIED

8.2 Update Report from Chief Bush Fire Control Officer

Reporting Department *CBFCO - Dardanup*
Reporting Officer *Mr Chris Hynes*

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

Activity Report since Last BFAC Meeting

<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 is good to see many brigades regularly adding their 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?

Discussion:

Chairperson, Cr T G Gardiner provided an update on the CESM position and Director Sustainable Development, Mr Ashwin Nair provided an update on staffing arrangements within the Shire

8.3 Department of Biodiversity, Conservation & Attractions – Officer Report

Reporting Department*Department of Biodiversity, Conservation and Attractions***Reporting Officer***Mr Jewell Crossberg*

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

Note: The following report was tabled at the meeting.

Prescribed Burning

- Despite a few challenges, DBCA Wellington District had a reasonably successful Spring burning season. Approx. 8000ha treated.
- The link below is a good source to identify potential prescribed burns currently in the DBCA Burn Options Program (BOP).
- When inquiring about a specific area, use the prescribed burn number listed in the website. For example, WTN_146.

[Burn Options Program | Department of Biodiversity, Conservation and Attractions](#)

Bushfires

As at 18/03/2026, 94 bushfires recorded on DBCA managed tenure since the start of the 2025/2026 season, 11 within the Shire of Dardanup.

Thank you to the Brigades for all your efforts with your local fires and the essential assistance with other DBCA and DFES fires.

Staff/ Staff Changes

District Fire Coordinator Collie – Jewell Crossberg. (0427 412 828).

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

Fire Operations Officer – Garth Grimsley (0460 621 431).

A/Fire Operations Officer – Jacoba Webb.

Discussion:

Mr J Crossberg advised the Committee that the Department is considering the Autumn burn programs and that it is still very dry. There are a couple of higher priority burns coming up namely Wellington (large area).

Mr J Crossberg also extended his gratitude to Mr Chris Hynes and all the brigades.

It was identified that the burn periods will likely be extended to the 10th April, just after Easter.

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

Reporting Department	DFES
Reporting Officer	Mr Ricky Southgate

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

Note: The following report was tabled at the meeting.

As of 18/03/2026

Fire Season 25/26

DFES would like to thank the Shire of Dardanup for the ongoing support across the 2025 / 2026 season across the state. With brigades providing multiple shifts across other Shires as far as Shark bay to the North and Boddington to the East.

Training

The DFES Southwest region has released the 2026 training Calendar and encourages people to apply, with courses already being oversubscribed. See attached training Calendar to disseminate to brigades. While there is an ongoing increase in training requirements for LGA, the DFES Southwest region will support LG volunteers in becoming trainers to facilitate training within each LGA to assist LGA to meet training requirements. Should you have members wishing to go down the pathway to become a trainer and assessor please let me know.

Mitigation works through Department of Justice

The DFES SW region is now utilising s95 crews from the Bunbury regional prison and Karnet Prison to carry out mitigation work on UCL UMR within gazetted town sites and moved away from having the ability to use local contractors.

High Season Fleet

Thank you to the Shire for crewing both the 3.4 an LT that forms part of the States seasonal fleet. This has worked well and I will look to advocate for having the appliance placed at these locations for the 26/27 season.

The 3.4 will stay at West Dardanup and form part of the South West mitigation fleet for this burn season.

Southwest Enhanced Response

DFES Southwest continues to work within the enhanced mobilisation. Should the enhanced mobilisation be extended this will be communicated.

