



A P P E N D I C E S

BUSHFIRE ADVISORY COMMITTEE MEETING

To be held

Wednesday, 17th June 2026

Commencing at 7.00pm

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.



Reference no: 3.000681
Enquiries: James Wickens

27 May 2026

Tyrell Gardiner
Shire President
Shire of Dardanup
PO Box 7016
EATON WA 6232



Dear President Gardiner

Shire of Boddington Bush Fires – Letters of appreciation and thanks

On behalf of the Shire of Boddington and the wider community, I wish to extend our sincere appreciation and gratitude to your brigade/unit and the emergency service personnel and volunteers under your leadership who responded to the Newmont Goldmine Bushfire and the Boddington Complex Fires this summer.

The dedication, professionalism, and resilience demonstrated by your members throughout these incidents were greatly valued and deeply appreciated. The contribution made by your personnel, often under difficult and demanding conditions, played a significant role in protecting lives, property, infrastructure, livestock, and the natural environment.

We recognise that the commitment shown by your volunteers and staff required considerable personal sacrifice, including time away from families, workplaces, and their own communities. Their willingness to assist the Shire of Boddington during these emergencies reflects the very best qualities of service, teamwork, and community spirit.

Please pass on our sincere thanks and appreciation to all members of your brigade/unit who were involved in the response and support operations. Their efforts provided reassurance and support to our community during a very challenging period, and their service will not be forgotten.

The Shire greatly values the ongoing support and partnership of emergency service organisations such as yours, and we remain sincerely grateful for the assistance provided.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Eugene Smalberger', written over a horizontal line.

Cr. Eugene Smalberger
Shire President

Shire of Dardanup

Bush Fire Brigade Operating Procedures



Endorsed by Shire of Dardanup Council at Meeting:

Date XX Month XX Year XX

Next Review Date:

Date XX Month XX Year XX

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1. Overview

1.1 Purpose

The purpose of this document is to establish procedures for the operations and administration of the Shire of Dardanup Bush Fire Brigades, in accordance with the Shire of Dardanup Bush Fire Brigades Local Law 2021 (amended 2022).

1.2 Endorsement

The Shire of Dardanup Bush Fire Brigade Operating Procedures have been endorsed by the Shire of Dardanup Bush Fire Advisory Committee and Council per the Shire of Dardanup's *Bush Fire Brigades Local Law 2021 as amended 2022*.

Disclaimer: The Bush Fire Brigades Operating Procedures have been produced by the Shire of Dardanup in good faith and are derived from sources believed to be reliable and accurate at the time of publication. Nevertheless, the reliability and accuracy of the information cannot be guaranteed, and the Shire of Dardanup expressly disclaims liability for any act or omission done or not done in reliance on the information and for any consequences, whether direct or indirect, arising from such omission.

1.3 Related Documentation and Legislation

These procedures should be read in conjunction with the following related documents:

- Bush Fires Act 1954
- Bush Fires Regulations 1954
- Emergency Management Act 2005
- Fire Brigades Act 1942
- Local Government Act 1995
- Work Health and Safety Act 2020
- Shire of Dardanup Bush Fire Brigade Local Law 2021 (amended 2022)
- State Hazard Plan – Fire
- Local Emergency Management Arrangements

1.4 DFES Procedure applications

The Department of Fire and Emergency Services (DFES) has a set of Operational Doctrine, Standard Operating Procedures (SOPs), and Standard Administrative Procedures (SAPs) for the operations of Bush Fire Brigades. The hierarchical relationship between these documents is shown below.

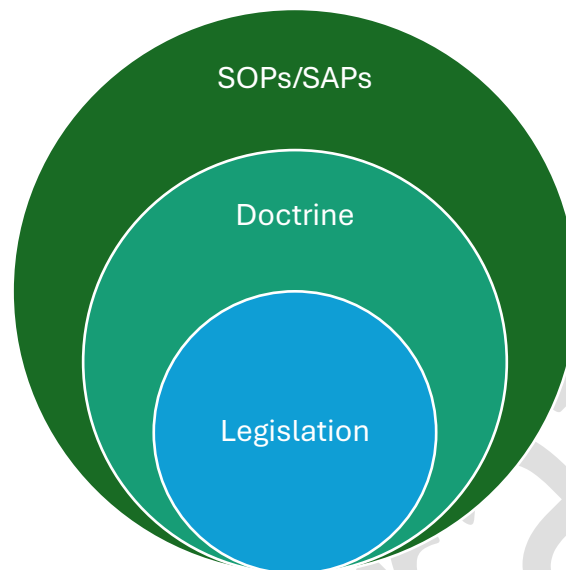


Figure 1: Hierarchical relationship between DFES documentation.

To promote consistency and commonality, the Shire may adopt DFES Operational Doctrine, Standard Operating Procedures, and/or Standard Administrative Procedures as they apply to Bush Fire Brigades and their operations as listed in below tables.

DFES Doctrine/Standards/Procedures

The Shire adopts the following DFES Doctrine/SOPs/SAPs and applies them to its Bush Fire Brigades. Where the Shire has developed its own policy/procedure/process, and there is a duplication or inconsistency with the DFES Doctrine/SOP/SAP, the Shire of Dardanup policy/procedure/process shall be the overriding document.

Table: Standards and Procedures

Reference	Title
SAP 1.03.A	Specialised cleaning of Operational Garments
SAP 1.03.C	Provision of Non-Standard PPC
SAP 1.03.D	Dress Standards
SAP 1.03.F	Uniform and PPE Management
SAP 3.1.B	Basis of Allocation Operational Radios
SAP 3.17.B	Fireworks Applications
SAP 3.17.E	Use of Emergency Response Assets at Events

Table: Mobilisation and Emergency Operations

Reference	Title
Doctrine 3.2	Incident Control
SAP 3.02.A	Community Briefings During Incidents

Reference	Title
SAP 3.02.B	Information and Warnings
SAP 3.02.C	Incident Action Planning
SAP 3.02.D	Restricted Access Permits
SOP 2.01.02	Mobilising
SOP 3.02.01	Personal Protective Equipment (PPE)
SOP 3.02.03	Making Safe / Riles for Departure
SOP 3.02.04	Incident Communications
SOP 3.02.06	T-Cards and Incident Management Boards
SOP 3.02.05	Communications Planning
SOP 3.02.07	Red Flag Warnings
SOP 3.02.11	Strike Team / Task Force Resources

Table: Operational Response and Road Safety

Reference	Title
SAP 3.1.K	Incident Documentation
SOP 3.03.01	Responding Under Emergency Conditions
SOP 3.03.02	Road Hazard Management
SOP 3.03.07	Hazard Isolation Tagging
SOP 3.03.11	Automatic Vehicle Locations
SOP 3.03.12	Driving Standards
SAP 3.03.C	Vehicle Identifiers

Table: Fire Operations

Reference	Title
Doctrine 3.4	Structural Fire
Doctrine 3.5	Bushfire
Doctrine 3.11	Air Operations
SOP 3.04.01	Structural Fire Response
SOP 3.04.07	Electrical Hazards
SOP 3.04.14	Fire Cause Investigation and Reporting
SOP 3.05.01	Bushfire Response
SOP 3.05.02	Diesel Particulate Diffusers Regeneration During Bushfire Fighting
SOP 3.05.05	Use of A Class Form at Incident
SOP 3.05.06	Structural Triage
SOP 3.05.07	Task Forces / Strike Teams at the RUI

Reference	Title
SOP 3.05.08	Immediate Street Assessments at the RUI
SOP 3.05.09	Firefighting in Rural Urban Interface Environments
SOP 3.05.10	Crew Safety at Bushfires
SOP 3.05.11	Entrapment and Burnover at Bushfires
SOP 3.05.12	Identifying and Treating Hazardous Trees at Bushfires and Planned Burning Activities
SOP 3.05.13	Operating in UXO Sites
SOP 3.05.14	Dieback Hygiene
SOP 3.05.17	Prescribed Burning
SAP 3.05.A	Total Fire Bans
SOP 3.11.05	Floating Collar Tank Operations
SOP 3.17.03	Use of B-Class Foam
SOP 3.17.15	Lithium-Ion Battery Response

1.5 Shire Policies

The Shire of Dardanup has established Policies and related documents that are applicable to the Dardanup Bush fire Brigades and volunteer members. These are detailed in later parts of the Bush Fire Operating Procedures.

These policies and other documents relate to:

- minimum Training Standards CP 077
- Code of Conduct Record ref: R0000981863
- Equal Opportunity Employment CP 014
- Fraud, Corruption and Misconduct CP 304
- Work Health and Safety CP 302
- Workplace Bullying CP 071
- Fitness for Work CP 022 (TBC)

The document will be referred to the Bush Fire Advisory Committee for consideration, and a response will be provided by the Shire following that consideration

1.6 Application

In accordance with the Shire of Dardanup Bush Fire Brigade Local Law 2021 (amended 2022), all Bush Fire Brigade members in the Shire are required to abide by these procedures. The figure below outlines the relationship between Legislation, Local Law and Bush Fire Operating Procedures.



1.7 Brigades

Brigade	Address
Burekup	Lot 100 Russell Road Burekup
Joshua-Crooked Brook	Lot 2 835 Crooked Brook Rd Crooked Brook
Dardanup Central	Wells Park Recreation Road Dardanup
Ferguson	69 Gardincourt Dr Henty
Upper Ferguson	Lot 202 Ferguson Rd Ferguson
Waterloo	14419 South Western Hwy Waterloo
Wellington Mills	546 Wellington Mill Rd Wellington Mill
West Dardanup	Lot 0 333 Garvey Rd Dardanup West

1.8 Legislative responsibilities

Matter	Brigade	Shire	DFES	Notes
WHS Primary Duty of Care	Comply	Primary Duty Holder (PCBU)	N/A	Shire retains legislative accountability
Incident Reporting (Operational)	Report	Review & investigate	Record (FIRS)	All injuries must also be reported to Shire
Notifiable Incidents	Notify Shire immediately	Notify WorkSafe	N/A	Shire determines regulator notification
Training Delivery	Attend / Facilitate	Delivery, oversight & assurance	Deliver & accredit	Shire monitors minimum compliance
Competency Assurance	Maintain records	Monitor & audit	Record qualifications	Shire retains deployment assurance responsibility
Vehicle Ownership & Maintenance	Conduct checks	Own & maintain	N/A	Shire manages fleet compliance
Driver Authorisation	Nominate drivers	Verify & monitor	N/A	Licence verification required
Conduct & Fitness for Work	Raise concerns	Investigate	N/A (unless operational)	Escalate to Shire HR/WHS
Operational Command (Fireground)	Yes	When delegated	Yes	Incident dependent
Risk Assessments (Local Activities)	Participate	Lead / Approve	Support	Shire accountable for non-incident activities
Grievances / Bullying	Raise internally	HR / Governance	N/A	Shire escalation required

Where responsibilities overlap, operational control may sit with DFES; however, legislative duty of care obligations under the *Work Health and Safety Act 2020* remain with the Shire.

1.19 Bush Fire Advisory Committee

A Bush Fire Advisory Committee (BFAC) has been established for the Shire of Dardanup. The committee meets as per the terms of reference.

The purpose of the committee is to advise the local government on matters relating to

- preventing, controlling and extinguishing bush fires
- Inform Bushfire Notice in the district, prosecutions for breaches of this Act,
- the formation of bush fire brigades,
- ensuring the co-operation and co-ordination of bush fire brigades in their efforts and activities, and
- any other matter relating to bush fire control

Brigades nominate one brigade member to be the brigade's representative on the Bush Fire Advisory Committee¹ and to be the Fire Control Officer for the brigade. If a Fire Control Officer is unable to attend a BFAC meeting, they may nominate an appropriate proxy to attend.

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¹ Per s3.7 of the *Bush Fire Brigade Local Law 2021*

2. Operations

2.1 Incident Response

Notification of Incident

When DFES is aware of an emergency incident, e.g., a 000 call, and determines that the Shire of Dardanup brigades are required to attend:

- DFES Communication Centre (ComCen) makes a group, including the Chief Bush Fire Control Officer (CBFCO), Deputy Chief Bush Fire Control Officer (DCBFCO), Fire Control Officer (FCO) and Captains, to determine the appropriate brigade required.
- DFES ComCen sends SMS message to allocated phone numbers, or BART notification with incident details. This initiates Brigade response/communication through the BART turnout system
- The message is to be acknowledged by the responding Brigade by calling 1800 198 140.

BART

BART is the only messaging system to be utilised throughout the shire for fire response.

Once Brigade members receive a BART Alert.

- They assess their 'fitness for Work' before confirming their availability
- Respond via BART to confirm their availability/attendance
- A senior brigade member will monitor member responses on BART and attempt to form crews for appliances.

Forming Crews

To be able to attend an incident, in accordance with the Shire's policy *Dev CP077 Brigade Volunteer Minimum Fire Training Requirements*, members must have completed:

- Shire induction
- required DFES training (AIIMS Awareness, Bushfire Safety Awareness, and Firefighter Skills)

Brigade appliances may only turn out if there is a minimum of two crew members. However, an appliance may be deployed with a single member if approved by the CBFCO. When an appliance is deployed with a single member, it is the responsibility of the Incident Controller to ensure the safety of the 'isolated' member. The appliance is required to attend 'normal road conditions' until the minimum crew number is achieved.

Each appliance should have a Crew Leader or a senior firefighter with at least 5 years experience. If the appliance does not meet this requirement, then the CBFCO must be advised. The crew may:

- Be tasked to accompany another appliance that will provide appropriate supervision of the crew or
- Be stood down until appropriate supervision is available.

Once an appliance is appropriately crewed, a crew member notifies DFES ComCen of the appliance's availability to attend the incident.

If a crew cannot be formed, then the brigade officer will advise ComCen and the CBFCO that they cannot deploy a crew.

Pre-formed Crews

Brigades may consider pre-forming crews ahead of fire calls. This is particularly helpful to improve response times when the risk of fire is particularly high.

2.2 Mobilisation

The mobilisation of resources is at the discretion of the CBFCO or Incident Controller.

Additional resources will be mobilised in accordance with the following:

- where no response is received from the first brigade mobilised
- where the brigade mobilised in the first instance is delayed, unable to mobilise, or is restricted in the type/number of appliances they can mobilise
- Fire Danger Index of 'High' – Two brigade initial turnout
- Fire Danger Index of 'Severe' or above – Three brigade initial turnout + Chief/Deputy. The CBFCO or Incident Controller may request additional resources at any time.

Fitness for Work

The Shire's policy APO22 (*policy #To be confirmed*) *Fitness to Work* applies to volunteers of the Shire's Bushfire Brigades. Before replying to a mobilisation request, members are to assess their personal fitness for work.

The purpose of the policy is to provide and promote a safe working environment by ensuring all individuals are fit to perform their role without putting themselves or others at risk.

If a member has a temporary impairment that may impact duties, they should not turn out to an incident. If a member has a permanent impairment, this should be made known to the Captain (or Crew Leader) to ensure volunteers are not assigned duties that may adversely impact the wellbeing of the member or other members.

Turnout

Bush Fire Brigade members are to drive to their respective stations, observing all road rules.

Crews are to prepare themselves and their appliance:

- Don the correct levels of PPC/PPE in accordance with the nature of the incident
- Verify appliance has any additional necessary resources, e.g., portable radios, drinking water, etc. On departure DFES ComCen is to be notified, e.g:

"6AR, Appliance name, departing station to Location, over"

On arrive at the incident DFES is to be notified, e.g:

"6AR, Appliance name, arrived at Location, over."

Private vehicles

The Incident Controller or CBFCO may approve the use of private motor vehicles to be used for firefighting or support activities. Usually, only the CBFCO, DCBFCO's, and FCO's will utilise their private vehicle directly to an incident.

Private vehicle attendance is to be recorded on Fire Incident Reports.

2.3 Command/Control

Management of incidents in the Shire shall be in accordance with the following documents and these Work Instructions:

- State Hazard Plan – Fire
- DFES Operational Doctrine 3.2 Incident Control

Initial Incident Controller

For Level 1 incidents in the Shire of Dardanup, the most senior member in attendance will assume the Incident Controller role. The CBFCO may appoint another officer to the Incident Controller role. Upon the arrival of a higher-ranking officer, the current incident controller may transfer control to the higher-ranking officer.

Transfer of control of fire/incident (Bush Fires Act s.13/s.45)

In accordance with Section 13 of the *Bush Fires Act 1954*, a local government may transfer control of a fire to a DFES representative in the following circumstances:

- At the request of the local government; or
- The DFES Commissioner considers that it is appropriate to do so given the nature or extent of the bush fire.

Similarly, Section 45 of the *Bush Fires Act 1954* provides for local governments to transfer control of a fire to a Conservation and Land Management Officer.

State Hazard Plan – Fire identifies the process for these actions to occur. In the Shire, only the CBFCO or DCBFCO, in consultation with the CEO, may authorise a transfer of control to/from DFES and/or the Conservation and Land Management Officer.

2.4 Reporting

Situation Report (SitRep)

Upon arrival, the first arriving appliance is to transmit an arrival code and alarm classification to DFES ComCen as per DFES Operational Doctrine 3.2. An initial situation report (SitRep) should be transmitted to the DFES ComCen within 5 minutes of arrival. This report should be provided in the DFES format of PAFTACS.

P	POSITION AND PROPERTY THREATENED <ul style="list-style-type: none"> • Assess the situation • Exposures / assets at risk / critical infrastructure
A	AREA <ul style="list-style-type: none"> • Size of fire
F	FUEL DENSITY AND TYPE <ul style="list-style-type: none"> • Estimate rate of spread (ROS)
T	TIME TO CONTROL <ul style="list-style-type: none"> • Establish an Incident Management Team • Decide on objective, strategies and tactics • Consider delegating key functions
A	ASSISTANCE REQUIRED <ul style="list-style-type: none"> • Traffic Management • Road closures • Additional resources
C	COMMUNICATIONS AND CONTROL POINT <ul style="list-style-type: none"> • Radio frequencies / Communications plan • Location of control point • Consider media and public advice / warnings
S	SURFACE WIND STRENGTH AND DIRECTION <ul style="list-style-type: none"> • Send SITREP • Safety is first priority

2.5 Welfare

Catering

Shire BFB appliances will be required to be self-sufficient in terms of drinking water and grade 2 refreshments for at least 3 hours. The Shire of Dardanup is required to supply brigades with drinking water, Contact Brigade@dardanup.wa.gov.au where required.

Where an incident is predicted to be of a duration of 3 hours or more, the Incident Controller, in conjunction with the Shire/CBFCO, will organise refreshments in accordance with The Shire Council Policy *SDev CP083 Provision of Food/Refreshments*. During DFES-controlled incidents, refreshments will also be provided in accordance with the *DFES Standard Operating Procedure 3.2.10 Incident Catering*:

Grade 1

- Water (every hour)
- Water is stored on appliances. It is the responsibility of the Office in Charge to ensure each vehicle has a minimum immediate supply of at least 2L of water per person on each vehicle.

Grade 2

- Refreshment (between 1 to 3 hours)
- Refreshments consist of hot tea, coffee, chocolate, snack bars, fruitcake, soft drinks, biscuits, lollies and fresh fruit.

Grade 3

- Light meals (Between 3 to 6 hours)
- Local catering providers such as fast-food outlets, roadhouses, hotels, cafes etc in the regional area. These meals can be prepared within a quick timeframe.

Grade 4

- Substantial meal (working longer than 6 hours)
- These meals are provided by either the Salvation Army or local/external catering providers.

Fatigue Management

The *DFES Policy 96: Fatigue Management* and the associated *Fatigue Management Guidelines* apply to volunteers and are to be considered in relation to fatigue at incidents.

At fire operations, either locally or outside of the Shire, shifts of no more than 12 hours duration, including travel, should occur. Where a shift is longer than 12 hours due to unforeseen circumstances, arrangements will be made to have a rested driver return the appliance to the relevant station.

Members are required to have at least 10 hours of rest between shifts (not just bushfire fighting shifts, but also their normal work shifts). Because fire calls may occur during a workday, the first shift may be shortened in consideration of the lack of opportunity to have a suitable rest break.

