



Shire of Dardanup

APPENDICES

ORDINARY MEETING

To Be Held

Wednesday, 6 November 2019
Commencing at 5.00pm

At

Shire of Dardanup
ADMINISTRATION CENTRE EATON
1 Council Drive - EATON

This document is available in alternative formats such as:

- ~ Large Print
- ~ Electronic Format [disk or emailed]
Upon request.

RISK ASSESSMENT TOOL

OVERALL RISK EVENT: (Unbudgeted Expenditure –Dardanup West Bush Fire Brigade – Extend Concrete Hardstand

RISK THEME PROFILE:

15 - Supplier and Contract Management
Choose an item.

Choose an item.
Choose an item.

RISK ASSESSMENT CONTEXT: Choose an item.

CONSEQUENCE CATEGORY	RISK EVENT	PRIOR TO TREATMENT OR CONTROL			RISK ACTION PLAN (Treatment or controls proposed)	AFTER TREATMENT OR CONTROL		
		CONSEQUENCE	LIKELIHOOD	INHERENT RISK RATING		CONSEQUENCE	LIKELIHOOD	RESIDUAL RISK RATING
HEALTH	No risk event identified for this category.	Choose an item.	Choose an item.	Choose an item.	Not required	Not required.	Not required.	Not required.
FINANCIAL IMPACT	If the budget item isn't approved then the funding could be lost and the BFB may expect the Shire to fund the works.	Moderate (3)	Rare (1)	Low (1 - 4)	Not required	Not required.	Not required.	Not required.
SERVICE INTERRUPTION	Construction works occurring while the fire station is being utilised.	Minor (2)	Possible (3)	Moderate (5 - 11)	Not required	Not required.	Not required.	Not required.
LEGAL AND COMPLIANCE	Works not carried out to the Shire specifications	Moderate (3)	Unlikely (2)	Moderate (5 - 11)	Not required	Not required.	Not required.	Not required.
REPUTATIONAL	Reputational risk if the work isn't carried out. May have impacts when trying to source future funds.	Moderate (3)	Unlikely (2)	Moderate (5 - 11)	Not required	Not required.	Not required.	Not required.
ENVIRONMENT	No risk event identified for this category.	Choose an item.	Choose an item.	Choose an item.	Not required	Not required.	Not required.	Not required.



POLICY NO:-
CP036 – INVESTMENT POLICY

GOVERNANCE INFORMATION			
Procedure Link:	NA	Administrative Policy Link:	NA

ADMINISTRATION INFORMATION						
History:		CORP10	OCM: 22/08/01	Res: 388/01	Synopsis:	Policy created.
	1		OCM: 10/05/12	Res: 138/12	Synopsis:	Revised Policy Adopted
Version:	2	CP036	OCM: 28/06/17	Res: 168/17	Synopsis:	New Council Policy Document endorsed
	3		OCM: 30/08/17	Res: 237/17	Synopsis:	Revised Policy Adopted
Version:	4		SCM 26/07/18	Res: 251-18	Synopsis:	Reviewed and Adopted by Council

1. RESPONSIBLE DIRECTORATE

Corporate & Governance

2. PURPOSE OR OBJECTIVE

This policy provides direction and guidelines on the investment of funds which are surplus to the Council's immediate requirements. Council and staff have an obligation to ensure that funds are invested in a responsible manner and to ensure Council conforms with its fiduciary responsibilities under Section 6.14 of the *Local Government Act 1995* and Part III of the *Trustees Act 1962* (as amended).

Notwithstanding the introduction of this Policy Document, the General Financial Management obligations imposed on Officers under the *Local Government Act 1995* and the *Local Government (Financial Management) Regulations 1996* and Australian Accounting Standards should at all times be complied with.

The Policy Objectives are:

- To undertake the investment of funds surplus to the Council's immediate requirements in a prudent manner which results in returns being maximized while operating within acceptable risk parameters.
- To ensure the security of Councils funds by using recognized rating categories.
- To have ready access to funds for day-to-day requirements, without penalty.
- To maintain an adequate level of diversification while ensuring security and safeguarding of capital.
- Ensure legislative requirements are adhered to.

3. REFERENCE DOCUMENTS

All investments are to comply with the following legislative requirements:

- Local Government Act 1995 - s6.14
- Local Government (Financial Management) Regulations 1996 – r19, r28 and r49
- The Trustees Amendment Act 1997 - Part III Investments
- Australian Accounting Standards

4. POLICY

4.1 PRUDENT PERSON STANDARD

- Investments will be managed with the care, diligence and skill that a prudent person would exercise. Investment portfolios are to be managed to safeguard the portfolios in accordance with the spirit of this Investment Policy, and not for speculative purposes.
- Council will adopt a conservative investment approach to ensure investment capital is preserved and funds are always available in the short term.
- While exercising the power to invest, consideration is to be given in preservation of capital, liquidity, and the return of investment.

- Preservation of capital is the principal objective of the investment portfolio. Investments are to be performed in a manner that seeks to ensure security and safeguarding the investment portfolio. This includes managing credit and interest risk within identified thresholds and parameters.
 - The investment portfolio will ensure there is sufficient liquidity to meet all reasonably anticipated cash flow requirements, as and when they fall due, without incurring significant costs due to the unanticipated sale of an investment.
 - The investment is expected to achieve a predetermined market average rate of return that takes into account the Council's risk tolerance. Any additional return target set by Council will also consider the risk limitation and prudent investment principles.
- (d) The Chief Executive Officer, Deputy CEO and Manager Financial Services, are individually authorised to transfer investment funds in writing or via electronic communication. Where funds are transferred to investments two authorised signatories are required.
- (e) Council and authorised investment officers have a fiduciary responsibility under Section 6.14 of the *Local Government Act 1995* and therefore risks must be kept to a minimum, particularly credit risk.
- (f) The investment will be managed with the care, diligence and skill that a prudent person would exercise. Officers are to manage the investment portfolios to safeguard the portfolios in accordance with the spirit of this Investment Policy, and not for speculative purposes.
- (g) Officers shall refrain from personal activities that would conflict with the proper execution and management of Council's investment portfolio. This Policy requires officers to disclose any conflict of interest to the Chief Executive Officer.

4.2 APPROVED INVESTMENTS

Council funds may be invested in one or more of the following financial products (refer to Appendix 2):

- Interest bearing Deposits with Authorised Deposit Taking Institutions as defined in the *Banking Act 1959* (Commonwealth) (ie: Australian banks, building societies and credit unions) or the Western Australian Treasury Corporation, for a maximum term of 3 years;
- Commercial Bank Bills; or
- Bonds guaranteed by the Commonwealth Government, or a State or Territory Government with a maturity of less than 3 years.

4.3 INVESTMENT PORTFOLIO RISK GUIDELINES

- (a) Council investments are to be assessed in accordance with Standard & Poor's rating agency. A Standard & Poor's (S&P) credit rating is a current opinion of overall financial capacity to meet financial obligations (refer to Appendix 1). Investments that are assessed by S&P to have a rating of less than BBB, are regarded as speculative and Council will not invest in these products or with these organisations.
- (b) This investment policy prohibits any investment carried out for speculative purposes including:
- a) Derivative based instruments;
 - b) Principal only investments or securities that provide potentially nil or negative cash flow; and
 - c) Standalone securities issued that have underlying futures, options, forward contracts and swaps of any kind.

This policy also prohibits the use of leveraging (borrowing to invest) of an investment.

- (c) Investments entered into must comply with four key criteria relating to:
- a) **Portfolio Credit Framework:** limit overall credit exposure of the portfolio;
 - b) **Counterparty Credit Framework:** limit exposure to individual counterparts/institutions;
 - c) **Term of Maturity Framework:** limits based upon maturity of securities;

- d) **Liquidity:** Maintaining adequate levels of liquidity to cover seasonality, planned capital expenditure and contingencies.

Portfolio Credit Framework

To control the credit quality on the entire portfolio, the following credit framework limits the percentage exposed to any particular credit rating category.

For Bonds guaranteed by the Commonwealth Government, or a State or Territory Government, the credit rating allowable will be that of the guaranteeing government.

For Authorised Deposit Taking Institutions investments:

Maximum Exposure as a % of Total Investment Portfolio	Minimum Long Term Credit Rating (Standard & Poor's)	Minimum Short Term Credit Rating (Standard & Poor's)
100%	AAA	A-1+
100%	AA	A-1
60%	A	A-2
20%	BBB	A-2

Counterparty Credit Framework

Exposure to an individual Authorised Deposit Taking Institution counterparty will be restricted by their credit rating so that single entity exposure is limited, as detailed in the table below:

Direct Investment Maximum % with any one institution	Minimum Long Term Credit Rating (Standard & Poor's)	Minimum Short Term Credit Rating (Standard & Poor's)
50%	AAA	A-1+
50%	AA	A-1
40%	A	A-2
10%	BBB	A-2

Term of Maturity Framework

The investment portfolio is to be invested within the following maturity constraints:

Overall Portfolio Term to Maturity		
Portfolio % <= 1 year	Min 40%	Max 100%
Portfolio % > 1 year or <= 3 years	Min 0%	Max 60%

Liquidity

Portfolio management must always maintain adequate levels of liquidity to cover seasonality, planned capital expenditure and contingencies.

- i. Not less than two (2) quotations shall be obtained from authorised institutions when investing in an institution other than Councils contracted bankers.

4.4 REPORTING AND REVIEW

- (a) Investment performance will be reported to the Ordinary Meeting of Council each month and included in the minutes of the meeting. The report will provide details on the investment portfolio including interest rate earned, expected yield, budget comparison, maturity date, and percentage exposure of total portfolio.
- (b) Documentary evidence must be held for each investment and details thereof maintained in an Investment Register.

- (c) An Investment Strategy will run in conjunction with the Investment Policy. The Investment Strategy will be reviewed with an independent investment advisor at least once every four (4) years. The Strategy will outline:
1. Council's cash flow expectations;
 2. Optimal target allocation of investment types, credit rating exposure, and term to maturity exposure; and
 3. Appropriateness of overall investment types for Council's portfolio.
- (d) The Council's investment advisor must be approved by Council and licensed by the Australian Securities and Investment Commission. The advisor must be an independent person who has no actual or potential conflict of interest in relation to investment products being recommended; and is free to choose the most appropriate product within the terms and conditions of the Investment Policy.

STANDARD AND POOR'S RATING DESCRIPTION

Credit Ratings

Standard & Poor's (S&P) is a professional organisation that provides analytical services. An S&P rating is an opinion of the general credit-worthiness of an obligor with respect to particular debt security or other financial obligation, based on relevant risk factors.

Credit ratings are based, in varying degrees, on the following considerations:

- Likelihood of payment.
- Nature and provisions of the obligation.
- Protection afforded by, and relative position of, the obligation in the event of bankruptcy, reorganisation or other laws affecting creditors' rights.
- In the case of financial institutions, the perceived likelihood of sovereign support.

Credit ratings are not absolute measure of default probability. Since there are future events and developments that cannot be foreseen, the assignment of credit ratings is not an exact science. Credit ratings are not intended as guarantees of credit quality or as exact measures of the probability that a particular issuer or debt issue will default.

The issue rating definitions are expressed in terms of default risk.

Short Term Obligation Ratings are:

A-1

This is the highest short-term category used by S&P. The obligor's capacity to meet its financial commitment on the obligation is strong. Within this category, certain obligations are designated with a plus sign (+). This indicates that the obligor's capacity to meet its financial commitment on these obligations is extremely strong.

A-2

A short-term obligation rated A-2 is somewhat more susceptible to the adverse effects of changes in circumstances and economic conditions than obligations in higher rating categories. However, the obligor's capacity to meet its financial commitment on the obligation is satisfactory.

A-3

A short-term obligation rated A-3 exhibits adequate protection parameters. However, adverse economic conditions or changing circumstances are more likely to lead to a weakened capacity of the obligor to meet its financial commitment on the obligation.

Long Term Ratings are:

AAA

An obligation/obligor rated AAA has the highest rating assigned by S&P. The obligor's capacity to meet its financial commitment on the obligation is still extremely strong.

AA

An obligation/obligor rated AA differs from the highest rated obligations only in a small degree. The obligor's capacity to meet its financial commitment on the obligation is still very strong.

A

An obligation/obligor rated A is somewhat more susceptible to the adverse effects of changes in circumstances and economic conditions than obligations/obligor in higher rates categories. However, the obligor's capacity to meet its financial commitment on the obligation is still strong.

BBB

An obligation/obligor rated BBB is more susceptible to the adverse effects of changes in circumstances and economic conditions than obligations/obligor in higher rates categories. However, the obligor's capacity to meet its financial commitment on the obligation is still adequate.

Plus (+) or Minus (-)

The ratings from "AA" to "CCC" may be modified by the addition of a plus or minus sign to show relative standing within the major rating categories.

INVESTMENT INSTRUMENT DESCRIPTION**Commonwealth/Semi-Government Bonds**

Fixed income securities issued and guaranteed by the Commonwealth, State or Territory Governments of Australia.

On Call Deposits – An Interest Bearing Deposit

Cash invested on an overnight basis. Funds can be recalled or re-invested on the following business day.

Term Deposit – An Interest Bearing Deposit

Funds invested with a financial institution at a predetermined rate (or floating rate margin) that applies to the duration of the deposit. The principal is held on deposit for a fixed term with interest payable either at regular intervals or at maturity. It is not tradeable security and the investor may be penalised when funds are prepaid.

Banks Bills

Bank-accepted bills are bills of exchange drawn by a company or individual (borrower) usually for periods between 30 and 180 days. The bill is accepted by the bank, which in turn accepts the liability for payment at maturity. It is a short-term investment issued at a discount to the face value and is of a very high credit standing and consequently trades at the lowest yields of all commercially issued bills.

RISK ASSESSMENT TOOL

OVERALL RISK EVENT: CP036 Investment Policy – Updated Policy

RISK THEME PROFILE:

3 - Failure to Fulfil Compliance Requirements (Statutory, Regulatory)

Choose an item.

Choose an item.

Choose an item.

RISK ASSESSMENT CONTEXT: Operational

CONSEQUENCE CATEGORY	RISK EVENT	PRIOR TO TREATMENT OR CONTROL			RISK ACTION PLAN (Treatment or controls proposed)	AFTER TREATMENT OR CONTROL		
		CONSEQUENCE	LIKELIHOOD	INHERENT RISK RATING		CONSEQUENCE	LIKELIHOOD	RESIDUAL RISK RATING
HEALTH	No risk event identified for this category.							
FINANCIAL IMPACT	Risk of Not Achieving Interest Revenue Budget Forecast, or Financial Loss through ADI becoming insolvent	Major (4)	Unlikely (2)	Moderate (5 - 11)	The application of the Policy investment conditions ensures that investments are spread across a variety of ADI's which have a good credit rating. Compliance with the Policy conditions reduces significantly the financial risk to Council.	Major (4)	Rare (1)	Low (1 - 4)
SERVICE INTERRUPTION	No risk event identified for this category.							
LEGAL AND COMPLIANCE	Risk of Non-compliance to Council's Investment Policy CP036 – Investment Policy; LG Act 1995 and other relevant legislation.	Minor (2)	Rare (1)	Low (1 - 4)	Not required.	Not required.	Not required.	Not required.
REPUTATIONAL	No risk event identified for this category.							
ENVIRONMENT	No risk event identified for this category.							



Monthly Financial Report
For the Period
1 July 2019 to 30 September 2019

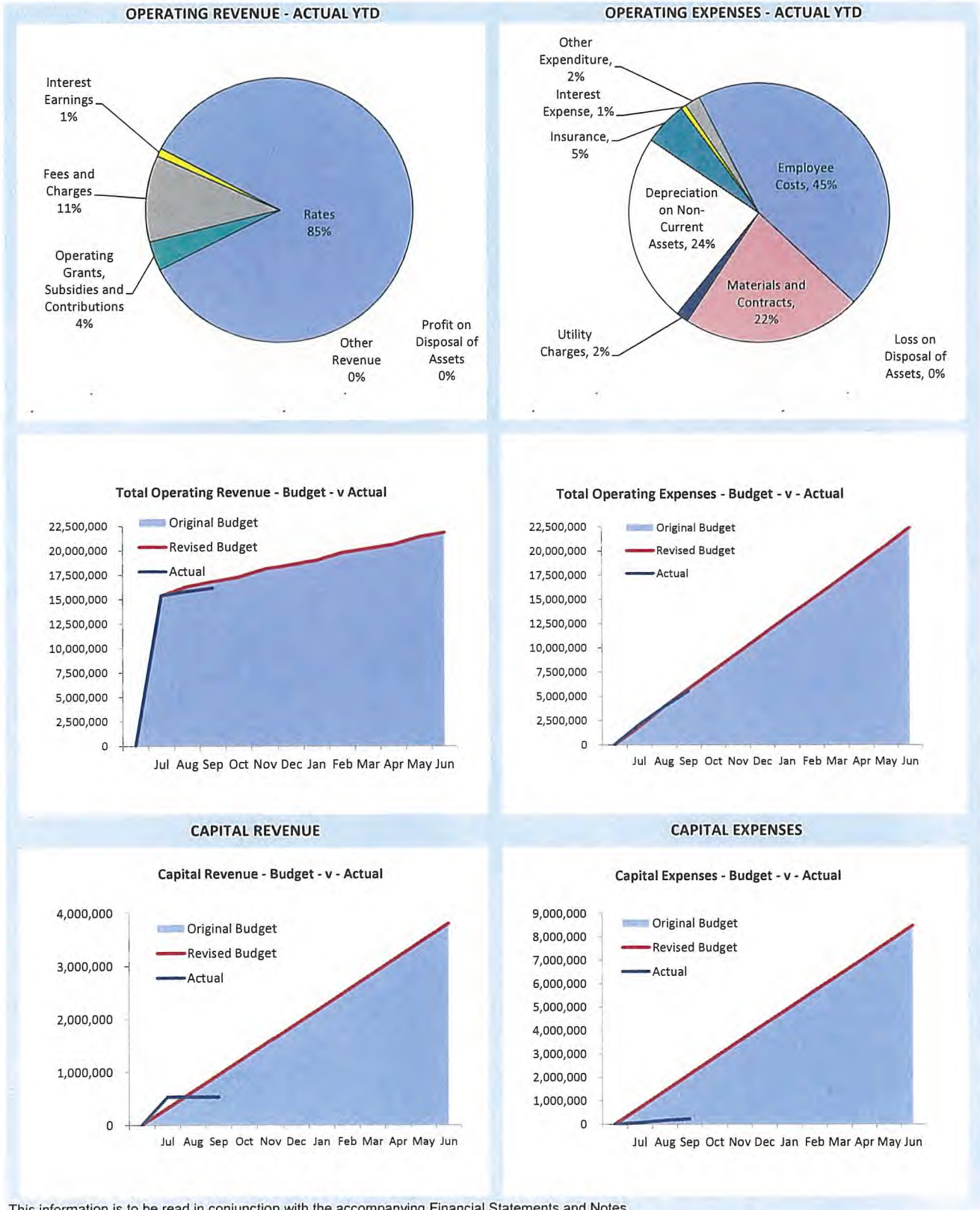
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Monthly Financial Report
For the Period Ended 30 September 2019

SUMMARY GRAPHS



This information is to be read in conjunction with the accompanying Financial Statements and Notes



Statement of Financial Activity by Program
For the Period Ended 30 September 2019
(Covering 3 months or 25% of the year)

