



Shire of Dardanup

**UNCONFIRMED**  
**MINUTES**

**BUSHFIRE ADVISORY  
COMMITTEE MEETING**

Held

8<sup>th</sup> October 2025

At

Administration Centre Eaton  
1 Council Drive - EATON

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



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## **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. A Jenour	-	Elected Member

**STAFF MEMBERS**

Mr Stephen Loiterton	-	Coordinator Health, Emergency and Ranger Services
Mr Dallas Brennan	-	Emergency Management Officer
Mr Paul Sydney-Smith	-	Senior Ranger

**OBSERVERS**

Mr Ashwin Nair	-	Acting Chief Executive Officer
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## 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 8<sup>TH</sup> OCTOBER 2025, AT SHIRE OF DARDANUP – EATON ADMINISTRATION CENTRE, COMMENCING AT 7.00PM.**

<b>1</b>	<b>DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS</b>
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The Chairperson, Cr. Tyrrell 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 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 Jeff Duncombe	-	FCO Joshua/Crooked Brook District
Mr Russel Harvie	-	FCO Wellington Mill District
Mr Finn Dau	-	FCO Dardanup Central District
Mr Rowan Hunter	-	Department of Fire & Emergency Services
Mr Garth Grimsley	-	Department of Biodiversity, Conservation and Attractions
Cr. T Gardiner	-	Elected Member (Chairperson)
Cr. A Jenour	-	Elected Member

### Staff Members

Mr Ashwin Nair	-	Acting Chief Executive Officer (Teams)
Mr Stephen Loiterton	-	Coordinator Health, Emergency and Rangers Services
Mrs Amy Bayswater	-	EA to CEO and Shire President
Mrs Rochelle Dodds	-	EA to Director Development Services (Minutes)

### Observers

Mr Chris Bouteloup	-	Joshua/Crooked Brook District
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### 2.2 Apologies

Mr Alan Charlton	-	Fire Weather Officer
Mr Chris Hynes	-	CBFCO Eaton Townsite District
Mr Ricky Southgate	-	Department of Fire & Emergency Services
Mr Brendon Putt	-	FCO Dardanup Central District
Mr Andre Schonfeldt	-	Chief Executive Officer
Mr Paul Sydney Smith	-	Senior Ranger

## 3. PRESENTATIONS

None

**4. CONFIRMATION OF MINUTES OF PREVIOUS MEETING****4.1 [Bushfire Advisory Committee Meeting Held 9<sup>th</sup> of July 2025](#)****BFAC RECOMMENDED RESOLUTION**

BFAC 12-25      **Moved** – Mr Russel Harvie      **Seconded** – Mr Jeff Duncombe

**THAT the Minutes of the Bushfire Advisory Committee Meeting held on 9 July 2025, be confirmed as true and correct subject to no / the following corrections:**

CARRIED

**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.”

*Discussion:*

*The Chairperson, Cr. Tyrrell Gardiner asked if there were any Declarations of Interest to be made.*

**DECLARATIONS OF INTEREST**

*Mr Neil Dyer declared a declaration of interest for proximity item - 8.13- Variations for Fire Break Property in West Dardanup.*

**7. ACTION SHEET UPDATE**

No actions outstanding.

## 8. REPORTS OF OFFICERS AND COMMITTEES

### 8.1 Title: Update Report from Chief Bush Fire Control Officer

<b>Reporting Department</b>	<i>CBFCO - Dardanup</i>
<b>Reporting Officer</b>	<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>	Waterloo attended waste recycling facility and provided support to Bunbury FRS
<i>Appliance and Equipment</i>	N/A
<i>Training</i>	Branch out training event was well supported special thanks Kaitlan Southgate and the Ferguson BFB hosting the event.
<i>Meetings Held</i>	Attended AFAC conference in Perth Attended Ministers Volunteer Advisory Forum
<i>Membership – Recruitment/Resignation</i>	N/A
<i>Concerns</i>	N/A
<i>Initiatives</i>	
<i>Other News</i>	

#### **Item/s For BFAC Discussion**

None.