2.6 Demobilisation

Mop-up

The Shire has the following minimum mop-up standards:

- 20 metre blackout for all ground/near surface fuels; and
- 100 metre black out for all standing/aerial hot spots.

Wherever possible, a mineral earth break should be constructed around the perimeter of a fire prior to departure. The Incident Controller and an Office in Charge of an appliance have a responsibility to maintain the safety of both emergency responders and the general public. The Incident Controller shall continue to commit resources until the incident is deemed safe for the community. Making an incident safe requires

assessment of risks and consideration in accordance with *DFES SOP 3.2.3 – Making Safe/Rules for Departure*.

Return to Station

At the direction of the Incident Controller, appliances may be stood down from an incident or conduct a crew change in the case of a protracted incident.

Before departing the incident scene, DFES ComCen is to be notified, e.g.:

“6AR, *Appliance name*, released from *Location*, returning to station over”

Upon demobilisation, the officer in charge of the appliance should T-card out from the control point and notify the DFES ComCen that they are returning to station.

On arrival back at station DFES Comcen is to be notified, e.g.:

“6AR, *Appliance name*, on station, available, over”

All vehicles and equipment must be returned to a state of readiness upon return to station. At a minimum, this means the following items:

- vehicle fuel tank is at least $\frac{3}{4}$ full of fuel
- pump fuel tank (if fitted) is full of fuel
- the appliance water tank is refilled, and the pump is primed
- all equipment is properly stowed on the appliance
- drinking water/refreshments are replenished
- the vehicle is left in a clean/tidy state

If a vehicle or critical equipment on the appliance is damaged or defective, then a report is to be submitted in accordance with the Shires *Bush Fire Operating Procedures - Equipment*.

Debrief

Officers/members of a BFB should debrief after all incidents to identify:

- what went well?
- what didn't go well?
- what needs to be changed/improved in the future?
- report any Work Health and Safety issues, near misses or injuries.
- any follow up requirements such as critical incident stress/wellness needs

Any identified safety concerns, hazards or systemic issues must be formally reported through the Shire's WHS reporting system.

2. 7 Administration

Incident expenditure

Only the following persons may expend funds in connection with an incident:

- Shire employees with relevant purchasing authorisation
- CBFCO
- DCBFCO

In the case of the CBFCO and DCBFCO's, it is recommended that consultation/approval be sought from Shire Officers prior to any expenditure taking place.

Any emergency expenditure must be in accordance with Section 6.8 of the *Local Government Act 1995*.

Fire Incident Reporting System

All appliances that responded to an incident, even if they stood down before arriving, are to fill in a Fire Incident Reporting System (FIRS) form.

A copy of the completed forms is to be submitted to:

- the Shire via Brigade@dardanup.wa.gov.au or in person to the Shire's reception desk
- to DFES via Reports@dfes.wa.gov.au

Certificate of Attendance

Brigade members that have attended an emergency response, and who require a certificate of attendance to provide to employers or for other purposes may request such from their brigade.

A template has been provided to Brigades for their use. This is the preferred method. The Captain or delegate is to sign the certificate.

If the Brigade wishes, the Shire may issue certificates. In this case, requests must be made through the brigade@dardanup.wa.gov.au email address and a FIRS covering the shift must be submitted.

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3. Hazard Mitigation

3.1 Fire Prevention Order

A Fire Prevention Order is required to enable the Shire to meet its responsibilities for fire prevention.

The Fire Prevention Order reminds the public of:

- Key dates for Restricted and Prohibition periods
- Requirement to install fire breaks to prevent the spread of fire
- need for fire permits to burn
- The use of outdoor cooking appliances
- The Fire Control Officers in their area
- Shire's work to reduce bushfire risk in the road verge and reserve
- How to volunteer for the Bush Fire Brigades
- To sign up for free SMS notifications of bans

Review

The Fire Prevention Order is reviewed each year. Fire Control Officers may make recommendations to the Shire. The Shire will amend the order based on the recommendations.

Changes to the order will be reviewed by the Shires Media team to ensure it complies with the style guidelines and accessibility guide and to determine if additional promotion of the Order is required.

The final draft of the Fire Prevention Order will then be presented to the Bush Fire Advisory Committee for endorsement, before being approved by Council.

Publication

The Fire Prevention Order is publicised in the Government *Gazette* and a local newspaper. The Emergency and Ranger Services team liaise with the Governance team to arrange publication in July/August annually.

A postcard-sized document will be distributed to residents in semi-rural and rural areas, reminding them of their obligations outlined in the Fire Prevention Order and where to locate more information.

3.2 Fire Breaks

Exemptions

The Fire Prevention Order enables property owners to seek an exemption from the requirements of the Order.

There are three types of exemptions:

- **3 year exemptions**
Three-year exemptions are approved by Council for property owners that have alternative bushfire mitigation measures in place.
- **1 year exemptions**
A 1 year exemption is approved by the CEO for a fire break for the current season. A 1-year exemption may also be offered to applicants of a 3-year exemption who are late or do not meet the requirements for a 3-year exemption.
- **Short term exemptions**
A short-term exemption is approved by the Chief Executive Officer for property owners who cannot maintain their fire break for the latter part of the season. The permit is valid only until the end of the season.

An application for an exemption must be made on the approved form and include a diagram of the property, including identification of the area/section to which the exemption is requested.

The Fire Control Officer for the area in which the property is located is to inspect the property before making a recommendation to the Shire on whether an exemption is warranted.

The application for an exemption will be submitted to Rangers and tabled at the October meeting of Bushfire Advisory Committee. The Committee will make recommendations to Council. Council will then approve or reject applications.

Inspections

Shire Rangers will inspect rural and semi-rural properties twice during the Prohibited period. The first inspections will commence in early December. The second inspection will usually commence in February.

Time constraints prevent Rangers from inspecting every property. If a Fire Control Officer is aware of a property that may not be compliant, then they can alert rangers through the rangers@dardanup.wa.gov.au email.

Rangers will issue improvement notices to property owners who have substantially complied with the Fire Prevention Order but have not met the required standard.

Rangers will issue infringements to property owners who have failed to comply with the Fire Prevention Order or failed to comply with an improvement notice. Rangers have discretion to issue warnings during the first week of December instead of an infringement.

The Shire may install fire breaks complete works and recoup costs from property owners if they have failed to comply with the Order or an Improvement Notice issued by the shire.

3.3 Prohibition / Restriction/ Open

The Fire Prevention Order will specify the dates of restricted and prohibited burning. These dates may however be adjusted due to the ground or weather conditions.

The Minister may declare a prohibition period or restricted periods. The Fire and Emergency Services Commissioner may vary the dates in a particular area for the current year.

In recognition of current seasonal conditions, the Shire of Dardanup may alter the prohibited burning period within the Shire by up to 14 days (in consultation with DBCA if required). Restricted periods may be altered by up to 14 days at a time. The Shire is to notify adjacent local governments, the Department of Fire and Emergency Services, and the community of any changes made.

The Chief Bush Fire Control Officer and Shire President are delegated to make a joint decision on extending the prohibited burning period. The Bush Fire Control Officer and Chief Executive Officer are delegated to make decisions to alter the restricted burning period.

3.4 Permit to Burn

During the restricted burning periods, landowners/occupiers require a permit to light fires. Permits are issued by Fire Control Officers responsible for the area in which the property is located and are subject to any directions from the Chief Bush Fire Control Officer.

Landowners/occupiers may apply for a permit through their local Fire Control Officer or online. Online applications will be sent to the relevant Fire Control Officer for approval. The link is: <https://www.dardanup.wa.gov.au/permit-to-burn.aspx>

The Fire Control Officer must be satisfied that the applicant has sufficient measures in place to adequately control the fire and that the applicant is aware of their obligations and requirements as per the *Bushfire Regulations 1954*.

A copies of paper permits issued are to be retained in the permit book. Upon completion of the permit book, it is to be submitted to the Shire for recording/archiving purposes.

A summary of permits issued must be forwarded to rangers@dardanup.wa.gov.au on a regular basis during the restricted burning periods.

3.5 Prescribed Burns

Shire Verges

Council has a policy CP073 which governs the process of conducting a hazard reduction burn on a Shire Road verge. Brigades wishing to conduct a burn on a verge are required to complete a Form 173 and comply with all conditions contained therein.

Private Property

All controlled burning by brigades on private property requires a written request from the landowner and a DFES Burn Plan, which is to be forwarded to the Shire (brigade@dardanup.wa.gov.au).

The Chief Bushfire Control Officer is to approve brigade involvement in hazard reduction burns on private property.

The burn remains the responsibility of the landowner, and the brigade is only assisting them. All costs associated with the hazard reduction burn are to be paid by the landowner. Brigades cannot charge the landowner for their involvement. The landowner may provide a donation to the brigade.

Shire Managed Lands

The mitigation of the risk of bushfires on Shire-managed land is the responsibility of the Shire of Dardanup Bushfire Risk Mitigation Coordinator. The coordinator will assess the risk and plan for mitigation measures in accordance with the Shire's Bushfire Risk Management Plan.

Mitigation may be funded through the Mitigation Activity Fund grant program.

Department of Biodiversity, Conservation and Attractions Land

The Department of Biodiversity, Conservation and Attractions conducts regular hazard reduction burns on its land within the Shire of Dardanup. The Department notifies the Shire of all prescribed burns.

The Department may include road verges adjacent to their land in their burn plan. The Department seeks approval from the Chief Executive Officer each year for permission to burn such portions of the Shire's road verges.

4. Membership

4.1 Joining

Application for Membership

An application for membership to join a *Bush Fire Brigade* must be completed by all prospective members, including cadet members.

The Brigade can decline a potential new member in consideration of factors such as:

- proximity to brigade
Does the prospective member live or work close to the brigade?
- commitment expectations
Does the member have sufficient free time to devote to training and fire calls and other brigade activities?
- previous membership
Has the member been involved in other volunteer groups previously?

The Department of Fire and Emergency Services form is accepted by both DFES and the Shire.

The Shire is required to maintain a register of all members. New member application forms should be submitted to the brigade@dardanup.wa.gov.au email. Once processed, the Shire will forward to DFES receptionbunbury@dfes.wa.gov.au. Brigades should retain a copy of the new member application form within brigade records.

DFES Identification Number

DFES will issue an identification number to all approved new members. A letter will be sent from DFES to the new member advising them of their personal DFES ID. A copy is also sent to the Shire and to the respective Brigade.

External Transfer

Members transferring into a Shire of Dardanup brigade from another Local Government will require processing through the Shire. Before the member is accepted into the brigade, the Captain/Fire Control Officer should liaise with the Captain/Fire Control Officer of the previous brigade to gain an appreciation of the member's skills, experience, and fit within the brigade.

A DFES application form is to be filled in and submitted to brigades@dardanup.wa.gov.au for new members.

An induction form is also required to be completed for members who are transferring from another local government brigade.

Dual Members

Brigade members may be registered as members of multiple brigades, groups or units, in consultation with the relevant Captains and/or Local Managers. Consideration should be given to how membership of multiple emergency services will impact availability for fire calls and training and/or create conflicts of interest between services.

Induction

Induction is a process of integrating a new brigade member into the workplace (i.e., the Brigade station) and their role, and ensuring the new member is aware of:

- key personnel at the brigade
- routine brigade procedures and the location of facilities
- basic safety awareness, especially their responsibility under the *Work Health and Safety Act 2020*.

Volunteers are considered workers under the *Work Health and Safety Act 2020*. All volunteers for the Shire of Dardanup, including Bushfire Brigade volunteers, are required to complete an induction. This ensures the Shire fulfills its responsibility to provide information, training instructions, or supervision that is necessary to protect all persons from risks to their health and safety from work carried out.

The Induction process is completed only when a completed induction form has been received by the Shire (scanned and sent to brigade@dardanup.wa.gov.au). While the form is usually signed by the Brigade Training Officer or Captain, it may be signed by any Brigade member. The induction form is to be retained by the Brigade Secretary.

Members who have not completed induction will only be permitted to attend brigades to undertake induction training or as invited guests. While in attendance, they are to be escorted by an inducted member at all times. Firefighters who have not completed induction will not be issued personal protective clothing/equipment.

4.2 Administration.

Update of Membership Information

The Shire is required to maintain an accurate record of all members. The Brigade and Shire are to be notified of any changes to a member's membership information, including but not limited to the following:

- change of name
- change of address
- change to next of kin details
- contact details (phone number, email address)
- position within brigade (including changing Active/Auxiliary status)
- leave of absence, medical leave
- termination or transfer to another brigade

A member should submit their change of details to the Secretary, or delegate, using the DFES "Update of Membership" form (except leave of absence, see below). Once completed, the Secretary shall retain a copy and forward a copy to the Shire.

The Shire will record the updated information in its record management system and will forward a copy to DFES for their records.

Leave of Absence

A member can apply in writing to the Brigade Committee of a Leave of Absence. The leave application request may be for any reasonable duration. Absences of less than 2 months do not require a leave of absence.

A period of leave of absence will not count towards service for long service awards.

If the period of leave is expected to be longer than 18 months, then the brigade should discuss with the member the potential for resigning and then re-joining the service when they are able to resume active participation in the brigade. The members' skills and experience, and service details will be retained for records management purposes, so they can be reinstated quickly.

4.3 Departing

Lapsed Attendance

To remain active, a firefighter is expected to attend brigade training at least three times per year.

If a firefighter has not attended training or operational duties for greater than 6 months, the brigade captain may send a written letter requesting the member's intentions to remain an active firefighter, and reminded expectations required to be met. If no response is received, the member may be terminated.

Resignation

Where a member resigns from the Service, an updated membership form must be submitted to the Secretary. The Secretary should submit the form to the shire by email (brigade@dardanup.wa.gov.au). The shire will forward the information to DFES for their records.

All Brigade/Shire-issued PPE/PPC and equipment remain the property of the Shire and must be immediately returned. The Brigade should attempt to recover the PPE/PPC and equipment issued to the member. If the brigade has not succeeded, then they should advise the Shire by email brigade@dardanup.wa.gov.au. The Shire will then attempt to recover the PPE/PPC and equipment.

Transfers

Where a member transfers from one brigade to another within the shire, then an update of the membership form must be submitted to the Secretary. The Secretary will submit to the Shire by email brigade@dardanup.wa.gov.au. The details will be forwarded to DFES for their records.

The member is permitted to retain their PPE for use in their new brigade. However, other Brigade property is to be returned before transfer.

4.4 Roles

The type of Brigade Memberships and their respective duties can be found in the Bush Fire Brigades local Law 2021. Part 3 division 2 Section 3.5 provide details relating to the duties of the Chief Bush Fire Control Officer and Division 4, Section 3.14 provide detail of the Duties of the Fire control officer.

Schedule 1, Part 3 outlines the duties of other ranking positions within the brigade.

Firefighter

The firefighter role is directly involved in the management or undertaking of firefighting operations. Before undertaking firefighting, the minimum training requirements must be met, and PPE/PPC and equipment must be issued.

The minimum age for a firefighting member is 16 years. However, any member under the age of 18 will require parent/guardian permission to attend a fire and must be accompanied by a fully trained member over the age of 18.

Associate (Auxiliary) member

Associate members are members of the brigade who provide a variety of support functions that are not directly related to bushfire response. Associate members are only required to complete the Shire induction and are not issued personal protective equipment, though they may receive brigade-issued PPC if deemed appropriate.

Honorary Life Member

The brigade may recognise a member who has contributed significantly to the active service to the brigade for a period of not less than 15 years as an honorary life member.

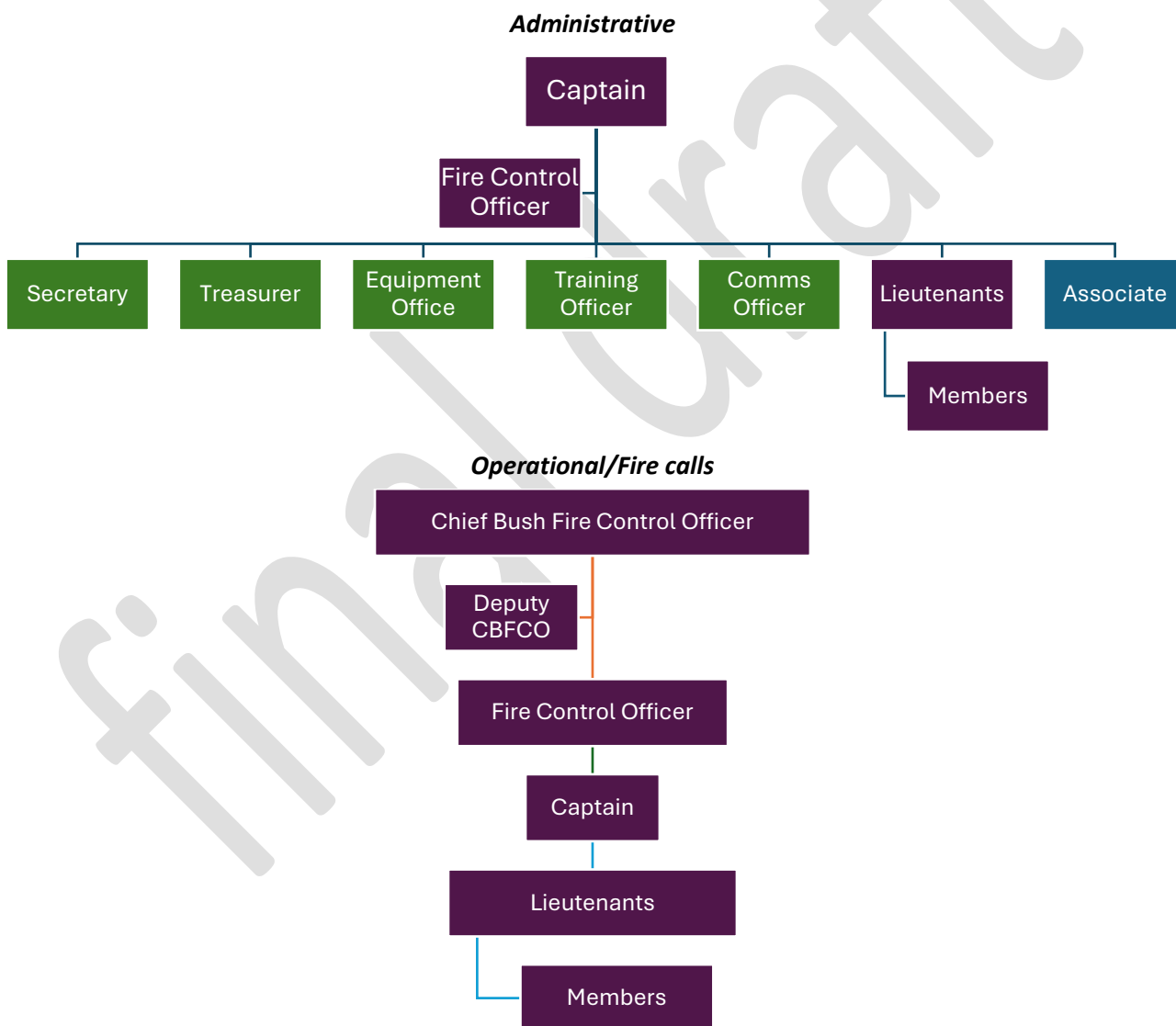
Cadets

Cadet members are Bush Fire Brigade members aged 11-15 years. Cadets are in a training program only and must be supervised by an adult; they are not permitted to attend incidents, vote at meetings, or be assigned a rank. Cadets may attend prescribed burns with the approval of the CBFCO and their parent/guardian. PPE/PPC is not issued through the Shire to cadets. If a cadet attends a prescribed burn, they are required to wear full PPE/PPC and hold minimum training standards, cadets are under the responsibility of the burn controller when on fire ground.

All cadet leaders who are directly involved in training or other activities involving cadets are to have undertaken a Work with Children Check.

4.5 Chain of Command

There are two chains of command. The administrative chain always applies except during fire calls. In response to fires, the Operation/Fire calls chain applies.