Aircraft

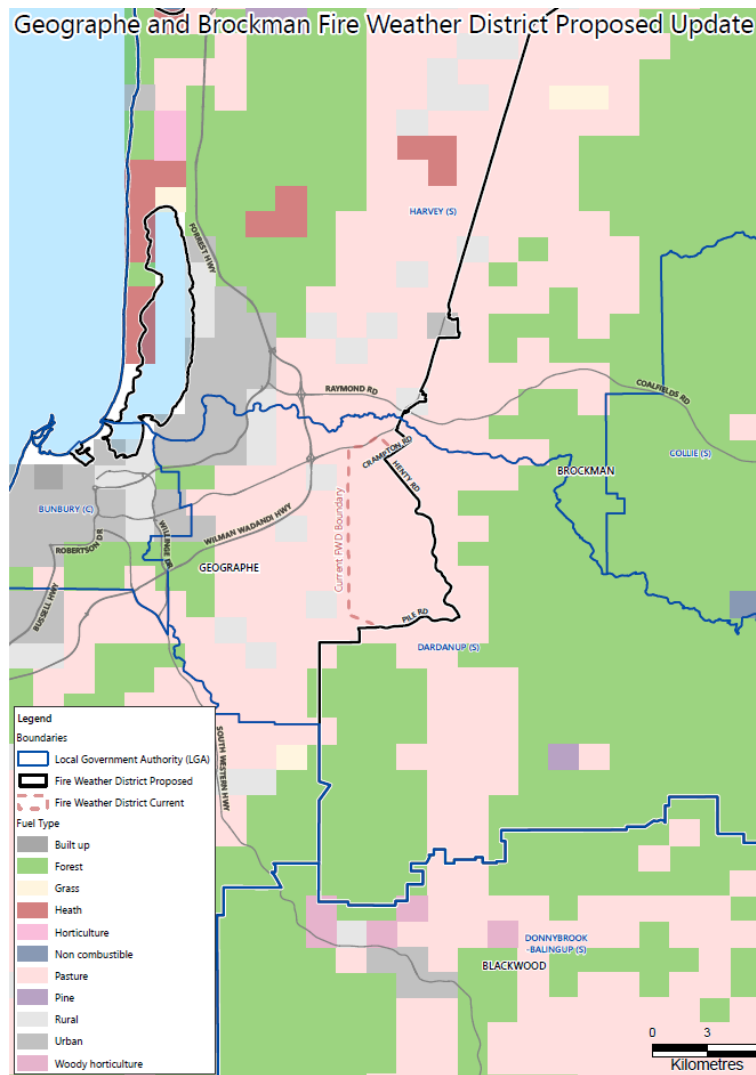
Aircraft remains online and as standdown dates get communicated this will be sent through to keep all informed. With the current outlook it is likely the dates will be extended.

Suspicious fire

Several suspicious fires have occurred in various Southwest local governments this year and DFES asks that if you observe any suspicious behaviour to call 000 immediately. If you suspect someone of arson or fire lighting, make a report online or call Crime Stoppers on 1300 333 000.

Update of Geographe Fire weather boundaries in Dardanup

Please see map of proposed update to the Fire weather district for Geographe, this change is to ensure the correct fire behaviour index is being made relevant to the fuel type and land use. Geographe FWD by considering Pile Road to Henty Road and the north end of Crampton Road as the eastern Boundary.



Staff Movements

As some are aware, I have taken the District Officer role based out of Bunbury office. I would like to thank everyone for the support over the years, I have enjoyed working with everyone and will continue to work and be involved with the Shire of Dardanup. I am pleased to let you all know that Kohdy Flynn from Collie will be in the AO role commencing 4th May. Once Kohdy commences in the role he will be in contact with his contact details. My details will not change and will say with me into the new role.