## 8.2 Title: 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)*

### **Prescribed Burning - Spring 2025**

Wellington District: 6 Burns Commenced/Completed.  
Approx. 5687 ha total.

WTN\_074 – Western (Continuing).

WTN\_142 – Leach (Continuing)

WTN\_144 – Shotts (Continuing)

WTN\_135 – Morgan (Completed)

### **Prescribed Burning Planned 2025-26**

There are seven burn options within our annual Burn Options Plan falling within the Shire of Dardanup, with priorities reflecting South-West Regional Fuel Management Plan objectives. We will continue to extend invitations for brigades to participate alongside our crews closer to implementation.

Members are now able to familiarise themselves with the new Burn Options Program, available through the Prescribed Burning section of the DBCA website.

<https://www.dbca.wa.gov.au/management/fire/prescribed-burning/burn-options-program>

### **Bushfires**

As of the 8<sup>th</sup> of October, we have had 3 bushfires in the Wellington District, one within the Shire of Dardanup. As we ramp up to another fire season, we would like to extend our thanks to our brigade counterparts for their historic assistance and look forward to continuing our working relationship.

### **Staff/ Staff Changes**

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

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

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

**Acting Road Management Officer** – Afie Jazreen (0437 806 867).

**Fire Operations Officer Collie** – Vacant (To be advertised soon).

### **End of Report**

Jewell Crossberg

District Fire Coordinator

Wellington District - Collie

Parks and Wildlife Service | Department of Biodiversity, Conservation and Attractions

### **Item/s For BFAC Discussion**

None.

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

**Reporting Department** DFES  
**Reporting Officer** Mr Rowan Hunter

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

<i>Fire Call Outs</i>	N/A																																																																																																																																																																																																																																																																																
<i>Appliance and Equipment</i>	Dardanup West received their new 1.4. Training and sign-off with members is still in progress. The retiring 1.4 will be returned to fleet for disposal																																																																																																																																																																																																																																																																																
<i>Training</i>	<p>Only 1 Dardanup BFB volunteer has been impacted by a course cancellation (IC Level 1 in May), they have confirmed on the October course already, so will not miss out. There remains a need for LG driving courses as we have only been able to confirm a maximum of 1 volunteer from the LG on regional DFES courses, with a number of others missing out on this training.</p> <table border="1"> <thead> <tr> <th>Course</th> <th>Month</th> <th>Status</th> <th>Total Students</th> <th>Dardanup LG applications</th> <th>Dardanup LG confirmed</th> <th>Dardanup LG cancelled</th> <th>Dardanup LG declined by DFES</th> </tr> </thead> <tbody> <tr><td>Incident Controller L1</td><td>May</td><td>Cancelled</td><td>9</td><td>1</td><td></td><td></td><td></td></tr> <tr><td>Assist with Planned Burning</td><td>May</td><td>Cancelled</td><td>2</td><td>0</td><td></td><td></td><td></td></tr> <tr><td>Remote Area Firefighting</td><td>March</td><td>Completed</td><td>12</td><td>3</td><td>2</td><td>1</td><td></td></tr> <tr><td>Provide First Aid</td><td>March</td><td>Completed</td><td>9</td><td>1</td><td>1</td><td></td><td></td></tr> <tr><td>Assist with Planned 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Leader</td><td>June</td><td>Completed</td><td>15</td><td>5</td><td>5</td><td></td><td></td></tr> <tr><td>On Road Driving</td><td>June</td><td>Completed</td><td>5</td><td>4</td><td>1</td><td></td><td>3</td></tr> <tr><td>Off Road Driving</td><td>June</td><td>Completed</td><td>6</td><td>4</td><td>1</td><td></td><td>3</td></tr> <tr><td>Incident Reporting Systems</td><td>June</td><td>Completed</td><td>10</td><td>0</td><td></td><td></td><td></td></tr> <tr><td>Bushfire Safety Awareness</td><td>July</td><td>Completed</td><td>10</td><td>3</td><td>3</td><td></td><td></td></tr> <tr><td>Firefighting Skills</td><td>July</td><td>Completed</td><td>15</td><td>2</td><td>2</td><td></td><td></td></tr> <tr><td>Emergency Driving</td><td>August</td><td>Completed</td><td>6</td><td>2</td><td>1</td><td>1</td><td></td></tr> <tr><td>Sector Commander</td><td>August</td><td>Completed</td><td>9</td><td>1</td><td>1</td><td></td><td></td></tr> <tr><td>Provide First 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Ground Controller	September	Completed	10	0																																																																																																																																																																																																																																																																													
Plantation Firefighting	September	Completed	15	7	7																																																																																																																																																																																																																																																																												
Off Road Driving	October	Planned	5	3	1		2																																																																																																																																																																																																																																																																										
Incident Controller L1	October	Planned	10	2	2																																																																																																																																																																																																																																																																												
Provide First Aid	November	Planned	12	0																																																																																																																																																																																																																																																																													
<i>Meetings Held</i>	N/A																																																																																																																																																																																																																																																																																
<i>Membership – Recruitment/Resignation</i>																																																																																																																																																																																																																																																																																	
<i>Concerns</i>	NSTR																																																																																																																																																																																																																																																																																
<i>Initiatives</i>	<p><b>BGU Management workshop</b>                  The SW Region has implemented a brigade management workshop on Saturday 20th September 0900 till 1600hrs at the Bunbury Lighthouse. RSVP’s have closed but if you wish to attend contact vms0.southwest@dfes.wa.gov.au or 9780 1953</p> <p><b>Pre-season Forum</b>                  DFES SW have commenced planning for a pre-season forum to be held at the sanctuary on the 1<sup>st</sup> of November, invites to be sent in due course.</p>																																																																																																																																																																																																																																																																																