4. 6 Management

Shire of Dardanup Values

The Shire of Dardanup is building a culture where openness and transparency are the norm; and where we hold ourselves accountability to deliver excellence for our customers and community. It is expected that all Shire volunteers will adhere and embrace its values, which is abbreviated to T.R.A.C.E.S.



Code of Conduct

A Code of Conduct is a set of rules outlining the rules and responsibilities of, or proper practices for, an individual, party, or organisation.

Shire of Dardanup

The Shire of Dardanup's *Code of Conduct* provides employees (including volunteers) with clear guidelines for the standard of professional conduct expected of them in carrying out their functions and responsibilities.

Functions and Responsibilities

It is expected that volunteers will always abide by the relevant codes of conduct while volunteering with the Shire of Dardanup's Bush Fire Brigades. Which includes:

- acting in the capacity of a member
- attending or participating in any brigade activity, including but not limited to attending incidents, training, or other community relations events
- on Brigade/Shire premises
- wearing brigade uniform, whether on duty or otherwise
- attending any brigade or Shire-sponsored event, including social events or
- announcing him or herself as a member

Officers within Brigades are expected to:

- lead and promote the Codes of Conduct
- lead and promote the values of the Shire of Dardanup
- act promptly, and with due process, to prevent and manage breaches of the code or failure to live up to the values of the Shire

Equal Opportunity

Council policy CnG CP 014 – *Equal Opportunity Employer* is to be always abided by when engaged in Brigade activities.

Fraud, Corruption, and Misconduct

Shire of Dardanup's council policy CNG CP304 relates to *Fraud, Corruption and Misconduct*.

The Policy has been established to communicate the Council's zero tolerance approach and response actions to fraudulent and corrupt conduct within the performance of its functions and interactions with contractors and suppliers, the community, and all other stakeholders of the Council.

This policy applies to volunteers.

Work Health and Safety

Council policy CNG CP302 *Work Health and Safety* is to be abided by at all times in order to assure the health and safety of employees, contractors, volunteers, visitors, and the general public.

The Shire is firmly committed to enabling all brigade activities to be carried out safely, and with all possible measures taken to remove (or at least reduce) risks to the health, safety, and welfare of brigade members and anyone else who may be affected by brigade activities.

It is recognised that fire and emergency response is an inherently dangerous environment, exposure to hazards to health and safety should be minimised as far as reasonably practical.

The Shire commits to the following responsibilities:

- maintaining plant, facilities, and equipment in a safe condition
- providing information, instruction, and training that is reasonably necessary to ensure that each member is safe from injury and risks to health
- a commitment to consult and cooperate with brigades in all matters relating to health and safety
- a commitment to continually improve performance through effective safety management

Brigade members are charged with the following responsibilities:

- comply with safe work practices, with the intent of avoiding injury to themselves and others and damage to plant and equipment
- take reasonable care of their own health and the health and safety of others
- wear personal protective equipment and clothing as required
- comply with any direction given by the shire and/or officers for health and safety
- not misuse or interfere with anything provided for health and safety
- report all accidents, incidents, and near misses
- report all known or observed hazards to their supervisor or manager

In accordance with legislative requirements, the Shire does not permit smoking or vaping in any Shire building, fire appliance, or vehicle, or any other enclosed workplace. A designated smoking area may be established outside Shire buildings. Where designated smoking areas are established, they shall be located at least 10 metres away.

Bullying

Council policy CnG CP071 – *Workplace Bullying & Workplace Violence* is to be always adhered to.

The Shire has a duty to protect people within the workplace from bullying and violence.

Social Media

Council policy *Exec CP026 – Social Media* applies to volunteers in relation to participation on social media.

Posting comments on social media must not:

- bring the Shire of Dardanup into disrepute

- compromise the person's effectiveness in their role with the Shire
- imply the Shire's endorsement of personal views
- imply they are speaking on behalf of the Shire
- disclose confidential information

Working with Children

All volunteers who may, while performing duties as a member of the brigade, interact with children are required to have a current Working with Children check. This includes members who manage cadets.

Grievances

The Shire is committed to providing a safe and healthy workplace for its members, maintaining a harmonious and productive environment in which diversity is valued and encouraged. It aims to resolve grievances in a prompt, conciliatory, fair, and effective manner.

A grievance is any type of problem, concern, or complaint related to work or the work environment. A grievance may be about any act, omission, situation, or decision that is thought unfair, discriminatory, or unjustified.

The Shire encourages members to first attempt to resolve grievances directly and respectfully with the individuals involved, it is understood that this is not always possible. If the matter cannot be resolved informally between the parties, it should be escalated through the Shire's appointed Grievance Officers for further support and formal resolution.

The Shires administration policy AP038 *Grievance, Investigation and Resolution* will be applied if a grievance is reported to the Shire.

For more detailed guidance on raising and managing grievances, members should refer to the Shire's *Grievance Information Handbook*, which provides additional information on processes, support options, and expectations.

Managing Conduct, Performance, and Membership Matters

This section outlines how responsibility is shared between the Shire and Brigade Leadership when concerns arise regarding conduct, safety, performance, or membership. It provides clarity on when matters should be managed by the Shire, when Brigade Committees may exercise their governance powers, and how overlaps should be approached.

Shire Responsibilities

The Shire is responsible for managing matters that involve conduct, safety, fairness, and organisational risk. These include, but are not limited to:

- alleged bullying, harassment, or intimidation
- undermining brigade leadership or refusal to follow lawful and reasonable directions
- behaviour that may bring the Shire or the brigade into disrepute
- alleged fitness for work concerns, including impairment

When these matters arise, the Shire is responsible for:

- assessing and managing allegations
- coordinating and undertaking investigations where required
- ensuring procedural fairness principles are applied
- determining appropriate outcomes based on substantiated findings

The Shire's disciplinary policy AP025 – *Disciplinary* applies to all such matters.

Potential outcomes for substantiated breaches may include:

- reprimand
- suspension
- demotion

- disqualification from holding rank
- imposition of conditions on continued membership
- prohibition of future membership (including life membership)
- removal from membership

Brigade Committee Responsibilities

Brigade Committees have voting powers intended for governance-based decisions related to brigade membership and functioning. These powers may be exercised in matters such as:

- failure to meet membership or eligibility requirements
- failure to maintain required competencies or qualifications
- persistent non-attendance or disengagement
- refusal to comply with Bushfire Brigade Operating Procedures or lawful requirements

Committee voting powers should not be used to manage:

- disputed allegations of misconduct
- fitness for work or impairment issues
- matters requiring investigation or procedural fairness

Where the Committee intends to exercise its voting powers to dismiss a member, the member has a right of defence and must be given the opportunity to respond to any charges before a vote is held.

Brigade Committees do not have the authority to override legislative obligations or replace formal Shire investigation processes where WHS or misconduct matters arise.

Overlap Between Shire and Brigade Responsibilities

Some matters may involve issues relevant to both brigade governance and Code of Conduct requirements, e.g., behaviours impacting team cohesion, interpersonal conflict, or recurring performance concerns.

When concerns are:

- not formally reported, or
- reported without sufficient detail

The Shire's ability to undertake a formal investigation may be limited. In such cases, Brigade Committees may need to consider alternative, proportionate local management strategies appropriate to a volunteer environment.

Both the Shire and Brigade Leadership should work collaboratively to determine the most suitable escalation pathway, ensuring responses are fair, reasonable, and consistent with policy obligations and community expectations.

Awards/Recognition

Volunteers are eligible for several awards that are issued by the Department of Fire and Emergency Services or the Office of the Official Secretary to the Governor General. All medals and awards will be provided to the Shire by DFES. A congratulatory letter will be prepared and signed by the CEO and the Shire President to accompany the award. The Captain/Fire Control Officer will be consulted on arrangements for presenting awards to members.

5. Training

5.1 Key Personnel

Brigade Training Officer

Each brigade is to appoint a Training Officer. The duties of the Brigade Training Officer are set out in the *Brigade Local Law*. Brigades may assign additional duties as needed to meet the needs of the brigade.

Shire Fire Training Coordinator

The Chief Bush Fire Control Officer may appoint a member to act as the Shire fire Training Coordinator. This role is not established in the *Brigade Local Law* and is intended to coordinate consistent training across the brigades.

One of the key tasks of the Shire Fire Training Coordinator is to facilitate the local delivery of Department of Fire and Emergency Services training courses in cooperation with the Course Facilitator.

The Shire Fire Training Coordinator may attend Brigade Leadership Meetings with the Shire of Dardanup.

Shire Trainer/Assessors

The Shire maintains a team of trainers/assessors to support locally delivered DFES courses.

Expressions of interest are welcomed at any time from suitably qualified individuals to become a trainer and assessor for DFES courses. The minimum requirements to become a trainer/assessor include,

- 5 years operational experience
- ability to effectively deliver and assess training, including public speaking and presentation skills
- availability to attend training courses to deliver/assess material
- willingness to undertake DFES Workplace Trainer/Assessor course

Any member who meets the above prerequisites will be invited to observe/assist in the delivery of the next available training course. The Chief Bush Fire Control Officer, Shire Fire Training Coordinator, or other appointed Trainer/Assessor, will provide feedback to the prospective trainer and confirm their suitability for the training role.

The prospective trainer should undertake the DFES Workplace Trainer/Assessor course and then seek endorsement for the Bushfire Safety and Fire Fighter Skills Training Resource Kits.

5.2 Training and Competency Assurance

Assurance

The Shire maintains overarching responsibility for ensuring that Brigade members meet minimum training and competency standards relevant to the duties they perform.

While DFES delivers and records many operational qualifications, the Shire must maintain assurance that:

- members attending incidents meet Shires minimum training standards,
- officers meet role-based training requirements,
- members operating brigade vehicles are authorised and hold the appropriate driver's license
- mandatory and refresher training requirements are maintained

To support this assurance, brigades must:

- provide updated training attendance records to the Shire in a timely manner
- advise the Shire of members who are not meeting minimum training standards
- ensure that members are not deployed to an incident unless minimum competency requirements are met

The Shire collects this information to ensure it can demonstrate compliance with its legislative obligations and maintain assurance that members are maintaining their skills. Records are maintained within a central database. While data is generally used to monitor collective brigade capability, individual reports may be generated upon request for Brigade Training Officers (for their brigade only) or individual members (for their own record).

To support governance and compliance monitoring, the Shire may maintain a centralised training matrix across all Brigades to monitor minimum standards, refresher requirements and role-based competencies.

5.3 DFES Training

Locally Delivered DFES Courses

Shire of Dardanup DFES courses may be organised and delivered locally where:

- there is a Course Coordinator available to organise all aspects of the course delivery
- there are sufficient participants able to attend (the minimum will be based on DFES guidance, which may be course specific)
- there are sufficient trainers/assessors available

A lead time of 6 weeks is required to set up and administer any locally delivered DFES courses. The Shire of Dardanup will provide catering and printing, if required contact the Shire by email (brigade@dardnaup.wa.gov.au)

Out-of-Area DFES Courses

Members may be provided the opportunity to attend DFES training outside of the Shire/Region.

For all DFES training, members must apply through the DFES eAcademy and obtain approvals from the Brigade Training Officer, Captain/ Fire Control Officer, and for out-of-area DFES training members are required to seek approval through the Chief Bush Fire Control Officer and Shire of Dardanup.

When travel to the training is involved, there are several considerations:

- ensure the Shire is advised of the travel when the training application is submitted through eAcademy
- pre-approval of accommodation is required, and when possible, confirmed by a Shire of Dardanup purchase order
- reimbursement of travel is available using the reimbursement form; receipts for all expenses (accommodation, parking, meals, etc) are to be retained and submitted together with a claim for reimbursement
- if a brigade vehicle is intended to be used for travel, then approval from the Chief Bush Fire Control Officer is required prior to the vehicle leaving the Shire.

External Courses

All external courses not provided by DFES of the Shire of Dardanup and to be requested in writing to the Brigade@dardanup.wa.gov.au.

5.4 Brigade Training – Skill maintenance

Regular attendance

Firefighters are required to attend a minimum of 3 brigade training sessions and 3 fire related incidents in a 12-month period.

Members may attend any Shire of Dardanup brigade training session at another brigade, with that brigade captain's approval to account for minimum training requirements.

Key Modules

Brigade Training Officers have collectively agreed on four key modules required to be delivered within 12 months at a brigade training session. The Brigade Training Officers may review the list at their discretion or under the direction of the Chief Bush Fire Control Officer. The key modules are:

- Burnover
- SOP - turnout, arrival safety, BART (mobilisation)
- PPE/PPC
- Radios

Individual Brigades have the discretion to add to the key modules if they deem it appropriate to ensure the safety and wellbeing of their members or to meet brigade needs.

Recommended training sessions

While the training program for each brigade is at the discretion of the Brigade Training Officer to meet the needs of the Brigade. The Shire encourages a diversity of training topics that includes reinforcement of basic firefighting and fire safety skills. The following topics for training sessions are suggested options to consider:

- pumping exercise – Bushfire fighting and suction drill
- first aid exercise
- on and Off-Road Driving
- dieback hygiene and snake awareness
- AIIMS/T Cards refresher
- static Water Supply familiarisation
- pre-season briefing
- brigade vehicle familiarisation and refueling processes
- hydrants and area familiarisation
- radio communications
- firefighter Welfare, Health and Safety
- hand tool use and familiarisation
- map reading and navigation
- pumping/hose drill exercises
- incident management - training exercise
- fire blankets and extinguishers
- burn over and Rural Urban Interface refresher

Associate (Auxiliary) Members

All Associate members are required to complete DFES new member application form and Shire of Dardanup induction. There are no training requirements for associate members.

If general brigade training does not require PPE or pre-requisite skills, then the Shire is supportive of Associate members participating in brigade training.

Attendance Record

The Shire of Dardanup is responsible for maintaining a register of training attendance for brigade training sessions, this can be assisted through the Brigade Training Officer. The method of recording training attendance is at the discretion of the brigade, if records are accurate, accessible and able to be reported to the Shire.

Brigades may take advantage of the functionality of BART for capturing attendance at training activities. If a member selects “thumbs up” but does not attend, this must be corrected to ensure records accurately reflect participation. Training descriptions should clearly outline the skills or competencies being delivered.

A Shire training attendance form is another method and may be submitted to the Shire following each brigade training session. This form may be used for exercises, courses or other training activities, not just regular training nights.

The Shire form may be customised by brigades provided the general purpose and layout of the form is retained, including:

- a description of the training delivered
- a list of all members who participated
- the name of the person who organised or delivered the training

final draft

6. Equipment

6.1 General

Firefighting appliances, stations and equipment must only be used in accordance with the manufacturer's instructions and relevant doctrine/guidelines/documents. These resources may not be used for private purposes. The use of brigade appliances/stations/equipment for brigade activities within the Shire must be authorised by the Brigade Captain and Chief Bushfire Control Officer. Any use of resources for brigade activities outside of the Shire must be authorised by the Shire and Chief Bushfire Control Officer.

6.2 Personal Protective Equipment/Clothing

PPE minimum standard/allocation

The minimum PPE standard for active members in the Shire is:

- level 1 Proban jacket
- level 1 Proban trousers
- firefighting helmet
- firefighting boots
- cotton T-shirt
- gloves
- goggles/safety glasses
- torch
- mask/respirator

It is recommended that members wear 100% cotton undergarments and avoid wearing jewellery while attending to fire incidents and hazard reduction burning.

Care

It is the responsibility of each member to ensure their PPE is in a serviceable condition. PPE must be cared for and maintained in accordance with manufacturer's instructions.

All PPE and PPC must be stored at the relevant brigade station when not being used for brigade activities. Members may only remove PPE/PPC from the station at the captain's discretion.

Helmets can be cleaned with warm, soapy water. The helmet's internals, like the neck flap and sweatbands, can be washed in the washing machine with a non-synthetic powder. The helmet neck flap should also be replaced every two years or after 50 washes. The sweatbands should be washed every couple of months and replaced as they become worn.

Laundering

All operational personnel are responsible for ensuring Personal Protective Clothing (PPC) and Equipment is cleaned to maintain hygiene standards and ensure optimum visibility of the garment.

Brigades may launder PPC on station where a washing machine is available. When required Shire approval before engaging a dry-cleaning contractor must be approved. The cost of dry-cleaning will be reimbursed.

If the PPC is contaminated by asbestos or other hazardous materials, the PPC is to be bagged and labelled with an appropriate label. PPC will then be laundered by a dry-cleaning contractor or replaced. The Brigade



Equipment Officer will arrange, if possible, an emergency set of PPC to be issued to the member from brigade/Shire stocks.

The following information provides guidance on the laundering standard/requirements:

- isolate PPC
Personal Protective Clothing is not to be washed in the same washing cycle with other garments
- do not overload machine
The load size must permit the garment to move freely through the water and rinse cycle

For 'Level 1 PPC' and helmet neck flap:

- wash
Machine wash regular cycle – warm temperature (40°C) – cold rinse well
Time 8 minutes x2 cycles
Do not dry clean
Do not bleach
Note reflective tape is vulnerable to heat
- dry
Warm tumble dry
Line dry in shade preferred
- iron
Use iron on 'Cotton' setting

Replacement of PPE

PPE will be replaced when it is no longer serviceable, e.g. damaged, out of date, etc. Replacement of PPE will also be considered due to a change of fit. Old items that are being replaced must be returned to the brigade Equipment Officer.

Requests for PPE must be submitted on the "PPE QR Code" form and be endorsed by the Brigade Equipment Officer or Captain prior to forwarding to the Shire. Shire Officers will check and fulfil the request.

All PPE requests are to be recorded in the Shire's records management system and retained in the Shire's firefighter database to comply with the requirements of the Local Government Grant Scheme.

Return

PPE issued to Brigade members remains the property of the Shire of Dardanup. All PPE is to be returned by members resigning from the Service. Members transferring to another brigade, even in another local government area, may take their PPE with them.

Brigade Stock

PPE returned by members receiving replacement PPE, or resigning members, may be kept by the brigade. The Equipment Officer is to ensure returned PPE is cleaned and stored securely within the brigade. Such PPE may be:

- temporarily issued to new members while waiting for the initial issue
- temporarily issued to existing members while awaiting replacement PPE
- training purposes

Any PPE returned that is not suitable for such purposes is to be disposed of appropriately. This includes boots that have been worn.

6.3 Vehicles

Driving

Only members who:

- hold a valid appropriate driver's license
- meet Shire and DFES driving standards
- have been authorised by the Brigade Captain and/or Chief Bush Fire Control Officer

may operate Brigade appliances.

'L' plated drivers:

- may not drive C – class Shire firefighting vehicles
- may drive MR-B or HR-B class vehicles under supervision of an experienced driver and with the prior approval of the Brigade Captain

'P' plated drivers may drive Shire firefighting vehicles in accordance with their vehicle driver's licence conditions, except for driving under emergency conditions.

A member must be competent through the designated driving courses (on-road or off-road, dependent on road condition) to drive under emergency conditions.

Brigades must maintain a current list of authorised drivers.

The Shire reserves the right to review and audit driver authorisation records.

Housing of firefighting vehicles

Brigade vehicles shall be housed at the relevant Brigade's station. Where circumstances require the temporary relocation of vehicles (i.e. damage to station), this must be endorsed by the Brigade Captain and CBFCO or DCBFCO.

Purchase of fuel/oil, etc

Shire vehicles are equipped with an individual fuel card and must only be used for the corresponding vehicle.

Fault Reporting

The Brigade is responsible for the cleanliness, general maintenance and preventative service of fire brigade appliances under its care. After every use, the brigade shall ensure that the appliances are returned to a response condition.

A Vehicle Fault Report (VFR) must be completed immediately for all appliance defects. A VFR is completed using the Vehicle Fault Report Book, which is to be left in the fire appliance. The fault should also be reported utilising the QR code reporting system. All defects or appliance issues are to be submitted to the Shire and the CBFCO is to be advised immediately of any urgent repairs.

The brigade should identify the likely priority of the VFR on the form and QR code reporting system, as per the below descriptions. All appliance repairs must be authorised and/or organised by the Shire prior to commencement.

