



A G E N D A

BUSHFIRE ADVISORY COMMITTEE MEETING

TO BE HELD

Wednesday, 7th October 2026

Commencing at 7.00pm

AT

Shire of Dardanup
Administration Centre Eaton
1 Council Drive - EATON

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NOTICE OF BUSHFIRE ADVISORY COMMITTEE MEETING

Dear Committee Member

The next Shire of Dardanup Bushfire Advisory Committee Meeting will be held on Wednesday, 7th October 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 "André Schönfeldt".

MR ANDRÉ SCHÖNFELDT
Chief Executive Officer

Date: 2nd October 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.”

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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 Tyrrell G Gardiner	-	Elected Member (Chairperson)
Cr Ruby J Trevathan	-	Elected Member
Cr Anthony C Jenour	-	Elected Member (Proxy)

STAFF MEMBERS

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

OBSERVERS

Mr André Schönfeldt	-	Chief Executive Officer
Mrs Susan Oosthuizen	-	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	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. Examples of Quasi-Judicial authority include town planning applications, building licences, applications for other permits/licences (e.g.: under Health Act, Dog Act or Local Laws) and other decisions that may be appealable to the State Administrative Tribunal.

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 7TH OF OCTOBER 2026, AT THE 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****3. PRESENTATIONS**

None.

4. CONFIRMATION OF MINUTES OF PREVIOUS MEETING**4.1 *Bushfire Advisory Committee Meeting Held on 17th of June 2026*****BUSHFIRE ADVISORY COMMITTEE RECOMMENDATION**

THAT the Minutes of the Bushfire Advisory Committee Meeting held on 17th June 2026 be confirmed as true and correct / subject to 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 – 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.	The connection has been installed by Infrastructure.	Complete
Action – 01/25 09/07/2025 & 17/06/2026	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.	Update provided by Coordinator Emergency Services within this agenda below on page 14.
BFAC 01 – 26 17/06/26	Susan Oosthuizen	Development Water Supply Policy: Review current policies, subdivision conditions and legislative provisions relating to the provision of water tanks and pumps in new developments.		In Progress
BFAC 02 – 26 17/06/26	Susan Oosthuizen	Major Subdivisions: Investigate opportunities to formally refer major subdivision and development proposals to the Bush Fire Advisory Committee for consultation and comment.	These referrals are currently being done by the Planning Team to the FCO's/Leadership Team for comments.	Complete

8 REPORTS OF OFFICERS AND COMMITTEES**8.1 *Update Report from Chief Bush Fire Control Officer*****Reporting Department***Chief Bush Fire Control Officer - Dardanup***Reporting Officer***Mr Chris Hynes*

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

No report submitted.

8.2 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)

No report submitted.

8.3 Department of Fire & Emergency Services (DFES) – Mr Ricky Southgate and Area Officer Preston – Kohdy Flynn

Reporting Department*Department of Fire & Emergency Services***Reporting Officer***Mr Kohdy Flynn*

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

Report as of 16 September 2026Training

The DFES South West Region 2026 Training Calendar has been well supported, with many courses reaching capacity and additional deliveries scheduled to ensure volunteers across the region continue to have access to training opportunities.

As the region transitions from the primary training period into the prescribed burning season, volunteers are encouraged to apply for any remaining courses.

With training requirements for Local Governments continuing to increase, DFES South West Region remains committed to supporting Local Government volunteers to become qualified trainers and assessors. Building local training capability within each Local Government Area will assist brigades and Local Governments in meeting their ongoing training obligations. Any members interested in pursuing the trainer and assessor pathway are encouraged to reach out for further assistance.

Mitigation Works

DFES Southwest Region is now utilising Section 95 work crews from Bunbury Regional Prison and Karnet Prison to undertake mitigation works on Unallocated Crown Land and Unmanaged Reserves within gazetted townsites.

In addition, the DFES State Mitigation Team is available to undertake mitigation activities as required, including support for DFES prescribed burning operations. The team has dedicated personnel and specialised plant and equipment, including Posi-Tracks, front end loaders and slashers, enabling effective delivery of larger scale fuel management activities.