<i>Other News</i>	<p><b><u>Aboriginal Cultural heritage (ACH)</u></b> DFES SW Superintendent is working with DPLH for points of contact within the Southwest region to aid in fire response queries in areas of ACH, once established the contacts will be advised.</p> <p><b><u>High Season Fleet</u></b> DFES SW have managed to keep 2 x LT and 1 x 2.4 for mitigation fleet. Should the Shire require them to assist in completed prescribed burns, please reach out.</p> <p><b><u>DFES Machinery contractors</u></b> A review with DFES procurement is currently underway with an attempt to add a few more local contractors onto the DFES procurement list for suitable equipped and experienced machinery / operators in fire suppression. For Collie area this would include TandR contracting and Cardinal's contractors</p> <p><b><u>New Urban Area Officer</u></b> Jeremy Willis has been appointed as Area Officer Forrest. Jeremy will be managing the Brunswick, Collie, Harvey, Waroona and Pinjarra Volunteer Fire and Rescue Services. Jeremy comes with 30+ years of firefighting experience. He was an Area Officer in the Goldfields Midlands Region for 6 years and has more recently been working in the DFES State Operations Centre.</p>

**Item/s For BFAC Discussion**

None.

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

<b>Reporting Department</b>	<i>Burekup BFB</i>
<b>Reporting Officer</b>	<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>	Incidents (1) 2-9-25 arson Dowdells Line verge fire
<i>Appliance and Equipment</i>	Appliance: on board compressor repaired.
<i>Training</i>	Training: 8-9-25
<i>Meetings Held</i>	Meetings: committee meeting 28-8-25
<i>Membership – Recruitment/Resignation</i>	
<i>Concerns</i>	
<i>Initiatives</i>	Initiatives: Attended the branch out event.
<i>Other News</i>	Other news: Rocks blocking turning area at end of Collie River Road have been removed.