The Shire, based on the information presented in the VFR, shall determine the final priority level for the fault to be rectified, being either:

- urgent (a repair which significantly affects the safety or operational serviceability of a vehicle or critical piece of equipment e.g. flat battery, vehicle not starting, major mechanical issues, etc.)
- routine (a repair which affects the serviceability of the vehicle but does not render the vehicle unsafe or non-operational e.g. electric rewiner on a hose reel non-operational), or
- service (all other repairs which can wait until the next service of the vehicle e.g., minor panel damage)

In the case of an urgent repair (a repair which affects the safety or operational serviceability of a vehicle or critical piece of equipment), the Captain, Shire and CBFCO are to be notified as soon as possible.

The Shire will endeavour to have routine repair items actioned within four weeks of being reported or as soon as practicable.

In all circumstances where an appliance will be offline/unavailable for normal turnout for a prolonged period, the relevant Brigade Captain, Shire and CBFCA are to be notified as soon as possible.

The Department of Fire and Emergency Services V-Check checklist should be used to conduct regular checks/inspection of appliances. This checklist is used to identify faults and then a VFR should be lodged with the Shire. The brigade is to keep copies of the checklist in case they are required later. The brigade may submit the checklists to the Shire for filing if the brigade no longer wishes to retain them.

Maintenance

A Brigade equipment officer or suitably equipped and competent member, as determined by the Brigade Captain, may perform minor tasks such as replacing faulty light bulbs (not LED's), fuses and regular lubrication of hose couplings, hose reels and cleaning out air cleaner elements on fire appliances.

Scheduled Servicing

All servicing and maintenance of bushfire brigade appliances is the responsibility of the Shire in line with the predetermined servicing schedules.

The Shire's Emergency Management Team will schedule servicing of appliances in accordance with the LGGS manual service schedules.

The relevant 'A', 'B', and 'C' service checklists are available in the Shire's record management system.

Service checklists shall be completed by the mechanic/service provider conducting the service and be recorded in the Shire's record management system.

Modifications

No Brigade is to conduct any modifications or alterations to any Brigade/Shire appliance without endorsement from the Brigade Captain **and** authorisation from the Shire in writing.

Modifications to appliances should be proposed through the Brigade Executive Committee and referred to the Shire's Emergency Management Team via brigade@dardanup.wa.gov.au for further investigation and, if endorsed, approval.

Modifications to LGGS appliances/assets will also need to follow the required process through DFES for formal approval.

6.4 Station

Station maintenance

Cleanliness and upkeep of the station are the responsibility of all members. Members should always keep the station tidy to minimise any occupational safety and health hazards. Brigades may elect or appoint a person to oversee minor station maintenance and cleaning.

Maintenance of the building/s is the responsibility of the Shire. Any requests for maintenance should be forwarded via the QR code reporting system.

Security and access

All brigade buildings must be secured. All brigade members are responsible for ensuring that the station is secure prior to departure. This includes ensuring all windows and doors are locked and the alarm is armed (if applicable).

All members and visitors must sign in/out on the Brigade attendance logbook to ensure accurate records of attendance are maintained

Fault Reporting

Any defects, issues, or replenishment requirements should be reported to the Brigade Equipment Officer and escalated through the QR code reporting system if required. In the case of the replenishment of cleaning supplies, stationery, and consumables, contact the Shire in writing by email Brigade@dardanup.wa.gov.au.

Non-brigade personnel

Only registered members or prospective members of a Bush Fire Brigade may attend Bush Fire Brigade stations.

Brigade members' families, partners, and invited dignitaries may attend social functions held at the brigade station at the FCO and at the Captain's discretion.

Any request from any other party to attend a Bush Fire Brigade station must be authorised by the Shire's Emergency Management Team.

All visitors must sign in/out on the Brigade attendance logbook to ensure accurate records of attendance are maintained and to comply with WH&S requirements.

6.5 General Equipment

Procurement

General equipment

The LGGS provides the funds to enable the Shire to purchase equipment for brigades. Items to be purchased with LGGS funds must be eligible per the current DFES *Manual for Capital and Operational Grants*.

The Shire has discretion to procure equipment valued up to \$1,500.

Equipment valued at more than \$1,500 but less than \$5,000 must be identified in Line 9 bids during the Shire's application for LGGS funding (see "Administration" part).

Brigades may apply for grant funding from other sources to procure equipment, in accordance with the *Bush Fire Operating Procedures – Administration*. Plans to purchase equipment that may have ongoing costs must be discussed with the Shire in writing. Any equipment purchased with other grant funding that meets the Shire's definition of an asset must be included in the Shire's asset register.

The *Manual for Capital and Operating Grants* groups operational expenditure into 9 categories (or lines). Line 9 refers to the purchase of plant and equipment with a value between \$1,500 and \$5,000. This may include such things as the purchase of computer hardware, furniture, and telecommunications equipment, etc.

Vehicles

Each year, DFES will prepare offers to the Shire for replacement appliances. These offers will be in line with the Statewide Resource Replacement Program. Per that program, vehicles are replaced on a like-for-like basis on a standard schedule:

- light tankers after 10 years
- tankers after 16 years
- fast fill trailers after 20 years

Maintenance

The Equipment Officer, or suitably equipped and competent member as determined by the Brigade Captain, may perform general maintenance tasks on equipment. Such maintenance is to be in accordance with the manufacturer's instructions.

Only modifications that are recommended or enabled by the manufacturer are permitted to be applied to brigade equipment. All equipment must be suitably stored at the Brigade's station.

Disposal

Disposal of brigade equipment is to be coordinated by the Captain and the Emergency Management Officer.

6.6 Asset Register

Brigade Equipment Officers should maintain a register of equipment stored at the brigade. The register should make it clear which assets were provided by the Shire and which assets were donated by people or obtained through grants.

The register should be submitted as part of the Equipment Officer's annual report.

final draft

7. Administration

7.1 Local Government Grant Scheme

The Local Government Grants Scheme is a funding program overseen by DFES, supporting the operating costs and replacement of capital items for Bush Fire Brigades and SES units. The funding is provided to the Shire for management/administration and is paid in quarterly instalments.

Accounting for the funds encompasses nine lines:

- plant and equipment up to the value of \$1,500
- maintenance of plant and equipment
- maintenance of vehicles, trailers, and boats
- maintenance of buildings
- clothing and accessories
- utilities, rates, and taxes
- other goods and services
- insurance
- plant and equipment valued between \$1,500 and \$5,000

Application

The Department of Fire and Emergency Services opens applications in January, with a closing date at the end of March.

The Shire will prepare an application covering Lines 1 to 8 together. Line 9 items are applied for at the same time, through a separate process as follows.

Line 9

Line 9 is a portion of the funding application that includes specific items valued at between \$1,500 to \$5,000. Each item is applied for separately.

The Shire will, in January or February, seek input from Brigades on Line 9 requests. When considering bids:

- The value of a single item must be between \$1,500 and \$5,000
You cannot bid for multiple low-value items that sum to \$1,500 to \$5,000
- the equipment must not be on the List of Ineligible Expenditure
The DFES Manual for Capital and Operating Grants contains a list of ineligible items and a list of example eligible items. As long as it is not actually ineligible, then an application may be worthwhile.
- ongoing costs are not factored in
You will need to identify how ongoing maintenance, subscriptions, etc, are going to be covered
- obtain a quotation from at least one supplier
This substantiates the value of the items, and there is at least one supplier who can provide the items. Ideally, the quote should be from the supplier you would buy the equipment from if successful
- include a robust statement of benefit to the brigade
- submit the application before 28th February
Application may be submitted at any time (including months ahead) in the lead up to the due date
- DFES only funds a limited number of Line 9 requests
So a bid may not be successful merely because it was previously, or because someone else has been successful.

Grant requests are to be sent to Brigade@dardanup.wa.gov.au.

The Shire of Dardanup will submit all Line 9 requests to the Department of Fire and Emergency Services through the online application form. The forms will be reviewed by the Department of Fire and Emergency Services when the Shire's overall grant application is considered.

Application outcome

The Department of Fire and Emergency Services will notify the Shire of the outcome of the application for the Local Government Grant Scheme in June. This notification will include the Line 9 items. Brigades will be notified of the outcome as soon as possible after the Shire receives notification.

Brigades are not to purchase Line 9 items until approval is received from the Emergency Management Officer.

Expenditure

If a Brigade is successful:

- They verify the quote for the supply of goods/services with the supplier
- submit an updated quote, if needed, to the Shire
- The Shire will prepare a Purchase Order
The Purchase Order may be provided to the Supplier directly, or to the Brigade if preferred.
- The Brigade liaises with the Supplier to order the item and provides the purchase order
- The Brigade advises the Shire that the goods/services have been received
- The Supplier invoices the Shire directly
- the Shire pays the Supplier

A brigade may negotiate an alternative process if this will facilitate procurement. For example, the brigade may purchase the item using Brigade funds and submit a claim for reimbursement. This option has been used when the supplier could not be added to the Shire's finance system.

Claims for Reimbursement

LGGS reimbursement claims are for incidental/minor purchases by Brigades/volunteers for items eligible under the LGGS manual.

LGGS reimbursement claims, along with copies of supporting receipts and/or invoices, must be submitted to the Brigade email (brigade@dardanup.wa.gov.au) as soon as possible.

Any purchases must be in accordance with the Shire's procurement and purchasing policy. A copy is available from the Shire's Emergency Management Officer if required.

Acquittal

At the conclusion of each financial year, the Shire is required to acquit the LGGS in accordance with the LGGS Manual. The Shire's Emergency Management team will conduct the acquittal process in consultation with the Finance Team.

7.2 Financial Management

Brigade funds

All funds collected by the brigade are to be deposited into the Brigade's account.

Brigade funds are only to be used to promote the objectives of the Brigade.

Brigade funds are Shire funds.

Brigades are an organisational element of the Shire, established per the *Brigades Local Law 2021*. Money collected by an organisation unit belongs to the organisation. Members are engaged by the Shire, and are, as such, representatives of the Shire whenever they participate in Brigade activities. When a member accepts money as a member of a Brigade, they are collecting the money on behalf of the Shire.

Brigades should keep in mind that funds expended from Brigade accounts should not be expended contrary to the values of the Shire of Dardanup.

Gift/donations register and charitable status reporting.

To provide transparency and accountability, Bush Fire Brigades are required to maintain a register of all gifts and donations that have a value greater than \$50. This register shall be maintained on a financial year basis. Individual brigade members should not accept gifts that cannot be shared with other brigade members.

Grants

The main source of funding for the management of Brigades is the Local Government Grant Scheme, managed by the Department of Fire and Emergency Services. A separate section above explains this grant funding.

Brigades are encouraged to identify other potential grants for which they may apply to improve the capability of the Brigade. The Brigade must work closely with the Shire when they consider applying for a grant.

If a condition of the grant is a co-contribution, then the funds for the co-contribution must be identified before an application for a grant is submitted. Many grantors will only provide funds to an incorporated body. In this case, the Shire of Dardanup is the incorporated body. If either or both of these conditions apply:

- The grant must be included in the Council budget. The Shire cannot accept or expend money that has not been received by Council and incorporated into the Council budget
- A Form 196 is required BEFORE applying for the grant
- If the grant application is successful, then a Form 12 is required. When funds need to be expended, then Forms 14 and/or 16 are required

If a grant provides material resources, then there may be ongoing maintenance costs. These costs need to be factored into the application process. Funds for ongoing maintenance will need to be identified prior to an application being submitted.

Forms

The Shire of Dardanup has a great many forms required to do its business. Several of these forms relate to Bushfire Brigade matters. In general, they will be completed by the Emergency Management Officer without Brigade involvement. At times, the Brigade, or individual members, will need to fill in the form.

- Form 12 – Authorisation Form Budget Variance
This form is used by the Shire when the Shire's budget needs to be updated.
When a Brigade receives a grant that was not forecast in the budget, and the funds need to be paid to the Shire (so the Shire can manage those funds), then that money is un-budgeted, and this form is required.
Brigades will generally not fill in this form directly. The Emergency Management Officer will do this, but the information required will be sought from Brigades.
- Form 14 – Application form New Creditor / Modify Existing Creditor
The Shire uses this form to keep accurate records of vendors from whom we purchase things or services.
This form will need to be filled in by any member who wishes to seek reimbursement for Brigade expenses from the Shire for the first time they seek reimbursement. The form will also be required by Brigades or members who change their details (name, address, bank accounts, etc).

If Brigades wish to buy products from a vendor not in our system, then a Form 14 will be required. Similarly, if the Brigade wants to use a contractor that is not in our system, then a Form 14 will be required.

In many cases, the Emergency Management Office will work with the vendor. However, when the

Brigade is taking the lead (e.g., Line 9 items), then the Shire will provide the form to the Brigade to give to the vendor. The form must be filled in and signed by the vendor. The Brigade can then return the form to the Shire.

- Form 16 Request Form Payment of Account
This form is used to process reimbursement to Brigades or to individual members. This is usually filled out by the Emergency Management Officer.
- Form 196 Checklist Grant Administration
This form is used when applying for a grant. If a Brigade is applying for a grant, and that grant will involve cash that has to be paid to the Shire, then the Brigade will need to fill in Form 196. Form 196 must be started before the grant is applied for. Filling it in after the grant has been awarded is too late.

7.3 Work Health and Safety Incidents

Work Health and Safety incidents include any situation where there are/were:

- injuries (including first aid)
- medical treatment or hospitalisation
- near misses
- hazard identified
- vehicle incidents
- equipment failures
- behavioural safety concerns

Reporting

Volunteers of the Shire's Bush Fire Brigades are considered workers for the purposes of the *Work Health and Safety Act*. As such, the Shire holds primary duty of care responsibilities for their health and safety.

All incidents, injuries, hazards, and near misses involving Brigade members must be reported to the Shire in addition to any DFES reporting requirements.

While DFES reporting systems, including Fire Incident Reporting System and SAP 3.1.K Incident Documentation, support operational documentation, they do not replace the Shire's obligations under the *Work Health and Safety Act 2020*.

Reports must be submitted via the Shire's approved WHS reporting system.

Failure to report incidents may expose both the Shire and individual officers to legislative risk.

Investigation

The Shire will determine the appropriate level of investigation in accordance with its Incident Investigation Procedure.

Serious incidents may require notification to WorkSafe WA. The determination of notifiable incidents is the responsibility of the Shire.

Brigade Officers must ensure:

- incidents are reported promptly to safety@dardanup.wa.gov.au or via the QR Code WHS reporting system.
- relevant documentation is preserved
- cooperation is provided during investigations

7.4 Record Keeping

The Shire must maintain accurate records relating to:

- membership status
- training completion and competency
- incident reports and investigations
- vehicle authorisation
- equipment inspections
- fitness for work matters
- conduct and grievance matters

Records must be submitted to the Shire in a timely manner to ensure compliance with legislative and governance obligations.

Brigade financial reporting

The Brigade Treasurer is required to maintain accurate financial records.

A statement should be prepared and presented to the Brigade’s Committee on request. The brigade’s finances must be audited each year and presented to the Brigade’s Annual General Meeting.

Brigade activity log

Members must sign in and sign out of activities (fire calls, training, meetings, etc) in the brigade activity log contained in their respective station. This provides a record of attendance for insurance purposes, as well as providing data on brigade activities.

Visitors to the Brigade are also required to register in the log. Shire Rangers and the Emergency Management Officer will sign the log when delivering or picking up stores/vehicles/etc.

Maintaining BART Information

Contact Details

Where a member has changed their contact phone number, then this must be communicated to the Brigades email box.

The Shire will amend the monthly SMS contact listing received from DFES at the start of each month and forward this to DFES for their action.

Qualifications

All members of the “Shire of Dardanup Officers SODD WA” under the District can add and manage qualifications.

Incident Reports

Incident reports are generated and emailed upon completion of a broadcast message. They include a range of useful information that gets automatically recorded through interactions with the BART system before, during, and after a response.

BART INCIDENT REPORT
CREATED 04/02/2025 13:16

GROUP Shire of Dardanup Officers SODD WA **REF** B20250204051641801

ALERT: Crews required for night shift at bunbury fire 6pm-12am Please respond with a thumbs up and ill get in contact.

ATTENDANCE			
ATTENDANCE	MEMBER	TIME	ETA
Declined		13:17:13	13:17:13
		13:18:27	13:18:27

LOGS		
TIME	COMMENTS	CREATED BY
13:18:12	Sorry not available, have to work tonight.	
13:54:21	Hi [redacted] will be joining Burekup 1.4 tonight and Dardanup Central will not be going	
13:55:26	Roja so what do I need to do mate go there or thay picking me up or driving my self	

Scanning Documents

Ideally, any document scanned for email to the Shire would be via a photocopier scanner at 300 dpi in PDF format. This may not be possible in all cases. A photograph of a form using a smartphone is acceptable; however, the shire needs good-quality photos:

- high resolution/using most of the photo frame
- in bright light with no shadows
- document should be flat with no (or only minor) wrinkles
- document should be close to square (not at an angle)

If scanning or getting good photos is not possible, the form may be mailed or dropped off at the Shire Administration Offices. If need be, the document can be scanned and returned to you while you wait.

Submitting documents

A scanned copy, emailed to the brigade email box, is sufficient to lodge forms. The form may be brought into the Shire office, where it will be scanned and returned while you wait if this is convenient.

7.5 Reporting

Chief Bush Fire Control Officer reporting

The CBFCO has the right to request a meeting with the Shire's Chief Executive Officer at any time. All attempts shall be made by the relevant Shire Officers to facilitate this meeting.

In the interest of open, honest two-way communication, the CBFCO should meet at least quarterly with the CEO to discuss strategic directions. The CBFCO also provides a report at each Bush Fire Advisory Committee meeting.

The CBFCO is required to report yearly to the local government or as directed by the CEO on the Bush Fire Brigades' resourcing, equipment (including protective clothing), and training levels.

Membership Reporting

The Secretary is to produce a report detailing the name, contact details, and type of membership of all members of the Brigade by 14 April each year. This report is to be sent to the Chief Bush Fire Control Officer and to the Shire's Emergency Management Officer.

The types of membership are detailed in the local law.

Equipment Report

The Equipment Officer is to produce a report on the Brigade's equipment by 14 April each year.

The report should focus on the quality and quantity of:

- PPE
- equipment
- appliances

of the Brigade.

Database Reports

The Shire maintains a database of members and brigade activities. A number of reports can be generated to summarise data collected from various forms. Reports can be generated for brigades collectively, a brigade specifically, or for an individual member. Copies of these can be requested by Brigade Captains and Training Officers.

7.6 Meetings

The definition of a quorum is provided in part 5.4 of Schedule 1 of the *Bush Fire Brigades Local Law 2021*; however, the wording is ambiguous. A working interpretation acceptable to the Shire is that a quorum for meetings is 50% of the total number of members eligible to vote at the meeting.

Executive Leadership Committee

The Brigade Executive Leadership Committee will consist of the Chief Bushfire Control Officer, the two Deputy Chief Bushfire Control Officers, the Brigades Training Coordinator, the Fire Weather Officer, the Shire Emergency Management Officer, and the DFES Area Manager. Other brigade members or Shire staff may be invited from time to time.

The Executive Leadership Committee will usually meet monthly on matters that impact the Shire's management of the Brigades in general.

Annual General Meeting

Annual General Meetings are discussed in Section 7.7 below.

Special General Meeting

The Secretary is to call a special general meeting when five or more brigade members request one, in writing. At least 2 days' notice of a special general meeting is to be given by the Secretary to all brigade members and to the Chief Bush Fire Control Officer. The notice is to specify the business that is to be conducted at the meeting. Only business listed in the notice to members is to be conducted at a special general meeting. No other business is allowed.

If at a special general meeting, an office bearer position is to be filled, then the position is to be filled by election as outlined in the annual general meeting instructions.

Ordinary Meeting of a Bushfire Brigade

A Bushfire Brigade should hold regular Ordinary Brigade Meetings to discuss such matters as mentioned in the local law, and for other matters. The agenda is set by the Brigade's secretary in consultation with the Brigade Officers.

Ordinary meetings may be called at any time by the Secretary by giving at least 7 days' notice to all brigade members and to the Chief Fire Control Officer.