Sch	2019/20 Adopted Budget \$	2019/20 Revised Budget \$	2019/20 Y-T-D Revised Budget \$	2019/20 Y-T-D Actual \$	Variance Y-T-D Actual to Revised Budget \$	Variance Y-T-D Actual to Revised Budget %	2019/20 Forecast \$	2018/19 Last Year Actual \$	
OPERATING ACTIVITIES									
Revenue									
General Purpose Funding	3	15,474,534	15,474,534	13,908,527	13,771,672	(136,855)	(1.0%)	15,430,285	14,868,866
Governance	4	1,550	1,550	381	4,199	3,818	1002.2%	1,550	29
Law, Order, Public Safety	5	410,591	410,591	223,178	190,797	(32,381)	(14.5%)	410,591	440,114
Health	7	20,150	20,150	5,034	11,885	6,851	136.1%	20,150	19,177
Education and Welfare	8	3,500	3,500	873	0	(873)	(100.0%)	3,500	13,657
Community Amenities	10	1,504,690	1,504,690	1,386,802	1,364,579	(22,223)	(1.6%)	1,504,690	1,398,292
Recreation and Culture	11	2,834,702	2,834,702	927,178	553,665	(373,513)	(40.3%) ▼	2,834,702	1,817,882
Transport	12	178,301	178,301	134,766	139,042	4,276	3.2%	178,301	160,748
Economic Services	13	101,580	101,580	26,280	27,595	1,315	5.0%	101,580	86,272
Other Property and Services	14	1,303,007	1,303,007	325,737	84,003	(241,734)	(74.2%) ▼	1,303,007	226,367
Total Operating Revenue		21,832,605	21,832,605	16,938,756	16,147,438	(791,318)	(4.7%)	21,788,356	19,031,404
Operating Expenses									
General Purpose Funding	3	(409,569)	(409,569)	(99,785)	(94,007)	5,778	5.8%	(409,569)	(354,842)
Governance	4	(1,282,266)	(1,302,266)	(319,740)	(292,985)	26,755	8.4%	(1,317,716)	(1,026,392)
Law, Order, Public Safety	5	(1,661,176)	(1,661,176)	(415,248)	(422,341)	(7,093)	(1.7%)	(1,657,840)	(1,476,207)
Health	7	(564,913)	(564,913)	(138,689)	(150,177)	(11,488)	(8.3%)	(563,622)	(510,333)
Education and Welfare	8	(826,305)	(826,305)	(211,853)	(208,098)	3,755	1.8%	(823,544)	(754,676)
Community Amenities	10	(2,832,799)	(2,832,799)	(649,096)	(534,099)	114,997	17.7% ▲	(2,829,321)	(2,658,642)
Recreation & Culture	11	(8,160,605)	(8,160,605)	(2,142,665)	(1,980,281)	162,384	7.6%	(8,156,290)	(7,387,859)
Transport	12	(5,802,313)	(5,802,313)	(1,454,115)	(1,537,879)	(83,764)	(5.8%)	(5,802,313)	(5,796,887)
Economic Services	13	(601,073)	(601,072)	(148,581)	(150,537)	(1,956)	(1.3%)	(600,460)	(524,067)
Other Property and Services	14	(263,823)	(263,824)	(183,883)	(178,750)	5,133	2.8%	(231,254)	(604,337)
Total Operating Expenditure		(22,404,841)	(22,424,841)	(5,763,655)	(5,549,154)	214,501	3.7%	(22,391,929)	(21,094,242)
Net Operating Activities		(572,236)	(592,236)	11,175,101	10,598,284	(576,817)	5.2%	(603,573)	(2,062,838)

(continued next page)



Statement of Financial Activity by Program
For the Period Ended 30 September 2019
(Covering 3 months or 25% of the year)

	2019/20	2019/20	2019/20	2019/20	Variance Y-T-D	Variance Y-T-D	2019/20	2018/19
	Adopted	Revised	Y-T-D	Y-T-D	Actual to	Actual to	Forecast	Last Year
	Budget	Budget	Revised	Actual	Revised	Revised	\$	Actual
	\$	\$	Budget	\$	Budget	Budget		\$
Net Operating Activities (from previous page)	(572,236)	(592,236)	11,175,101	10,598,284	(576,817)	(5.2%)	(603,573)	(2,062,838)
ADJUSTMENTS OF NON CASH ITEMS								
(Profit)/Loss on Asset Disposals	(1,165,000)	(1,165,000)	(291,249)	0	291,249	100.0% ▲	(1,165,000)	843,625
Accruals	0	0	0	0	0	0.0%	0	(202,576)
Donated Assets Adjustments	0	0	0	0	0	0.0%	0	0
Contra Repayment of Prefunded Infrastructure	0	0	0	0	0	0.0%	0	0
Depreciation on Assets	5,242,750	5,242,750	1,310,673	1,310,688	15	0.0%	5,242,750	5,042,270
Adjusted Net Operating Activities	A 3,505,514	3,485,514	12,194,525	11,908,972	(285,553)	(2.3%)	3,474,177	3,620,481
INVESTING ACTIVITIES								
Revenue								
Non-operating grants, subsidies and contributions	3,804,088	3,867,292	966,816	529,600	(437,216)	(45.2%) ▼	3,867,292	1,874,654
Proceeds from Disposal of Assets	1,323,924	1,323,924	330,975	91	(330,884)	(100.0%) ▼	1,323,924	268,038
Total Capital Revenue	5,128,012	5,191,216	1,297,791	529,691	(768,100)	(59.2%)	5,191,216	2,142,692
Expenditure								
Land & Buildings	(1,148,280)	(1,156,251)	(295,017)	(61,018)	233,999	79.3% ▲	(1,156,250)	(400,830)
Infrastructure Assets - Road / Bridges / Paths	(5,405,567)	(5,421,767)	(1,367,481)	(150,682)	1,216,799	89.0% ▲	(5,421,768)	(3,734,252)
Infrastructure Assets - Parks & Gardens	(854,154)	(864,154)	(223,522)	(5,005)	218,517	97.8% ▲	(864,154)	(68,198)
Vehicles	(546,108)	(546,108)	(136,524)	0	136,524	100.0% ▲	(546,108)	(381,650)
Plant & Equipment	(26,000)	(26,000)	(6,498)	0	6,498	100.0%	(26,000)	(45,444)
Furniture & Fittings	(475,478)	(475,478)	(118,860)	0	118,860	100.0% ▲	(475,478)	(33,131)
Total Capital Expenditure	(8,455,587)	(8,489,758)	(2,147,902)	(216,705)	1,931,197	89.9%	(8,489,758)	(4,663,505)
Net Capital Activities	B (3,327,575)	(3,298,542)	(850,111)	312,986	1,163,097	136.8%	(3,298,542)	(2,520,813)
FINANCING ACTIVITIES								
Revenue								
Proceeds from New Loans	750,000	750,000	187,500	0	(187,500)	(100.0%) ▼	750,000	0
Self Supporting Loans - Principal Recoups	0	0	0	0	0	0.0%	0	32,936
Transfers from Reserves	6,036,256	6,007,223	1,501,782	0	(1,501,782)	(100.0%) ▼	6,082,776	3,969,700
Total Financing Revenue	6,786,256	6,757,223	1,689,282	0	(1,689,282)	100.0%	6,832,776	4,002,636
Expenditure								
Repayment of Loans	(279,748)	(279,748)	(69,927)	(65,064)	4,863	7.0%	(279,747)	(362,288)
Transfers to Reserves	(6,853,402)	(6,853,402)	(1,713,303)	(140,073)	1,573,230	91.8% ▲	(6,853,401)	(4,638,721)
Total Financing Expenditure	(7,133,150)	(7,133,150)	(1,783,230)	(205,137)	1,578,093	88.5%	(7,133,148)	(5,001,009)
Net Financing Activities	C (346,894)	(375,927)	(93,948)	(205,137)	(111,189)	(118.4%)	(300,372)	(998,372)
FUNDING SOURCES								
Surplus/(Deficit) July 1 B/Fwd	D 301,183	404,751	301,183	404,751	103,568	34.4% ▲	404,751	303,456
CLOSING FUNDS (A+B+C+D)	132,227	215,795	11,551,649	12,421,572	869,923	(7.5%)	280,014	404,751

KEY INFORMATION

▲ ▼ Indicates a variance between Year-to-Date (YTD) Revised Budget and YTD Actual data as per the adopted materiality threshold.
Refer to Note 2 for an explanation of the reasons for the variance.

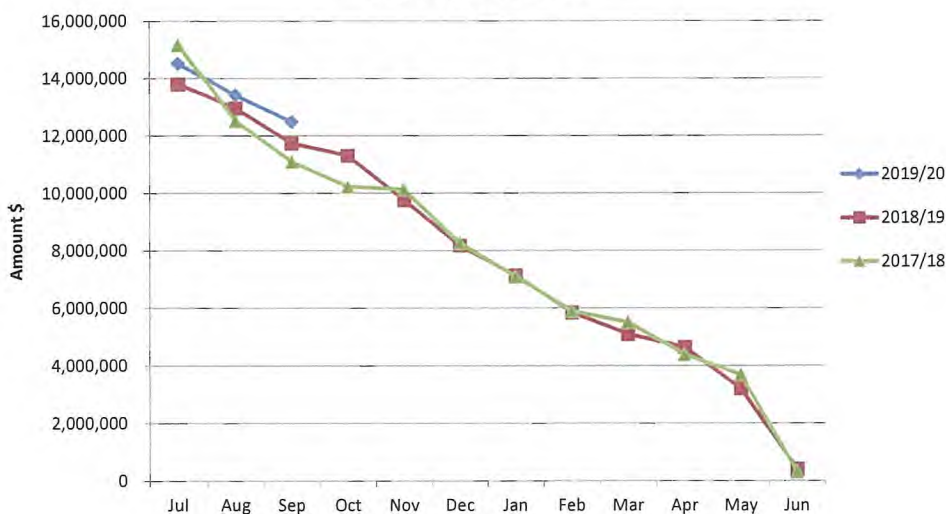
This statement to be read in conjunction with the accompanying Financial Statements and Notes



Statement of Financial Activity by Program
For the Period Ended 30 September 2019
NET CURRENT ASSETS

Note	Year to Date Actual 30-Sep-2019 \$	This Time Last Year 30-Sep-2018 \$	Last Year Closing 30 June 2019 \$
Represented By:			
CURRENT ASSETS			
Cash and Cash Equivalents	24,820,223	22,021,414	19,441,957
Rates Debtors Outstanding	6,536,484	6,338,677	311,495
Pensioner Rates Rebate	166,097	17,359	19,786
Sundry Debtors	77,323	52,328	200,555
Self Supporting Loan Asset	0	32,936	0
Accrued Revenue	30,822	47,901	151,597
Prepaid Expenses	0	0	22,734
Goods & Services Tax / BAS Refund	68,861	115,772	127,208
Other Receivables	0	2,256	0
Inventories - Materials	5,047	2,166	5,047
Inventories- Trading Stock - Recreation Centre	8,430	11,857	8,430
Current Assets	31,713,286	28,642,665	20,288,810
LESS CURRENT LIABILITIES			
Payables:			
Sundry Creditors	(23,338)	0	(735,312)
Other Payables	(493,963)	(467,265)	(5,069)
Municipal Bonded Liabilities	(798,441)	0	(825,867)
Prepaid Revenue - Rates / PPL	(113,673)	(100,549)	(565,248)
Accrued Interest on Debentures	(37,523)	(42,740)	(37,523)
Accrued Salaries & Wages	0	0	(25,165)
Other Accrued Expenses	0	0	(5,174)
Borrowings - Debentures	(214,684)	(155,387)	(279,748)
Provisions:			
Staff Leave Provisions	(1,272,698)	(1,190,807)	(1,272,697)
Current Liabilities	(2,954,321)	(1,956,748)	(3,751,803)
Net Current Assets	28,758,965	26,685,917	16,537,007
Less: Restricted Assets / Reserve Funds	4	(16,552,078)	(16,412,005)
Less: Self Supporting Loan Income	0	(32,936)	0
Add: Current - Borrowings	214,684	155,387	279,748
CLOSING FUNDS / NET CURRENT ASSETS (per previous page)	12,421,571	11,734,010	404,751

Liquidity Over The Year





Statement of Comprehensive Income by Nature or Type
For the Period Ended 30 September 2019
(Covering 3 months or 25% of the year)

	2019/20	2019/20	2019/20	2019/20	Variance Y-T-D	Variance Y-T-D	2019/20	2018/19
	Adopted	Revised	Y-T-D	Y-T-D	Actual to	Actual to	Forecast	Last Year
	Budget	Budget	Revised	Actual	Revised	Revised	\$	Actual
	\$	\$	\$	\$	Budget	Budget		\$
					\$	%		\$
Revenue								
Rates	13,742,181	13,742,181	13,652,746	13,695,704	42,958	(0.3%)	13,697,932	13,074,516
Grants, Subsidies & Contributions	3,233,207	3,233,207	1,058,469	575,679	(482,790)	45.6%	3,233,207	2,202,843
Profit on Asset Disposals	1,165,000	1,165,000	291,249	0	(291,249)	0.0%	1,165,000	0
Fees and Charges	3,156,021	3,156,021	1,776,402	1,713,319	(63,083)	3.6%	3,156,021	3,106,099
Interest Earnings	507,656	507,656	152,756	157,114	4,358	(2.9%)	507,656	581,250
Other Revenue	27,540	27,540	6,885	5,621	(1,264)	0.0%	27,540	27,855
	<u>21,831,605</u>	<u>21,831,605</u>	<u>16,938,507</u>	<u>16,147,438</u>	<u>(791,069)</u>	<u>4.7%</u>	<u>21,787,356</u>	<u>18,992,563</u>
Expenses								
Employee Costs	(11,153,410)	(11,153,410)	(2,787,749)	(2,474,757)	312,992	11.2%	(11,105,047)	(9,819,873)
Materials and Contracts	(4,665,708)	(4,685,708)	(1,195,358)	(1,233,103)	(37,745)	(3.2%)	(4,701,158)	(4,064,346)
Utility Charges	(561,970)	(561,970)	(140,400)	(85,830)	54,570	38.9%	(561,970)	(551,434)
Depreciation on Non-current Assets	(5,242,750)	(5,242,750)	(1,310,673)	(1,310,688)	(15)	(0.0%)	(5,242,750)	(4,932,314)
Loss on Asset Disposals	0	0	0	0	0	0.0%	0	(293,079)
Interest Expense	(113,943)	(113,943)	(35,946)	(36,273)	(327)	(0.9%)	(113,943)	(127,293)
Insurance	(282,982)	(282,982)	(186,062)	(300,823)	(114,761)	(61.7%)	(282,982)	(253,207)
Other	(381,978)	(376,978)	(106,900)	(107,680)	(780)	(0.7%)	(381,978)	(340,248)
	<u>(22,402,742)</u>	<u>(22,417,742)</u>	<u>(5,763,088)</u>	<u>(5,549,154)</u>	<u>213,934</u>	<u>3.7%</u>	<u>(22,389,829)</u>	<u>(20,381,794)</u>
Operational Surplus / (Deficit)	(571,137)	(586,137)	11,175,419	10,598,284	(577,135)	5.2%	(602,473)	(1,389,231)
Grants & Contributions for the Development of Assets								
	3,804,089	3,867,292	966,816	529,600	(437,216)	45.2%	3,867,292	1,874,654
	<u>3,804,089</u>	<u>3,867,292</u>	<u>966,816</u>	<u>529,600</u>	<u>(437,216)</u>	<u>45.2%</u>	<u>3,867,292</u>	<u>1,874,654</u>
NET RESULT	3,232,952	3,281,155	12,142,235	11,127,884	(1,014,351)	8.4%	3,264,819	485,423
Other Comprehensive Income								
Changes on Revaluation of Non-Current Assets	0	0	0	0	0	0.0%	0	0
TOTAL COMPREHENSIVE INCOME	<u>3,232,952</u>	<u>3,281,155</u>	<u>12,142,235</u>	<u>11,127,884</u>	<u>(1,014,351)</u>	<u>8.4%</u>	<u>3,264,819</u>	<u>485,423</u>



**Notes to the Statement of Financial Activity
For the Period Ended 30 September 2019**

1. STATEMENT OF OBJECTIVE

In order to discharge its responsibilities to the community, the Shire has developed a set of operational and financial objectives. These objectives have been established both on an overall basis and for each of its broad activities/programs.

Council operations as disclosed in this statement encompass the following service orientated activities/programs:

GENERAL PURPOSE FUNDING

Rates, general purpose government grants and interest revenue.

GOVERNANCE

Administration and operation of facilities and services to members of Council;
Other costs that relate to the tasks of assisting elected members and ratepayers on matters which do not concern specific Council services.

LAW, ORDER, PUBLIC SAFETY

Supervision of various local-laws, fire prevention, emergency services and animal control.

HEALTH

Food quality and pest control, immunisation services and operation of infant health clinic.

EDUCATION AND WELFARE

Operation of senior citizens' centre, provision of assistance to pre-school facilities, playgroups and other voluntary services.
Provision of youth counselling services.

HOUSING

Aged person housing.

COMMUNITY AMENITIES

Rubbish collection services, operation of refuse site, administration of the town planning scheme and maintenance of cemeteries.

RECREATION AND CULTURE

Provision and maintenance of halls, recreation centres, public reserves and library services.

TRANSPORT

Construction and maintenance of streets, roads, bridges; street lighting, depot maintenance.

ECONOMIC SERVICES

The regulation and provision of tourism, area promotion, building control, noxious weeds and vermin control.

OTHER PROPERTY & SERVICES

Private works operations, plant repairs and operations costs.



Notes to the Statement of Financial Activity
For the Period Ended 30 September 2019

2. EXPLANATION OF MATERIAL VARIANCES IN THE STATEMENT OF FINANCIAL ACTIVITY BY PROGRAM

The material variances adopted by the Shire of Dardanup for reporting in the 2019/20 year is 10% or \$50,000, whichever is the greater. All variances are between Year-to-Date Actual and Year-to-Date Revised Budget values.