#### **Item/s For BFAC Discussion**

*Discussion:*

*Mr Clay Rose raised a query regarding the location of the Burekup District fire truck following a text message indicating the vehicle was in Picton and requesting completion of a survey. Mr Stephen Loiterton advised that the fire truck is currently being serviced but was uncertain of its exact physical location.*

**ACTION 02/25**      *Mr Stephen Loiterton to confirm the location of the fire truck and report back to Mr Clay Rose.*

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

**Reporting Department** Dardanup Central BFB  
**Reporting Officer** Mr Brendon Putt – Finn Dau (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**

<i>Fire Call Outs</i>	One (1) structural Fire in July
<i>Appliance and Equipment</i>	Nil.
<i>Training</i>	Fortnightly training has commenced.
<i>Meetings Held</i>	One (1) Meeting held on 21 August 2025.
<i>Membership – Recruitment/Resignation</i>	Five (5) Resignations.
<i>Concerns</i>	None.
<i>Initiatives</i>	Attended the branch out event.
<i>Other News</i>	Moved a motion to open the brigade one Saturday a month to engage with the community and complete maintenance.

**Item/s For BFAC Discussion**

None.

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

<b>Reporting Department</b>	<i>Ferguson BFB</i>
<b>Reporting Officer</b>	<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>	0
<i>Appliance and Equipment</i>	Light Tanker is currently being serviced, we appreciate this being completed early and before the fire season begins. Our members are willing to assist with drop-off/pick up of vehicle provided there is enough notice and timely communication.
<i>Training</i>	Twice monthly training has recommenced
<i>Meetings Held</i>	3
<i>Membership – Recruitment/Resignation</i>	Nil
<i>Concerns</i>	<ol style="list-style-type: none"> <li>1. Still no news or feedback about our shed extension</li> <li>2. Still no action on fuel cards so we have more options to get fuel</li> </ol>
<i>Initiatives</i>	As of the 22/9 we have approved Nine form 82 Firebreak Exemptions
<i>Other News</i>	<ul style="list-style-type: none"> <li>• 2 members attended the Disaster Ready Facilitator/Community Engagement conference in July.</li> <li>• 2 members attended AFAC conference</li> <li>• Team of 4 members participated in Branch Out event, Ferguson Brigade was runner up winner to Waterloo Brigade.</li> <li>• FCO, Captain and Lieutenant attended the BGU Management Workshop 20/9.</li> </ul>

### **Item/s For BFAC Discussion**

1. Item One – Fuel Cards – See item 8.12

Officers can provide an update at the BFAC meeting.

2. Shed Extension

The Shire's procurement process for the shed extension and fit out has recently been undertaken. A report is being presented to Council at its October 2025 Ordinary Council Meeting to consider the submissions received. It is likely that the construction will be occurring in two (2) stages, the construction of the shed and earthworks as the first stage. Subject to grant funding in the next year, the internal fit out as stage 2. This will ensure the project can be delivered. Officers will advise once a decision of Council has been made.

**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>	None.
<i>Appliance and Equipment</i>	Alterations to pump trailer and new doors on the Shed.
<i>Training</i>	3 Held, 2 with Upper Ferguson.
<i>Meetings Held</i>	Nil brigade meetings.
<i>Membership – Recruitment/Resignation</i>	Nil
<i>Concerns</i>	Nil
<i>Initiatives</i>	Nil
<i>Other News</i>	Nil

**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

(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>	1 since last meeting
<i>Appliance and Equipment</i>	Scheduled appliance service complete. New equipment – UFBFB now possesses 2 x firefighting petrol blowers to be kept on truck.
<i>Training</i>	Scheduled for last Thursday each month in combination with JCBBFB
<i>Meetings Held</i>	Nil brigade meetings.
<i>Membership – Recruitment/Resignation</i>	Nil
<i>Concerns</i>	
<i>Initiatives</i>	Season launch FCO's/Captains briefing held at UFBFB 23/9/25 - successful with all shire FCO's, Captains, DFES reps and Shire EMO in attendance to discuss important issues relating to the upcoming season.
<i>Other News</i>	

**Item/s For BFAC Discussion**

None.

**8.9**      [Title: Waterloo District Fire Control Officer Report – Mr Rob Drennan](#)

<b>Reporting Department</b>	Waterloo BFB
<b>Reporting Officer</b>	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**

No Report Provided.