Prescribed Burning

The DFES Southwest Region Spring 2026 Prescribed Burning Program has been finalised and will commence when suitable weather conditions are experienced.

Support remains available for Local Government prescribed burning activities where required. The brigades are encouraged to engage with DFES should assistance be needed with planning or operational delivery.

General

The handover of the new Dardanup Central 3.4U appliance has successfully been completed, with strong attendance from brigade members across the Shire, Arrangements have also been made for the Delivery and training handover of the JCB 1.4 which is scheduled to occur prior to the onset of the season.

El Niño has emerged as a significant climate driver influencing Australia's weather patterns. Current indicators suggest the event is developing, which may result in hotter and drier conditions across much

of Western Australia during spring and summer. This could lead to below average rainfall across southern parts of the State and increase the likelihood of an earlier and more challenging bushfire season. While seasonal forecasts will continue to be monitored and updated, current outlooks reinforce the importance of maintaining preparedness across all levels of emergency management.

-A DFES High Season appliance has remained within the Shire of Dardanup throughout the year; this has proven to be successful and has been used within the Shire and the region for mitigation activities and to cover for any breakdowns or servicing of other appliances. It is intended this allocation will continue and roll over into the High Threat period.

The South West Zone Response (SWZR) has now been finalised, we have commenced contacting the regions Chiefs for signing, once the document has been signed this will be disseminated to all LGA for their oversight.

I would also like to take this opportunity to acknowledge Chris Hynes on his receipt of the Murray Lang Bushfire Award at the 2026 WAFES Awards night. The Murray Lang award honours individuals who have demonstrated exceptional commitment and service to their communities within the Bush Fire Service and is the highest honour available to a Bushfire Service Volunteer.

Chris has gone above and beyond the call of duty spanning his 40+ years of service, Chris continues to advocate for and support all volunteers across the Shire and within the Southwest region, while providing leadership and knowledge sharing along with serving his community, an award well deserved.

If I can be of any assistance at any stage, please reach out, I look forward to working with you all during the summer season.

8.4 Burekup District Fire Control Officer Report – Mr Clay Rose

Reporting Department	Burekup Bush Fire Brigade
Reporting Officer	Mr Clay Rose - FCO

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

No report submitted.

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

Reporting Department	<i>Dardanup Central Bush Fire Brigade</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>	Six call outs since last BFAC
<i>Appliance and Equipment</i>	New 3.4 appliance delivered
<i>Training</i>	Training monthly over the off season, recently structural training well attended.
<i>Meetings Held</i>	New leadership held meetings, regular updates with leadership group.
<i>Membership – Recruitment/Resignation</i>	2 Resignations
<i>Concerns</i>	Retaining existing members, and recruitment is a constant challenge with additional requirements people are choosing not to be involved.
<i>Initiatives</i>	Bull and Barrel is on again, Finn DAU will be coordinating the display on behalf of all brigades, please message your members if they would like to do a couple of hours, Squirt is booked again and was very popular last year, DFES info bush fire ready info, Dardanup Brigade volunteering info for all brigades will be on display.
<i>Other News</i>	Nil.

Item/s For BFAC Discussion

None.

8.6 Ferguson Fire Control Officer Report – Mr Lyndon Skeers

Reporting Department	<i>Ferguson Bush Fire Brigade</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>	2
<i>Appliance and Equipment</i>	LT is currently being serviced. Awaiting resolution of faulty lay flat hoses.
<i>Training</i>	We have resumed training twice monthly.
<i>Meetings Held</i>	4
<i>Membership – Recruitment/Resignation</i>	Cadet Xavier Congdon has graduated from the cadet program and has completed all training required to participate as a full member of the brigade this season.
<i>Concerns</i>	Nil.
<i>Initiatives</i>	Fire prevention/community awareness banners are in place on the roadside.
<i>Other News</i>	Two members attended WAFES conference in September. Shed extensions almost complete in preparation for the coming fire season.