	Sch	2019/20 Y-T-D Revised Budget \$	2019/20 Y-T-D Actual \$	Variance to Y-T-D Revised Budget \$	Variance to Y-T-D Revised Budget %	Timing / Permanent	Material Variance - Explanation
OPERATING ACTIVITIES							
Revenue							
General Purpose Funding	3	13,908,527	13,771,672	(136,855)	(1.0%)		
Governance	4	381	4,199	3,818	1002.2%		
Law, Order, Public Safety	5	223,178	190,797	(32,381)	(14.5%)		
Health	7	5,034	11,885	6,851	136.1%		
Education and Welfare	8	873	0	(873)	(100.0%)		
Community Amenities	10	1,386,802	1,364,579	(22,223)	(1.6%)		
Recreation and Culture	11	927,178	553,665	(373,513)	(40.3%)	▼ Timing	Funds not yet received: \$91,000 Library management system licensing reimbursements, \$250,000 contribution to parks infrastructure to be received later in the year.
Transport	12	134,766	139,042	4,276	3.2%		
Economic Services	13	26,280	27,595	1,315	5.0%		
Other Property and Services	14	325,737	84,003	(241,734)	(74.2%)	▼ Timing	Profit on disposal of land - sale to occur later in the year.
Total Operating Revenue		16,938,756	16,147,438	(791,318)	(4.7%)		
Operating Expenses							
General Purpose Funding	3	(99,785)	(94,007)	5,778	5.8%		
Governance	4	(319,740)	(292,985)	26,755	8.4%		
Law, Order, Public Safety	5	(415,248)	(422,341)	(7,093)	(1.7%)		
Health	7	(138,689)	(150,177)	(11,488)	(8.3%)		
Education and Welfare	8	(211,853)	(208,098)	3,755	1.8%		
Community Amenities	10	(649,096)	(534,099)	114,997	17.7%	▲ Timing	Generally lower operating costs to date - \$16,000 environmental projects, \$39,000 Wanju project officer not yet commenced, \$35,000 strategic planning consultant costs, \$14,000 public conveniences maintenance.
Recreation & Culture	11	(2,142,665)	(1,980,281)	162,384	7.6%		
Transport	12	(1,454,115)	(1,537,879)	(83,764)	(5.8%)		
Economic Services	13	(148,581)	(150,537)	(1,956)	(1.3%)		
Other Property and Services	14	(183,883)	(178,750)	5,133	2.8%		
Total Operating Expenditure		(5,763,655)	(5,549,154)	214,501	(3.7%)		
Net Operating Activities		11,175,101	10,598,284	(576,817)	(5.2%)		
ADJUSTMENTS OF NON CASH ITEMS							
(Profit)/Loss on Asset Disposals		(291,249)	0	291,249	100.0%	▲ Timing	Asset disposals will occur later in the year, whereas the budget is for an even spread.
Accruals		0	0	0	0.0%		
Depreciation on Assets		1,310,673	1,310,688	15	0.0%		
Adjusted Net Operating Activities		12,194,525	11,908,972	(285,553)	(2.3%)		

(continued next page)



Notes to the Statement of Financial Activity
For the Period Ended 30 September 2019

2. EXPLANATION OF MATERIAL VARIANCES IN THE STATEMENT OF FINANCIAL ACTIVITY BY PROGRAM (continued)

	2019/20 Y-T-D Revised Budget \$	2019/20 Y-T-D Actual \$	Variance to Y-T-D Revised Budget \$	Variance to Y-T-D Revised Budget %	Timing / Permanent	Material Variance - Explanation
Adjusted Net Operating Activities (from previous year)	12,194,525	11,908,972	(285,553)	(2.3%)		
INVESTING ACTIVITIES						
Revenue						
Non-operating grants, subsidies and contributions	966,816	529,600	(437,216)	(45.2%)	▼ Timing	Initial instalment of grants received for regional road projects, receipt of other infrastructure grants are staged from commencement of construction to completion.
Proceeds from Disposal of Assets	330,975	91	(330,884)	(100.0%)	▼ Timing	Disposals of land and vehicles have not yet occurred.
Total Capital Revenue	1,297,791	529,691	(768,100)	(59.2%)		
Expenditure						
Land & Buildings	(295,017)	(61,018)	233,999	79.3%	▲ Timing	Most building projects have not yet commenced construction.
Infrastructure Assets - Road / Bridges / Paths	(1,367,481)	(150,682)	1,216,799	89.0%	▲ Timing	Most road renewal and upgrade projects will be constructed in drier months.
Infrastructure Assets - Parks & Gardens	(223,522)	(5,005)	218,517	97.8%	▲ Timing	No significant projects have commenced at this reporting date.
Vehicles	(136,524)	0	136,524	100.0%	▲ Timing	Vehicles to be acquired later in the year.
Plant & Equipment	(6,498)	0	6,498	100.0%		
Furniture & Fittings	(118,860)	0	118,860	100.0%	▲ Timing	The significant budget purchase is gymnasium equipment to be delivered in early 2020.
Total Capital Expenditure	(2,147,902)	(216,705)	1,931,197	(89.9%)		
Net Capital Activities	(850,111)	312,986	1,163,097	(136.8%)		
FINANCING ACTIVITIES						
Revenue						
Proceeds from New Loans	187,500	0	(187,500)	100.0%	▼ Timing	Loan to be taken out later in the year
Self Supporting Loans - Principal Reimbursement	0	0	0	0.0%		
Transfers from Reserves	1,501,782	0	(1,501,782)	(100.0%)	▼ Timing	Transfers from Reserves to occur at completion of specific projects or at year-end.
Total Financing Revenue	1,689,282	0	(1,689,282)	(100.0%)		
Expenditure						
Repayment of Loans	(69,927)	(65,064)	4,863	7.0%		
Donated Assets	0	0	0	0.0%		
Advance to community groups	0	0	0	0.0%		
Contra Repayment of Prefunded Infrastructure	0	0	0	0.0%		
Prefunded Infrastructure	0	0	0	0.0%		
Transfers to Reserves	(1,713,303)	(140,073)	1,573,230	91.8%	▲ Timing	Most transfers to Reserves will occur at year-end.
Total Financing Expenditure	(1,783,230)	(205,137)	1,578,093	(88.5%)		
Net Financing Activities	(93,948)	(205,137)	(111,189)	118.4%		
FUNDING SOURCES						
Surplus/(Deficit) July 1 B/Fwd	301,183	404,751	103,568	34.4%	▲ Permanent	Higher surplus from 2018/19 than anticipated at the time of budget preparation
CLOSING FUNDS (A+B+C+D)	11,551,649	12,421,572	869,923	7.5%		



Notes to the Statement of Financial Activity
For the Period Ended 30 September 2019

3. TRUST FUNDS

Funds held at reporting date over which the Shire has no control and which are not included in the financial statements are as follows:

NAME	BALANCE 1 JULY	RECEIPTS	INTEREST	PAYMENTS	ADJUSTMENTS (TRANSFERS)	CLOSING BALANCE
	\$	\$	\$	\$	\$	\$
Tourism WA for Ferguson Valley Project	301,800.73	0.00	0.00	0.00	0.00	301,800.73
Public Open Space	857,943.74	0.00	0.00	0.00	0.00	857,943.74
Accrued Interest	0.00	0.00	731.60	0.00	0.00	731.60
Plus: Outstanding Creditors	0.00	0.00	0.00	0.00	0.00	0.00
Less: Outstanding Debtors	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	1,159,744.47	0.00	731.60	0.00	0.00	1,160,476.07

4. CASH BACKED RESERVES

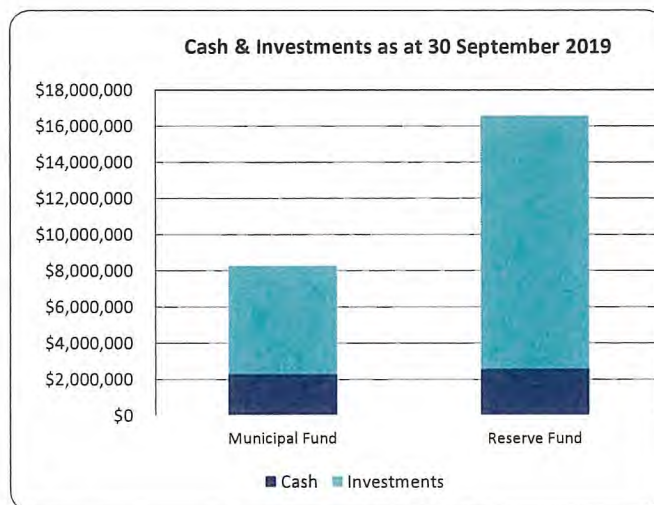
NAME	BALANCE 1 JULY	RECEIPTS	INTEREST	PAYMENTS	ADJUSTMENTS (TRANSFERS)	CLOSING BALANCE
	\$	\$	\$	\$	\$	\$
Un-Restricted						
Executive & Compliance Vehicles Reserve	364,152.78	0.00	0.00	0.00	0.00	364,152.78
Plant & Engineering Equipment Reserve	837,737.92	0.00	0.00	0.00	0.00	837,737.92
Eaton Recreation Centre - Equipment Reserve	365,346.45	0.00	0.00	0.00	0.00	365,346.45
Building Maintenance Reserve	1,620,574.64	0.00	0.00	0.00	0.00	1,620,574.64
Employee Relief Reserve	226,994.98	0.00	0.00	0.00	0.00	226,994.98
Employee Leave Entitlements Reserve	5,000.00	0.00	0.00	0.00	0.00	5,000.00
Refuse Site Environmental Works Reserve	82,960.37	0.00	0.00	0.00	0.00	82,960.37
Information Technology Reserve	406,982.52	0.00	0.00	0.00	0.00	406,982.52
Roadwork Construction & Major Maintenance Reserve	500,300.53	0.00	0.00	0.00	0.00	500,300.53
Meat Inspection Reserve	5,218.96	0.00	0.00	0.00	0.00	5,218.96
Accrued Salaries Reserve	379,359.78	0.00	0.00	0.00	0.00	379,359.78
Tourism Reserve	6,377.35	0.00	0.00	0.00	0.00	6,377.35
Recycling Education Reserve	82,334.11	0.00	0.00	0.00	0.00	82,334.11
Road Safety Programs Reserve	8,356.69	10,860.00	0.00	0.00	0.00	19,216.69
Council Land Development Reserve	20,838.59	0.00	0.00	0.00	0.00	20,838.59
Carried Forward Projects Reserve	2,968,519.73	0.00	0.00	0.00	0.00	2,968,519.73
Election Expenses Reserve	23,487.06	0.00	0.00	0.00	0.00	23,487.06
Town Planning Consultancy Reserve	91,740.47	0.00	0.00	0.00	0.00	91,740.47
Parks & Reserves Upgrades Reserve	549,702.69	0.00	0.00	0.00	0.00	549,702.69
Strategic Planning Studies Reserve	218,946.93	0.00	0.00	0.00	0.00	218,946.93
Pathways Reserve	164,161.78	0.00	0.00	0.00	0.00	164,161.78
Asset / Rates Revaluation Reserve	292,877.18	0.00	0.00	0.00	0.00	292,877.18
Refuse & Recycling Bin Replacement Reserve	54,075.81	0.00	0.00	0.00	0.00	54,075.81
Sale of Land Reserve	2,303,942.18	0.00	0.00	0.00	0.00	2,303,942.18
Emergency Services Reserve	10,306.48	0.00	0.00	0.00	0.00	10,306.48
Small Plant & Equipment Reserve	15,261.45	0.00	0.00	0.00	0.00	15,261.45
Storm Water Reserve	101,082.19	0.00	0.00	0.00	0.00	101,082.19
	11,706,639.62	10,860.00	0.00	0.00	0.00	11,717,499.62
Restricted						
Contribution to Works Reserve	601,543.28	62,768.69	0.00	0.00	0.00	664,311.97
Eaton Drive - Access Construction Reserve	153,212.42	0.00	0.00	0.00	0.00	153,212.42
Eaton Drive - Scheme Construction Reserve	904,633.29	0.00	0.00	0.00	0.00	904,633.29
Fire Control Reserve	1,108.89	0.00	0.00	0.00	0.00	1,108.89
Collie River (Eaton Drive) Bridge Construction Reserve	1,548,013.31	0.00	0.00	0.00	0.00	1,548,013.31
Unspent Grants Reserve	1,308,820.17	0.00	0.00	0.00	0.00	1,308,820.17
Swimming Pool Inspection Reserve	0.00	0.00	0.00	0.00	0.00	0.00
Unspent Specified Area Rate - Bulk Waste Collection Reserve	79,770.43	0.00	0.00	0.00	0.00	79,770.43
Unspent Specified Area Rate - Eaton Landscaping Reserve	67,486.00	0.00	0.00	0.00	0.00	67,486.00
Wanju Developer Contribution Plan Unspent Loan Reserve	0.00	0.00	0.00	0.00	0.00	0.00
Dardanup Developer Contribution Scheme - Dardanup Community Centre Reserve	7,317.22	0.00	0.00	0.00	0.00	7,317.22
Dardanup Developer Contribution Scheme - Community Centre Design Reserve	1,126.10	0.00	0.00	0.00	0.00	1,126.10
Dardanup Developer Contribution Scheme - Dardanup Public Library Reserve	4,356.65	0.00	0.00	0.00	0.00	4,356.65
Dardanup Developer Contribution Scheme - Wells Park Hard Courts Reserve	4,089.36	0.00	0.00	0.00	0.00	4,089.36
Dardanup Developer Contribution Scheme - Wells Park Clubroom Reserve	9,725.94	0.00	0.00	0.00	0.00	9,725.94
Dardanup Developer Contribution Scheme - Wells Park Clubrooms Design Reserve	1,282.14	0.00	0.00	0.00	0.00	1,282.14
Dardanup Developer Contribution Scheme - Wells Park Car Park Reserve	12,880.03	0.00	0.00	0.00	0.00	12,880.03
Dardanup Expansion Developer Contribution Plan Reserve	0.00	0.00	0.00	0.00	0.00	0.00
	4,705,365.23	62,768.69	0.00	0.00	0.00	4,768,133.92
Interest	0.00	0.00	127,574.39	0.00	0.00	127,574.39
Less: Outstanding Debtors	0.00	(61,130.00)	0.00	0.00	0.00	(61,130.00)
TOTAL	16,412,004.85	12,498.69	127,574.39	0.00	0.00	16,552,077.93



Notes to the Statement of Financial Activity
For the Period Ended 30 September 2019

5. STATEMENT OF INVESTMENTS

BANK	TYPE	AMOUNT	RATE	DAYS	FROM	MATURING	ESTIMATED INTEREST	INTEREST CREDITED 2019-2020
MUNICIPAL FUND								
Westpac / CBA	Municipal Fund Bank Account	\$ 2,264,284.19	0.40%			N/A	\$754.76	\$493.11
CBA	Term Deposit	\$ 1,000,000.00	1.59%	151	26-Sep-19	24-Feb-20	\$6,577.81	\$0.00
CBA	Term Deposit	\$ 1,000,000.00	1.59%	180	26-Sep-19	24-Mar-20	\$7,841.10	\$0.00
NAB	Term Deposit	\$ 1,000,000.00	1.68%	103	26-Sep-19	7-Jan-20	\$4,740.82	\$0.00
NAB	Term Deposit	\$ 1,000,000.00	1.68%	120	26-Sep-19	24-Jan-20	\$5,523.29	\$0.00
Macquarie	Term Deposit	\$ 1,000,000.00	1.70%	103	27-Sep-19	8-Jan-20	\$4,797.26	\$0.00
Macquarie	Term Deposit	\$ 1,000,000.00	1.70%	182	27-Sep-19	27-Mar-20	\$8,476.71	\$0.00
		<u>\$ 8,264,284.19</u>					<u>\$38,711.75</u>	<u>\$493.11</u>
TRUST FUND								
Westpac	Trust Fund Bank Account	\$ 1,160,476.07				N/A	\$0.00	\$300.25
		<u>\$ 1,160,476.07</u>					<u>\$0.00</u>	<u>\$300.25</u>
RESERVE FUND								
Westpac	Reserve Bank Account	\$ 2,552,077.93				N/A	\$0.00	\$615.35
Westpac	Coupon Select Deposit (Tailored Deposit)	\$ 5,000,000.00	2.94%	1098	22-Aug-17	24-Aug-20	\$445,485.16	\$37,052.05
Members Equity	Term Deposit	\$ 1,100,000.00	1.65%	274	26-Sep-19	26-Jun-20	\$13,990.28	\$29,496.49
AMP	Term Deposit	\$ 2,400,000.00	2.20%	188	25-Jul-19	29-Jan-20	\$27,195.62	\$33,271.23
NAB	Term Deposit	\$ 1,500,000.00	1.76%	184	12-Aug-19	12-Feb-20	\$13,308.49	\$0.00
NAB	Term Deposit	\$ 1,000,000.00	1.68%	103	26-Sep-19	7-Jan-20	\$4,740.82	\$0.00
NAB	Term Deposit	\$ 1,000,000.00	1.67%	180	26-Sep-19	24-Mar-20	\$8,235.62	\$0.00
NAB	Term Deposit	\$ 1,000,000.00	1.62%	270	26-Sep-19	22-Jun-20	\$11,983.56	\$0.00
Macquarie	Term Deposit	\$ 1,000,000.00	1.70%	182	27-Sep-19	27-Mar-20	\$8,476.71	\$0.00
		<u>\$ 16,552,077.93</u>					<u>\$499,979.56</u>	<u>\$100,435.12</u>
Total Interest Received								<u><u>\$101,228.48</u></u>





Notes to the Statement of Financial Activity
For the Period Ended 30 September 2019

5. STATEMENT OF INVESTMENTS (continued)

Total Funds Invested

Total Funds Invested as at Reporting Date -

Municipal Fund Investment Portfolio	\$ 6,000,000.00
Trust Fund Investment Portfolio	\$ -
Reserve Fund Investment Portfolio	\$ 14,000,000.00
	<u>\$ 20,000,000.00</u>

Investment Policy - Portfolio Risk Exposure

Council's investment policy provides a framework to manage the risks associated with financial investments.

Portfolio - Terms of Maturity

Limits are placed on the term to maturity thereby reducing the impact of any significant change in interest rate markets and to provide liquidity.

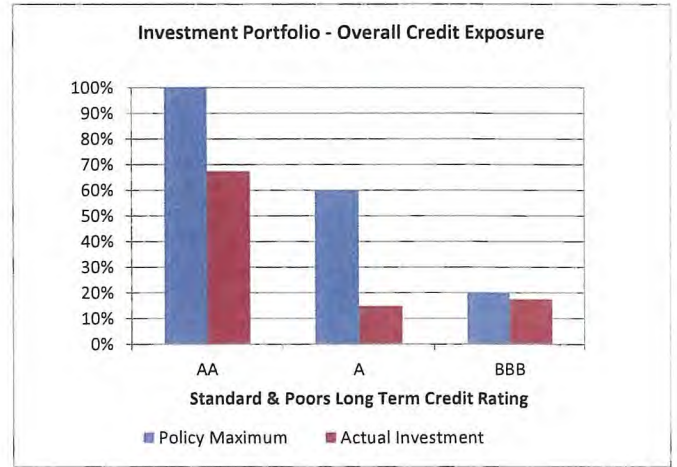
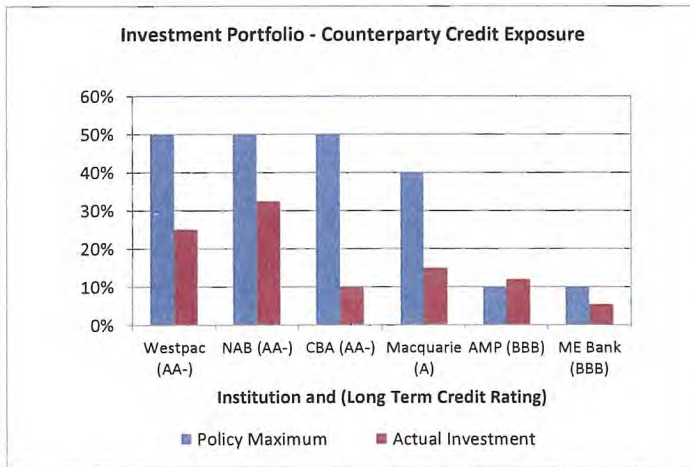
Counterparty Credit Exposure

Exposure to an individual authorised deposit-taking institution (ADI) counterparty will be restricted by their credit rating so that single entity exposure is limited.

Overall Credit Exposure

To control the credit quality on the entire portfolio, limits are placed on the percentage exposed to any particular credit rating category.

The following charts demonstrate the current portfolio diversity and risk compliance with the policy framework.



On 29th August 2019, the long term credit rating of AMP Bank was downgraded from A- to BBB by credit rating agency Standard & Poors. As a result of the downgrade, current investment holdings with AMP exceeds the Investment Policy maximum of 10% for an ADI with a long term credit rating of BBB. Action has been taken to redeem some of the AMP investments which will bring the total holdings within policy limits at the earliest opportunity (4th October 2019).