Brigade Committee

The administration and management of the Brigade is the responsibility of the Brigade Committee. Committee meetings may be convened by the Captain or Secretary. For the Brigade Committee, a quorum is 3 brigade officers.

Brigade Committee members may raise issues and vote at committee meetings. Other Brigade members may attend to observe or contribute at the invitation of a committee member.

The Brigade officers shall meet once a month, usually after an Ordinary meeting, to ensure action items have been addressed. Matters impacting the management of the brigade will be discussed at this meeting, with the ability to raise items to the executive management Committee as required.

Should there be a requirement for serious or confidential matters to be discussed at the Brigade Officers Meeting, the Captain can restrict attendance as deemed appropriate.

7.7 Annual General Meeting

Schedule

A bushfire brigade must hold an Annual General Meeting no later than 15 April each year.

At least 7 days' notice of the Annual General Meeting is to be given by the Secretary to:

- all brigade members
- the Chief Bush Fire Control Officer and
- the Shire's Emergency Management Officer

Agenda

The Secretary will prepare an agenda for the Annual General Meeting, and distribute it with the notice of AGM and any other information relevant to that meeting

The agenda must include:

- the date, time, and place of the meeting
- FCO's report
- Captain's Report
- Treasurer's Report
- Training Officer's Report
- Audit Report
- election of Office Bearers
- selection of an Auditor

Treasurers Report

The Treasurer's report is usually structured and conforms to a common format. However, the Treasurer may add to the report as needed.

The Treasurer will report on:

- Income
- Expenses
- Current net financial position of brigade (i.e., funds in any brigade accounts, petty cash, and other financial assets).
- Present the Audit Report, and provide a brief rundown of the key aspects of the audit

Audit Report

An audit report is created by an independent person to verify that the financial statement is a true and accurate record of the brigade's finances.

Nominations

Nominations shall open 21 days prior to the Annual General Meeting. Nominations are to be on the form prepared by the Secretary, and once completed, shall be placed in the nomination box, which will remain sealed until 7 days prior to the AGM.

Seven days prior to the AGM, the Returning Officer and their assistant will open the nomination box, and the names of the Nominees for each position are to be provided in writing to all members.

A separate log for all Nominations should be maintained to monitor nomination numbers for each position.

Nominations from the floor at the meeting will only be accepted if no nominations have been submitted for a position prior to the due date.

A nomination may be withdrawn at any time by the person making the nomination or the nominee. This includes the time of the meeting.

Nomination forms are to be retained by the Secretary until after the next AGM, when they are to be destroyed.

Returning Officer

A non-voting Returning Officer and assistant if required, will be appointed by the Captain prior to the election. The Brigade Secretary may assist the Returning Officer for administrative purposes.

The Captain may preside over the election of all office bearers, EXCEPT the nomination of Captain. For the election of Captain, the Captain will step aside, and the Fire Control Officer (or deputy Chair) will preside over that election.

Eligibility to Vote

The Secretary will prepare a list of members eligible to vote.

Cadet and non-office bearing Associate members are not eligible to vote.

Voting will be accepted through a secret ballot paper issued by the Returning Officer's assistants.

Absentee Proxy Votes

Any member who is eligible to vote at an annual general meeting may vote by proxy.

For the proxy vote to be valid, the brigade member will give notice in writing using the appropriate form.

The proxy form must be completed, signed, and returned to the Secretary of the bush fire brigade (or the presiding member) in a sealed envelope prior to the commencement of the meeting for which the proxy is valid.

Secret Ballot

If a position has more than one nominee, then a secret ballot is required.

Ballot papers may be prepared ahead of the meeting that clearly identify the position and list the names of the nominees.

Blank ballot papers will have only the position and a space to write a name. Blank ballot papers may be prepared:

- if no one has been nominated by the due date, and
- As a precaution should all nominees withdraw their nominations ahead of the meeting.

In such cases, nominations are accepted from the floor, and voters will write the name of the nominee on the ballot paper.

A vote will be considered valid if the intention of the voter is clear (writing is legible, unambiguous, for a nominated member, etc). If the intention is not clear, or a member who has not been nominated for the subject position the vote will be invalid.

All voting slips are to be retained by the secretary until after the next AGM, when they are to be destroyed.

First Past the Post

The Returning Officer's decision is final once a position is declared.

The successful nominee in any vote is determined by a simple majority.

If, after the votes are counted for a position, there is a tie for first place, a further ballot will be conducted involving only the nominees who tied for the position. If there is still a tie, the Captain will make a second casting vote.

All ballots and nomination forms are to be sealed in an envelope and retained securely by the Secretary. The ballots may only be inspected by the Secretary, Chief Bushfire Control Officer, and the Shire together, and only if there is a formal challenge to the transparency of the election raised in an Ordinary Meeting.

Commencement

For all positions, except the Fire Control Officer elect, the newly elected office bearers commence their role upon the close of the Annual General Meeting.

The Fire Control Officer appointment must be accepted by the Bush Fire Advisory Committee and Council before taking effect on 1 July.

Records

The minutes of the Annual General Meeting, with all reports presented at the meeting as attachments, are to be forwarded to:

- the Chief Bushfire Control Officer
- the Shire's Emergency Service Office

within one month of the meeting.

The minutes will be tabled at the next Bush Fire Advisory Committee meeting (usually held in June).

Note: documents tabled at the Bush Fire Advisory Committee will be tabled at the next Ordinary Council Meeting and will be made public unless good cause is provided for making them confidential.

Amendment Record

No	Date	Details	Amended by
1	2 Apr 25	First draft as "Work Instructions."	Emergency Management Officer
2		Conversion to "Bush Fire Operating Procedures". Complete review.	Coordinator Emergency and Ranger Services (in consultation with Brigades)
3	01 May 2026	Full review and update	Kaitlin Southgate
4	7 May 2026	Full review and update	CBFCO and DCBFCOs
5	9 June 2026	Full review and update	CBFCO and leadership group

Topic:	Burekup Bushfire Brigade Annual General Meeting					
Chairperson:	Scott Bradby					
Date:	24 March 2026					
Time:	7:03PM					
Attendees:						
T. Jenour	S. Bradby	D. Miller	W. Miller	R. Wooding	C. Rose	K. Davies
R. Tatham	P. Davies	T. Davies	M. Nutsford	C. Jenour	M. Breheny	S. Heasman
Apologies:						
Chief Hynes	M. Clark	M. Crispin	D. Stol	T. Coleman	M. Bremner	C. Bremner

Item	Status					
1. Opening						
1.1. Roll Call						
1.2. 2025 AGM Notes:	The minutes of the AGM held on the 10.04.2025, as presented, be confirmed as true and correct record.					
1.3. 2025 AGM Minutes:	ENDORSED; R. Wooding	SECOND; M. Nutsford		CARRIED	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
2. Captain's Report:	Captain S. Bradby					

Thank you everybody for attending tonight. And a very big thank you to those that attended fires throughout the season and thoughts that helped to support the Brigade. A lot of traveling out of our Shire this season to assist others far and wide and on many occasions with multiple shifts, with a lot of shifts covered, especially the Harvey Shire and members also attending fires in the Shires of Murray, Boddington, and Collie. Welcome to our new members that have joined in the last 12 months, your assistance and dedication to protecting both our Shires and others is greatly appreciated. I can't stress enough how important it is to attend our training nights, the Shire of Dardanup have an expected amount of training that must be attended to be allowed on a fire ground and this is non-negotiable, Some skill sets can be signed off by the Captain if they deem you compete in that skill set, but some training must be attended such as Burn over procedure as this can't be demonstrated during normal operations on a fire ground for obvious reasons. A big thank you to our committee and leadership team for stepping up to keep the Brigade running and operational. I personally would also like to thank Chris Hynes Chief Fire Control Officer and Ricky Southgate from DFES for their unwavering support, coaching, training and assisting whenever wherever. It's awesome to have such brains trusts always just a phone call away for support and advice when needed. As we go into a new FY26/27 I would hope that we can obtain more volunteers into our Brigade and that these people can complete the required training to be able to assist and attend fires moving on to strengthen our ranks and learn from our experienced active Fire Fighters. Moving forward I encourage our members to seek further training and for us as a Brigade to look at succession planning for the future, it is always good for up-and-coming members to step into leadership roles and broaden their skill sets. I also encourage if able for our fire fighters to look at attending large deployments if able. The skills and experience attending these is fantastic, leaving and sharing skills and ideas, travelling, and working in different environments and the people you meet at these fires can have a life changing effect for those that attend.

Good luck to next year’s Committee and Leadership team, let us hope it is a quiet one. And lastly thank you to Rhys for being my 1st Lieutenant and third arm, the amount of care and effort you put into our Brigade is second to none and I am so thankful for all you do both supporting our Brigade and myself. Be safe and thank you all again, Scotty

3. FCO Report: FCO C. Rose

- Another very quiet season so far for Burekup BFB. Only two call outs but thirteen incidents in other parts of the Shire & neighbouring Shires. Thanks to everyone who filled shifts, brigade has received several thank you emails from those affected shires.
- Shire planning department work in on a solution to the eastern end of Collie River Road turn around area that has been closed by the property owner as it was constructed partly on his property by the owner of the property north of Collie River Road.
- Regarding the bridge replacement I have requested shire staff to ask main roads for completion time frame & weight & width limit.
- Thanks to everyone on the committee for all the work & time they have committed to the brigade throughout the year.
- One concern I have had for a while at call outs members are not rotating the driving of the appliance or the front seats or offering the front seats to senior members on leaving station. Also, at an incident the senior member oversees crew safety & a post incident debrief are a good time to bring up issue is or contact the captain.
- I also received a complaint from the Wellington Mills BFB regarding two shift changes at the Wellesley Road fire Wellington Mills members arrived for appliance swap at fire ground change overs & Burekup 1.4 had left. Can be discussed in general business.
- BFAC report 18-3-26.
- Shire fitness for work policy. Kristy Burden - Manager HR will send email with acknowledgement sheet for all members to sign.
- New shire CESM position start time July 2026. Emergency Manager Murray Haddon only 1 day/ week.
- DBCA reports ninety-four fires Wellington district eleven in Dardanup Shire. J. Crossberg thanked BFBs for all assistance.
- DFES advised fire districts to have changed. Aircraft contract extension 3 weeks.
- Budget is over \$5k as of 18-3-26.
- Restricted burn season pushed forward to 6-4-26 due to dry conditions.
- Item for discussion. Call Out Procedures
- All BFB AGMs should be done before 15 April every year.

4. Financial Report; Treasurer K. Davies

4.1. Summary - Income	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	YTD Total
4.1.1 Donations & Grants	-	-	-	-	-	-	\$2,069.35	-	-	\$2,069.35
4.1.2 Shire Reimbursement	-	-	-	-	\$500.00	-	\$332.29	\$350.00	-	\$1,182.29
4.1.3 Sales of items	-	-	-	-	-	-	-	-	-	\$ -
4.1.4 T- Shirt Sales	-	-	-	-	-	-	-	\$20.00	-	\$20.00
4.1.5 Can Recycling	\$216.20	\$9.40	\$116.40	-	-	\$127.30	\$125.10	-	\$110.90	\$705.30

Totals per Month	\$216.20	\$9.40	\$116.40	\$ -	\$500.00	\$127.30	\$2,526.74	\$370.00	\$110.90	\$3,976.94
4.2. Summary - Expenses										
4.2.1 Office/ Stationery	\$20.00	-	-	-	-	-	\$1,744.95	-	\$56.50	\$1821.45
4.2.2 Shed Maintenance	\$100.00	-	-	-	-	-	-	-	-	\$100.00
4.2.3 Turn out food	\$371.00	-	-	-	-	-	-	-	\$135.98	\$506.98
4.2.4 Social Expenses	-	-	-	-	-	-	\$100.00	-	-	\$100.00
4.2.5 Telstra	-	-	-	-	-	-	-	-	-	\$ -
4.2.6 Truck Expenses	-	-	-	-	-	\$146.84	\$185.45	-	-	\$332.29
4.2.7 Clothing	-	-	-	-	-	-	-	-	-	\$ -
4.2.8 Community Events	-	-	-	-	-	-	\$486.35	-	-	\$486.35
Totals per Month	\$491.00	\$ -	\$ -	\$ -	\$ -	\$146.84	\$2516.75	\$ -	\$192.48	\$3347.07
4.3. Income & Expenditures	Description							Income	Expense	Balance
4.3.1. 2025										
01.07.2025	Opening Balance							-	-	\$11,125.55
01.07.2025	DC Cash for cans recycling							\$96.70	-	\$11,222.25
29.07.2025	DC Cash for cans recycling (outside source?)							\$119.50	-	\$11,341.75
29.07.2025	DD Burekup Store Account							-	\$20.00	\$11,321.75
29.07.2025	DD Reimbursement S. Barnden – Bunnings voucher for Jenny							-	\$100.00	\$11,221.75
29.07.2025	DD Reimbursement M. Bremner – Cool drink fridge restocks							-	\$116.00	\$11,105.75
29.07.2025	DD Reimbursement S. Bradby – Beer fridge restocks							-	\$255.00	\$10,850.75
13.08.25	DC Cash for cans recycling (outside source)							\$9.40	-	\$10,860.15
22.09.25	DC Cash for cans recycling							\$116.40	-	\$10,976.55
20.11.25	DC Shire of Dardanup							\$500.00	-	\$11,476.55
04.12.25	DC Cash for cans recycling							\$127.30	-	\$11,603.85
17.12.25	DD Reimbursement T. Coleman – fuses for compressor							-	\$27.97	\$11,575.88
17.12.25	DD Reimbursement T. Davies – Fuel for truck							-	\$118.87	\$11,457.01
4.3.2. 2026										
13.01.26	DC Cash for cans recycling							\$125.10	-	\$11,582.11
20.01.26	DC AVBFB- Grant to purchase laptop & accessories							\$2,069.35	-	\$13,651.46
22.01.26	DC Shire of Dardanup- Reimb truck exp Coleman, Davies & Jenour							\$332.29	-	\$13,983.75
29.01.26	DD Reimbursement S. Barnden – Lollies for Burekup BFB lolly run							-	\$216.55	\$13,767.20

29.01.26	DD Reimbursement S. Barnden – Lollies for Shire Christmas in the park	-	\$269.80	\$13,497.40	
29.01.26	DD Reimbursement C. Jenour – Fuel for Truck	-	\$185.45	\$13,311.95	
31.01.26	DD Reimbursement S. Bradby – Gift voucher for Sally	-	\$100.00	\$13,211.95	
31.01.26	DD Reimbursement R. Tatham – Purchase of Brigade laptop & Accessories	-	\$1744.95	\$11,467.00	
06.02.26	DC W. Miller – T-Shirt sale	\$20.00	-	\$11,487.00	
12.02.26	DC Shire of Dardanup- reimbursement Christmas in the park expenses	\$350.00	-	\$11,837.00	
11.03.26	DC Cash for cans recycling	\$110.90	-	\$11,947.90	
17.03.26	DD Burekup Store Account	-	\$192.48	\$11,755.42	
Total as at 19.03.2026		\$3,976.94	\$3,347.07	\$11,755.42	
4.3.3. Notes	Motion put forward to have the following members added/ removed as signatories to the Brigade bank account:				
4.3.3.1. Add	Captain – S. Bradby	1st Lieutenant – R Tatham	Secretary – D. Miller	Treasurer – K. Davies	
4.3.3.2. Remove	S. Barnden				
<i>Confirming Finance Report;</i>	ENDORSED; R. Wooding	SECOND; FCO C. Rose	CARRIED YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>		
Acceptance of Committee Reports:	ENDORSED: C. Jenour	SECOND; M. Nutsford	CARRIED YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>		
5. Election Opened:	All positions declared open, nominations received and voted on as follows:				
	Nominated	Moved	Second	Accept/ Declined	Elected
5.1. FCO	Clay Rose	Ron Wooding	Michael Breheny	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	Tony Jenour	-	-	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Notes:	T. Jenour declined the nomination.				
5.2. Captain	Scott Bradby	Matt Nutsford	Rhys Tathem	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	Rhys Tathem	-	-	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Notes:	R. Tatham declined the nomination.				
5.3. 1 st Lieutenant	Rhys Tatham	Scott Bradby	Peter Davies	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
5.4. 2 nd Lieutenant	Peter Davies	Scott Bradby	Tom Davies	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
5.5. 3 rd Lieutenant	Chris Jenour	Rhys Tatham	Peter Davies	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	Mark Bremner	-	-	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Notes:	M. Bremner wasn't present at the meeting to accept this nomination.				
5.6. Training Officer	Chris Jenour	Scott Bradby	Clay Rose	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
5.7. Appliance Maintenance	Scott Bradby	Tony Jenour	Ron Wooding	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
5.8. Station Maintenance	Rhys Tatham	Scott Bradby	Peter Davies	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

5.9. Secretary	Dee Miller	Scott Bradby	Matt Nutsford	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
5.10. Treasurer	Katrina Davies	Scott Bradby	Ron Wooding	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Congratulations to the 2026/27 Committee							
6. New Business							
6.1. ANZAC Day	K. Davies						
River Valley Primary School has invited us to participate in the ANZAC Ceremony, which will take place on April 24th. C. Rose, S. Bradby, and C. Jenour will attend. K. Davies will organise a wreath.							
6.2. DFES Portal	S. Bradby						
DFES portal resources for bullying, counselling, and psychological support. If you have issues related to brigade incidents or home life, seek help.							
6.3. Fitness for work Policy	T. Jenour						
<p>Approved by the BFAC at last week's meeting and we be put before Council at the OCM tomorrow night in the unconfirmed minutes. The basics of the policy are that we are to be fit and capable of carrying out our role on the Fire ground. Free from the effects of Drugs and Alcohol. The Shire of Dardanup has a duty of care to ensure that all individuals are fit for work while they are on Shire sites or undertaking activities on the Shire of Dardanup's behalf. This policy applies to all employees and volunteers of the Shire and any person(s) working for or contracted to the Shire.</p> <p>** To clarify, as per the Fitness for work policy Employees of the SoD (including volunteers) could be requested to undergo drug and alcohol testing for the following reasons: Random Testing Causal or 'For Cause' Testing Post Incident.</p>							
6.4. Code of Conduct	T. Jenour						
<p>Following the comments made by Captain Scott Bradby relating to Bullying and Psychosocial hazards in the workplace, comments were added that we were bound by both the Bushfire / DFES code of conduct and the Shire of Dardanup Code of Conduct.</p> <p>We must display respectful behaviours when interacting with Our brigade Members, Members from other Brigades and the public. As volunteers under the WHS Legislation we have an obligation to provide a safe workplace, free from hazards both physical and Psychological. This includes Bullying and harassment.</p> <p>We need to remember that how you intend something being said may not be how it is interpreted. This includes someone who may overhear you and interoperate what you said differently to how you intended it. This is how people can become unstuck.</p>							
6.5. Shire Bushfire Brigade Handbook	FCO C. Rose						
Tabled the latest version of the draft Shire of Dardanup Bush Fire Brigade Handbook.							
7. Meeting Closed:	7:43PM						

Dardanup Central 2026 AGM

Meeting date: Sunday the 29th of March 2026

Meeting commenced: 4.03pm

Venue: Dardanup Central Bush Fire Station shed

Present: Brendon and Rebecca Putt, Wayne Cross, Anke & Chloe- Hynes, Henny Cinthia Royendyk, Finn Dau, Erin Emerson, Ruby Trevathan, Rodney and Alison Bailey, Marcus Sainsbury, Jacob and Dave Dobrich, Andrew walker, Mrs walker, Nicolas Telini, Beau Smith. Ruby Trevathan, Ethan Putt, Reece Depiazzi, Chris Hynes.

Welcome to country: Dardanup Central wishes to acknowledge that this meeting is held on the traditional lands of the Noongar people. In doing this we recognize and respect their continuing culture and contribution they make to the life of the region and pay our respect to past present and emerging.

Apologies: Caitlin Bailey. Matt Meijer, Kate Cross, Anna Dobrich, Brett Gathercole.

Observers /Special guest: Chris Hynes.