Item/s For BFAC Discussion

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

Reporting Department	Joshua Creek / Crooked Brook Bush Fire Brigade
Reporting Officer	Mr Jeff Duncombe

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

Activity Report Since Last BFAC Meeting

<i>Fire Call Outs</i>	5
<i>Appliance and Equipment</i>	One busy bee
<i>Training</i>	Two training nights
<i>Meetings Held</i>	One meeting
<i>Membership – Recruitment/Resignation</i>	Nil.
<i>Concerns</i>	The fire shed was broken into, smashed window – all for a carton of beer. Officer Comment: This was reported to the Police and a claim to replace the window needs to be lodged by Shire.
<i>Initiatives</i>	Nil.
<i>Other News</i>	We are receiving our new fire truck soon.

Item/s For BFAC Discussion

None.

8.8 Upper Ferguson District Fire Control Officer Report – Mr Grant Ratcliffe

Reporting Department	Upper Ferguson Bush Fire Brigade
Reporting Officer	Mr Ryan Gibbs - Captain

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

No report submitted.

8.9 Waterloo District Fire Control Officer Report – Mr Rob Drennan

Reporting Department	Waterloo Bush Fire Brigade
Reporting Officer	Mr Rob Drennan

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

No report submitted.

8.10 Wellington Mill District Fire Control Officer Report – Mr Russell Harvie**Reporting Department**

Wellington Mill Bush Fire Brigade

Reporting Officer

Mr Russell Harvie

*(In the interest of time efficiency report to be accepted as presented, not read aloud at the meeting)***Activity Report Since Last BFAC Meeting**

<i>Fire Call Outs</i>	Nil call outs for the previous 3 months of winter.
<i>Appliance and Equipment</i>	1.4 appliances have been serviced although transfer hoses ruled as non-compliant. These have been reviewed by Alan and awaiting feedback at BFAC.
<i>Training</i>	Training has commenced and PPE audit completed for members.
<i>Meetings Held</i>	Committee meetings have been recommended in September after a 3-month hiatus.
<i>Membership – Recruitment/Resignation</i>	Three new members completed training in April and have received their uniforms. Looking to recruit new members from new residents to area. Ongoing discussions.
<i>Concerns</i>	The brigade has zero toilet facilities, kitchen, or changing area for male and female members. Officer Comment: The brigade has historically accessed the public toilets across the road from the brigade building. Council has supported a grant application to upgrade the brigade facility and whilst this was unsuccessful another attempt will likely be made next year, considering the feedback received.
<i>Initiatives</i>	Bushfire ready open day for all residents but particularly targeting new residents to be held on 18 October.
<i>Other News</i>	Funding for brigade building upgrade was unsuccessful.

Item/s For BFAC Discussion

None.

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

Reporting Department	West Dardanup Bush Fire Brigade
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

Fire Call Outs	Twelve incidents attended. All were within or close to our local area.
Appliance and Equipment	WD 1.4 is operational and awaiting its annual service. A couple of minor faults have been noted but should be addressed as part of the service. Seasonal 3.4 has been serviced and faults repaired/reported. The use of the additional vehicle has been appreciated, and it demonstrates the need to establish a second permanent vehicle in the district. Brigade has commenced PPE/PPC audit of all brigade members that will be provided to the shire for action once completed this month. The procurement of line 9 items is continuing and thanks to Stephen for assisting with this process.
Training	Training returned to fortnightly in August and will continue at this schedule until the end of the fire season.
Meetings Held	Committee meetings have continued to be held monthly
Membership – Recruitment/Resignation	A membership drive has been undertaken to attract new members. Facebook, DFES website, articles in local papers and a door knock of new residents were used to attract new members. The door knock was well received and to date we are in discussions with five potential new members.
Concerns	1/ the access way between Slattery Way (Lot 66) and Shaw Road (lots 67) is fenced at both ends which prevents vehicle access. As this area is currently being developed into rural residential lots, the brigade would like to see locked gates installed to allow vehicle access when required. Not sure if this should be a mitigation project or general maintenance. Officer Comment: Thanks for raising this. We will ask appropriate officers to investigate and consider what alternative arrangements can be put in place.
Initiatives	Nil.
Other News	Nil.