Responses in HARVEY (S) LG														
Brg N ^o	Brigade Name	Service												
6107	BUREKUP BFB	BFB	0	0	0	0	3	0	1	0	0	0	0	4
6189	DARDANUP CENTRAL BFB	BFB	0	0	0	0	1	0	0	0	0	0	0	1
6191	DARDANUP WEST BFB	BFB	0	0	0	0	3	0	0	0	0	0	0	3
122	EATON-AUSTRALIND VFRS	VFRS	1	0	2	17	3	11	13	1	0	3	14	65
6231	FERGUSON BFB	BFB	0	0	0	0	2	0	0	0	0	0	0	2
6319	JOSHUA/ CROOKED BROOK BFB	BFB	0	0	0	0	1	0	0	0	0	0	0	1
9040	SHIRE DARDANUP	LG	0	0	0	0	3	2	0	0	0	0	0	5
6632	UPPER FERGUSON BFB	BFB	0	0	0	0	3	0	0	0	0	0	0	3
6659	WATERLOO BFB	BFB	0	0	0	0	4	0	2	0	0	0	0	6
6663	WELLINGTON MILLS BFB	BFB	0	0	0	0	1	0	0	0	0	0	0	1
Responses in MURRAY (S) LG														
Brg N ^o	Brigade Name	Service												
6107	BUREKUP BFB	BFB	0	0	0	0	1	0	0	0	0	0	0	1
6191	DARDANUP WEST BFB	BFB	0	0	0	0	1	0	0	0	0	0	0	1
122	EATON-AUSTRALIND VFRS	VFRS	0	0	0	0	1	0	0	0	0	0	0	1
6231	FERGUSON BFB	BFB	0	0	0	0	3	0	0	0	0	0	0	3
6659	WATERLOO BFB	BFB	0	0	0	0	1	0	0	0	0	0	0	1
Responses in WAROONA (S) LG														
Brg N ^o	Brigade Name	Service												
6191	DARDANUP WEST BFB	BFB	0	0	0	0	1	0	0	0	0	0	0	1

8.5 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

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

Discussion:

There was further discussion on the Collie River Bridge and Senior Ranger, Mr Paul Sydney-Smith advised the Committee that he had contacted Mainroads regarding the bridge, and we are still awaiting information.

8.6 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.

8.7 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.

8.8 Joshua Creek / Crooked Brook Fire Control Officer Report – Mr Jeff Duncombe

Reporting Department	<i>Joshua Creek / Crooked Brook BFB</i>
Reporting Officer	<i>Mr Jeff Duncombe</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 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.

8.9 Upper Ferguson District Fire Control Officer Report – Mr Ryan Gibbs

Reporting Department	<i>Upper Ferguson BFB</i>
Reporting Officer	<i>Mr Ryan Gibbs - Captain</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

Item/s For BFAC Discussion

None.

8.10 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.

8.11 Wellington Mill District Fire Control Officer Report – Mr Russell Harvie

Reporting Department	Wellington Mill BFB
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Reporting Officer	Mr Russell Harvie
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(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.

Discussion:

The committee discussed the Fire Call Protocols and review of the listings to be looked at

8.12 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.

8.13 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 AIIMS 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.

BUSH FIRE ADVISORY COMMITTEE RESOLUTION

BFAC 03-26 MOVED - Mr Chris Hynes SECONDED - Mr Rob Drennan

THAT the Bush Fire 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.**

CARRIED

8.12.6 LLGS Capital Works Application

The works to upgrade the Fergus circulatee 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.

OFFICER RECOMMENDATION

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.

Discussion:

The Committee discussed the governance aspects of the handbook and agreed that further review is required, with the matter to be presented again at the next Bushfire Advisory Committee meeting.

BFAC 04-26 MOVED - Mr Chris Hynes SECONDED - Mr Brendan Putt

THAT the Bush Fire Advisory Committee:

- 1. Defers endorsing the Dardanup Bushfire Brigades handbook to enable further review by Brigade Captains.**
- 2. Requests that following review the Dardanup Bushfire Brigades handbook be brought back for endorsement at the 17th June 2026 Bush Fire Advisory Committee Meeting.**

CARRIED

9. NEW BUSINESS OF AN URGENT NATURE
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None.

10. CLOSURE OF MEETING.

The Chairperson advised that the date of the next Bush Fire Advisory Committee Meeting is Wednesday, 17th June 2026.

There being no further business the Chairperson declared the meeting closed at 7.50pm