Bank balance: \$7439.87

Previous minutes: read true and correct: Mover: Cnthy Royendyk - Seconder: Finn Dua

Business Arising from previous minutes: None

Captains report: Hello everyone, Thank you all for your attendance at the 2025/26 Dardanup Central Bush Fire Brigade AGM. Firstly, a few thank you messages need to be said:

- To our members families, for their understanding and unwavering support to their loved ones and the brigade. This usually goes unnoticed but is a major part of team success.
- To my partner Erin, you have stood by me since taking on the role of Captain. Thank you for continually putting up with some early wake-ups, late nights, mood swings and for providing a listening ear and shoulder when it all got too difficult at times.
- A big thank you to the Leadership Committee, everyone's efforts this year have been nothing short of amazing. There has been no shortage of challenges this year, but we have all come together and pulled through.
- And finally, to our members – a volunteer organisation relies heavily upon the generosity and commitment of each and every one who puts up their hand. I

thank you all for contributing to the brigade's cause over the past season and appreciate everyone's efforts.

RECRUITMENT AND MEMBERSHIP

This year, we said goodbye to some long-standing members of our brigade, most notably Ryan Shannon. I would like to acknowledge Ryan for his years of service to our brigade and continue to wish him well in his next chapter. On the other hand, we onboarded one new member in early November. Beau Smith has proven himself to be a very valuable and eager member, turning out to incidents and attending trainings to ensure he benefits from everything the Bush Fire Service has to offer.

We will look to recruit more members from the townsite of Dardanup in the coming months, with goals to bolster our capability and future. In regard to our wider membership, we have kept steady numbers at trainings, incidents and other events this year. Thank you to those who continually come to each training session, it shows not only in your own skills and development but also in how the group has gelled together. This leads to a small reminder that all active members are expected to be attending trainings as often as they can.

INCIDENTS

The brigade has been involved in a range of incidents in different areas, including assisting different shires on multiple occasions and cross-crewing with other shire crews. It has been pleasing to see the team coming together and mixing with different people, sharing skills and learning from others in the process, whilst getting the job done.

Thanks to those who turned out at any time this year, we can't do what we do unless we have members on appliances. I will add that it is everyone's responsibility to look out for one another, especially relating to fatigue management. If you notice that someone has gone out consistently to calls and may not have had a rest, please consider stepping in for them (especially if you haven't gone out yet). This ensures that everyone is adequately rested and lets everyone go out on the truck.

INITIATIVES

During the 2025/26 season, the brigade was fortunate to be involved in a range of community-orientated initiatives and events. With the appreciated assistance from the AVBFB, our usual Bull and Barrel attendance was met with high praise by the local community. We also took part in a shire-wide familiarisation session at Wespine, local school visits and the like. Most notably, we were successful in receiving grant funding from Western Power, which enabled us to purchase long-overdue new two-way radios and a battery-operated tool kit. Thank you to Western Power, ARB Bunbury and Total Tools Bunbury for supporting this project. We also trialled having a day each month to come down, open the station and complete a busy bee or a training. Whilst our numbers were low, we can revisit our open station initiative in the next season or identify an alternative. In closing, I'd like to thank everyone again for their attendance

here today. Thank you for the support over the past season and I hope to see everyone back over the next year.

Training officer report: See attachment. (total 6 pages including graphs) Finn delivered a summary of the report on behalf of Brett. It's been a strong season for our brigade, with members showing great commitment to training and keeping our skills sharp across all key areas. From pumps and hoses to burn over and communications, the focus has been on staying ready for whatever comes our way. A highlight has been welcoming a new member through to fireground readiness, and it's great to see others continuing to build their qualifications. Overall, the brigade is in a solid position heading into next season.

Treasurer's Report: received- Closing Balance provided \$7,939.87 including bank overdraft facility. \$7439.87 Thank you to Dardanup Shire for \$500 donation for food.

Equipment Officers Report: Overall, it has been a smooth year. Finn has been supportive, sending updates when I have been absent—particularly when issuing shirts—which has helped maintain clear accountability for items moving in and out of stores. The QR code system continues to work effectively, and uniform orders from the Shire have been arriving promptly.

On 19 June last year, Finn requested members complete a PPE audit form. To date, a whole 6 members have completed this process. These checks have been valuable in reviewing the brigade PPE spreadsheet and identifying any additional uniform requirements. Additional members completing their forms will be beneficial for next year.

I am very grateful for my time as Equipment Officer over the past years. I particularly appreciated the role being shared between truck and PPE responsibilities, which made it inclusive for me. At this stage, I feel it is the right time to hand over the role to someone new.

Communications Report: Jacob apologised for lack of attendance on his part, updated on the team's support program company been in touch. Should have it up and running shortly.

Secretary Report- Ruby mentioned Western power grant application success with purchase of the Handheld radios and Milwaukee tools/battery packs, plus saw. We like to thank and acknowledge ARB Bunbury and Total Tools for assisting us with this gear. Working on current submission for Wespine grant for a compressor- awaiting outcome.

Big thank you to Matt once again his hard work with recycling keeps our account balance ticking over. Past year total of \$532.70 raised by Matt.

FCO report: Another busy season with many highlights, there were many good times this year with Henny and Cnthy Royendyk attending the Defes awards conference, Bull and Barrel organized by Finn and committee members great display and highlight with squirt attending for the kids.

The season itself, regular training over the fire season has been well organized and well attended a big thankyou to Brett and Finn for all their work and our members for attending in good numbers.

The truck has been deployed 20 plus times this season with crew being deployed to the Harvey shire, Capel, Collie, Donnybrook, and Dardanup Shire with also many individual deployments with mixed crews. **I wish to thank all members for attending training and fires this season well done.**

Finn has done an amazing job in his first year as Captain organizing crews, training roles and attending BFAC meetings.

Ruby has been successful with many grant applications and wonderful job keeping all our records up to date and making sense of our meetings. Anke and Cinthy make sure all our equipment is ordered and arriving on time, and our bills are paid. Amazing!

Special thankyou to our maintenance crew Henny, Ethan, Matt, for all their hard work on the equipment plus station

I wish to acknowledge the departure of Wayne Cross, Kate Cross, And Ryan Shannon for all their hard work over the years.

General Business-

- *Matt- Fundraiser incentive Fire pit to be advertised on our Facebook page, and from our station during the winter months. \$20 be donated per item to the brigade. – Check with the Shire about sign out the front the station this item- Passed unanimous for further investigation.
- *Fitness for work policy as per BFAC- item has been proceeded and policy to be confirmed.
- *Beau smith- probation member to Full membership
- Wayne cross retiring officially from the brigade membership.

Awards Nominations:

Alex Poad Honour board Nominations: Henny Royendyk – passed unanimous and Cnthy Royendyk passed unanimous.

Laurie Hynes Award- Anke spoke to brigade – This award is selected by the Captain, FCO and Anke Hynes. Laurie’s Award is decided each year and this year we had a few people in mind which is fantastic and difficult for me to choose. For those who don’t

know Laurie was a member who showed everything a brigade member should be—helping the community, helping brigade members and doing so with genuine selflessness.

The recipient is someone who has consistently gone above and beyond in her new role over the past year. She dedicates countless hours to managing correspondence from the shire—carefully sorting through what’s essential and ensuring nothing important is missed.

She has an exceptional ability to secure grants, resulting in significant benefits for the brigade. What makes this even more remarkable is that she achieves all of this while raising three young children, running a property, and serving as a councillor.

Well, done Ruby.

Dardanup Central Honorary life membership nominations: No nominations this year- no one qualified.

Election of Office bearers- All positions declared Vacant, nominations for new positions received and accepted: Brendon Invited Rod Bailey to chair the meeting while positions were declared vacant and nominated.

FCO- Henny Royendyk nominated Brendon Putt -Seconder- Cinthy - Brendon Putt accepted.

Captain- Brendon Putt: Nominate Finn -Seconder-Marcus Sainsbury Finn Dau accepted.

1st lieutenant nomination Nick Telini Mover- seconder- Jacob Dobrich- Nicki Telini accepted.

2nd Lieutenant Cinthy Royendyk nominated Marcus Sainsbury - Seconder-Brendon Putt Marcus Sainsbury accepted.

3rd Lieutenant Anke nominated Matt Meijer-seconder Finn Dua- – Matt Meijer accepted.

4th Lieutenant Mover Ruby Trevathan nominated Ethan Putt - seconder- Nick Telini Ethan Putt accepted.

Secretary- Anke Hynes nominated Ruby Trevathan seconder- Henny -Ruby Trevathan accepted.

Treasurer: Cinthy Royendyk nominated Anke Hynes - seconder- Ruby Trevathan Anke Hynes accepted.

Training Officer – Cinthy Royendyk Nomination for Nick Telini – seconder- Finn Dua Nick Telini accepted.

Equipment Officer – Anke Hynes nominated Marcus Sainsbury seconder- Cythy Marcus Sainsbury accepted.

Communications officer role- to be removed. Jacob to put the motion for the role to be removed- seconded by Finn Dua

Maintenance Crew: Ruby Trevathan nomination of a collective of 3 people -Beau Smith, Andrew Walker, Matt Meijer- Seconder Brendon Putt- Accepted as a collective Beau smith, Matt Meijer, Andrew walker accepted.

Brendon Putt put forward the motion that because of change in Treasurer that Gezina Royendyk to be removed as treasurer from the Dardanup Central Volunteer Bush fire Brigade cheque account 10627742 as an authorised officer.

That Anke Hynes to be added to the Dardanup Central Volunteer Bush fire brigade account 10627742 cheque Account as a signatory and authorized officer in the position of treasurer. Method of operation to stay the same 2 to sign.

Motion moved by Rod Bailey and seconder by Nick Telini. Put to the vote- Passed unanimously.

Brendon invited Chris Hynes to Present Medals-

First Medal to Dave Dobrich for 5 years' service

Nick Telini for 5 years' service.

Ethan Putt for 5 years' service.

Anke Hynes for 15 years National medal- and 20-years Medal for service.

Brendon Putt 15 years' National service.

Meeting declared finished and closed at 4.53 pm.

DARDANUP CENTRAL BUSH FIRE BRIGADE

TRAINING OFFICER REPORT — ANNUAL GENERAL MEETING 2026

Reporting Period: July 2025 – March 2026

1. Overview

This report summarises all formal training activities, competency and qualification standings, membership developments, and dual-member status for Dardanup Central Bush Fire Brigade for the 2025/26 season to the date of the Annual General Meeting.

2. Brigade Membership

As at the date of this AGM the brigade has the following membership composition:

Category	Count
Total Operational Firefighters	31
Support Members	5
Total Brigade Members	36
Members Holding Truck Licence (MR/HR)	24
Dual Members (other brigades)	7

2.1 Officer Structure

Name	Rank / Role	Qualifications / Notes
Brendon Putt	FCO	Sector Commander, Crew Leader, Advanced Bushfire, WAERN
Finn Dau	Captain	Incident Controller (confirmed), Sector Commander, Ground Controller, Crew Leader, Pump Operations, Emergency Driver (DFES)

Jacob Dobrich	1st Lieutenant / Comms Officer	Crew Leader, Emergency Driver, Advanced Bushfire, Structural FF
Marcus Sainsbury	2nd Lieutenant	Crew Leader, Advanced Bushfire, Structural FF
Matthijs Meijer	3rd Lieutenant	Emergency Driver, Pump Ops, WAERN. Advanced Bushfire and Crew Leader applications in progress.
Brett Gathercole	Training Officer	Truck Licence holder. Shire Induction, AIIMS, BSA, Firefighting Skills completed.
Ruby Threvathan	Secretary (Support Member)	Shire Induction completed. AIIMS Awareness confirmed.
Cinthy Royendyk	Treasurer (Support Member)	Shire Induction, AIIMS, BSA, Firefighting Skills, Structural FF completed.
Anke Hynes	Equipment Officer (Support Member)	Shire Induction, AIIMS, BSA, Firefighting Skills, Structural FF, WAERN completed.

3. New Member — Fireground Clearance

The brigade is pleased to report that one new member joined during the 2025/26 season and has successfully completed all mandatory prerequisite courses required to be cleared onto the fireground.

Beau Smith joined as a Probationary Firefighter and has completed the following core qualifications:

- Shire Induction
- AIIMS Awareness
- Bushfire Safety Awareness (BSA)
- Firefighting Skills

With all four foundational units completed, Beau is now cleared to turn out to incidents. We welcome him to the brigade and look forward to continuing to develop his skills throughout the coming season.

4. Training Activities — 2025/26 Season

The following sessions with identified training content were conducted during the reporting period. Informal training nights where no specific activity was listed, and Open Day/Busy Bee community events, have been excluded from this summary.

Month	Date	Activity	Type
September 2025	Wednesday 11th	Hoses / Equipment Checks	Planned Training
September 2025	Thursday 25th	Pump Operations / Hydrant Hook Ups	Planned Training
October 2025	Thursday 9th	Burn Over / Communications	Planned Training
October 2025	Saturday 12th	Bull & Barrel	Special Event
October 2025	Thursday 23rd	Drafting	Planned Training
November 2025	Saturday 1st	Burn Over — Extra Training Day	Planned Training

Key highlights from the season's training program:

- Hoses and Equipment Checks in September provided a comprehensive review of hose handling, coupling, and equipment serviceability for all attending members.
- Pump Operations and Hydrant Hook Ups in September reinforced practical pump competencies and water supply procedures, including static hydrant connections.
- The Burn Over and Communications session in October combined two critical safety topics — burnover survival procedures and radio/communications protocols — into a joint practical evening.
- The Bull and Barrel event was held on 12 October 2025 as a special brigade community event.
- Drafting training in October targeted members working towards or refreshing their Pump Operations competency, with a focus on static water supply and primer techniques.
- An additional Burn Over training day was held on 1 November 2025, providing further practical exposure for members who required it or could not attend the October session.

5. Brigade Qualifications and Competency Summary

The table below summarises current qualification holdings across the brigade. Members shown have a Completed status against the relevant unit in the training matrix. Applied or Confirmed statuses are noted where relevant.

Qualification	Members Qualified	Total
Truck Licence (MR/HR)		24

Emergency Driver Training		4
Crew Leader		10
Ground Controller		4
Sector Commander		4
Incident Controller		2
Pump Operations		3
Advanced Bushfire		10
Structural Firefighting		10+
WAERN Basic / Advanced		8

Members with applications currently in progress for additional qualifications:

6. Dual Members

The brigade currently has seven members who are dual-registered with other brigades. Their attendance and operational status at Dardanup Central is summarised below.

Member	Other Brigade	Status	Notes
	Bunbury (VFRS)	Active	
	Upper Ferguson / Elgin (BFB)	Active	
	Glenfield (BFB)	U/S	
	Collie-Burn Cardiff (BFB)	U/S	
	Collie (VFRS)	U/S	
	Collie-Preston (BFB)	U/S	
	Capel (BFB)	U/S	

7. Upcoming Training — Remainder of 2025/26 Season

The following training activities are scheduled for the remainder of the 2025/26 season:

Month	Date	Scheduled Activity
April 2026	Wednesday 9th	Training Night
April 2026	Thursday 23rd	Training Night
May 2026	TBC	Training Night

Additional training activities will be scheduled and communicated as the end-of-season period approaches. The focus for the remainder of the season will be on refreshing mandatory annual competencies in preparation for the 2026/27 Training Compliance requirements.

8. Closing Remarks

Overall the 2025/26 season has seen a strong commitment to practical training, with a number of key technical sessions delivered covering hoses, pump operations, turnover procedures, communications, and drafting. The brigade continues to maintain a well-qualified operational membership, with multiple Crew Leaders, Sector Commanders, and advanced qualifications across the complement.

The addition of a new member who has progressed through to fireground clearance within the season is a very positive result, and ongoing applications for additional qualifications by several members will further strengthen the brigade's capabilities going into the 2026/27 season.

Respectfully submitted,

Brett Gathercole

Training Officer

Dardanup Central Bush Fire Brigade

March 2026

**ANNUAL GENERAL MEETING
FERGUSON VOLUNTEER BUSHFIRE BRIGADE
30th March 2026
69 GARDINCOURT DRIVE, HENTY**

MEETING OPENED AT 6.10 pm

PRESENT:

BRIGADE MEMBERS

Anthony Congdon (Chairperson)	Lyndon Skeers (FCO)
Jane Skipworth (Secretary/Treasurer)	Graeme Mitchell
Rob Webster	Steve Watts
Gus Stuart	Jane Fry
Colin Johnston	Jim Brussen
Lisa Watts	Tyrrell Gardiner
Mike Linfoot	Mick Leonard
Phil Smith	Ric Stacey
Doug Wells	Tony Albertson
Sue Williams	Wayne Fry
Chris Lines	Peter Hume
Lisa Watts	

GUESTS

Ricky Southgate
Chris Hynes (CBFCO)
Maxine Bourne

APOLOGIES:

Jeff Jackson	Kevin Robinson
Steve Miller	Murray Pearse
Dave Nicholas	

The meeting opened with acknowledgement of the passing of Brigade member, Ian Blakiston. Members were encouraged to take advantage of counselling services and support that has been made available.

CONFIRMATION OF 2025 MINUTES:

The minutes of the previous meeting held on 2nd April 2025 were accepted as a true and accurate record.

Moved: Graeme Mitchell, **Seconded:** Steve Watts

BUSINESS ARISING FROM PREVIOUS MEETING

Nil

REPORTS:

FCO REPORT: Presented by Lyndon Skeers

- Thanks to the Brigade leadership team and members for a successful season that included crewing of the High Season light tanker.
- Thanks to Chris Hynes and Ricky Southgate for their ongoing leadership and support.
- Acknowledgement of members that participated in the inaugural 'Branch Out' event.
- Confirmed shed extension works have begun and are progressing well.

CAPTAINS REPORT: Presented by Anthony Congdon

- 28 fires attended by the Brigade during the season so far, most events were outside of the Ferguson brigade area.
- Anthony acknowledged that although a major event has not occurred in our area in recent years it is beneficial to have the mutual support of other brigades should this become a reality, due to our support of those Brigades in recent years.

Major fire events attended:

- Boddington complex fire, Dec/Jan, 2 deployments over the Xmas period.
- Kemerton/Wellesley fires, 3 crew rotations with Light Tanker, crew members provided to other brigades.
- Shire of Murray, 2 crews.
- Thank you to members for attending training and those that have delivered the training.
- Thank you to FCO, Lieutenants and Secretary/Treasurer for fulfilling roles throughout the year.
- Thanks to members that responded quickly and attended the recent Roelands fire where homes were under threat.

TREASURER/FINANCIAL REPORT: Presented by Jane Skipworth - **ATTACHED**

- Confirmed purchase of handheld radios with assistance from S32 grant (coordinated by Rob Webster), balance from Brigade account.
- Confirmed purchase of vacuum cleaner for cleaning of vehicles and shed areas. This was funded by a \$50 Bunnings voucher received as second prize at the 'Branch Out' event, the balance of funds from Brigade account.
- Thanks to Doug Wells for his continuing hard work coordinating the can recycling, our major fundraiser.

GENERAL BUSINESS:

Nil

Chris Hynes, Chief Bushfire Control Officer addressed the meeting:

- Thanked Ferguson members for their work throughout the season and crewing the High Season vehicle.

Ricky Southgate, DFES, addressed the meeting:

Thank you to members and their families.

Acknowledged the impact of Ferguson brigade members attending fire events.

Acknowledged the efficient running of the Brigade as a whole and their willingness to take on extra work.

Tyrrell Gardiner, Shire of Dardanup, addressed the meeting:

Confirmed commencement of CESM role from 1st July 2026. Discussion regarding the tasks that will be carried out by the CESM.