Item/s For BFAC Discussion

1/ Guidelines for Policy AP022 and AP025

In response to concerns raised at the previous BFAC meeting Guidelines were provided by the Shire to review. These guidelines, although well written did not actually address the initial concerns raised

and simply clarified the policies. This advice was reported back to the Shire and to date a response to these concerns has not been received.

Would it be possible to receive an update on the actual concerns raised in relation to the policies?

2/ AP025 Disciplinary Policy

This Policy is referenced in the guidelines provided by the Shire as the controlling document for disciplinary action taken in relation to the VBFB. I have requested by phone, email and in person to obtain a copy of this policy to see how it manages disciplinary matters. Despite repeated attempts, this request has not been forthcoming.

I acknowledge that this document is a Shire Policy and as such not available to the general public however as a member of a BFB to which this applies, I am unsure as to why it is unable to be provided.

Can clarification please be provided as to the reason for refusal to provide this document?

3/ LPP CP513

At the previous BFAC a concern was raised in relation to the inability for CP513 (LPP strategic water tanks) to apply funding to the upgrading or installation of equipment other than water tanks. On 27/6/2026 and at the request of the Shire, proposed amendments were made to the existing document.

To date no feedback has been received in relation to the submission. Can an update please be provided in response to the suggestions made provided and if any of the proposed changes were able to be made?

If the changes to this LPP could not be made, as per the original request, can advise please be provided in relation to an alternative way these matters may be addressed.

Officer comment

Item 8.14 addresses the Fitness for Work and Disciplinary policies by outlining a procedure to be discussed later in the agenda. *CP025 – Disciplinary Policy* has been provided to the Leadership Team.

With regards to LPP CP513 - feedback was provided to the Leadership Team at the September 2026 meeting that the comments were received and that this has been included into the policy review. The suggested changes to included infrastructure other than water tanks was included in the draft Council policy which is to be considered by Council likely at the October OCM.

8.12 Coordinator Emergency & Ranger Services Report – Mr Stephen Loiterton

Reporting Department

Shire of Dardanup

Reporting Officer

Mr Stephen Loiterton – Coordinator Emergency & Ranger Services

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

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. The schedule of works has been provided in (Appendix BFAC: 8.12A). Table 1 shows the status of those treatments as of 7 April 2026.

Table 1: Treatment counts

	<i>Not commenced</i>	<i>Commenced</i>	<i>Completed</i>
Mechanical	22	7	3
Chemical	29	4	0
Access track	10	2	1
Access gate	1	0	0
Planned burn	2	1	0
Maintain firebreak	0	2	0

Please note all these treatments are over the 3-year period, not all to be completed this year.

Waterloo Bore

At the BFAC meeting of 17th June 2026 it was requested that clarification be sought on the Waterloo Bushfire Brigade Bore. Clarification was sought from the Department of Water and Environmental Regulations. Their advice is:

1. *Our records show that the bore constructed at the Waterloo BFB was constructed to a depth of 19.2m on 20 January 2025.*
2. *Based on the recorded depth of 19.2m, the bore was determined to be constructed within the superficial aquifer, with the use of firefighting falling within the Rights in Water & Irrigation Exemption (Section 26C) Order 2011. A bore drilled to a depth of 50m would result in water being taken from the Perth-Leederville resource. The take of water from this resource is not exempt and all take must be licensed. The Bunbury, Dardanup, Perth-Leederville resource is fully allocated. The Department does not generally issue new entitlements in fully allocated resources, with additional water obtained through trading with existing, eligible licensees. The Shire of Dardanup hold allocations within the Bunbury, Dardanup, Perth-Leederville resource, and additional use should be managed within the existing instruments.*
3. *Available information shows that groundwater salinity is generally >500 mg/L, increasing with depth.*

If you do decide you would like to drill deeper into the Leederville aquifer, you will need to make application [Form 1 - Apply to construct and/or alter a well \(bore\)](#). You will also need to make application to amend the current Shire of Dardanup water licence using this [Form 3G - Application for a groundwater licence](#).