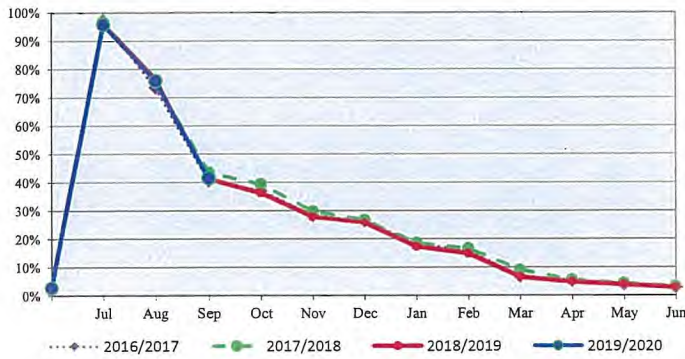
Notes to the Statement of Financial Activity
For the Period Ended 30 September 2019

6. Accounts Receivable as at 31 August 2019

Rates and Charges Outstanding

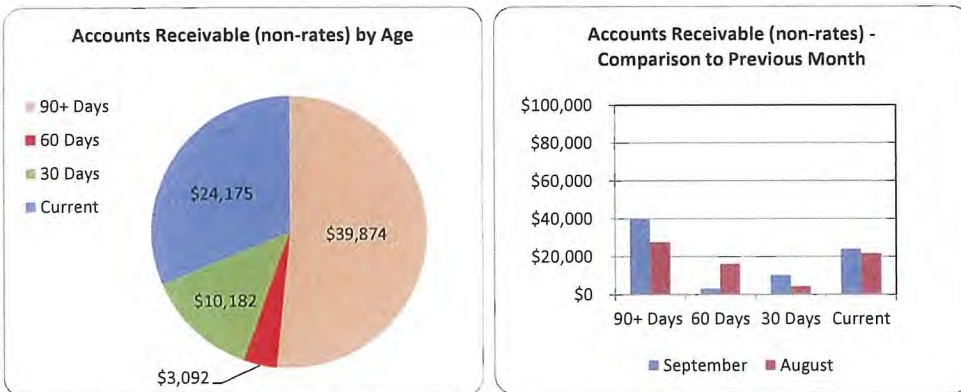
2019/20 annual rates were raised on 17 July 2019 and are due for payment by 12 September 2019. As at the reporting date, total outstanding rates and charges (including pensioner deferred rates) is \$6,648,394. This equates to 41.4% of rates and charges collectable and is at a similar ratio to recent years. It is the objective of management to achieve less than 4% of rates and charges outstanding by 30 June.

Outstanding Rates & Charges as % of Rates & Charges Collectable



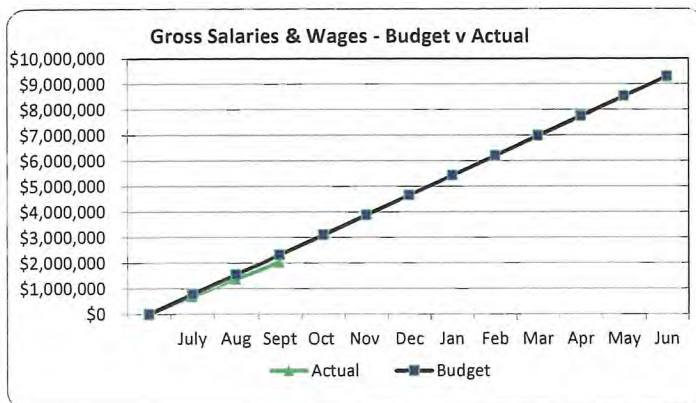
Sundry Debtors Outstanding (non-rates)

As at the reporting date, the total outstanding Sundry Debtors amount to \$77,323.



7. Salaries and Wages to 30 September 2019

At the reporting date, total salaries and wages expenditure is \$2,030,814 (21.85% of the annual budget of \$9,294,886 for the 2019/20 financial year).





Notes to the Statement of Financial Activity
For the Period Ended 30 September 2019

8 RATING INFORMATION

RATE TYPE	Rate in	Number of properties	Rateable value	2019/20 Budgeted rate revenue	2019/20 Budgeted interim rates	2019/20 Budgeted back rates	2019/20 Budgeted total revenue	2019/20 Actual total revenue	2018/19 Actual total revenue	2018/19 Budget total revenue
	\$		\$	\$	\$	\$	\$	\$	\$	\$
Differential general rate or general rate										
Gross rental valuations										
General Rates - GRV: Residential	0.100662	3,085	55,836,980	5,620,662	0	0	5,620,662	5,620,662	5,309,324	5,309,324
General Rates - GRV: Commercial	0.100662	54	13,605,420	1,369,549	0	0	1,369,549	1,369,549	1,315,359	1,315,359
General Rates - GRV: Industrial	0.100662	65	7,529,898	757,975	0	0	757,975	757,975	727,562	727,562
General Rates - GRV: Small Holding	0.100662	360	8,010,860	806,389	0	0	806,389	806,389	761,329	761,329
General Rates - GRV: Interim and Back Rates	0.100662	0	0	0	124,249	0	124,249	70,915	85,991	230,000
Unimproved valuations										
General Rates - UV: Broad Acre Rural	0.006259	488	273,051,000	1,709,026	0	0	1,709,026	1,709,026	1,644,349	1,644,349
General Rates - UV: Mining	0.006259	0	0	0	0	0	0	0	0	0
General Rates - UV: Interim and Back Rates	0.006259	0	0	0	0	0	0	0	0	0
Sub-Totals		4,052	358,034,158	10,263,601	124,249	0	10,387,850	10,334,516	9,843,914	9,987,923
Minimum										
Minimum payment										
\$										
Gross rental valuations										
General Rates - GRV: Residential	1,547.50	1,662	21,419,776	2,571,945	0	0	2,571,945	2,571,945	2,484,960	2,484,960
General Rates - GRV: Commercial	1,547.50	7	61,400	10,833	0	0	10,833	10,833	10,416	10,416
General Rates - GRV: Industrial	1,547.50	52	629,150	80,470	0	0	80,470	80,470	77,376	77,376
General Rates - GRV: Small Holding	1,547.50	72	607,980	111,420	0	0	111,420	111,420	104,160	104,160
General Rates - GRV: Interim and Back Rates	1,547.50	0	0	0	0	0	0	0	0	0
Unimproved valuations										
General Rates - UV: Broad Acre Rural	1,547.50	135	20,540,600	208,913	0	0	208,913	208,913	191,952	191,952
General Rates - UV: Mining	1,547.50	20	372,699	30,950	0	0	30,950	30,950	29,759	29,759
General Rates - UV: Interim and Back Rates	1,547.50	0	0	0	0	0	0	0	0	0
Sub-Totals		1,948	43,631,605	3,014,531	0	0	3,014,531	3,014,531	2,898,623	2,898,623
		6,000	401,665,763	13,278,132	124,249	0	13,402,381	13,349,047	12,742,537	12,886,546
Discounts/concessions							(5,000)	(295)	(19,775)	(5,000)
Total amount raised from general rates							13,397,381	13,348,752	12,722,762	12,881,546
Specified area rates							344,800	346,952	351,801	349,178
Total rates							13,742,181	13,695,704	13,074,563	13,230,724

Appendix ORD:1.2.3



**Notes to the Statement of Financial Activity
For the Period Ended 30 September 2019**

9. INFORMATION ON BORROWINGS

Debenture Repayments

Particulars	Loan No.	Principal	New		Principal		Interest		Principal	
		Opening Balance 01 July 2019	Loans 2019/20	Budget	Repayments 2019/20	Budget	Repayments 2019/20	Budget	Outstanding 30 June 2020	Budget
		\$	Actual	\$	Actual	\$	Actual	\$	Actual	\$
Community Amenities										
Wanju/Waterloo Industrial Park Developer Contribution Plans	New	0	0	750,000	0	0	0	0	0	750,000
Recreation and Culture										
Eaton Recreation Centre	59	363,773	0	0	0	83,083	0	22,423	363,773	280,690
Eaton Recreation Centre Extensions	63	21,440	0	0	0	21,440	0	1,146	21,440	(0)
Fitness Equipment	68	21,070	0	0	0	21,070	0	413	21,070	(0)
Glen Huon Oval Club Rooms	69	1,005,108	0	0	19,630	39,638	19,298	45,072	985,478	965,470
Transport										
Depot Land	66	559,417	0	0	27,873	56,313	11,384	25,841	531,544	503,104
Economic Services										
Gravel Pit Land - Panizza Road	61	113,015	0	0	0	22,466	0	7,381	113,015	90,550
Other Property and Services										
Administration Building Extensions	65	159,042	0	0	17,561	35,739	(5,590)	11,667	141,481	123,303
		2,242,865	0	750,000	65,064	279,748	25,092	113,943	2,177,801	2,713,117

All debenture repayments were financed by general purpose revenue.



**Notes to the Statement of Financial Activity
For the Period Ended 30 September 2019**

10 BUDGET AMENDMENTS

Amendments to the original budget since budget adoption. Surplus/(Deficit)

GL/JOB Code	Description	Council Resolution	Classification	Non Cash Adjustment \$	Increase in Available Cash \$	Decrease in Available Cash \$	Revised Budget Running Balance \$
	Budget Adoption		Opening Surplus				132,227
	Permanent Changes						
	Opening surplus adjustment				103,568		235,795
J12596	2019/20 Upgrade of Gravel Pit East Road	26/06/19 - 178-19	Capital Expense			(16,200)	219,595
1241002	Transfer from Reserve - Road Construction Reserve	26/06/19 - 178-19	Capital Revenue		16,200		235,795
J11712	Ferguson Hall	17/07/19 - 235-19	Capital Expense			(7,971)	227,824
1241010	Transfer from Reserve - Carried Forward Projects Reserve	17/07/19 - 235-19	Capital Revenue		7,971		235,795
J11640	Depiazzi Park	17/07/19 - 228-19	Capital Expense			(10,000)	225,795
1143001	Transfer from Reserve - Parks & Reserves Upgrades Reserve	17/07/19 - 228-19	Capital Revenue		10,000		235,795
J11636	Ferguson Valley Marketing for mobile visitor centre van.	14/08/19 - 238-19	Operating Expense			(25,000)	210,795
J11636	Gnomesville master plan	14/08/19 - 238-19	Capital Expense		25,000		235,795
1221505	Grant Revenue - Roads to Recovery	25/09/19 - 277-19	Capital Revenue		63,204		298,999
1241002	Transfer from Reserve - Road Construction Reserve	25/09/19 - 277-19	Reserve Transfer			(63,204)	235,795
0412506	Sundry Consultants - Other Governance	25/09/19 - 286-19	Operating Expense			(20,000)	215,795
					162,739	(59,171)	

(Appendix ORD:12.3)

SHIRE OF DARDANUP

MINUTES OF THE SHIRE OF DARDANUP, DARDANUP TOWNSCAPE COMMITTEE MEETING HELD ON MONDAY 14 OCTOBER 2019, AT SHIRE OF DARDANUP – DARDANUP OFFICE, COMMENCING AT 1.30PM.

1 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The Chairperson, Cr. P R Perks, declared the meeting open at 1.33pm, welcomed those in attendance and referred to the Acknowledgement of Country; Emergency Procedures, the Disclaimer and Affirmation of Civic Duty and Responsibility on behalf of Councillors and Officers:

Acknowledgement of Country

The Shire of Dardanup wishes to acknowledge that this meeting is being held on the traditional lands of the Noongar people. In doing this, we recognise and respect their continuing culture and the contribution they make to the life of this region by recognising the strength, resilience and capacity of Wardandi people in this land.

Affirmation of Civic Duty and Responsibility

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

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

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

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

Emergency Procedure

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

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

2.1

Attendance

- Cr. P R Perks - Elected Member
- Cr. J Dow - Elected Member
- Cr. P Robinson - Elected Member
- Mrs Jeanette Thomas - Community Member
- Mrs Lisa Ferris - Community Member
- Mr Luke Botica - Director Infrastructure
- Mr Mick Saunders - Manager Assets
- Mr Brenton Scambler - Manager Development Services
- Mrs Peta Nolan - PA – Director Infrastructure

2.2

Apologies

None.

3. PETITIONS/DEPUTATIONS/PRESENTATIONS

None.

4. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

4.1

Dardanup Townscape Committee Meeting Held 25 June 2019

**OFFICER RECOMMENDED RESOLUTION
& DARDANUP TOWNSCAPE COMMITTEE RESOLUTION**

DTC 05-19 MOVED - Cr. P Robinson SECONDED - Mrs. J Thomas

THAT the Minutes of the Dardanup Townscape Committee Meeting held on 25 June 2019, be confirmed as true and correct subject to the following correction:-

- **Page 19 Item 11 – Change:**

ELECTED MEMBER RECOMMENDED ACTION 01-19:

THAT the Chief Executive Officer be requested to investigate the supply of natural gas to Dardanup and Burekup.

To read:

DARDANUP TOWNSCAPE COMMITTEE RESOLUTION

DTC 05-19 MOVED - Cr. P Robinson SECONDED - Cr J Dow

THAT the Dardanup Townscape Committee recommend that Council request the Chief Executive Officer investigate the supply of natural gas to Dardanup and Burekup.

**CARRIED
CARRIED
8/0**

5. ANNOUNCEMENTS OF MATTERS FOR WHICH MEETING MAY BE CLOSED

None.

6. QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

None.

7. DECLARATION OF INTEREST

Discussion:

Chairperson, Cr. P R Perks asked the Committee and staff if there were any Declarations of Interest to be made.

There were no Declarations of Interest made.

8. ACTION SHEET UPDATE

ETC RES#	MEETING DATE.	PERSON RESPONSIBLE	ACTION	OUTCOME	STATUS
DTC 03-19	25-06-2019	Nathan Ryder Manager Operations	Council include the landscaping upgrade of Depiazzi Park, involving the use of waterwise native plantings, and park benches in the next revision of the Shire's Parks & Reserves Asset Management Plan.	Referred to Council at its meeting held 17-07-2019 Res 228-19:- <i>THAT Council upgrade Depiazzi Park involving the use of water wise native plantings, including 2 benches, with a budget of \$10,000 to be funded out of the Park & Reserves account.</i> Project underway. Mulch has been placed and plants ordered and being collected. Planting will occur and benches installed in the coming weeks.	Complete
DTC 04-19	25-06-2019	Mick Saunders Manager Assets	THAT the Dardanup Townscape Committee recommends to Council that Council considers the inclusion of an annual allocation for street tree planting in the next revision of the Shire's Parks & Reserves Asset Management Plan.	Referred to Council at its meeting held 17-07-2019 Res 229-19:- <i>THAT:</i> 1. <i>Council considers the inclusion of an annual allocation for street tree planting in the Shire's Parks & Reserves Maintenance Plan which is currently under development.</i> 2. <i>A report be brought back to Council to explain what the impact on active spaces in parks and reserves will be and also what the bush fire risk management implications may be.</i>	Current
DTC 05-19	25-06-2019	Mick Saunders Manager Assets	THAT the Chief Executive Officer be requested to investigate the supply of natural gas to Dardanup and Burekup.	Referred to Council at its meeting held 17-07-2019 Res 230-19:- <i>THAT Council request the Chief Executive Officer investigate the supply of natural gas to Dardanup and Burekup.</i> Under investigation.	Current

9. REPORTS OF OFFICERS AND COMMITTEES
--

9.1 Title: Ferguson Road Upgrade - Concept Plan

Reporting Department: Engineering & Development Services
Reporting Officer: Mr Mick Saunders – Manager Assets

Overview

Consideration of the Concept Plans for the Ferguson Road Upgrade is requested by the Committee in accordance with the resolution as outlined below.

Background

At the Dardanup Townscape Committee meeting held on 25 June 2019, the committee resolved [DTC 02-19] as follows:

DARDANUP TOWNSCAPE COMMITTEE RESOLUTION

DTC 02-19 MOVED - Cr. P Robinson SECONDED - Cr. J Dow

THAT the Dardanup Townscape Committee recommends to Council that Council delegate authority to the Dardanup Townscape Committee to develop the plans for the Ferguson Road Project, subject to:

- 1. The Dardanup community being consulted on the plans and any comments received being considered in the development of the plans;*
- 2. The project scope being contained to within the allocated 2019-2020 budget for the project; and*
- 3. The final plans being presented to Council for adoption prior to commencing construction works.*

CARRIED

At the Ordinary Council meeting held 17 July 2019, the above resolution was put to Council for consideration. Officers advised Council that:

“Delegation is not required to develop plans for this project, as such it is not recommended that Council delegate authority to the Dardanup Townscape Committee for this purpose.”

And Council resolved as follows:

*DARDANUP TOWNSCAPE COMMITTEE RESOLUTION
& COUNCIL RESOLUTION “A”*

227-19 MOVED - Cr. P S Robinson SECONDED - Cr. J Dow

THAT Council notes that the Dardanup Townscape Committee will develop the plans for the Ferguson Road Project, subject to:

- 1. The Dardanup community being consulted on the plans and any comments received being considered in the development of the plans;*

2. *The project scope being contained to within the allocated 2019-2020 budget for the project; and*
3. *The final plans being presented to Council for adoption prior to commencing construction works.*

*CARRIED
6/0*

As reported at the meeting of the 25 June 2019, the Shire has been successful in securing funding under the Regional Road Group for the upgrade of Ferguson Road from SLK 0.00 to SLK 0.27. The project is a staged project with a budget of \$30,000 in 2018 / 2019 for design and \$411,000 in 2019 / 2020 for construction. The purpose of the Regional Road Group Funding is to reconstruct the failed pavement and seal. During the design phase, the Shire is taking the opportunity to address safe pedestrian movements, bus movements, parking at the Our Lady of Lourdes School and pathway access from the Our Lady of Lourdes School to Wells Recreation Reserve.

The objectives of the Project are to reduce the traffic speeds within the Project Area. A lower speed environment is aimed to be created from the design works through a more constrained urban streetscape appearance and with reduced width traffic lanes.

The project entails two stages. The first stage (Stage 1) of construction is for the Section 0.00 SLK – 0.27 SLK. The design will allow for an interim tie-in point at this location. Stage 2 encompasses the section from 0.27 SLK - SLK 0.70.

Legal Implications - None.

Strategic Community Plan

Strategy 1.3.3 - Maximise Shire grant funding. (Service Priority: Flagship)

Strategy 4.2.1 - To be a visitor destination: Become a choice destination for tourists, visitors and our own residents. (Service Priority: Very High)

Strategy 2.5.1 Develop, review and implement Townscape Plans. (Service Priority: High)

Strategy 4.1.4 - To provide essential infrastructure: Facilitate the provision of essential services and infrastructure to support the growing community and local economy. (Service Priority: High)

Environment

The current concept will require removal of six claret ash trees from the road median, however new trees will be planted for shade over verges and footpaths as part of the project landscaping. New trees and plantings will be carefully selected to beautify the streetscape and meet safety requirements such as sight distances.

Precedents - None.

Budget Implications

Council has the following budget allocations for the project.

2018/2019 Budget:

Description	Expenditure	Income		Net Cost to Council
		RRG	Reserve	
Road Upgrade Redesign & Preliminaries	\$30,000	\$20,000	\$10,000	\$0

Draft 2019/2020 Budget:

Description	Expenditure	Income		Net Cost to Council
		RRG	Reserve	
Road Upgrade - Pavement Strengthening & Improvements	\$341,466	\$131,241	\$210,225	\$0
Renewal – Reconstruct & Seal	\$111,084	\$61,856	\$49,228	\$0
Dual Use Path – Charlotte St to Oval	\$112,938	\$80,903	\$32,035	\$0
Total in 2019/2020	\$565,488	\$274,000	\$291,488	\$0

Risk Assessment - Low.