MEETING CLOSED: 6:30pm

(Appendix BFAC 8.13)

Ferguson Volunteer Bush Fire Brigade

Treasurer's Report to 29th March 2026

OPENING BALANCE 26th March 2025

\$5,045.44

INCOME/DEPOSITS

Can Recycling	\$1,697.10
Donations	\$250.00
Shire contribution - refreshments LT /high season	\$500.00
Starlink payments reimbursed	\$1,807.00

TOTAL

\$4,254.10

EXPENSES

Refreshments (Light Tanker drinks and snacks, shed drinks fridge)	\$113.40
**Equipment, miscellaneous	\$951.40
Social	\$1,311.04
Starlink Payments	\$1,668.00

TOTAL

\$4,043.84

CLOSING BALANCE

\$5,255.70

**Equipment purchased this season includes hand held radios (subsidised by S32 grant) and vacuum cleaner (partly offset with Bunnings gift card prize from Branch Out event)

Jane Skipworth
TREASURER

Joshua Crooked Brook Volunteer Bush Fire brigade.
Annual General Meeting
1st April 2026
Minutes

Captain Chris Bouteloup opened the meeting at 18:02 and welcomed all.

Attendees: Chris Bouteloup, Jeff Duncombe, Kim Brown, John Ronzio, Greg Treasure, Andrew White, Matty Hawkes, Merinda Smith, Ross Smith, Kim Graieg, Peter Buck, Matt Bouteloup

Apologies:, Laurence O'Connor

Annual Reports

1. The FCO Report was verbal and presented to the meeting.

Motion: That the FCO Report be accepted
Moved: Chris Bouteloup
Seconded: Andrew White
Result: Motion carried

2. The Captain's Report was presented to the meeting.

Motion: That the Captain's Report be accepted
Moved: Jeff Duncombe
Seconded: Kim Brown
Result: Motion carried

3. The Treasurer's Report was presented to the meeting by Andrew White.

Motion: That the Treasurer's Report be accepted
Moved: Chris Bouteloup
Seconded: Jeff Duncombe
Result: Motion carried

4. Election of Officers for 2026/2027

All positions were declared vacant (noting that the FCO position requires ratification by the Bush Fire Advisory Committee (BFAC). Independent observer Peter Buck witnessed the elections.

The following nominations were received, endorsed unopposed and unanimously accepted by all present.

FCO	Jeff Duncombe (no change)
Captain:	Chris Bouteloup (no change)
1st Lieutenant:	Greg Treasure
2nd Lieutenant:	Not filled
3rd Lieutenant:	Not filled
Secretary:	Andrew White (no change)
Treasurer:	Laurance O'Connor (no change)
Training:	Greg Treasure (no change)
Equipment:	Kim Brown (no change)

5. General Business:

- 5.1. New member Matt Novak was welcomed in his absence. Ross Smith was welcomed back to the brigade.
- 5.2. Members were reminded that Volunteers Fuel Card has been lodged with Fruit Barn at Donnybrook and needs to be used by 30 June 2026. The initial advice from the treasurer was by email on 17th February and included the amounts to be taken by each active member.
- 5.3. As comment on the Treasurer's Report, the Secretary noted the valuable donations by several people. These donations have funded the purchase of hand held radios which have now been received at the brigade. The Captain also recommended that a letter of thanks be sent to the donors.
- 5.4. A grant request has been made to for a LGGs line 9 item to provide a backup power solution to ensure the station is operable during power outages. There have been 9 scheduled power outages of 9.5 hours each time during the current fire season, including today, with another announced today for 17 April. The shire has been advised of the Western Power Generator grant which provides a contribution of \$1,000 hire or purchase of a generator to entites with an ABN for each scheduled outage. This scheme would have fully funded the purchase and installation of the generator proposed in the LGGs line 9 grant submission.
- 5.5. Attendees were reminded of the desire to add additional fire fighters to the brigade. Although not a formal role, Merinda Smith volunteered to assist via social media.

The meeting closed at 18:30

FCO Report

Welcome everyone to tonight's meeting.

This year we didn't miss a call out and we attended every fire we were asked to attend this is a credit to our brigade as we only have 7 active firefighters to call on.

I'd like to thank everyone for their efforts.

thank you Kim brown for the alterations made to our trailer and Andrew white for keeping the brigade yard mowed.

Thanks also to Boots and Greg for the valuable training provided.

Thanks to everyone for their work at our busy bees.

For the year ahead we hope to obtain a genset for backup power during blackouts as no power means no water.

This year I have attended 4 Shire meetings and have given out 18 fire permits

Jeff Duncombe

FCO Joshua Crooked Brook Volunteer Bush Fire Brigade

Captains Report

The 2025/2026 season has been a relatively routine one for the brigade. We attended a number of fires, fortunately with most of the local ones being small in nature. Wwe attended several fires outside her district and outside our region in support of others and I believe the number and variety of members able to get a seat on the truck was reasonably spread.

I believe our standing as a brigade within the Shire has improved, we have become faster at turnouts which are delayed compared to other brigades due to geography, and it has been noticed that we can get a crew when requested.

As in any group continuous improvement is the mantra and while we don't need to win any races, I believe the future looks bright with several new recruits for personnel entering the district.

As the captain this year I would like to acknowledge Pete Rose who had left the district for his efforts. I would like to thank all active and support members and I'd like to thank the partners of members who allow, and assist, us to do what we do for the community. And I would like to thank members who assisted me in the role this year.

Thanks

Chris Bouteloup

Joshua Crooked Brook Bush Fire Brigade 2025/2026 AGM Finance Report: as at 25 March 2026

Bank:	Opening balance as at 10/04/2025	\$	8,087.18
	Closing balance as at 25/03/2026	\$	7,911.46
	Net movement	\$	(175.72)

Inflows for period:

24/06/2025	Deposit: J Ronzio – Fuel Card Contribution	- \$36.00
30/08/2025	Deposit: K Treasure – Fuel Card Contribution	- \$125.00
22/10/2025	Deposit: JCB Inv 1-2025 – Dardanup Green waste pile burn	- \$1,100.00
20/11/2025	Deposit: Shire of Dardanup – ref V001244 – Funding	- \$500.00
26/01/2026	Deposit: M Hall – Brigade Contribution	- \$500.00
27/01/2026	Deposit: K Macg – Brigade Contribution	- \$200.00
15/02/2026	Deposit: L O’Connor – Petty Cash Sweep	- \$130.30
18/03/2026	Deposit: Recycled Can Collection	- \$92.00
	Total: <u>\$2,683.30</u>	

Outflows for Period

13/5/2025	A White – reimburse Installation of UPS Battery, Surveillance systems Australia, invoice 19143	- \$203.50
13/05/2025	C Bouteloup – reimburse Supply of beverages (Drinks)	- \$81.99
31/10/2025	K Brown – Purchase of materials, JP Group inv 553133 (\$260.08) & Bunnings purchase (\$66.16), for modification to pump trailer	- \$326.24
31/10/2025	C Bouteloup – reimburse purchase of stationary (\$14.87) Supply of beverages (drinks restock) (\$185.50)	- \$200.37
03/01/2026	C Bouteloup – reimburse Supply of beverages (Food & Drinks)	- \$76.02
15/03/2026	C Bouteloup – Reimburse Beverages & Padlocks	- \$160.91
23/03/2026	C Bouteloup – Reimburse Beverages (Drinks)	- \$130.00
23/05/2026	Earth 2 Ocean – Quote S05903 4x IC-41Pro UHF Handheld Radio With Icom waterproof Speaker Microphones	- \$1,679.99
	Total: <u>(\$2,859.02)</u>	

Net Movement: (\$175.72)

Consolidation:

Income: Private Contributions	= \$861	Expenditure: Stationary & Equipment=	\$2,224.60
Petty Cash recouped	= \$130.30	Brigade Beverages	= \$634.42
Shire Payments	= \$1,600		
Recycled Can Collection	= \$92		
Total	= \$2,683.30	Total	= \$2,859.02

Notes:

- a) No Interest Received
- b) Brigade fuel card activated & for use at Fruit Barn Donnybrook, total funds of \$1,000
- c) Petty cash as at 15/02/2026 = \$56.55

Treasurer
Laurance O’Connor



SHIRE OF DARDANUP
UPPER FERGUSON VOLUNTEER BUSHFIRE BRIGADE

AGM MEETING MINUTES 2026

Meeting Date: Wednesday 8 April 2025
Meeting Time: 1800 hrs
Venue: Upper Ferguson Bushfire Station

AGENDA:

1. **Attendees:** Grant Ratcliffe, Ryan Gibbs, Helen Humphreys, David Humphreys, Ben Gardiner, Allison Bailey, Rod Bailey, Craig Halstead, Shaun Tellini, Will Poots, Tim Fearon, Nick Tellini-Mazza, Clinton Float (from 6:45pm)

2. **Apologies:** Chris Hynes, Geoff Gibs, Caitlin Bailey, Mark Titchener

3. **Previous Minutes** (motion for adoption)
 Accept: G. Rattcliffe
 Second

4. **Business Arising from Previous Minutes** (outstanding matters only)
 - Dashcam for Truck - David has researched alternative units as price and models have changed. Members approved increased spend to approximately \$400
 - Honour board – Original slab that was planned to be used as split after preparation reading for engraving. David now sourcing alternative board for printing/engraving so it can be completed. Members approved purchase of honour board.
 - Removal of valve handles on tanks (and place in pump box) – Equipment Officer to action.
 - Removal of (old) overhead standpipe - Needs further investigation to terminate water supply before standpipe can be removed; Equipment Officer to action.
 - FCO stressed the need for a busy bee to undertake clean-up behind shed and build retaining wall. Neighbour is happy for fence to be pulled out etc to make this possible.
 - Richard Benny still wants his paddock to burnt off – see other business.

5. Office Bearer Reports

5.1. Captains Report

Ryan presented. Refer to attached report.

Action: Secretary to circulate possible dates using voting function to members to select preferred dates/days for brigade monthly catch up. Suggestion to make it alternating week days and weekends.

5.2. Secretary Report

David presented. Refer to attached report.

5.3. Treasurer Report

David presented. Refer to attached report.

5.4. Training Officers Report

Rod provided some general remarks. Ryan presented further details. Refer to attached report.

Action: David to follow up with Victor and Barry re induction sign-off, and AIIMS for Victor.

5.5. Equipment Officers Report

Ryan presented on behalf Shaun. Refer to attached report.

5.6. FCO Report

Grant presented, noting that there was nothing further of substance to report re Brigade business. He noted that the brigade had quiet year again and encourage members to actively maintain their qualifications and attendance at training. He also noted that the start of permit season will be delayed and encourage members to get involved in any planned burn-offs and busy bee.

6. General Business

6.1. Member Turn-out/Availability and Training Attendance – The Captain stressed the ongoing need for members to be actively involved in one capacity or another. Attendance at incidents and training continues to be predominately the same few people and this is not sustainable.

6.2. Other

i) Permits and Restricted Burning – Ongoing until further notice. Ground conditions still very dry.

ii) Richard Benny remains keen to have his back paddock burnt. Members remain supportive provided ground conditions and weather is right.

Action: FCO to liaise and initiate arrangements.

iii) BART – The BART system is working well. Members were encouraged to continue to monitor and acknowledge messages asap as the leadership team needs to know if members are or are not available. There are members with BART access that don't/rarely respond and this creates a false sense of which members are actually 'active'. There is also a monetary subscription paid for each member with BART access, as such those that aren't actively using BART are incurring unnecessary costs.

Action: Members agreed that only those members that are active and respond via BART should have access to BART; all other non-users should be removed to avoid ongoing confusion and reduce costs.

7. Election of Office Bearers (commencing 1 July 2025)

Brigade Position	Member	Nominated	Seconded	Accepted (yes/no)
FCO	G. Ratcliffe	S. Telini	W. Poots	Yes
Captain	R. Gibbs	R. Bailey	G. Ratcliffe	Yes
Secretary	D. Humphreys	R. Gibbs	N. Telini-Mazza	Yes
Treasurer	D. Humphreys	R. Gibbs	N. Telini-Mazza	Yes
Lieutenant 1	C. Float	R. Bailey	W. Poots	Yes
Lieutenant 2	B. Gardiner	G. Ratcliffe	C. Float	Yes
Lieutenant 3	N. Telin-Mazza	C. Float	G. Ratcliffe	Yes
Equipment Officer	W. Poots	S. Telini	D. Humphreys	Yes
Training Officer	T. Fearon	D. Humphreys	G. Ratcliffe	Yes
Communications Officer	NOT REQUIRED - Now serviced through BART			

AGM Close
7:00PM

**Upper Ferguson BFB
2026 AGM Officer Reports**

Captain's Report (Ryan Gibbs)

Turnouts

- Since the previous AGM there have been 7 x turnouts by 9 x volunteers – the truck has been out for 24 hours this season.
- None of these incidents was in our Primary Brigade area.
- The total person/hours contributed directly attending fire grounds stands at 66.5.
- Many thanks to those who have volunteered time both crewing the truck as well as contributions made in support roles.

Crew Capacity

- Finding available crew has been easier this season as people have put up their hands when able – that being said we had one instance of not being able to crew the truck for a turnout this year which was the first time this has happened in my time as Captain.
- We have also worked with other brigades – JCB and Wellington Mill as well as the CBFCO to get crews on appliances. This approach is paying dividends to our ability to respond.
- I continue to stress that we are all volunteers and only ask that we do what we can, when we can.

Dardanup Shire/DFES

- Shire and DFES have been excellent to work with again. Maintenance issues are dealt with quickly.
- This season we held the first FCO/Captains pre-season briefing to bring all Brigade FCO's, Captains, Chiefs and DFES Officers together to discuss plans and preparations for the summer.

Other notes:

- A monthly training night during the off-season needs to be maintained so we can keep all members up to date and compliant. We are open to suggestion on when this should be – discussion.
- Fuel Card – As per last year we will reward those for their engagement. I will compile a list and inform those eligible in coming weeks and activate the fuel card.
- Thank you from Shire of Harvey regarding Roelands incident.
- I have a copy of the latest SOD monthly summary report for viewing.
- The Brigade is effectively being run by Dave and myself – we would appreciate some help in committee roles. Not just for the workload but also for succession planning.
- Please consider taking an active role on the committee this season.

Secretary's Report (David Humphreys)

- Minimal correspondence received; primarily updates and engagement from Shire and DFES.
- 2026 Line 9 LGGS requested items included: Upgraded fire station internal and exterior lighting; supply and install of Cel-fi Roam to the Upper Ferguson Appliance; supply and install Starlink at the Station; and an Apple i-Pad and protective case to enhance Appliance navigation and use of File Mapper.

(Appendix BFAC 8.13)

- Western Power Grant Application made, requesting purchase of 4 x replacement UHF radios. No response or feedback received despite repeated follow-ups. However, grants were awarded and UF was unsuccessful.
- The Shire issued in August 2025 a directive from the CEO regarding Mandatory Training and Inductions (attached to AGM MoM).
- In January, DFES distributed Operational Circular 88/2025 re DFES Social Media Policy – Incident-Related Content (attached to AGM MoM) reminding all personnel of their obligations when using social media during incidents.
- In April, DFES wrote to the Shire requesting it reinforce the need to avoid unauthorised use of Emergency Vehicle Lighting and WAERN radios/channels without authority (Red/Blue lights are not to be operated on private vehicles on the fire ground. WAERN radios are not used [in private vehicles] without a third-party agreement in place).
- A couple of UFBFB representatives attended the DFES Pre-Season Bushfire Briefing in November 2025, at the Sanctuary Golf Resort in Bunbury. This was an informative and worthwhile session.
- Upper Ferguson BFB hosted 12 Dardanup Cadets in August, where they undertook fire extinguisher training, experimented with different fuel mix ratios and the flammability of different types of vegetation.
- Anticipating notice of 2026 W-AFAC (Australasian Fire & Emergency Service Authorities Council) Conference, which is typically a three-day development program targeting volunteers and held in August. If interested in attending, please discuss with Captain or Secretary.
- Black Hoodies, being provided by Work Clobber, are in production and will hopefully be ready by mid-year. A range of sizes have been ordered for UF Active Members.
- Red and Yellow rubbish bins are now being supplied and emptied by the Shire. However, they need to be put and brought in per the regular cycle.
- Exit lighting inspection scheduled for 9 April 2026

Treasurer's Report (David Humphreys)

- All banking and financial transactions are undertaken via Bendigo Bank.
- Bank Account signatories are R. Gibbs (Captain) and D. Humphreys (Secretary/Treasurer).
- Opening balance as of 12 April 2025 was \$7,745.28
- Current balance as of 8 April 2026 is \$5,162.52
- Total credits received were \$558.89 (\$500 from Shire, \$26.90 from C4C, and \$31.99 Bunnings refund)
- Petty Cash on hand is (TBC at AGM)
- Key source of funds since last AGM was \$500 from the Shire for brigade functions
- Total Debits (funds spent) were \$3,141.65 (\$2499.50 to E2O for UHF's; \$148.69 for hardware & \$493.46 for food and beverages)
- Interest was \$0
- Fees was \$0
- Items that remain to be purchased are:
 - Dashcam (2023 Western Power Grant funds)
 - Brigade polo shirts, caps and hoodies (as discussed and agreed by Brigade Leadership)
- Brigade members should continue to look for grant/sponsorship opportunities.

Training Officer's Report (R.Gibbs on behalf of Rodney Bailey)

Training Officer Report 8th April 2026.

- I circulated the SW region training schedule in FEB asking if anyone wanted to be enrolled to any of the courses. I have a record here of those who are booked so you can add to your calendar.
 - Also there is a profile spreadsheet with those in line for each course – check if you are available on the dates and we can book you in.
- ALL active members are now inducted as of the last training night. We have one outstanding AIIMS awareness for Victor to be completed which Dave or myself were going to follow up?
- We need to keep up monthly training activity to satisfy SOD requirements. Mostly this is because of availability. We have made good progress this season in keeping most members up to date.
 - I will submit our training records to SOD after the AGM.
 - Recently we were provided a uniform Training Record Form to be completed after each training session and submitted to SOD. This will help streamline activities across all brigades.
- New Members – keep your eye out for anyone new to the area or keen to join and do some community service.

Equipment Officer's Report (R.Gibbs on behalf of Shaun Telini)

- Truck Full Service – completed by SW Fire in July.
- New Batteries installed recently.
- First Aid Kits resupplied.
- Station Fire Extinguishers serviced.
- WAERN Radios Serviced x 3.
- Electrical Test and Tag completed.
- Uniforms – a lot of uniforms are reaching their expiry date (10 years). Please communicate when you need new/replacement gear so we can gradually replace all that require.
- Fridge is now installed in truck back seat. Please do not take kit bags in cab as there is no room to safely take them. Either leave behind or put on back of truck.
- Petrol blowers are permanently being carried on the truck now.
- 4 x new portable UHF radios were purchased for use at turn-outs. Please ensure if you are working outside the truck that you take one to keep in contact with the driver/crew leader.
- Monthly maintenance checklist is to be completed at training night and signed off please.
- AED Defibrillator requires 3-monthly testing – instructions attached.

Waterloo AGM 1st April 2026 1810pm

Welcome to everyone from Peter Manoni.

Apologies: Jeremy Gunson, Bondi Neil, Adam Jolly, Karalee Beavan, Mitchell Cross, Mark Webb, Julie Robinson, Colin Hynes, Steven Twyerould & Julia Stone.

Present: Chris Hynes, Geoff Davis, Rob Drennan, David Barbetti, Kane Robinson, Gary Edwards, Allan & Karrin Charlton, Kingsly Palmer, Corey Phipps, Shania Willison, Alissa, Sophie & James Hynes, Sandy Hynes, Heath Hynes, Kayla O'Connor, Dillan Seinor, Terri Lewis, Kaitlin Southgate, Tiarlie Wareham, John Wheat, Peter Manoni, Annette Stone, Sienna Vinci, Bruce Foan & Chris Locke.

2025minutes have been accepted as correct by Robert Drennan and Tiarlie Wareham.

Business arising

1.Accounts – Leaving the Term deposits with the CDF over the commonwealth bank as they have higher interest rate.

Reinvested every 6mths.

2 signatories are Laurence Hynes and Chris Hynes.

2.Can all members please let me know when they have finished training so that I can submit the details to the shire.

3.Rec Ground Lease.

Is in what is known as a “Holding Period”. With the change of circumstances The lease contract for the rec ground has been overlooked/mis labelled.

We had been issued with an invoice for the fire station lease. We don't lease the Station.