The Department of Environment Salinity and Land Use Impacts SLUI28 published in 20025 confirms the groundwater salinity for areas in Western Australia. In terms of Equipment Safety: Water at 500 mg/L Total

Dissolved Solids (TDS) is non-corrosive. Unlike highly brackish water or seawater, it will not corrode fire pumps, damage internal valves, or clog sprinkler nozzles.

Resolution:

The Shire write to DWER and WaterCorp to confirm that the salinity of the water will not corrode or damage fire pumps, valves, etc.

Note that the Brigades are to use this groundwater source legally for fire preparedness, and that the bore must be used to pre-fill the dedicated, static storage tank.

8.13 Fire Break Exemptions – Mr Paul Sydney-Smith

Reporting Department

Shire of Dardanup

Reporting Officer

Mr Paul Sydney-Smith – Senior Ranger

Consideration needs to be given for the following applications for exemption or variations to the fire prevention measures taken out by the following applicants in accordance with the *Bush Fire Act 1954* and pursuant to the Shire of Dardanup Fire Prevention Order.

Request for Fire Break Exemptions received as follows. Submissions are provided for in (Appendix BFAC: 8.13A).

OFFICER RECOMMENDATION

THAT the Bushfire Advisory Committee recommends that Council approves fire break exemption/variations for a 3-year duration, commencing from the 2026/2027 fire break season and expiring in 2029/2030, for the following properties:

PROPERTY	ASSESSMENT	YEARS	FIRE SEASON EXPIRY
Lot 75 Harold Douglas Drive Dardanup West	A4193	3	2029
Lot 68 Clara Court Dardanup West	A8135	3	2029
Lot 516 Killarney Road Dardanup West	A11686	3	2029
Lot 24 Garvey Road Dardanup West	A2597	3	2029
Lot 33 Wellington Mills Road Ferguson	A10679	3	2029
Lot 70 Clara Court Dardanup West	A8104	3	2029
Lot 28 Japonica View Wellington Mill	A3856	3	2029
Lot 7 Garvey Road Crooked Brook	A11622	3	2029
Lot 90 Meadow Lane Dardanup West	A8059	3	2029
Lot 118 Holland Loop Crooked Brook	A11412	3	2029
Lot 72 Padbury Road Dardanup West	A11461	3	2029
Lot 84 Maryanne Place Dardanup West	A8105	3	2029
Lot 26 Gardincourt Drive Henty	A2515	3	2029
Lot 30 Reading Place Waterloo	A11510	3	2029
Lot 26 Japonica View Wellington Mills	A3629	3	2029
Lot 6 South Road Wellington Mills	A7176	3	2029
Lot 20 Hakea Close Waterloo	A 7114	3	2029
Lot 114 Wellington Mills Road W.Mills	A10889	3	2029
Lot 331 Venn Road Dardanup West	A8001	3	2029
Lot 12 Bailey Loop Dardanup West	A4319	3	2029
Lot 18 Hynes Road Waterloo	A7019	3	2029
Lot 9 Maguire Place Dardanup West	A8094	3	2029
Lot 19 Tweed Chase Crooked Brook	A11942	3	2029
Lot 8 Collie River Road Burekup	A7032	3	2029
Lot 1 Crooked Brook Road Crooked Brook	A10798	3	2029
Lot 120 Greenwood Heights Ferguson	A2988	3	2029

8.14 Policy Review – Fitness for Duty Guidelines, Conduct and Discipline Guidelines & Disciplinary Policy – Mrs Susan Oosthuizen – Director Development Services

Reporting Department

Shire of Dardanup

Reporting Officer

Mrs Susan Oosthuizen – Director Development Services

Background

Following consultation with Brigade Leadership regarding the application of AP022 - *Fitness for Work* (Appendix BFAC: 8.14A) and AP025 - *Disciplinary Policy* (Appendix BFAC: 8.14C), draft *Fitness for Duty and Conduct & Discipline Guidelines* (Appendix BFAC: 8.14B) were developed clarify how these policies apply within Brigade environment and provide practical guidance for their implementation.