Officer Comment -

The current concept is attached at (Appendix DTC 9.1).

There are many design elements incorporated in the current concept. These key elements have to be incorporated into the design in consideration of considerable constraints. Each key element represents a compromise between competing elements. The following are features of the concept:

1. The ability for pedestrians and school children to cross Ferguson Road at key intersections safely and conveniently is very important. A new 2.0m wide shared path is to be incorporated on the northern side of Ferguson Road from Our Lady of Lourdes Primary School to the Skate Park at Wells Recreation Park;
2. A bus embayment and a drop off area adjacent to Our Lady of Lourdes Primary School is provided;
3. An ACROD disabled parking bay on the Visitor Centre lot. Existing on street parking to be maintained along the southern side of Ferguson Road and the Visitor Centre;
4. Through traffic lanes to be reduced to 3.5m width. The existing medians are to be reduced in width in order to contain all public infrastructure within the 20.0m road reserve. The existing six trees within the median will be removed. Additional trees will be planted in the verges; and
5. Drainage improvements - design of surface and underground drainage, including required pits, pipes, grates and open drain improvements.

The expected benefits of the project are:

The verge treatment and reduced traffic lanes along the western section (180m long) of Ferguson Road create a more urban streetscape encouraging a slow speed environment.

Retained parking, new ACROD parking and pedestrian crossings are proposed at key locations along the project area to highlight the increased urban function and the need for a reduced speed.

Together these treatments assist to create an attractive and safe road environment in line with the posted speed limit of 60km/h. This will create an improved and appealing townscape for Dardanup.

Voting Requirements - Simple Majority.

Discussion:

Manager Assets, Mr Mick Saunders provided an overview of the recent consultations with the primary school and advised that there was minimal feedback received to the advertisement for public comment.

Mr M Saunders advised that with this project there will be a tight construction timeframe to fit in with the school operating times.

Mr M Saunders further informed that the design has been challenging as it includes 20 metres of road reserve that caters for pedestrians on both sides, bus parking and vehicle parking. For this reason the lane width has been reduced to 3.5m to reduce the speed of traffic through town. The median width has also been reduced.

Mr M Saunders confirmed that the Golden Ash trees in the median will need be removed. Replanting will be undertaken on the roadside to replace the trees removed. The median will remain clear.

There was discussion around concerns for the removal of the trees and that the Golden Ash and Claret Ash trees should be able to be relocated. It was requested that Staff make every effort to relocate the trees.

Cr P Perks commented that the crossover at the skate park is quite narrow (where drainage pipe is) and that whilst construction is underway this could also be widened and improved.

Mr M Saunders advised that the culvert being discussed will be replaced by Water Corporation with a larger culvert. He confirmed that it is possible that the pathway over the culvert can then be widened. Shire staff have met with Water Corporation and they are aware of the project timing.

Cr. P Robinson asked if staff have talked to the Visitor Centre. Mr M Saunders advised that the Project Manager has spoken to the Visitors Centre about the project and Shire staff are currently liaising with them about operations of the centre during the construction period.

Mrs Lisa Ferris asked about the necessity of the footpath on the northern side of Ferguson Road. She has spoken to the school staff who advised that not many children walk on the northern side to the oval.

Director Infrastructure, Mr Luke Botica advised that the school requested the footpath in the first instance and therefore it was included in asset planning, however this can be reconsidered with the school.

There was general discussion about the pedestrian traffic in the area and the need for improved crossover points. It was agreed to request:

- the removal of the footpath from school car park to the east subject to confirmation from the school.*
- the inclusion of a crossover from the shopping precinct to the church.*

Mrs L Ferris advised that if the footpath was removed the Claret Ash trees could be kept and also this footpath is very close to the road. Additionally, if there is a fence installed to protect pedestrians, this will affect the Bull and Barrel Festival stallholders.

Cr P Perks and Cr. P Robinson advised that there is also discussion by the Roadwise Committee about programs to reduce the speed limit in town. These projects are currently pending the Road Safety Commission review of its Imagine Zero Strategy.

There was general discussion about the trees in the median and the need to retain as many trees as possible and relocate the ones being removed.

Mr M Saunders requested input from the Committee regarding the type of path in front of the school and church. He advised that the type of path in front of the school is currently grey concrete. This could be done in red paving to match Charlotte Street.

Cr. P Robinson suggested that the colour should be same on both sides.

Cr P Perks suggested that by reducing the road width we may get some negative response from community as they may not understand the challenges in the design of the road. It was suggested that we could educate people why the design is the way it is. For example, a note in the Dardanup Times to promote that the reduction in lane width will achieve the reduction in speed of traffic in this area.

**OFFICER RECOMMENDED RESOLUTION
& DARDANUP TOWNSCAPE COMMITTEE RESOLUTION**

DTC 06-19 MOVED - Mrs L Ferris SECONDED - Cr J Dow

THAT the Dardanup Townscape Committee recommend to Council that it:

- 1. Receives the draft Ferguson Road Upgrade Concept Plan (Appendix DTC 9.1).**
- 2. Requests the following amendments be made to the draft Ferguson Road Upgrade Concept Plan (Appendix DTC 9.1):**
 - a) Revisit the size and design of the refuge at the visitors centre for improved safety;**
 - b) Remove the northern footpath from the east of the school car park to the skate park subject to confirmation with the school;**
 - c) Investigate the opportunity of including an additional crossing point from the shopping precinct to the church;**
 - d) The trees being removed from the median be relocated within the project boundaries; and**
 - e) Widen the crossing over the drain adjacent to the skatepark for improved access.**
- 3. Requests that the Chief Executive Officer presents the final draft of the Ferguson Road Upgrade Concept Plan, together with results of the community consultation, to Council for endorsement.**

CARRIED
8/0

10. ELECTED MEMBER MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

None.

11. NEW BUSINESS OF AN URGENT NATURE

None.

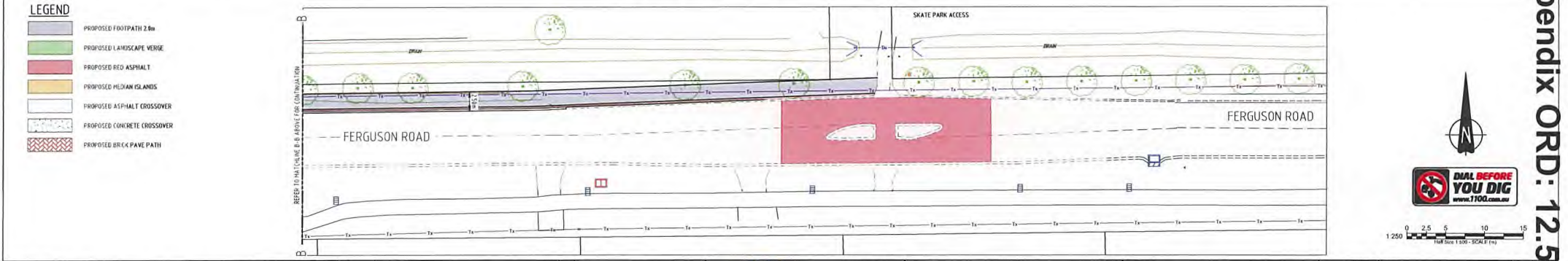
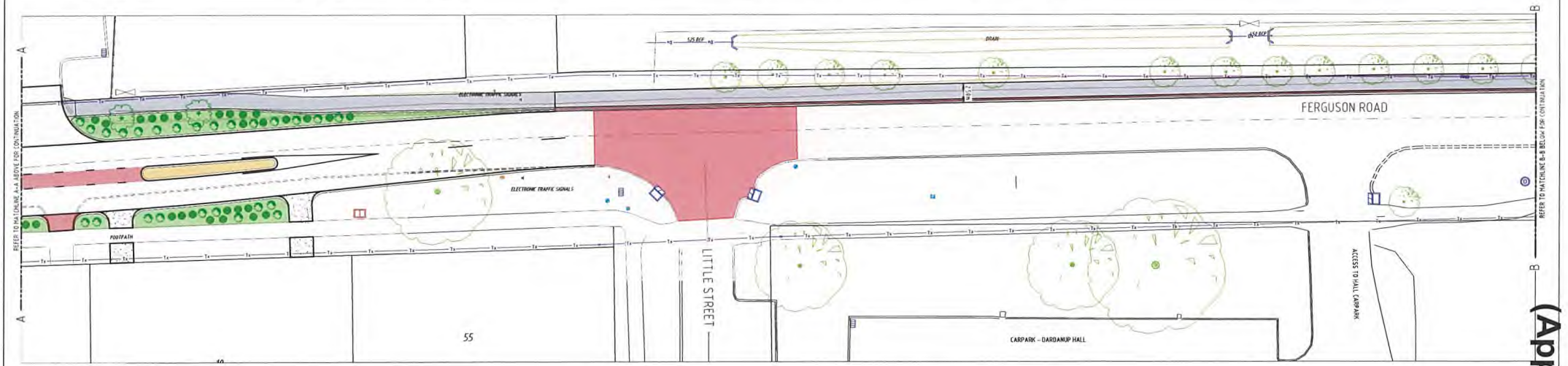
12. MATTERS BEHIND CLOSED DOORS

None.

13. CLOSURE OF MEETING.

The Chairperson advises that the date of the next Dardanup Townscape Committee Meeting is to be advised.

There being no further business the Chairperson declared the meeting closed at 2.31pm.



- LEGEND**
- PROPOSED FOOTPATH 2.5m
 - PROPOSED LANDSCAPE VERGE
 - PROPOSED RED ASPHALT
 - PROPOSED MEDIAN ISLANDS
 - PROPOSED ASPHALT CROSSOVER
 - PROPOSED CONCRETE CROSSOVER
 - PROPOSED BRICK PAVE PATH



PROJECT:
DARDANUP TOWN SITE
FERGUSON ROAD, DARDANUP

NO	DATE	REVISION
1	1-9-2019	PARKING BAYS ADDED AS PER SHIRE REQUEST: HARDWARE ENTRY AND BICYCLE
2	1-9-2019	PLAN REVISED FOR PUBLIC CONSULTATION
3	24-9-2019	GREY 3m PAVEMENT BAY 3 FOR ESCAPE STOP (DISABLED BAY, ADDITIONAL CAR BAYS CHURCH
4	8-1-2019	PRELIMINARY PLAN FOR DISCUSSION

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Porter Consulting Engineers
 Level 2, 17th Street
 34 Bakers Road
 Mt Pleasant QLD 4074
 PO Box 9036
 Cannonville QLD 4074
 Tel: 07 559 9955
 Fax: 07 559 9955
 Email: info@portercen.com.au
 www.portercen.com.au

CLIENT:
SHIRE OF DARDANUP

DRAWING:
FERGUSON ROAD LAYOUT
SHEET 1 OF 2
STATUS: FOR DISCUSSION

SCALE: 1:250	DRAWING NO:	REVISED BY:
DATE: APR 2019	19-3-48/900	D
DRAWN: JH	FILE NAME: S:\ACTIVE PROJECTS\19-03-DARDANUP\19-3-48.dwg	DATE:
ISSUED: MJV		

(Appendix ORD: 12.5B)



FERGUSON ROAD

CHARLOTTE STREET

FERGUSON ROAD

FERGUSON ROAD

FERGUSON ROAD

PATH NOTES

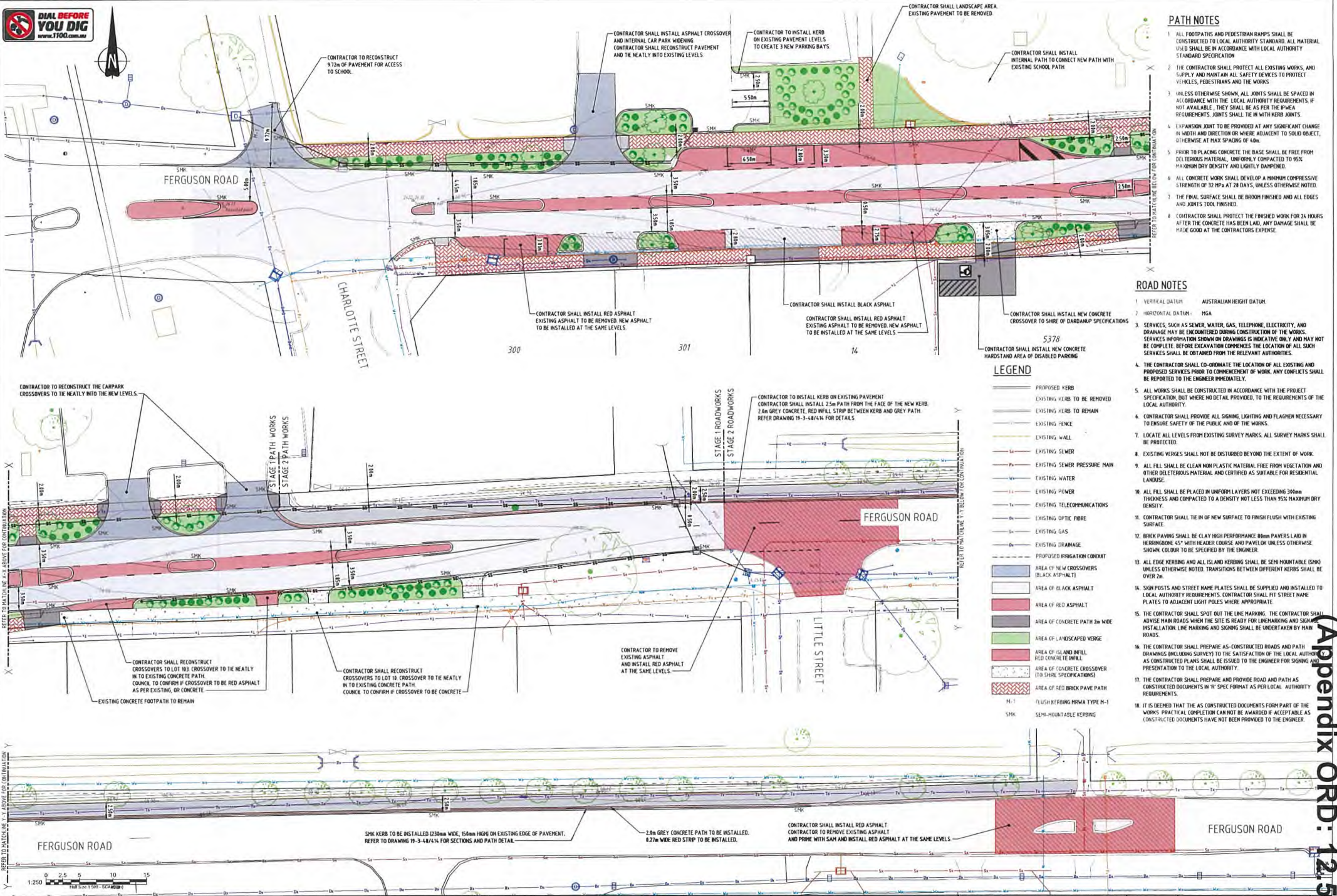
- 1 ALL FOOTPATHS AND PEDESTRIAN RAMPS SHALL BE CONSTRUCTED TO LOCAL AUTHORITY STANDARD. ALL MATERIAL USED SHALL BE IN ACCORDANCE WITH LOCAL AUTHORITY STANDARD SPECIFICATION.
- 2 THE CONTRACTOR SHALL PROTECT ALL EXISTING WORKS, AND SUPPLY AND MAINTAIN ALL SAFETY DEVICES TO PROTECT VEHICLES, PEDESTRIANS AND THE WORKS.
- 3 UNLESS OTHERWISE SHOWN, ALL JOINTS SHALL BE SPACED IN ACCORDANCE WITH THE LOCAL AUTHORITY REQUIREMENTS, IF NOT AVAILABLE, THEY SHALL BE AS PER THE PWA. REQUIREMENTS. JOINTS SHALL TIE IN WITH KERB JOINTS.
- 4 EXPANSION JOINT TO BE PROVIDED AT ANY SIGNIFICANT CHANGE IN WIDTH AND DIRECTION OR WHERE ADJACENT TO SOLID OBJECT, OTHERWISE AT MAX SPACING OF 40m.
- 5 PRIOR TO PLACING CONCRETE THE BASE SHALL BE FREE FROM DELIQUERIOUS MATERIAL, UNFORMLY COMPACTED TO 95% MAXIMUM DRY DENSITY AND LIGHTLY DAMPENED.
- 6 ALL CONCRETE WORK SHALL DEVELOP A MINIMUM COMPRESSIVE STRENGTH OF 32 MPa AT 28 DAYS, UNLESS OTHERWISE NOTED.
- 7 THE FINAL SURFACE SHALL BE BROOM FINISHED AND 24 HOURS AND JOINTS TO BE FINISHED.
- 8 CONTRACTOR SHALL PROTECT THE FINISHED WORK FOR 72 HOURS AFTER THE CONCRETE HAS BEEN LAID, ANY DAMAGE SHALL BE MADE GOOD AT THE CONTRACTORS EXPENSE.

ROAD NOTES

- 1 VERTICAL DATUM AUSTRALIAN HEIGHT DATUM.
- 2 HORIZONTAL DATUM MGA
- 3 SERVICES, SUCH AS SEWER, WATER, GAS, TELEPHONE, ELECTRICITY, AND DRAINAGE MAY BE ENCOUNTERED DURING CONSTRUCTION OF THE WORKS. SERVICES INFORMATION SHOWN ON DRAWINGS IS INDICATIVE ONLY AND MAY NOT BE COMPLETE. BEFORE EXCAVATION COMMENCES THE LOCATION OF ALL SUCH SERVICES SHALL BE OBTAINED FROM THE RELEVANT AUTHORITIES.
- 4 THE CONTRACTOR SHALL CO-ORDINATE THE LOCATION OF ALL EXISTING AND PROPOSED SERVICES PRIOR TO COMMENCEMENT OF WORK. ANY CONFLICTS SHALL BE REPORTED TO THE ENGINEER IMMEDIATELY.
- 5 ALL WORKS SHALL BE CONSTRUCTED IN ACCORDANCE WITH THE PROJECT SPECIFICATION, BUT WHERE NO DETAIL PROVIDED, TO THE REQUIREMENTS OF THE LOCAL AUTHORITY.
- 6 CONTRACTOR SHALL PROVIDE ALL SIGNING, LIGHTING AND FLAGMEN NECESSARY TO ENSURE SAFETY OF THE PUBLIC AND OF THE WORKS.
- 7 LOCATE ALL LEVELS FROM EXISTING SURVEY MARKS. ALL SURVEY MARKS SHALL BE PROTECTED.
- 8 EXISTING VERGES SHALL NOT BE DISTURBED BEYOND THE EXTENT OF WORK.
- 9 ALL FILL SHALL BE CLEAN NON PLASTIC MATERIAL FREE FROM VEGETATION AND OTHER DELIQUERIOUS MATERIAL AND CERTIFIED AS SUITABLE FOR RESIDENTIAL LANDUSE.
- 10 ALL FILL SHALL BE PLACED IN UNIFORM LAYERS NOT EXCEEDING 300mm THICKNESS AND COMPACTED TO A DENSITY NOT LESS THAN 95% MAXIMUM DRY DENSITY.
- 11 CONTRACTOR SHALL TIE IN OF NEW SURFACE TO FINISH FLUSH WITH EXISTING SURFACE.
- 12 BRICK PAVING SHALL BE CLAY HIGH PERFORMANCE 80mm PAVERS LAID IN HERRINGBONE 45° WITH HEADER COURSE AND PAVELS UNLESS OTHERWISE SHOWN. COLOUR TO BE SPECIFIED BY THE ENGINEER.
- 13 ALL EDGE KERBING AND ALL ISLAND KERBING SHALL BE SEMI MOUNTABLE (SMK) UNLESS OTHERWISE NOTED. TRANSITIONS BETWEEN DIFFERENT KERBS SHALL BE OVER 2m.
- 14 SIGN POSTS AND STREET NAME PLATES SHALL BE SUPPLIED AND INSTALLED TO LOCAL AUTHORITY REQUIREMENTS. CONTRACTOR SHALL FIT STREET NAME PLATES TO ADJACENT LIGHT POLES WHERE APPROPRIATE.
- 15 THE CONTRACTOR SHALL SPOT OUT THE LINE MARKING. THE CONTRACTOR SHALL ADVISE MAIN ROADS WHEN THE SITE IS READY FOR LINE MARKING AND SIGN INSTALLATION. LINE MARKING AND SIGNING SHALL BE UNDERTAKEN BY MAIN ROADS.
- 16 THE CONTRACTOR SHALL PREPARE AS-CONSTRUCTED ROADS AND PATH DRAWINGS (INCLUDING SURVEYS) TO THE SATISFACTION OF THE LOCAL AUTHORITY. AS CONSTRUCTED PLANS SHALL BE ISSUED TO THE ENGINEER FOR SIGNING AND PRESENTATION TO THE LOCAL AUTHORITY.
- 17 THE CONTRACTOR SHALL PREPARE AND PROVIDE ROAD AND PATH AS CONSTRUCTED DOCUMENTS IN 'R' SPEC FORMAT AS PER LOCAL AUTHORITY REQUIREMENTS.
- 18 IT IS DEEMED THAT THE AS CONSTRUCTED DOCUMENTS FORM PART OF THE WORKS. PRACTICAL COMPLETION CAN NOT BE ACHIEVED IF ACCEPTABLE AS CONSTRUCTED DOCUMENTS HAVE NOT BEEN PROVIDED TO THE ENGINEER.