When questioned the issuing officer was on holidays.

On return to work the invoice was explained as the lease for the Rec Ground but after the expired period.

The Rec Ground was then placed in the Holding Period.

We re lease the ground every 3mths but have no copy of this agreement until the Shire decide the next course of action.

Terri will continue to monitor this issue.

4.We received a Pass for our drinking water but with some minor hic cups with the filter system installed I haven't removed the signs as a precaution.

5.Thankyou received for all members who helped out at the Brunswick Rodeo

Grants

Line 9 grant – Filtration System has now been installed

2026 line grant submission was for new tank 25000L to store bore water for firefighting purposes.

\$500 from Shire to supply drinks and nibbles for members on fire ground. The first 4hrs food not supplied but is after this time.

Western Power grant was successful this year for \$1821.95. To purchase tablets, data, covers and mounts for vehicles. This is to use the “mapper” program on the fire ground.

Just have yet to instal the stands and send photos and receipts to Western Power.

\$1500.00 Received from Lottery West for Thank a Volunteer. We had Pizzas from Muja Pizza Bar and Chillout icecream night. Other Brigades were also invited.

Jumpers from Work Clobber & Bisley are getting sorted and fingers crossed new jumpers for winter.

Financial Report – Attached

Robert Drennan - 134Hrs of on ground fire fighting. 182 crew positions filled over the season.

Thankyou to everyone for their work on the fire ground and behind the scenes.

Good to see everyone welcoming new firefighters to the station and the new generations already becoming involved.

No major injuries for this season.

Pete Manoni - Thankyou for giving up time and the victims voice their gratitude to everyone for everything you do to help in these situations.

Dillan Seinor- Thankyou to everyone for all that you do.

Kaitlin Southgate- Thankyou to all of those that attend training and helped with learning new features for BART. Some minor hiccups to get sorted. There are always new things to learn and to improve our weakness and build our strengths.

Chris Hynes - Keep on top of our training and our requirements for the shire.

Vehicle chargers – waiting on chains for the new one to be fitted. Old one out

Closed 1857hrs

Election of Officers 1900hrs

FCO Robert Drennan. Nominated- Dillon Seinor

1st John Wheat

2nd Tiarlie Wareham

Captain Peter Manoni. Nominated Robert Drennan

1st Bruce Foan

2nd Terri Lewis

1st Lieutenant Kaitlin Southgate Nominated Robert Drennan

1st Shania Willison

2nd Robert Wheat

2nd Lieutenant James Hynes Nominated John Wheat

1st Chris Locke

2nd Chris Hynes

3rd Lieutenant Dillan Seinor Nominated Terri Lewis

1st John Manoni

2nd Robert Drennan

Training Officer Mark Webb Nominated John Wheat

1st James Hynes

2nd Kaitlin Southgate

Equipment Officer Kane Robinson Nominated James Hynes

1st David Barbetti

2nd Terri Lewis

Treasurer Terri Lewis Nominated Kane Robinson

1st John Wheat

2nd James Hynes

Secretary Annette Stone Nominated Robert Drennan

1st John Wheat

2nd Peter Manoni

Closed 1927hrs

Kaitlin Southgate – Training Officer

Waterloo BFB

Training Officer Report

01/04/2026

Waterloo Annual General Meeting

Thank you to all members who have been consistently attending training sessions. Your commitment is appreciated. I would also like to acknowledge the leadership team for their ongoing support in delivering high-quality training.


Regular training is essential to maintaining a safe, capable, and cohesive brigade. Every training strengthens our teamwork, builds confidence in our skills, and ensures we can rely on one another when it matters most. In this business, we never truly “know everything” — our environment, equipment, and challenges are always evolving. Ongoing learning keeps us sharp, adaptable, and prepared to respond safely and effectively to any situation. The only stupid question is the one you don't ask.

The updated Waterloo Training Calendar will be uploaded to BART as soon as possible.

A BART attendance report has been generated; however, several records are inaccurate due to members not acknowledging their attendance through the event notification. Please ensure you select the thumbs-up icon when you intend to attend, as this greatly assists with accurate record-keeping.

Thank you to those who participated in testing the BART check-in feature. I will provide feedback to the Shire outlining the advantages and limitations of the digital check-in process compared with the traditional paper attendance sheets.

Finally, I apologise for the delay in receiving the brigade jumpers. I have followed up with Work Clobber, and they are currently processing the order. At this stage, no estimated delivery date has been provided.



Please ensure you are wearing appropriate clothing to training, and have PPE/PPC available.

BUSHFIRE SERVICES WESTERN AUSTRALIA
WELLINGTON MILLS VOLUNTEER BUSHFIRE BRIGADE
AGM 2026

MINUTES OF MEETING 27.03.2025

MEETING OPENED 5.32PM

PRESENT Keith Higham, Rob Doherty, Russell Harvie, Karen Jorgensen, Bowe Wilson, Brent Italiano, Colin Beard, Alan Brookes, Lois Doherty, Simon Wesley, Kim Wesley, Tim Fearon, Eric Jorgensen, Sarah Hennigan Keen, Carolyn Harvie, Rob Watkins, Gae Bessen, Liz Eastman, Kathy Graham, Cheryl Rourke

APOLOGIES Ian Bridge, Pete Beard, Max Kerr, Matt Denton, Sherryl McDonald, Wayne Joyce, Stuart Brandreth

MINUTES PREVIOUS MEETING

Accepted by Colin and Alan

TREASURERS REPORT WAYNE JOYCE

- Report submitted
- Balance \$4294.43

Report accepted by Colin and Brent

FCO REPORT RUSSELL HARVIE

- Thank you to office bearers and members. To Wayne for keeping our finances up to date, Colin for all things equipment and maintenance and Brent for the super informative training sessions
- The brigade attended 5 incidents over the year. None in our immediate area
- Attended a nearby call for a car fire which didn't actually develop. Well done to Eric who drove the couple back to Mandurah when the car was deemed to need some serious work
- The shire of Dardanup has put in an application for the federal STAND program, aimed at improving communications for emergency services. The application has been successful with only two being awarded in the state, Wellington Mills being one of those.
- Our new trainees Wayne and Peter Clement have both attended fires. Tim did a stint as crew leader- good job
- 4 new brigade members waiting on practical training

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- The focus especially for Russ is the upgrade of the building funding. Has been presented to SOD and they have accepted to fund the earthworks. Michel Greenhalgh has done a mountain of work for free, an amazing job
- Comments re the extended prohibited burning period time. Russ raised this last week with SOD and DFES. It will be reviewed Monday or Tuesday. Russ doesn't expect it to be lifted before Easter
- Fingers crossed for the funding of the new build. Argyle has just received approval for a \$1.6 mil new fire shed. The shire will now submit our application to DFES

Report accepted by Simon and Colin

CAPTAIN'S REPORT KEITH HIGHAM

- Thank you to the community for being vigilant this fire season
- Thank you to Michel for all the work he has done
- Thank you to Tim and Russ for the picking donations
- Would like to acknowledge Graeme Hill who passed away this last year. He has left a lasting impact on the brigade.
- Thank you to Bridget and Michael Milligan who have now left the district
- Kurt and Ellie Jones who have stepped back and are missed from the brigade
- Thank you to Brent for the first class training
- It has been a quiet year with only a couple of fires outside our direct area. As a result there is some weakness in our training from not having hands on experience
- Aim to try to give new recruits experience during fires outside of our area

Report accepted by Russ and Rob

GENERAL BUSINESS

- Nil raised

Meeting closed 5.50pm

FIRE CONTROL OFFICER

Russell Harvie	Nominated by Keith Higham	elected unopposed
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CAPTAIN

Keith Higham	Nominated by Russell Harvie	elected unopposed
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LIEUTENANT

Brent Italiano	Nominated by Russell Harvie	elected unopposed
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(Appendix BFAC 8.13)

LIEUTENANT

Tim Fearon Nominated by Russell Harvie elected unopposed

TREASURER

Wayne Joyce Nominated by Karen Jorgensen elected unopposed

SECRETARY

Karen Jorgensen Nominated by Keith Higham elected unopposed

COMMUNICATIONS

Colin Beard Nominated by Russell Harvie elected unopposed

COMMUNICATIONS

Simon Wesley Nominated by Keith Higham elected unopposed

TRAINING OFFICER

Brent Italiano Nominated by Keith Higham elected unopposed

MAINTENANCE

Colin Beard Nominated by Russell harvie elected unopposed

BUSHFIRE READY CO ORDINATOR

Rob Doherty Nominated by Russell Harvie elected unopposed

This is a true and accurate account of 2025 AGM

Chairperson
Russell Harvie

WEST DARDANUP BUSH FIRE BRIGADE

Minutes for the Annual General Meeting held at 3:00pm on the
12th April 2025 at the Fire Station on Garvey Road

Opened: 15:05

Present: *as per attendance list attached. Attachment 1*

Apologies: William Ricetti

Minutes of the last AGM 5 April 2025

That the minutes of the meeting held on 5th April 2025 be confirmed as true and correct record.

Moved - Simon Bushell

Seconded - Shayne Griffen

Business Arising from previous meeting

Nil

Correspondence

Inwards:

letter of thanks from Bull and Barrel for attendance

letter of thanks from Dardanup Festival for attendance

various correspondence from shire and DFES which has been displayed at station.

Outwards:

Operational correspondence with shire and DFES

Moved - Simon Bushell

Seconded - Dannielle Kemp

Reports

Financial Report

As attached. Attachment 2 (6 of 6).

Account 1 (Commonwealth)

incoming total \$ 2,935.10

outgoing total \$ 3,371.94

closing Balance \$ 5,437.44

Account 2 (Bendigo)

incoming total \$551.62

outgoing total \$00.00

closing balance \$ 551.62

Total balance as of 31 March 2026 was \$ 5,989.06

Lee Hutton questioned the Brigade expenditure in relation to the purchase of belts and was advised that this purchase was endorsed by the committee and was part of an incentive/recognition program for the Brigade for members who have completed service and have a good attendance at incidents, events and training. Lee was advised that none of these items have yet been given out and the distribution will be overseen by the Committee.

Moved: Shayne Griffen

Seconded: Wayne Morris - majority support

Fire Control Officer Report.

As attached - Attachment 3

Captains Report:

As attached - Attachment 4

Equipment Officer Report

Verbal report from Wayne Morris – Equipment officer.

Thanks to the assistance from the Shire, all active members have been able to receive all the required PPE and PPC which has ensured their safety when on the fire ground. Wayne would like to complement the improved communication with the Shire as it ensured orders and equipment was provided in a timely manner. As per this year, another comprehensive audit is to be undertake around September to ensure all PPE and PPC is within date and fit for purpose.

Wayne requested that members continue to wear the PPE and PPC when undertaking training and to ensure it is maintained in accordance with manufactures specifications.

Training Officers Report

As attached - Attachment 5

Chair declare all positions vacant and step aside

Election of Office Bearers

Chris Hynes and Allen Charlton stepped in for election of office bearers and the result of that process is as per below.

Position	2025/2026	2026/2027
Fire Control Officer	Neil Dyer	Neil Dyer
Captain	Robert Allen	Robert Allen
Secretary/treasurer	Vacant	Pam Barker
Lieutenant 1	Wayne Morris	Wayne Morris
Lieutenant 2	Jaymen Hutton	Shayne Griffen
Lieutenant 3	Shayne Griffen	Charles McMeeken
Lieutenant 4	Charles McMeeken	na
Lieutenant 5	Pieter Den Boer	na
Training Officer	Shayne Griffen	Shayne Griffen

Communication Officer	Charles McMeeken	Charles McMeeken
Equipment Officer	Wayne Morris	Daniel Trigwell
Maintenance officer	William Ricetti	William Ricetti

Following the election, Chris thanked all the members for their contribution to the Brigade and congratulated the successful nominees on their successful appointments. The meeting was then handed back to Robert Allen.

General Business:

- Neil Dyer raised the question in relation to the provision of funding for the Cadet program and funding had been provided in the past. As part of this question, he proposed the following motion:

THAT upon receipt of a formal request from the Shire of Dardanup Cadets, the amount of \$100.00 be provided to support their activities.

Moved Neil Dyer Seconded Shayne Griffen - majority support

- Neil Dyer advised all present that we have now entered permit season and while permits may be issued if the conditions do not support the burning of piles of tree waste at this time. He also advised that should a permit be issued, it will be registered on the DFES website and so if in doubt check there first.
- Chris Hynes advised the meeting that a member from Ferguson Brigade had passed. Chris said that the family had provided an open invite for people to attend a memorial service which is to be held at the Dardanup Equestrian Centre. He also advised that there was the ability to donate funds for the family. Shayne Griffen proposed the following motion:

That subject to the provision of banking details the West Dardanup BFB donate \$100 to assist the Blakiston family at this sad time.

Moved Shayne Griffen seconded Simon Bushell - majority support

- Rob advised that a function is being arranged for the end of the fire season. It is proposed that this function will include the awarding of medals to some members and the commencement of the recognition programme.

Meeting Closed: 16:15 pm 12th April 2026

FCO report 2025/26

It has been an honour to fill the position of Fire Control Officer for another year with the West Dardanup volunteer bush fire brigade. This position can be taxing at times but with the support, commitment and the willingness of the members to assist, it makes undertaking the role satisfying.

It has been an interesting year with regards to membership this year due to some incidents that have caused some unnecessary tension. This tension has resulted in some members stepping back from active duties for a short time and I await their return. This should be of concern for the Brigade, and I would like to thank everyone for their continued support during these times. I would like to reassure the membership that our primary purpose is to serve and protect the community and to do this I would like to see the brigade increase its membership and strengthen its resolve. I welcome the new members who have participated actively in both incident attendance and other brigade events. With everyone's commitment and respect to all brigade members I am confident we will see the brigade continue to grow.

After 16 + years of service we saw the changeover of the Mitsubishi 1.4 with a new Iveco 1.4 appliance. As is to be expected, there are many differences with the appliance, and it is taking time for members to become familiar with its operation. I am confident that as we continue to use the Iveco we will learn all its idiosyncrasies and its operation will become easier.

This year we were again fortunate to be entrusted with a high season 3.4 appliance. This unit has been well utilised throughout the season attending both local incidents and deployments. The unit is old however with the dedication of the maintenance officer the appliance has served the Brigade well.

Training has continued throughout the year to ensure all members have the necessary skills attend incidents and to satisfy the requirements of the Shire. Thanks to all involved in the training process including Shayne, Charles, Wayne and Rob. The training program has continued been varied and has also included practical activities that has made the training more interesting than just sitting at the Station listening to someone talk. Shayne has currently stepped back from the Training officer role which is vital to ensure we all have the necessary skills and knowledge when attending an incident to do the job in a professional manner and I would like to thank him for his commitment to the role for the two years he did it.

During the year the Brigade have done a couple of Fundraising activities to assist us maintain our financial position. Having this funding has enabled the brigade to undertake activities and works that would otherwise not happen such as the purchase of lockers and bog boards. Thanks to all the members who have assisted with these fund-raising activities.

I really appreciate all the efforts made by members to make this a great Brigade. I would however like to thank a couple of people who contribute quietly behind the scenes. Firstly, a big thanks to Pieter and Wayne for mowing and whipper snipping around the station and Bill for continuing to check the trucks to ensure they are always clean and ready for service.

In conclusion I would like to thank all the members in the Brigade for their continued contribution towards the brigade and thank the Shire and DFES there assistance and look forward to working with everyone in the future.

West Dardanup Bushfire Brigade

Captains Report

2025/2026 season

A big thanks & congratulations to our great team of volunteers for another season. The efforts that you all put in are fantastic to say the least. A big welcome to our new members. Hoping you get the great experiences that come with volunteering in this field.

This season has seen the arrival of our new Iveco 1.4. While it's been sad to see our trusty old Mitsubishi 1.4 retire after 20 years of hard work, The new 1.4 has brought us some new technology with the likes of tire deflators & crew protection systems. This season has see it serve us well & as we grow to learn it capabilities more, I'm sure it will continue on this path.

This season, so far, we have attended 29 incidents. 6 of which have been in our own locality, 10 more within our local Shire & 12 deployments. Most of these involving multiple crews & some even involving multiple days deployed. We have had great turnout response each time, & again often been able to crew both our 1.4 & the seasonal 3.4 with 58 crews turning out this season. These numbers show the dedication & support you all have for the Brigade & your fellow members. It's great to see all our members stepping up to the challenge.

Brigade training has come along way over the years. Its great to see lots of members here for these events & it also helps with creating valuable & useful content for training.

With our high threat season closer to an end, thanks again to all our team, Stay safe & keep up the great work.

Rob Allen

West Dardanup BFB

Captain 2025/26



(Appendix BFAC 8.13)

West Dardanup Volunteer Bush Fire Brigade

Care of PO Box 169, Dardanup WA 6236

Email: manager@allliftlifting.com.au

12th April 2026

Re: Training Officers Report 2026 AGM

During my term as training officer for West Dardanup VBFB we have achieved many things as a brigade and as 1 of 8 BFB in the shire of Dardanup.

I have also been fortunate enough to co-deliver a number of BFB Fire Fighting Skills and Bush Fire awareness training courses over the year's gone, which has helped get our new members throughout the southwest on the truck sooner, when in the past there was delays awaiting courses for up to 12 months or more, This has been achievable with having the support of other Training officers and DFES (Finn Dau/ Ricky Southgate)

Training Night attendance has been great and wish to thank those long serving Volunteers who attend and contribute positively to these nights.

We have had a number of new starters begin with the brigade who are getting actively involved in attending fires which is great,

As you are aware I had resigned early from Training Officer as of the 2nd January 2026, this was due to needing a break from the consistent and unrelentless comments from a small number of member of our brigade, I wish to say that we have a very dedicated group of BFB members who consistently attend incidents/ busy bees and fundraising activities and various other activities that happen behind the scenes, such as putting the bins out every week, replacing the bottled water as required, organizing training nights and equipment/ appliances/ Truck maintenance and inspections/ mowing the lawns/ whippa snipping/ PPC ordering and issuing of PPC and communications, All these things happen behind the scenes by Volunteers, Some of these members who complete some of the above list of works also bring food in on training nights which they pay for personally.

So before people criticize and belittle members of our brigade please stop and think, what are you contributing? How are you helping? Have you put your hand up for any of these positions? Have you offered to Help any of these positions?

We are so lucky to have a core group of individuals who go above and beyond and attend so many of the brigades activities and fire calls, Some of these members have been here when the brigade building was built, and others have joined and just do what needs doing!

I welcome our existing members and new and upcoming members to join in when they can and work with our team to up-skill so they to may have the ability to work your way up to be a Lieutenant, Training officer, and the various other positions we have within our brigade, I honestly believe and know that our leadership officers would very happily support new members interest in there succession planning.



(Appendix BFAC 8.13)

West Dardanup Volunteer Bush Fire Brigade

Care of PO Box 169, Dardanup WA 6236

Email: manager@allliftlifting.com.au

I wish those members taking a new position this AGM a congratulations and for those who may be stepping down a big thank you for your dedication and hard work

Thanks to all members for this years support.

Best wishes

Shayne Griffin
Training Officer
West Dardanup
Volunteer Bush Fire Brigade.

The Chief Fire Control Officer
Dardanup West Bush Fire Brigade

I have reviewed the financial reports for the Dardanup West Bush Fire Brigade for the year 1st April 2025 to 31st March 2026.

I have undertaken a comprehensive check of the information provided and, in my opinion, the DWBFB financial statements of income and expenditure give an accurate and correct view of the Brigade's financial affairs. The Brigade's records are also confirmed as accurate by those of the two banks used. I also note that the systems and processes used by the DWBFB are of a clear and logical standard.

The DWBFB records for the Commonwealth Bank account has the following anomalies:

Invoice #3 should be for a total of \$345.80 (not \$345.00)

Invoice #11 is incomplete. \$29.02 is unaccounted.

Invoice #12 is missing.

In addition, to facilitate clear analysis I recommend that the wording in the Treasurer's statement summary should be identical to the wording of comments regarding expenditure in the bank summary.



Ron Triplett
31st March 2026