Feedback received from Brigade representatives identified that, while the initial Guidelines assisted in explaining the application of the Shire policies, they did not fully address a number of the operational and governance concerns originally raised by Brigades. These concerns included the practical application of alcohol requirements during unexpected callouts, the role of Brigade Officers in assessing fitness for duty, how disciplinary matters would be investigated and determined, and the respective responsibilities of Brigade Officers, Brigade Committees and the Shire.

At the Bushfire Advisory Committee meeting held on the 17th June 2026, the committee requested the following (BFAC 06-26):

THAT the Bush Fire Advisory Committee requests the Shire of Dardanup investigate further the AP022 – Fitness for Work Policy and conduct workshops with the FCO's and the matter be brought back to the October 2026 Bush Fire Advisory Committee Meeting.

The Shire has subsequently undertaken a further review of both Guidelines, including consideration by the Executive Management Team and further internal review involving the Chief Executive Officer, Manager Human Resources, Emergency Management and Work Health & Safety.

The revised Guidelines are now presented to the Bush Fire Advisory Committee (BFAC) for members review and feedback prior to finalisation.

The BFB Operating Procedures (Handbook) will be reviewed and updated in October / November 2026, providing an opportunity to incorporate the finalised arrangements and ensure consistency across the broader Brigade governance and operational framework.

Fitness for Duty Guideline – (Appendix BFAC: 8.14A)

Brigade feedback particularly focused on how alcohol requirements would operate during unexpected callouts, the role of Captains/FCOs in assessing whether a member is fit to participate, and the practical implications of the proposed BAC requirements.

Following further review and consideration by EMT, the revised Guideline proposes:

- Brigade members driving vehicles must comply with the BAC requirements applying to the driver and vehicle under Western Australian road traffic legislation;
- Members undertaking other Brigade duties must have a BAC below 0.05%, unless a statutory 0.00% requirement otherwise applies;
- Meeting an applicable BAC requirement does not, by itself, establish that a member is fit for duty;

- Members remain responsible for self-assessing their fitness for duty before and throughout Brigade activities;
- Brigade Officers and Incident Controllers retain authority to restrict, reassign or stand a member down from duties where they reasonably believe the member is not fit to safely participate;
- Clearer guidance is provided regarding fatigue and other factors that may affect fitness for duty;
- A fit-for-duty acknowledgement is proposed as part of Brigade sign-on arrangements; and
- Temporary operational fitness concerns are distinguished from formal or ongoing fitness matters requiring Shire involvement.

The Guideline includes an appendix identifying the current permanent Brigade vehicle fleet. Consistent with EMT direction, Brigade members driving vehicles are required to comply with the BAC requirements applying to the driver, vehicle and circumstances under Western Australian road traffic legislation. The Shire has not proposed an additional BAC requirement for Brigade vehicle drivers beyond the applicable statutory requirements.

Conduct & Discipline Guideline – (Appendix BFAC: 8.14B)

Brigade feedback also identified uncertainty regarding how conduct and disciplinary matters would be managed, particularly the respective roles and responsibilities of Brigade Officers, Brigade Committees and the Shire.

The revised Conduct & Discipline Guideline more clearly distinguishes between:

- immediate operational or safety decisions made by Brigade Officers;
- minor or routine conduct matters that can appropriately be managed at Brigade level;
- serious, repeated or complex matters requiring Shire assessment or investigation;
- the Brigade Committee's formal decision-making responsibilities under the Bush Fire Brigades Local Law 2021;
- procedural fairness requirements before formal disciplinary or membership decisions are made;
- conflicts of interest and when Shire involvement is required; and
- the applicable objection/review process.

The revised process provides for the Shire to undertake, coordinate or arrange appropriate investigation where required and provide findings and recommendations to the Brigade Committee.

Where the Local Law assigns formal membership decision-making authority to the Brigade Committee, that authority remains with the Committee.

AP025 - *Disciplinary Policy – (Appendix BFAC: 8.14C)* is also provided with the revised Guidelines to ensure Brigade representatives have access to the underlying Shire policy referenced by the Conduct & Discipline Guideline.

Matters for BFAC consideration

In addition to general feedback on the revised Guidelines, the Shire is seeking specific feedback from BFAC members on the following matters.