LEGEND

- PROPOSED KERB
- EXISTING KERB TO BE REMOVED
- EXISTING KERB TO REMAIN
- EXISTING FENCE
- EXISTING WALL
- EXISTING SEWER
- EXISTING SEWER PRESSURE MAIN
- EXISTING WATER
- EXISTING POWER
- EXISTING TELECOMMUNICATIONS
- EXISTING OPTIC FIBRE
- EXISTING GAS
- EXISTING DRAINAGE
- PROPOSED IRRIGATION CONDUIT
- AREA OF NEW CROSSOVERS (BLACK ASPHALT)
- AREA OF RED ASPHALT
- AREA OF CONCRETE PATH 2m WIDE
- AREA OF LANDSCAPED VERGE
- AREA OF ISLAND INFILL RED CONCRETE INFILL
- AREA OF CONCRETE CROSSOVER (TO SHIRE SPECIFICATIONS)
- AREA OF RED BRICK PAVE PATH
- H-1 FLUSH KERBING HWMA TYPE H-1
- SMK SEMI-MOUNTABLE KERBING



PROJECT: DARDANUP TOWN SITE FERGUSON ROAD, DARDANUP		DATE: 22-08-2019 16-08-2019 09-08-2019 01-08-2019	DESCRIPTION: PATH STYLES AND ALIGNMENT REVERSE DRAINAGE ADEQUATE BLACK ASPHALT DETAIL DESIGN REVERSE PLAN/PROFILES PRELIMINARY PLAN FOR DISCUSSION	COPYRIGHT: INFORMATION IN THIS DRAWING IS THE PROPERTY OF THE CONSULTANT. THE CLIENT WILL OBTAIN THE DRAWING FROM THE CONSULTANT. ONLY THE CLIENT SHALL BE RESPONSIBLE FOR THE ACCURACY AND COMPLETENESS OF THE INFORMATION AND DATA PROVIDED TO THE CONSULTANT. THIS DRAWING IS NOT TO BE USED FOR ANY OTHER PROJECT WITHOUT THE WRITTEN APPROVAL OF THE CONSULTANT.	CLIENT: SHIRE OF DARDANUP	DRAWING: ROAD LAYOUT PLAN STATUS: FOR APPROVAL	DATE: 1230 DATE: OCT 2019 REVISION: 04 DESIGNER: P.V. CHECKER:	PROJECT NO.: 19-3-48/400	SCALE: 1:250 1:500 1:1000	APPENDIX ORD: 12, 50A
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From: Angela Hegney (Our Lady of Lourdes School - Dardanup)
[mailto:Angela.Hegney@cewa.edu.au]
Sent: Thursday, October 24, 2019 4:07 PM
To: Bret Howson
Subject: RE: Updates re Dardanup/Ferguson Road upgrade

Good afternoon Bret,

Sorry for the delay in replying, I have been out of the school for most of the day today.

I spoke with Mike Saunders this afternoon, and told him that the Board are happy with not having the path on the school side of the road to the recreation ground as long as the speed limit as far along the road as the refuge island is reduced. I think it already might be 50 there.

The second point is about the brick paving outside our library being the same as in Charlotte Street, that is fine with us.

Thank you for asking for our input.

Kind regards,
Angela

Mrs Angela Hegney
Principal
Our Lady of Lourdes School Dardanup
(08) 9728 1054



SHIRE OF DARDANUP

MINUTES OF THE SHIRE OF DARDANUP BUSHFIRE ADVISORY COMMITTEE MEETING HELD ON TUESDAY 29 OCTOBER 2019, AT SHIRE OF DARDANUP – EATON ADMINISTRATION CENTRE, COMMENCING AT 7.00PM.

1 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The Presiding Officer, Director Infrastructure - Mr Luke Botica, declared the meeting open at 7.00pm, welcomed those in attendance and referred to the Disclaimer and the Affirmation of Civic Duty and Responsibility on behalf of Councillors and Officers:

Acknowledgement of Country

The Shire of Dardanup wishes to acknowledge that this meeting is being held on the traditional lands of the Noongar people. In doing this, we recognise and respect their continuing culture and the contribution they make to the life of this region by recognising the strength, resilience and capacity of Wardandi people in this land.

Affirmation of Civic Duty and Responsibility

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

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

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

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

Emergency Procedure

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

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

2.1 Attendance

Mr Chris Hynes	-	CBFCO Eaton Townsite District
Mr Alan Charlton	-	DCFCO (South) FCO West Dardanup
Mr Clay Rose	-	DCFCO (North) / FCO Burekup
Mr Robert Drennan	-	FCO Waterloo District
Mr Rod Bailey	-	FCO Upper Ferguson
Mr Brendan Putt	-	FCO Dardanup Central
Mr Peter Robinson	-	FCO Joshua/Crooked Brook
Mr Ian Bridge	-	FCO Wellington Mill District
Mr Lynton Steers	-	Captain Ferguson District [Proxy]
Mr John Carter	-	Department of Fire & Emergency Services
Mr Paul Denison	-	Department of Fire & Emergency Services
Mr Darren Harvey	-	Department of Biodiversity, Conservation & Attractions
Cr Tyrrell Gardiner	-	Elected Member

Staff

Mrs Erin Hutchins	-	Coordinator – Ranger & Emergency Services
Mr Luke Botica	-	Director Infrastructure
Mr Murray Halden	-	Senior Ranger
Mrs Susan Oosthuizen	-	Director Sustainable Development
Mr Ben Anderson	-	Bushfire Risk Planning Coordinator
Mrs Donna Bailye	-	PA Deputy Chief Executive Officer

2.2 Apologies

Mr Richard Stacey	-	FCO Ferguson District
Mr Brenton Scambler	-	Manager Development Services

3. ELECTION OF CHAIRPERSON & DEPUTY CHAIRPERSON
--

3.1 Bush Fire Advisory Committee 2019 Terms of Reference

At the Shire of Dardanup Special Council meeting of the 23 October 2019, the 2019 Bushfire Advisory Committee Terms of Reference were adopted by Council [Res 309-19]. A copy of the new Terms of Reference are provided in (Appendix BFAC: 3.1).

RECEIVED

3.2 Election of Chairperson

At the Bushfire Advisory Committee meeting on 21 May 2019, the Bushfire Advisory Committee resolved to defer the election of the Chairperson and Deputy Chairperson until the meeting of the 29 October 2019. This was to allow for the incoming FCO's and new Councillors the opportunity to nominate for Chairperson or Deputy Chairperson.

Nominations for the position of Chairperson are to be given to Mr Luke Botica who will be the Presiding Officer for the election. Nominations should be in writing [forms available from the Presiding Officer].

The position of Chairperson will expire in October 2021 being the date of the next ordinary election Local Government Act 1995 2.28(2).

The nominee is to accept the nomination in writing to the position of Chairperson.

If more than one person is nominated, voting is to be conducted by secret ballot, with the candidate that receives the greater number of votes being elected.

Discussion:

Mr Peter Robinson was nominated for the position of Chairperson by Mr Ian Bridge, Mr Peter Robinson accepted the nomination.

As there were no other nominations Mr Peter Robinson was declared as Chairperson.

Mr Peter Robinson assumed the Chair.

3.3 Election of Deputy Chairperson

Nominations for the position of Deputy Chairperson were given to the Chairperson, in writing.

The position of Deputy Chairperson will expire in October 2021 being the date of the next ordinary election Local Government Act 1995 2.28(2).

The nominee is to accept the nomination in writing to the position of Deputy Chairperson. If more than one person is nominated, voting is to be conducted by secret ballot, with the candidate that receives the greater number of votes being elected.

Discussion:

Mr Ian Bridge was nominated for the position of Deputy Chairperson by Mr Peter Robinson, Mr Ian Bridge accepted the nomination.

As there were no other nominations Mr Ian Bridge was declared as Deputy Chairperson.

DECLARATION

Following due process as per Section 5.12 and Schedule 2.3 of the Local Government Act 1995 the following people are declared:

Mr Peter Robinson	-	Chairperson
Mr Ian Bridge	-	Deputy Chairperson

of the Bushfire Advisory Committee.

4. PETITIONS/DEPUTATIONS/PRESENTATIONS**4.1 Bushfire Risk Management Plan Presentation- Mr Ben Anderson**

The Shire of Dardanup's Bushfire Risk Planning Coordinator, Mr Ben Anderson, provide a presentation to the Committee on the Bushfire Risk Management Plan.

4.2 Volunteer HUB – Michelle Wells DFES

Ms Michelle Wells, Department of Fire and Emergency Services (DFES), will provide a presentation to the Committee on the Volunteer HUB.

Note: Notice was received by the Shire that Ms Michelle Wells is an apology for the meeting. The presentation will be reschedule for another time.

5. CONFIRMATION OF MINUTES OF PREVIOUS MEETING**5.1 Bushfire Advisory Committee Meeting Held 21 May 2019****BUSHFIRE ADVISORY COMMITTEE RESOLUTION**

BFAC 10-19 MOVED - Mr Brendan Putt SECONDED - Mr Rod Bailey

THAT the Minutes of the Bushfire Advisory Committee Meeting held on 21 May 2019, be confirmed as true and correct subject to no corrections.

CARRIED

6. ANNOUNCEMENTS OF MATTERS FOR WHICH MEETING MAY BE CLOSED

None.

7. QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

None.

8. DECLARATION OF INTEREST

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

9. ACTION SHEET UPDATE

PENDING ACTIONS:

ACTION & MEETING DATE.	PERSON RESPONSIBLE	ACTION	OUTCOME	STATUS
ACT 09/16 22/03/16	Chris Hynes	Community Emergency Services Manager – Matter to be tabled at the next Fire Shed meeting. Delegate task to small group to deal with the matter. Prepare a job description and then bring back to the Shire for Council consideration.	<p>Mr Chris Hynes – Following our recent Fire Shed meeting it was agreed that the brigades require the services of a CSEM Officer. I would like to bring this back as a matter to be addressed by the Shire.</p> <p>Mr Luke Botica – We are looking at this matter internally. We will be discussing in the near future and will look at all possibilities. Will report back at a later date.</p> <p>Mrs Erin Hutchins – initial discussions with DFES indicated there was no available funding for a CESM within the Shire; however the Shire has allocated funding for a new position of Emergency Officer to assist with supporting the brigades. This newly created position will see a support person working 15 hours a week.</p> <p>16/10/18 Mrs Erin Hutchins advised that the Emergency Officer, Ms Natalie Robertson, will commence with the Shire on Tues 23 October 2018.</p> <p>Mr Steve Potter advised the committee that Funding model applied by DFES for the CESM position is a 50/50 contribution on the part of DFES and the Shire. He commented that in the event that DFES did offer to fund 2.5 days per week, the Shire would already be contributing its portion and the position could increase. However clarified that the current position has been created for 15 hours per week with no outlook to increase these hours.</p> <p>Mr Robert Doherty queried what would happen to the Emergency Officer position if the funding does become available.</p> <p>Mrs Erin Hutchins advised that the CESM is a different position and would go through a selection process. Clarifying that the current position is permanent part-time.</p> <p>Mr Robert Doherty went on to comment that both positions will not be required.</p>	COMPLETE

ACTION & MEETING DATE.	PERSON RESPONSIBLE	ACTION	OUTCOME	STATUS
			<p>Mr Luke Botica responded that this would be assessed when funding was secured.</p> <p>Please refer to item 10.13 Coordinator Emergency & Ranger Services Report – Mrs Erin Hutchins</p>	
ACT 14/16 24/05/16	Luke Botica	Shire to define a policy on roadside burning consistent with the needs identified in the proposed Bushfire Risk Management Plans.	<p>The Shire of Dardanup will provide the Chief Bush Fire Control Officer, Deputy Chief Bush Fire Control Officer and Fire Control Officers with maps to enable high risk areas and fuel loads to be mapped by hand.</p> <p>The Shire will:</p> <ul style="list-style-type: none"> • Electronically map the identified areas and design a strategic plan to mitigate these areas (through burns). • Responsible for all community liaisons in the lead up to burns and other mitigation practices relating to the strategic plan. • Responsible and provide all traffic management during burns and other mitigation practices relating to the strategic plan. <p>Bush Fire Brigade Officers are covered under the Shire's insurance when conducting 'normal brigade activities' (refer Section 35A (c) specifically for fire prevention activities) of the Bush Fires Act 1954).</p> <p>Chief Bush Fire Control Officer, Deputy Chief Bush Fire Control Officer or Fire Control Officers to complete burn prescription (refer to Office of Bushfire Risk Management (OBRM) Basic Prescribed Fire Plan Package).</p> <p>The Shire of Dardanup will provide refreshments to active brigade members participating in the mitigation works.</p> <p>The Shire is still looking at undertaking the mapping. Due to the delays experienced this season with the current trialled burns the mapping has not been completed. The Shire is aiming to have the</p>	COMPLETE

ACTION & MEETING DATE.	PERSON RESPONSIBLE	ACTION	OUTCOME	STATUS
			<p>mapping ready for the 2018 fire season, and will present the maps at this stage. (31/10/2018).</p> <p>20/02/18 The Committee discussed the Shire mapping and it was agreed that the maps previously generated by the Shire would be forwarded to the FCO's. Each FCO would update and identify priority areas and return to the Shire to assist with the mapping exercise.</p> <p>15/05/18 Mr Robert Doherty requested that the maps be completed by the FCO's and returned to the Shire. (15/05/2018).</p> <p>16/10/18 Mrs Erin Hutchins advised that 4 roadside burning applications had been received, with one map. The Committee discussed the request for maps from FCO's. CBFCO advised that the main issue was time constraints. Mr Robert Doherty acknowledged that it takes time but emphasised that a decision should be made.</p> <p>09/05/19 This will now be captured through the Bushfire Risk Management Plan with the assistance of Ben Anderson – Bushfire Risk Planning Coordinator. The plan incorporates areas of risk and possible treatment options including burns, mechanical works, spraying etc. The Shire will be eligible to apply for Mitigation Activity Funding (MAF) to assist with the cost of treatments.</p>	

10 REPORTS OF OFFICERS AND COMMITTEES

10.1 Title: Chief Fire Control Officer (CFCO) Report – Chris Hynes

Reporting Department: CFCO - Dardanup

Reporting Officer: Chris Hynes

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

Activity Report Since Last BFAC Meeting

<i>Fire Call Outs</i>	Nil
<i>Appliance and Equipment</i>	Nil
<i>Training</i>	<p>Training for Swiftworks - I will be calling for Members of each brigade to learn how to use Swiftworks.</p> <p>RUI Exercise at Wellington Mills was a great learning exercise for all involved, I hope to do the same in other brigade areas.</p> <p>Trainer assessor refresher update for people that previously had the competencies will be rolled out soon. It is believed that it will be relatively easy to be updated to provide the new training packages.</p> <p>Preseason Workshop preparation is under way for FCOs and Captains.</p>
<i>Meetings Held</i>	<p>Myself and the DCBFCOs meet about once a month with the Shire and DFES to ensure that our 8 brigades are looked after. If your brigades have any items that you want addressed at these meetings contact myself or the other two DCBFCOs. This will ensure items raised can be dealt with in a timely manner.</p> <p>Other Meetings: (ROAC) Regional Operations Advisory Committee. (PAT) Project Advisory Team for a new 1.4 on going.</p>
<i>Membership – Recruitment/Resignation</i>	Nil.
<i>Concerns</i>	<p>At a recent ROAC meeting, concerns were raised around the use of different mapping at incidents, as DFES uses FES maps and DBCA uses ESD maps along with BFB which creates confusion. It was stated that these maps can be overlaid, but it needs the people creating them to know how to do this. It appears there needs to be more training with this to ensure the maps reflect the right information for the organisation carrying out firefighting tasks at incidents.</p> <p>Other problems, - iOS doesn't always work with other systems. IE DFES.</p>

<i>Initiatives</i>	<p>DFES has appointed a new Chaplain. Bushfire brigades will have access to this service. Also the wellness branch has counselling available to all members and families. This is a confidential service and only the people seeking this service and the consultant will know about it.</p> <p>Any counselling sessions will not be revealed to anyone else. There are 6 Free sessions per member and family member.</p> <p>Thank you to the Shire of Dardanup for granting an Expenses budget for items outside the LGGS.</p>
<i>Other News</i>	<p>Melissa from WALGA attended our ROAC meeting recently and it was good to listen to her presentation on what WALGA is doing in regards to Emergency Management with Local Government. Many items that were discussed at this meeting were similar to the issues that I had been raising. In Who is responsible for looking after the needs of CBFCO, DCBFCOs and FCOs as items for us are not eligible under the LGGS and what LG is responsible for in this space.</p> <p>We have a representative on a State operations group being Terry Hunter from Collie. In that group is Melissa from WALGA and the Commissioner and others from around the state.</p> <p>Items that I raised with Terry and WALGA will go to these meetings along with the ROAC meeting Minutes, to ensure that our items raised are acted on, and don't just sit in the too hard pile.</p> <p>Land is being currently sort in Collie to build the new level 3 Incident Control Centre.</p> <p>Forest Product Commission are buying up land east of Collie and out toward Boyup Brook, as there is an increased demand for pine and blue gum trees.</p>

Discussion:

Mr Chris Hynes spoke to his report and reminded the brigades of the availability of the Chaplin services and to ensure FES maps overlap when being used.

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

Discussion:

Mr Darren Harvey presented the following report to the Committee:

1. Prescribed Burning Spring 2019;

Wellington District 11 Burns Commenced/ Continued/ Completed (approx. 5370 ha).

The Spring prescribed burn program was mainly composed of small multiple cells burns with medium to high levels of complexity and implementation requirements.