**Item/s For BFAC Discussion**

*Discussion:*

*Mr Rob Drennan noted an apology for not providing a report. Mr Rob Drennan raised concern regarding the process for a brigade member returning after drug use. Feedback has been requested from Shire of Dardanup staff member Mr Stephen Loiterton and previous staff member Dallas Brennan on the appropriate procedure, including guidance from an OHS perspective on the requirements for drug testing prior to reinstatement. The need to establish a clear process for this situation was discussed. Mr Stephen Loiterton noted he has referred the matter to HR and will follow up. Cr. Tyrrell Gardiner emphasised that input from HR is required before proceeding.*

<b>ACTION 03/25</b>	<b>Mr Stephen Loiterton to follow up HR regarding requirements for drug testing prior to reinstatement asap.</b>
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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**

Fire Call Outs	Nil since last meeting
Appliance and Equipment	Servicing completed; issue with lagging around exhaust – currently being investigated
Training	Training plan for 2025/26 season complete
Meetings Held	2 since last BFAC
Membership – Recruitment/Resignation	2 new members – total of 8 awaiting training opportunities
Concerns	BART usage; lack of training spots
Initiatives	Contact with DBCA for a coordinated cool burn of Community Park
Other News	Bush Fire Ready coordinators are active now and community briefing scheduled for October 13 <sup>th</sup> .

**Item/s For BFAC Discussion**

1. **Item One** – BART usage – protocols to be discussed

*Discussion:*

*Mr Rob Drennan reiterated that 7:30pm is the cut-off time for non-emergency or social messages on BART. Chris has previously communicated this guideline. It is the responsibility of FCOs to remind brigade members of the correct usage and ensure compliance with this policy.*

*A query was raised regarding how to adjust the tone or notification sound for messages sent through BART.*

**ACTION 04/25** *Mr Finn Dau will assist brigade members by demonstrating how to change their alert settings.*

2. **Item Two** – Training opportunities – when the numbers warrant - bring the trainer to the brigade not the brigade to the trainer.

The Shire is happy to work close with DFES and schedule availability of trainers to hold onsite training sessions within the Shire to ensure the maximum number of volunteers can attend.

*Discussion:*

*Brigade members raised concern that eight members are still waiting for new member training and have been waiting for some time. Emphasised the need for greater flexibility to accommodate FIFO*

*and shift workers, noting there are typically only one or two available training spots each year. Mr Rob Drennan suggested the possibility of having a facilitator or trainer attend during the week to improve access.*

*Mr Rowan Hunter queried what type of training was being referred to - confirmed it is new member training. Advised that a session was held the previous night for three participants and requested that details be sent to Mr Rowan Hunter at DFES, who can coordinate future sessions. DFES will aim to schedule additional evening timeslots to assist with availability.*

## 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>	Nil to date
<i>Appliance and Equipment</i>	Have taken possession of a new 1.4 Iveco fire unit. We have been allowed to retain the old appliance for a transition period to allow members time to familiarize themselves with the new appliance as it has a lot more technology onboard. The transition period has not been specified, and training is on-going. The vehicle has been well received by members. Thanks to DFES and the Shire for the provision of the vehicle.
<i>Training</i>	Have commenced fortnightly training again and in the lead up to the new fire season will ensure training is provided for the key areas to ensure members are properly prepared for the fire season.
<i>Meetings Held</i>	The brigade continues to hold it bi-monthly executive meetings to discuss the operation of the brigade.  Have attended meeting to assist with the development of the brigade manual
<i>Membership – Recruitment/Resignation</i>	Two new members have joined the brigade; one has previous experience. Inductions have been completed for both members and we are currently investigating if basic training is available for them prior to the commencement of the fire season.
<i>Concerns</i>	Have received concerns about the use of fire access track in the area by unauthorized vehicles. This information has been referred to Shire for consideration/action.
<i>Initiatives</i>	
<i>Other News</i>	Would like to express a note of thanks to the Shire and Council on behalf of the brigade for the funding for training purposes. The provision of these funds will enable the brigade to expand our training programs.  Would like to thank the team that put together the Breakout event for the brigades. It was a good event and allowed interaction with other brigades on a social basis. The event also highlighted some weakness in our training program which we are already looking to address.