1. Revised Guidelines

BFAC members are requested to review the attached draft *Fitness for Duty and Conduct & Discipline Guidelines* (Appendix BFAC: 8.14A & 8.14B) and provide feedback on whether the revised documents adequately address the operational and governance concerns previously raised by Brigades.

2. Voluntary BAC self-testing

During Executive Management Team meeting (EMT) consideration of the Fitness for Duty Guideline, the option of making a breathalyser available to Brigade members was raised as a potential tool to support member self-assessment and assist Brigade Officers in managing fitness for duty.

Further consideration identified that introducing self-testing may also create additional requirements relating to equipment standards, calibration and maintenance, consumables, administration and interpretation of results.

No self-testing requirement has therefore been included in the current draft Guideline.

BFAC members feedback is sought on whether Brigades consider access to a voluntary self-testing option would provide practical value in supporting members to determine whether they meet the applicable BAC requirement, or whether member self-assessment together with the existing authority of Captains/FCOs to manage fitness for duty concerns is considered sufficient.

If there is support for a voluntary self-testing option, the Shire will undertake further investigation into suitable equipment and the practical requirements associated with implementation before any process is introduced.

3. Fitness for duty sign-on process

EMT also supported incorporating an acknowledgement of fitness for duty, including fatigue, into the Brigade sign-on process.

The draft Guideline (Appendix BFAC: 8.14A) includes an example sign-on sheet to demonstrate how this could operate.

However, the intention is to utilise existing Brigade or DFES processes wherever practicable rather than introduce unnecessary duplicate administration.

The Shire understands that Brigades currently use BART as part of their response and availability arrangements and is seeking BFAC feedback on:

- How members currently indicate their response/availability through BART when responding to incidents;
- Whether BART currently includes, or could accommodate, a fitness for duty acknowledgement;
- Whether relevant information or records from BART are accessible to the Shire;
- How attendance/sign-on is currently recorded for training and other non-incident Brigade activities; and
- Whether incorporating the acknowledgement electronically through BART, using a simple manual sign-on sheet, or incorporating it into another existing Brigade process would be the most practical approach.

Feedback from BFAC members will be used to determine the preferred sign-on process before implementation.

Next Steps

Following consideration by BFAC members, feedback will be reviewed and any necessary amendments made to the Guidelines prior to finalisation.

The broader BFB Operating Procedures (Handbook) will be reviewed and updated in October / November 2026, providing an opportunity to incorporate the finalised arrangements and ensure consistency across the broader Brigade governance and operational framework.

The intention of the revised Guidelines is to provide clear and practical guidance that reflects the operational environment while meeting the Shire's WHS and governance responsibilities. Wherever practicable, existing Brigade and DFES processes will be considered before introducing additional forms or administrative requirements.

OFFICER RECOMMENDATION

THAT the Bush Fire Advisory Committee:

- 1. Notes the revised draft Volunteer Bush Fire Brigade *Fitness for Duty Guideline* contained within (Appendix BFAC: 8.14A) and Volunteer Bush Fire Brigade *Conduct & Discipline Guideline* contained within (Appendix BFAC: 8.14B) developed following Brigade feedback and further review by the Shire.**
- 2. Request the Leadership Team to review and provide feedback to the Shire before 30 October 2026 on:**
 - a. whether the revised Guidelines adequately address the operational and governance concerns previously raised by Brigades;**
 - b. whether access to voluntary BAC self-testing would provide practical benefit to Brigade members and Officers and**
 - c. whether incident and activity sign-on arrangements, including the use of BART, is the preferred approach for incorporating a fitness for duty acknowledgement.**
- 3. Requests the Community Emergency Services Manager to update the Bush Fire Brigade Operating Procedures (Handbook) to include the *Fitness for Duty* (Appendix BFAC: 8.14A) and *Conduct & Discipline Guidelines* (Appendix BFAC: 8.14B) following receipt of the feedback from the Leadership Team, and to circulate the updated Handbook to all Brigade Captains and FCOs to apply during the 2026/2027 fire season.**

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 to advise that the date of the next Bush Fire Advisory Committee Meeting is to be advised.

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