There was significant burning in Dardanup Shire Commencing and completed, 5 burns (approx. 2590 ha). Burns include; WTN_020 Lowden, WTN_047 Dardanup, WTN_061 Boyanup, WTN_092 Arcadia, WTN_093 King Jarrah.

Will still be continuing monitoring of additional cells however, the SDI is increasing so opportunities will be limited. Monitoring of burns that have been commenced will be ongoing.

2. Bushfires

18 bushfires recorded for the District; none have been within the Dardanup Shire.

3. Aerial Suppression

The Wellington Spotter plane has commenced flights, the aerial suppression aircraft have been utilised recently due to recent fire threats to Private properties, they have been used outside of regular contract requirements. Aircraft will be based as per previous years, with 2 fix wing bombers in Sunbury and 2 helitac bombers in Busselton.

Aerial Suppression Aircraft (Western Australia) - 2019/20 Bush fire Season Availability Schedule (as @ 20191029)

	1-Nov-19	1-Dec-19	15-Dec-19	20-Dec-19
Jandakot	1 x AS355 Air Attack Platform (H) 2 x 2148 Helitacks (H) (2,650L)	1 x AS355 Air Attack Platform (H) 4 x 2148 Helitacks (H) (2,650L) 2 x Air Tractor 802 (FW) (3,150L)*	1 x AS355 Air Attack Platform (H) 4 x 2148 Helitacks (H) (2,650L) 2 x Air Tractor 802 (FW) (3,150L)*	1 x AS355 Air Attack Platform (H) 4 x 2148 Helitacks (H) (2,650L) 2 x Air Tractor 802 (FW) (3,150L)* 1 x Air Intelligence Platform (H)
Bunbury		2 x Air Tractor 802 (FW) (3,150L)*	2 x Air Tractor 802 (FW) (3,150L)'	2 x Air Tractor 802 (FW) (3,150L)*
Busselton			2 x 2148 Helitacks (H) (2,650L)	2 x 2148 Helitacks (H) (2,650L)
Manjimup			2 x Air Tractor 802 (FW) (3,150L)'	2 x Air Tractor 802 (FW) (3,150L)*
Albany			2 x Air Tractor 802 (FW) (3,150L)'	2 x Air Tractor 802 (FW) (3,150L)*
Serpentine				1 x Air crane (H) (7,000L)

(H): Helicopter (Rotary Wing) (FW): Fixed Wing

• Air tractor 802 Fixed Wings dates are to be reviewed and subject to change as required.

N.b. Aircraft may be put on earlier (permanently or temporarily) and differently based for any early season weather/ incident requirements.

N.b. DFES will staff both the Air Attack Supervisor and Air Desk Officer role until FW aerial firefighting aircraft are put on line later in Nov or early Dec (then becomes DFES /D8CA Joint Operation).

4. *Bushfires Act 1954- Section 46*

Provides a provision for the Departments Duty Officer/ CALM Officer to request that a PP burn within 3km of state forest be postponed until potential risk concerns are reduced. These may include; weather conditions, current fire activity or resources availability.

Requests for this to happen are made based on a risk assessment by the Duty Officer, they will be made with liaison with the property owner and the CBFCA, which would also include potential mitigation measures.

Requests to postpone would generally be to wait a few hours until conditions change or to potentially postpone for a day.

Excerpt from Bushfires Act 1954:

46. Bush fire control officer or forest officer may postpone lighting fire

(1A) *Notwithstanding any other provision of this Act -*

- (a) *subject to subsection (1B) a bush fire control officer, or the local government in whose district the land is situated may prohibit, or from time to time postpone the lighting of a fire, where in his or its opinion the fire, if lit, would be or become a source of danger by escaping from the land on which it is proposed to be lit;*
- (b) *where a fire is burning on land and the bush fire control officer or the local government as the case may be is of the opinion that the fire is in danger of escaping from that land, he or it may direct that all reasonable steps be taken by the owner or occupier of the land to extinguish the fire or to prevent the fire from spreading.*

(1B) *Where it is proposed to light a fire within 3 km of a boundary of forest land, an authorised CALM Act officer may exercise the powers conferred by the last preceding paragraph to the exclusion of the exercise of those powers by a bush fire control officer or the local government but if an authorised CALM Act officer fails to exercise the powers a bush fire control officer or local government may exercise those powers.*

(2) *A person who lights a fire contrary to the provisions of this section or who fails to carry out any direction given to him pursuant to this section is guilty of an offence. **

Penalty: \$10 000.

(3) *If, as a result of the exercise of any power conferred by subsection (1A) or (1B), a person, who has paid a fee to a local government for a permit to light a fire, is precluded from doing so in such circumstances that the permit is of no use to him the local government shall, on being requested to do so, refund the fee to him.*

5. District Staff Changes/ Contacts

District Fire Coordinator:

Kyle Hulls is no longer working as the District Fire Coordinator, has accepted a job as the Senior Fire Training and Development Officer. In his absence Jessica Newman is the A/ District Fire Coordinator, based in Collie (ph. 9735 1988).

Senior Operations Officer:

Simon Martin is no longer the Senior Operations Officer; he has accepted a role as Regional SFM Coordinator in Sunbury. The new Senior Operations Officer is Allan Madgwick, based in Collie (ph. 9735 1988).

District Roster:

We have changed our roster for this year, the roster now includes a person to be rostered in Bunbury which aligns with the South West Response Zone requirements. It generally covers for a response and liaison officer in the event of a fire within the new Regional Park areas and within the response zone.

Discussion:

The Committee discussed Section 46 of the Act, wherein a forest officer may postpone the lighting of fires within 3km of the boundary of forest land. The permit procedure was discussed, together with the log number process with DBCA. Mr Darren Harvey provided details on the reasoning behind the cancellation of a burn permit when within 3km of the boundary of forest land.

Mr John Carter advised that he would seek further clarification on the matter and report back to the Chief.

10.3 Title: Department of Fire & Emergency Services (DFES) – Mr John Carter**Discussion:**

Mr John Carter provided the following report to the meeting:

AUSTRALIAN SEASONAL BUSHFIRE OUTLOOK: AUGUST 2019

Rainfall deficiencies have persisted across most of the south west of Western Australia, with this area experiencing its driest start to the year, followed by the seventh-driest autumn on record. In addition, drier and warmer than average conditions in October, which has increased soil moisture deficits and stress in woody vegetation. These conditions have resulted in above normal fire potential for parts of the Swan Coastal Plain, Avon Wheatbelt, Jarrah Forest, Warren, Esperance Plains and Mallee regions.

Available at <https://www.bnhcrc.com.au/hazardnotes/63>.

The BOM have released (issued 24 October 2019) their seasonal climate outlook for November to February. BOM area forecasting below average rainfall and above average maximum and minimum temperatures for this period. Access to this forecast is available via this link - <http://www.bom.gov.au/climate/outlooks/#/overview/video>

RURAL URBAN INTERFACE EXERCISE – WELLINGTON MILLS

Thanks to all volunteers who participated in the Wellington Mills RUI and community meeting on Sunday 22 September.

PRE-SEASON BUSHFIRE FORUM

Planned for Saturday 9 November in Bunbury from 10am to 3pm. The aim of the forum is to develop streamlined inter-agency operations, provide an update of changes and improvements to fire suppression activities and share information and knowledge for the upcoming bush fire season.

FCO AND CAPTAINS PRE-SEASON EXERCISE

Planned for Sunday 3 November 9-12 noon at the West Dardanup BFB station. Aim of the exercise is to provide skills and knowledge for the Dardanup BFB FCOs and Captains in the event of them having to manage a bushfire occurring in their area.

LEVEL 3 INCIDENT CONTROLL CENTRE & DRIVER TRAINING CENTRE

DFES is working with the Shire of Collie to identify a suitable site for the new Level 3 Incident Control

Centre and the Driver Training Facility based in Collie area.

BUSHFIRE MITIGATION

DFES Bushfire Management Branch are working closely with Local Governments to assist with Bushfire Risk Management Plans throughout the state.

BUSHFIRE CENTRE OF EXCELLENCE

DFES Rural Fire Division - Bushfire Centre of Excellence (BCoE) has been officially launched and soon to be operating out of temporary facilities in Pinjarra. A new purpose-built facility is being designed and will be located at the Peel Business Park. DFES are currently undertaking recruitment to fill the full-time positions.

Training courses have already commenced, and a training schedule is being developed for publication. They are also reviewing current bush firefighting training products and courses.

Further details of the BCoE are available on their website - <https://www.dfes.wa.gov.au/bushfirecoe>

eACADEMY AND VOLUNTEER TRAINING PROGRAM

A new and improved version of eAcademy will be released in January 2020. This new student interface is simpler to use and mobile device friendly – it will adapt to whatever device you are using to access eAcademy.

Service specific Training Programs will be released in January 2020. These Training Programs will replace the current Volunteer Fire, SES and VMR Training Pathways. Attached are the Pathways to Program Transition Guide and Bush Fire Service Training Program and Implementation Guide.

OPERATIONAL CIRCULAR 63/2019 - ALL HAZARDS DEPLOYMENT REGISTER

Expressions of Interest (EOI) are requested from suitably qualified DFES, CFRS, VFERS, SES, VFES, Marine Rescue WA and BFB personnel wishing to be considered for deployment (should the need arise) to intrastate, interstate and international emergencies. This EOI is for the period 15 October 2019 – 14 October 2020.

Please ensure any application has the relevant LG approvals.

SAFETY CIRCULAR 07/2019 - TOYOTA LANDCRUISER TYRE INFLATION

A hazard has been identified when inflating Land Cruiser tyres using the Bushranger Max Air III Compressor. As some Land Cruisers have split rim wheel assemblies, there is a risk of injury should personnel attempt to re-inflate tyres from below 21psi, when the wheel is damaged, or the locking ring has dislodged.

SAFETY CIRCULAR 12/2019 - SAFETY AND SECURITY AT INCIDENTS

In April this year, a VFERS brigade attended an 'Unknown fire' incident that was reported to involve gunshots. With Police en-route, the VFERS approached the property before locating the fire in the backyard. It was determined that burning aerosol cans were causing sounds similar to gunshots. Whilst attending to the fire, the fire appliance was stolen.

The primary concern is the risk to personnel safety in approaching a potentially dangerous situation, namely approaching a house where gunshots had been reported and with no police presence. The theft of the appliance is an important yet secondary matter to personnel welfare.

All personnel are reminded that their safety at incidents is paramount. Police attendance can be requested through ComCen or the RDC.

SAFETY CIRCULAR 14/2019 - TOYOTA LANDCRUISER TYRE INFLATION

In addition to Safety Circular 07/2019, an extended 3.5 metre red air hose will be distributed to replace the black hose currently used on the Bushranger Max Air III compressor. This new hose is a safety control measure to isolate the hazard when inflating tyres on split rims. Hoses will be delivered to each regional office for wider distribution by the regions to stations/brigades/units.

GENERAL CIRCULAR 111/2019 - FIRST AID TRAINING FOR DFES OPERATIONAL STAFF AND VOLUNTEERS

Provision of first aid training is now available to all DFES operational personnel and affiliated volunteers. Administration of First Aid training has been delegated to DFES Superintendents. DFES will coordinate BGU funding for all DFES initiated Provide First Aid courses. All DFES personnel and affiliated volunteers will be eligible to receive training in 'Provide First Aid' (HLTAID003); which is valid for a period of three years.

INCIDENT REPORTING SYSTEM (IRS)

Brigades are requested to ensure they complete the IRS Report Form (Bushfire) if the Primary Responder brigade. All other attending (supporting) brigades need to complete the IRS Report Form (Attendance).

Incident reporting is a legislative requirement of DFES but also contributes to profile building for hazard management and resource to risk (R2R) planning. IRS is also used as a record of volunteers attendance history and can be used to support claims of presumptive legislation for cancer.

10.4 Title: Bushfire Training Officer Report – Vacant

No Report.

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

Reporting Department: Burekup BFB

Reporting Officer: Clay Rose

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

Activity Report Since Last BFAC Meeting

Fire Call Outs	<ul style="list-style-type: none"> • 30-5-19 escape from control burn Yuill property corner SW Hwy & Rose Road , thanks to Waterloo brigade for their assistance. • 4-6-19 Pile Rd escape from control burn . • 5-6-19 Lenard Rd escape from control burn Rhyse Partridge property . Thanks to Waterloo brigade for assistance.
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	<ul style="list-style-type: none"> • 5-6-19 unattended unauthorised fire Clarke St Burekup town . • 6-6-19 unattended pasture burn Alma Road Roelands. • 6-1-19 escape from control burn Beela Road Olive Hill.
<i>Appliance and Equipment</i>	Good.
<i>Training</i>	Training; bi monthly in house training. One member passed HR licence .
<i>Meetings Held</i>	Committee meeting 17-8-19. Meeting with Shire staff regarding Burekup Community Facilities Plan .2-10-19.
<i>Membership – Recruitment/Resignation</i>	Nil.
<i>Concerns</i>	FIRS reports not appearing on monthly shire reports even though they are posted to ranger services & faxed to DEFS com centre. Shire failed to pass on to brigade civil works involving new foot path at front of Station Russell Rd restricting access & exit to car park & station .
<i>Initiatives</i>	<ul style="list-style-type: none"> • Hydrants checked & marked 17-8-19. • Busy bee station garden & appliance 17-8-19. • Fund raiser sausage sizzle Bunnings - Treendale 16-9-19.
<i>Other News</i>	<ul style="list-style-type: none"> • 1.4 Appliance attended RUI at Wellington Mills. • NBN Installed station 7-10-19.

Discussion:

Mr Clay Rose discussed the matter of First Responder reporting, together with an update on the Collie River Road Standpipe.

10.6

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

Reporting Department: Dardanup Central BFB

Reporting Officer: Brendan Putt

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

Activity Report Since Last BFAC Meeting

<i>Fire Call Outs</i>	7 Call outs since the last BFAC meeting, none recently.
<i>Appliance and Equipment</i>	We have no outstanding issues. Appliance had a light season last year
<i>Training</i>	About to start our summer program of training every 2 nd week.
<i>Meetings Held</i>	Once a month - last one to complete PPE ordering and check equipment and clean the station.
<i>Membership – Recruitment/Resignation</i>	<ul style="list-style-type: none"> Nick Italiano has recently completed his training. Finn Dau has completed training, who is not 16 yet and trains with JCB fire Brigade and us. I believe he will be able to come for mopping up no 000 calls.
<i>Concerns</i>	No internet connection at station, although computer laptop etc supplied two seasons ago. This would greatly improve our ability to deliver training info to members and help out with admin.
<i>Initiatives</i>	Brigade recently organized a preseason get together at Potters Gorge, camping overnight. It was a very successful event, which we plan to make a yearly event.
<i>Other News</i>	Nil.

Item/s For BFAC Discussion1. *Item One –Internet Connection*

We are currently waiting for a fixed line service to the station, which seems to be causing lots of problems for providers. Would recommend a prepaid mobile modem internet device instead so that all fire brigades could obtain internet quickly. This can be achieved for as little as \$30 per month and could be used in trucks on fire calls for mapping etc.

Officer Comment – Mrs Erin Hutchins – Coordinator Emergency & Ranger Services

The roll put of NBN is currently underway for those Brigades that are serviceable.

Dardanup West and Burekup Brigades have been installed, tested and are in use.

Dardanup Central is being installed on the 24 October and completed by Telstra on 4 November.

Waterloo will be delayed until the new building is up, otherwise there is an additional cost of \$500 to have the service moved once the new building is in place and possibly a further \$500 to have the service removed first if the existing building is being demolished.

The remaining sites are only able to connect via satellite – this is still being investigated by the Shire.

Discussion:

The Committee discussed the current NBN arrangements for their brigades. Mr Brendan Putt requested that the brigades look at the option 'to go mobile', through the purchase of iPads with prepaid mobile data. The iPad can then be taken off site and used as a mapping tool at the fire ground.

Senior Ranger, Mr Murray Halden advised that Shire staff will investigate the matter to see if it fits within the current LGGS provisions and report back to the Brigades.

10.7 Title: *Ferguson Fire Control Officer Report –Mr Richard Stacey*

Reporting Department: Ferguson BFB
Reporting Officer: Richard Stacey

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

No Report.

10.8 Title: *Joshua Creek / Crooked Brook Fire Control Officer Report – Mr Peter Robinson*

Reporting Department: Joshua Creek / Crooked Brook BFB
Reporting Officer: Peter Buck

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

Activity Report Since Last BFAC Meeting

<i>Fire Call Outs</i>	One callout, Boyanup-Picton Road, private burn got away, quickly under control.
<i>Appliance and Equipment</i>	New Equipment officer, AVL a bit late, apologies
<i>Training</i>	<ul style="list-style-type: none"> • Seniors: 4 sessions • Cadets: 9 sessions and activities • I attended the FCO course at Allanson. • RUI training great.
<i>Meetings Held</i>	Three committee meetings.

<i>Membership – Recruitment/Resignation</i>	Senior numbers stable. Likely new member, P Mazza. Cadets. A younger brother, 12yrs is keen.
<i>Concerns</i>	<ul style="list-style-type: none"> • Setting up the street captains. • Gaining greater engagement from locals. What is the trick?? • Revisiting the roster system. • Access to IFF and BFF for our cadets. • Group Calls not working for me and Paul R as yet.
<i>Initiatives</i>	<ul style="list-style-type: none"> • Planning an OPEN DAY /ARVO inviting all to drop in. Five minute fire chat etc. • Cadets conducted the Dog High Jumps at the Bull and Barrel Festival.
<i>Other News</i>	Nil.

Discussion:

Mr Peter Robinson requested input from the brigades on their recruiting processes. The Committee discussed the various approaches undertaken by the brigades.

10.9 Title: Upper Ferguson District Fire Control Officer Report – Mr Rod Bailey

Reporting Department: Upper Ferguson

Reporting Officer: Rod Bailey

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

Activity Report Since Last BFAC Meeting

<i>Fire Call Outs</i>	We had 3 call outs since last meeting.
<i>Appliance and Equipment</i>	All in good operational condition.
<i>Training</i>	<p>Have had 3 members complete structural training.</p> <p>Two Members require Driver Training to obtain the required Licence for appliance.</p> <p>Involved in the RUI at Wellington Mills well done to all.</p>
<i>Meetings Held</i>	One since last AGM
<i>Membership – Recruitment/Resignation</i>	Nil.
<i>Concerns</i>	Nil.
<i>Initiatives</i>	Nil.

Other News	CCTV and TV being added the station from LGGs.
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Item/s For BFAC Discussion

Item 1 Driver Training

Officer Comment – Mrs Erin Hutchins – Coordinator Emergency & Ranger Services

Reference is made to the LGGs Manual for Capital and Operating Grants 2019/20 (page 64);

The reimbursement of the costs associated with Volunteers obtaining appropriate class MVDL's where a change to a Brigade/Units appliance or vehicle type requires a MVDL class upgrade (e.g. C to LR/MR or LR/MR to HR only). Costs include Dept. of Transport fees, and the cost of the assessment where a Licensed Driving Instructor is engaged. Note: Excludes the costs of volunteers obtaining initial MDVL's.

The Shire can make application to DFES to cover these costs, however, if unsuccessful the Brigade will need to cover this expense.

Discussion:

Mrs Erin Hutchins advised the Committee that this matter has been raised and that DFES are considering this as an item in the future. The request has been put to Peter Raykos and the Shire is currently awaiting a response. When a response has been received this will be communicated to the Brigades.