### **Item/s For BFAC Discussion**

#### *Discussion:*

*Mr Niel Dyer raised concern regarding the scheduled Western Power connection for the new emergency water supply standpipe at the Sandpit Road development, due on 15 October 2025.*

**ACTION 05/25**

***BFAC Committee requested that this matter be monitored closely to ensure Western Power meets the committed connection date.***

## 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)

### **Community Emergency Service 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 will 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 had lobbied the State government to fund a Community Emergency Service Manager for the Shire of Dardanup. The Shire has been advised that DFES has allocated one CESM for the Shire.

The Shire will be working with DFES to prepare for the new role and the overall plan for the CESM. The Shire will keep the Brigades updated as this progresses.

### **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 will be seeking a 3-year grant covering 2025-2028. The Bushfire Risk Management Coordinator has reassessed risks and is identifying treatments to include in the application. The 3-year program should enable more flexibility with treatment scheduling.

### **STAND Program**

Following the 2019/2020 Back Summer Fires the Commonwealth Government's *Strengthening Telecommunications Against Natural Disasters* (STAND) program was initiated. The Commonwealth has recently announced an extension to the STAND program which will include funding to be allocated towards an additional 95 sites in WA. The Department of Fire and Emergency Services invited the Shire of Dardanup to nominate community locations that could benefit from inclusion in the program.

During emergencies such as major bushfires, storms and floods, communities face the risk of losing their telecommunications services to stay in touch with family members and loved ones. The STAND program funds NBN Sky Muster satellite services that provide Wi-Fi to community relief / recovery assembly centres to enhance telecommunications resilience for communities impacted during emergencies.

The Shire has nominated the Eaton Recreation Centre, Dardanup Hall and the Wellington Mills Bush Fire Brigade station as suitable sites. If successful, these locations will receive equipment that would provide a satellite connection to the NBN, which will provide the community with a free Wi-Fi hotspot improving communication during a disaster/bushfire event. Ultimately ensuring our communities are more resilient and importantly prepared.

## **Local Government Grant Scheme (LGGS)**

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 to fund 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 15 September 2025, a total of \$53,245 has been expended. A total of \$114,000 has been committed; this is not unexpected as large procurements for insurance and vehicle servicing is expected at the beginning of the financial year.

The Shire has commenced circulating a LGGS budget update monthly to Brigades and a fortnightly update on actioned requests received from volunteers. If there are any questions in relation to this or you would like additional information included in the updates, please let the Shire know.

## **Bush Fire Brigade Handbook**

A full review of the Bush Fire Brigade Handbook has been undertaken. Three face-to-face consultation meetings were conducted recently to agree on the general content. The latest draft of the Handbook has been distributed to Captains and FCOs for comment on the detailed contents.

The Handbook will now be reviewed by the Shire's Work Health and Safety team to verify that it fits within the current Shire context.

Our neighbouring local governments have similar documents for their bushfire brigades. During bushfires it is expected that local governments will share bushfire fighting resources as needed. Thus, there is a move to ensure guidance, such as our Handbook, is harmonised to ensure that there is consistency in how brigades operate. Once these additional consultations are undertaken the Handbook will be put to BFAC for endorsement for Council approval.

## **Verge Burning**

Following the BFAC meeting in July 2025, Shire Officers met internally to discuss a process to facilitate our Brigade volunteers undertaking verge burns on low risk/low volume rural roads within the Shire. A small budget has been allocated to assist the Brigades with traffic management. The Shire Officers will be finalising the process once discussions have been undertaken with the Chief Bush Fire Officer and DFES which has been scheduled to occur shortly.

*Discussion:*

## **Community Emergency Service Manager (CESM)**

*The CESM reported positive news, noting that while there had been no prior communication about the rollout, it is now underway. Cr. Tyrrell Gardiner thanked DFES for the CESM announcement.*

## **Grants and Funding**

Mr Stephen Loiterton noted that there has been a submission request for the MAFS grant to cover the next three years. There has also been an application lodged for the Wellington Mills Stand Program.

**Handbook**

The development of the handbook needs to go through HR and WHS. It was suggested that collaboration with other LGAs could help ensure consistency and alignment across councils.

**Shed Extension**

Mr Lyndon Skeers raised the topic of shed extensions. Mr Stephen Loiterton reported that tenders have been submitted.

**Fuel Cards**

The fuel cards are nearly ready and will be distributed soon.

**Staffing**

Lyndon Skeers queried what will happen with Mr Dallas Brennan leaving. Mr Stephen Loiterton advised to continue sending communication to the brigade email, which a relevant Officer will monitor.

**8.13**      Title: Firebreak Exemption – Ranger Services**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 8.13A and Appendix 8.13B.

**DECLARATIONS OF INTEREST**

Mr Niel Dyer declared a Declaration Interest in this item.

Mr Niel Dyer left the room at 7.19pm

**OFFICER RECOMMENDED RESOLUTION**

BFAC 13-25    MOVED –    Cr. Tyrrell Gardner

SECONDED –    Mr Rob Drennan

**THAT the Bushfire Advisory Committee:**

- Approves firebreak exemption/variations for a 3-year duration commencing from the 2025/2026 firebreak season and expiring in 2028/2029 for the following properties:**

CARRIED

Applicant	Property	Assessment	Years	Fire Season Expiry
Elizabeth Eastman	433 Wellington Mill Road	A7192	3	2028
Daniel Normington	27 Sand Pits Road, Crooked Brook	A10825	3	2028
Mike Tefry	19 The Dress Circle, Henty	A2527	3	2028
James Brussen	2 Pfennig Place, Henty	A7280	3	2028
Trevor Hill	39 Nyleeta Close, Ferguson	A3016	3	2028
Mark Titchener	Lot 1620 Ferguson Road, Ferguson	A7292	3	2028

Jane Skipworth	101 Greenwood Heights, Ferguson	A3027	3	2028
Andrew Carrick	19 Tyrrell Road, Ferguson	A7315	3	2028
Chris Walton	43 Greenwood Heights, Ferguson	A3023	3	2028
Theresa Barker	19 Killarney Road, Dardanup West	A11684	3	2028
Susan Green	29 Coonan Avenue, Dardanup West	A8106	3	2028
Amanda Thrasher	138 Garvey Road, Dardanup West	A2596	3	2028
Neil Dyer	136 Padbury Road, Dardanup West	A3701	3	2028
Reece Nash	37 Gavins Gully Court, Dardanup West	A8228A	3	2028
Grant Legge	41 Maher Place, Dardanup West	A2602	3	2028
Matthew Pover	12 Meadow Lane, Dardanup West	A8234	3	2028
Gerhard Vrijburg	18 Meadow Lane, Dardanup West	A11157	3	2028
Malcolm Woods	21 Pfennig Place, Henty	A7218	3	2028
Catherine Sayers	97 Greenwood Heights, Ferguson	A3026	3	2028
Andrew Grieve	11 Seaview Heights, Henty	A2516	3	2028
Jason Collard	18 Tweed Chase, Crooked Brook	A11943	3	2028
David Rumball	260 Garvey Road, Dardanup West	A12006	3	2028
Shaun Rumball	262 Garvey Road, Dardanup West	12007	3	2028
Jason Collard	18 Tweed Chase, Crooked Brook	A11943	3	2028
Paul Psiuk	47 Keenan Road, Dardanup West	A11081	3	2028
Robert Britza	14677 Southwestern Highway, Picton East	A8297	3	2028



**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.]

None.

**10. CLOSURE OF MEETING.**

The Chairperson advised that the date of the next Bush Fire Advisory Committee Meeting is to be held Wednesday, 11 March 2026.

There being no further business the Chairperson to declare the meeting closed 7.21pm.



**CONFIRMATION OF MINUTES**

**“As the person presiding at the meeting at which these minutes were confirmed on 18<sup>th</sup> March 2026, I certify that these minutes have been confirmed as a true and accurate record of proceedings.”**

Signed:  \_\_\_\_\_

**(Chairman or Shire President or Other Presiding Officer)**