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

Reporting Department: Joshua Creek / Crooked Brook BFB

Reporting Officer: Mr Rob Drennan

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

Discussion:

Mr Rob Drennan advised the Committee of the free application "Scan It All" and its use as a way of scanning information/reports and forwarding through to relevant departments.

Mr Drennan also advised of the closing of another irrigation farm within the Waterloo district. The farm was located on the west side of the South West Highway, which increases the areas within the Waterloo district that are no longer irrigated.

10.11

Title: Wellington Mill District Fire Control Officer Report –Mr Ian Bridge*Reporting Department: Wellington Mill BFB**Reporting Officer: Ian Bridge**(In the interest of time efficiency report to be accepted as presented, not read aloud at the meeting)***Activity Report Since Last BFAC Meeting**

<i>Fire Call Outs</i>	1 - Assist Parks and Wildlife.
<i>Appliance and Equipment</i>	Recent purchase of Seek Firepro Thermal Imaging Camera. Equipment Officer advises that he is waiting on confirmation of who will repair fault with our Appliance Intecom (cab to work platform).
<i>Training</i>	<ul style="list-style-type: none"> • Newest member has completed basic training in October. • One member has completed Structural Training. • 5 Members completed First Aid training • In house equipment refresher training will take place first week of November.
<i>Meetings Held</i>	Regular monthly meetings until May and now recommenced, with our first meeting held on 7 October
<i>Membership – Recruitment/Resignation</i>	4 new prospective members have been approached. Awaiting their application forms.
<i>Concerns</i>	<p>Poor radio communications were evident during our recent RUI exercise. Don't understand why radio communications were so bad on this day. Radio checks conducted in our area last year showed good coverage.</p> <p>We have some absentee land holders in our area who are not maintaining their property and pose a fire risk to neighbors.</p>
<i>Initiatives</i>	RUI conducted in our area in September where property defendable assessments were conducted also training exercise in asset protection techniques.
<i>Other News</i>	<p>We have approval to proceed with a Roadside Burn (date to be confirmed).</p> <p>We will have conducted a burn to a pile on behalf of DFES.</p> <p>We will be doing a busy bee around the Fire Shed and equipment check prior to the Fire Season</p>

Item/s For BFAC Discussion

1. *Item One* – have we appointed an Appliance Servicing contractor? Any works on Appliances needs to be done during the winter months.

Officer Comment – Mrs Erin Hutchins – Coordinator Emergency & Ranger Services

Refer Item 10.13 Coordinator Emergency & Ranger Services Report – Mrs Erin Hutchins

2. *Item Two – Can we investigate a permanent solution to improve Radio Communications in our area.*

Officer Comment – Mrs Erin Hutchins – Coordinator Emergency & Ranger Services

The Shire will investigate ways to improve radio communications throughout the Shire.

3. *Item Three – what measures are in place to ensure that owners maintain their small landholding.*

Officer Comment – Mrs Erin Hutchins – Coordinator Emergency & Ranger Services

Rangers commence annual firebreak inspections from 1 December each year to ensure compliance with the Firebreak Prevention Order and ensure this is maintained until the close of the Restricted Burning Period. As part of the process, contractors are engaged in the event property owners do not adhere to the order and fail to make attempts upon notification from the Shire.

Discussion:

Mr Ian Bridge discussed the successful use of Thermal Imaging cameras. Mr John Carter advised that this matter has been raised within DFES and its eligibility under the LGGS was being reviewed.

10.12 Title: West Dardanup District Fire Control Officer Report – Mr Alan Charlton

Reporting Department: West Dardanup Bush Fire Brigade

Reporting Officer: Alan Charlton

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

Discussion:

Mr Alan Charlton raised the matter of the emergency access trail located off Travencore Place in West Dardanup. Mr Murray Halden advised that the land the access is located on is owned by the State and the Shire is currently liaising with the State to address the matter.

10.13 Title: Coordinator Emergency & Ranger Services Report – Mrs Erin Hutchins

Reporting Department: Shire of Dardanup

Reporting Officer: Mrs Erin Hutchins – Coordinator Emergency & Ranger Services

1. *Appliances and Equipment Servicing*

The Shire of Dardanup Volunteer Bushfire Brigade appliances require annual servicing, and in conjunction with Department Fire and Emergency Services (DFES) stipulations, these rotate between an 'A', 'B' or 'C' service. For continuity and vehicle history to be established with one service provider (one stop shop), a two year servicing contract was proposed and associated procurement plan developed.

As per the Shire of Dardanup's Procurement Policy, written quotations were sought from suppliers by a formal request for Quotation on Tenderlink. Through this process, 86 suppliers in the 'Fire' category were notified.

Only two respondents submitted written quotations by the required closing date. These were assessed and rated in accordance with the Shire of Dardanup procedures. Submissions were received from South West Fire and Diesel Force. South West Fire have been identified/rated as the preferred service provider to undertake the fleet servicing for 2019 – 2021. With approval from the CBFCO and DBFCO, servicing will now be scheduled in May 2020, however any urgent repairs will still be addressed. The two year contract will allow for a timelier schedule of servicing in the future.

RECEIVED

2. *Roadside Burning*

As presented by Ben Anderson at item 4.1, the Shire has put together a Bushfire Risk Management Plan (BRMP) with the assistance of the Bushfire Risk Planning Coordinator (BRPC). The plan highlights areas of risk throughout the Shire, including roadside verges, regardless of tenure. The BRPC met with Chris Hynes - CBFCO and Ricky Southgate – DFES Bushfire Risk Planning Officer to discuss areas of high risk and enable them to be mapped using the Bushfire Risk Management System (BRMS). Subsequently, various mitigation measures such as burning, mechanical works, spraying etc., utilizing Mitigation Activity Funding (MAF), were considered to reduce the risk. Treatments will be prioritized based on the calculated risk level with 'extreme' areas managed in the first instance. The Shire has made application to MAF and are currently awaiting a response.

The Bushfire Risk Management Plan (BRMP), endorsed by the Office of Bushfire Risk Management (OBRM)(Appendix BFAC 10.13A), is being presented for the Committee's approval. Please find the plan attached at (Appendix BFAC: 10.13B).

**OFFICER RECOMMENDED RESOLUTION &
BUSHFIRE ADVISORY COMMITTEE RESOLUTION**

BFAC 11-19 MOVED - Mr Alan Charlton SECONDED - Mr Chris Hynes

THAT the Bushfire Advisory Committee recommend that Council endorses the Bushfire Risk Management Plan as appended (Appendix BFAC: 10.13B).

CARRIED

3. Local Government Grant Scheme (LGGS) – DFES Information Session

On the 24 October 2019, Peter Raykos – DFES Grants Funding Officer and Natasha Dudarz – DFES Resource Allocation Officer visited the Shire to meet with those who are involved or have a vested interest in the Local Government Grants Scheme (LGGS) process.

The purpose of the visit was to provide clarification on the LGGS process, inform local governments of any impending changes that may be occurring and provide advice where required on any concerns or confusion that local government or volunteers may have relating to the LGGS. The aim was to guide local governments in simplifying the process with applications and operating grant acquittals (if required).

RECEIVED

4. Local Government Grant Scheme (LGGS)

The following Local Government Grants Scheme 2019/20 budget figures are provided for information purposes only.

Budget	
ESL Line Item 1-8 Operating Grant	\$130,000.00
Additional State Government 2018/19 Insurance Allowance	\$5,859.00
Additional State Government 2019/20 Insurance Allowance	\$7,593.00
ESL – Line Item 9	\$12,579.00
ESL – Total Gross Operating Grant	\$156,031.00
Less Expenditure	
ESL - Insurance	\$42,060.80
ESL – Expenditure as at October 2019	\$7763.00
ESL – Total Expenditure	\$49,823.80
Funds Remaining as at October 2019	\$106,207.20

Approved Capital Grants

Brigade	Description	Funding
Dardanup West BFB	Extend Hardstand	\$ 7,545.00
	TOTAL	\$7,545.00

Approved Carryovers

Brigade	Description	Funding
Waterloo BFB	2 appliance bay facility & amenities	\$393,909.00
	TOTAL	\$393,909.00

RECEIVED

5. *Permit to Burn Process*

Shire of Dardanup officers, FCOs and Captains have been working on ways to improve the permit to burn process, in preparation for this fire season commencing 1 November 2019.

Online applications for permits to burn have also been created and made available to the public via the Shire website. This will automatically notify FCOs as well as capture the location of issued or rejected permits in the Shire record keeping system and enable Rangers to access this information easily. Further, it will enable the location of permits that have been issued to be published on the Shire website. FCOs are required to advise the Shire of any additional permits issued outside of the online application process.

Procedure PR119 – Permit to Set Fire to the Bush is being presented for the Committee's approval. Please find the procedure attached at (Appendix BFAC: 10.13C).

**OFFICER RECOMMENDED RESOLUTION &
BUSHFIRE ADVISORY COMMITTEE RESOLUTION**

BFAC 12-19 MOVED - Mr Ian Bridge SECONDED - Mr Lynton Steers

THAT the Bushfire Advisory Committee endorse the procedure to set fire to the bush as provided for in the attached document, PR119 - Permit to Set Fire to the Bush (Appendix BFAC: 10.13C) to be effective as of 1 November 2019.

CARRIED

6. *Community Emergency Services Manager (CESM)*

At the Ordinary Council meeting of the 5 June 2019, the following was resolved by Council

THAT Council:

1. *Approve the Chief Executive Officer to seek information and support from the Department of Fire & Emergency Services (DFES) for the creation of a Community Emergency Services Manager (CESM) position at the Shire.*
2. *Request that the Chief Executive Officer report back to Council with:*
 - a) *The information obtained from DFES in relation to a CESM; and.*
 - b) *Any recommended budget allocations to be made for the appointment of a CESM.*

The Chief Executive Officer requested information from DFES, in relation to a CESM position for the Shire of Dardanup, on the 14 June 2019. In this regard, the Shire has now received a response from DFES (Appendix BFAC: 10:13D), advising that there are currently no opportunities available for any Local Government and DFES shared positions. They further advise that the Shire remains a high priority and discussions will be instigated should future opportunities arise.

Council also resolved on the 25 September 2019 to the following:

THAT Council:

1. *Acknowledges the advice from DFES with regards to a CESM position within the Shire;*
2. *Request that the Chief Executive Officer write to DFES and request that they consider including a CESM position in their 2020/21 budget; and*

3. *Update the Workforce Plan in relation to a possible CESM position should funding become available.*

7. *Future Bushfire Advisory Committee (BFAC) Meetings*

To enable a consistent approach to Committee meetings of Council, it is proposed that the Bushfire Advisory Committee (BFAC) consider setting annual meeting dates. It is proposed that the BFAC meeting now be held on a Wednesday night in March, May and October, with firm dates to be advised.

**OFFICER RECOMMENDED RESOLUTION &
BUSHFIRE ADVISORY COMMITTEE RESOLUTION**

BFAC 13-19 MOVED - Mr Chris Hynes SECONDED - Mr Rob Drennan

THAT the Bushfire Advisory Committee agree to future Committee meetings being held on a Wednesday night in the months of March, May and October, effective as of March 2020.

CARRIED

10.14 Title: Firebreak Exemption – Senior Ranger – Mr Murray Halden

Reporting Department: Shire of Dardanup

Reporting Officer: Mr Murray Halden – Senior Ranger

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

Request for Fire Break Exemptions received as follows. Submissions are provided for in (Appendix BFAC: 10.14)

ITEM 10.14– FURTHER INFORMATION

Officer Comment:

A late Fire Break Exemption request has been received by the Shire from Mr Stephen Ogilvie, of 11 Carinya Road, Dardanup West. An inspection for the exemption was carried out by FCO Mr Alan Charlton. A copy of the exemption is provided for in (Appendix BFAC: 10.14).

It is recommended that consideration be given to this late item provided for in the Officer and Bushfire Advisory Committee Resolution "A".

Date	Applicant Name	Assess No.	Lot No.	House No.	Street Road	Suburb Locality	Reason for Impracticality	Alternative Fire Prevention Measures	FCO Recommendation	Years	Expiry
6/8/2019	Ian Barlow	A11443	111	353	Wellington Mill Road	Wellington Mill	See attached map. The red lines denote the firebreaks requiring exemption. This triangular area is steep, rocky and forested. They are shown in red. The northern boundary is adjacent to substantial DBCA firebreak.	Existing firebreaks are shown in yellow on the attached map. They are adequate to protect our home and neighbouring properties.	Ian Bridge Recommended	3	2022
2/8/2019	Peter Van Leeuwen	A2521	32	54	Seaview Heights	Henty	Firebreak exemption due to erosion risk, trees planted as per Shire requirement. As per previous years. The owners have arranged for a sprayed break around the house and tank which is located at the western end of the block near the road. It is impractical to apply the standard requirements for fire breaks for small holding due to steep gradients to the east of the protection zone.	Removal of flammable material wherever possible as per small holding requirements (50mm max). Any burn piles to have a 2m bare earth break and no closer than 10m from built infrastructure.	Richard Stacey Recommended See attached email from Richard Stacey the Fire Control Officer for the Ferguson District.	1	2019
2/7/2019	Trevor & Kaye Hill	A3010	112	39	Nyleeta Close	Greenwood Heights	Our property is a small holding, required under the fire prevention order to have a 2m wide firebreak around the entire boundary. In the case of our property the steep terrain & soil type make provision of such firebreak physically impractical. It would also exacerbate erosion risk on the eastern & western boundaries. The western boundary has the added complication of a mainly granite rock base.	The Proposed alternative fire break will provide a 2 metres fire break around the internal fence line that surrounds the existing buildings. A Fire break will also be constructed along the northern boundary and part way down the western boundary that adjoins the neighbouring property. These fire breaks will be in addition to the usual maintenance of a 20 metre low fuel around the buildings.	Richard Stacey Recommended	3	2022
13/8/2019	Neil Dyer	A3701	86	136	Padbury Road	Dardanup West	The soil at the front of the property is very sandy and the removal of the grass will make the ground hard to maintain and mow.	As indicated on the attached plan, the section of the break at the front (northern) of the property and a portion of the side (eastern) will be mowed throughout the season.	Alan Charlton Recommended	3	2022
11/8/2019	Malcom & Margot Pennwarde	A3026	123	97	Greenwood Heights	Ferguson	Due to steepness of the northern and southern boundaries of the block. Firebreaks would lead to severe erosion.	Only the front part of the block containing the house, to be surrounded by a fire break.	Richard Stacey Recommended	3	2022

Date	Applicant Name	Assess No.	Lot No.	House No.	Street Road	Suburb Locality	Reason for Impracticably	Alternative Fire Prevention Measures	FCO Recommendation	Years	Expiry
9/8/2019	Franco Angeloni	A2597	24	136	Garvey Road	Dardanup West	There is a 50 metre section at the front of the property that stays green year round due to the moisture levels in that part of the property. As a result the chance of fire and fuel load in this section is very low. Also by having this area it provides easy access for 2 wheel drive vehicles as well as emergency vehicles to the front section of the property.	The section of grassed area will be maintained by regular mowing to ensure the level of the grass is as low as it can be (reduce fuel load). In addition to this, the area stays green all year round. Any fire "fuel" that fall from surrounding vegetation is also raked up and removed.	Alan Charlton Recommended	3	2022
29/9/2019	Elizabeth Eastman	A7192	104	433	Wellington Mill Road	Wellington Mill	The property has a number of issues. The Northern side of the property is inaccessible due to the river running through. The south side of the proerty has large trees on the southern boundary fence line. Therefore a trafficable fire break is not possible.	Fire breaks have been maintained on the adjacent properties along 2 boundary fence lines. The roadside (south) boundary has been cleared of ground matter and foliage to the trees has been removed to a height of approximately 3 metres. This will be maintained throughout the fire season.	Ian Bridge Recommended	1	2019
14/8/2019	C & C Bell (Christine)	A8252	72	54	Kentucky Drive	Dardanup West	Along one side of property (looking in right side) is all reticulated and grass which is mowed. and maintained.	Wet all year round and not a hazard.	Alan Charlton Recommended	3	2022
19/8/2019	James Brussen	A7280	15	2	Pfenning Place	Henty	Our property is reasonably steep and rocky. We spray out the firebreaks but in some areas there is still some grass and moss which doesn't breakdown. We tried to rotary hoe it but this caused problems with erosion and washouts which washed gravel and soil into the creek bed that runs through our property.	We will still spray the firebreaks each year with Glyphosate and Simazin. Running down the western side of our property is a gravel fire road which is graded and acts as a good firebreak. Three boundaries of the property are roadway either sealed or graded.	Richard Stacey Recommended	3	2022
10/8/2019	Robert Doherty	A7198	105	507	Wellington Mill Road	Wellington Mill	Ferguson River meanders along the front of the lot preventing construction of firebreaks on the property, adjacent to the road reserve.	A break has traditionally been maintained on the old railway line alignment on Shire and DBCA land. Breaks are only constructed when practical within the property.	Ian Bridge Recommended	3	2022

Date	Applicant Name	Assess No.	Lot No.	House No.	Street Road	Suburb Locality	Reason for Impracticably	Alternative Fire Prevention Measures	FCO Recommendation	Years	Expiry
16/8/2019	Robert Doherty	A7176	6	47	South Road	Wellington Mill	The creek running along the front boundary prevents construction of a fire break along the front boundary fronting South Road. An additional firebreak is constructed on the other side of the creek.	Fire breaks are constructed where practical on the rest of the property has been the practice in the previous years	Ian Bridge Recommended	3	2022
9/8/2019	John Fancis Garvey	A11204	9003	101	Padbury Road	Dardanup West	Lot 9003 comprises 14.5968 hectares (approximately 38 acres). It is rural land used for running cattle. Currently I am running 12 head of cattle on the property. Numbers will increase if/as pastures grow.	Fire Breaks as required for general farming (non-irrigated lots) will be maintained along the boundaries of Lot 9003 as marked yellow on the enclosed plan.	Alan Charlton Recommended	3	2022
9/8/2019	Laurie Hewson	A3855	27	22	Japonica View	Wellington Mill	Due to steep slopes, erosion occurs when ground is bare, property is grazed to less than 80 millimetres all year round by cattle and sheep/pets. What is not grazed is mowed by owners using ride on mower. <i>It was good to meet with you yesterday and discuss your Fire Break Exemption Application. As discussed yesterday, keeping pasture levels down to 50 to 80mm via grazing or other means does not negate the need for Fire Breaks to protect yours and other property from the impact of fire. After inspection of your property at 22 Japonica View it was evident that it is difficult for you to provide a break around your entire property so I have attached the following recommendation to your Fire Break Application.</i>	Grazing of all areas of grasses by cattle and sheep. Mowing of remnant grasses, spraying around house, shed and all outbuildings. Spraying of outside verge on road, reduction of fuel load by removal and destruction. Recommendation - spray with herbicide a 2 metre wide fire break area along the entire western internal fence line (as this area is not trafficable) 1 metre each side of the fence. This should be clear of vegetation by December 1.	Ian Bridge Recommended	1	2019

Date	Applicant Name	Assess No.	Lot No.	House No.	Street Road	Suburb Locality	Reason for Impracticality	Alternative Fire Prevention Measures	FCO Recommendation	Years	Expiry
							<p>1. Southern Boundary - Due to tree line, structures and steep access it is difficult to maintain a fire break. Recommendation. - herbicide spray a min 2 metre wide fire break area as far as practical on the neighbouring property. To be maintained during the fire season. Note that tree branches and foliage will be cleared to a minimum of 2 metres above ground level. (This fire break on the neighbouring property is not trafficable due to the steep and rocky access.</p> <p>2. Eastern (front) Boundary - Due to the existing structures and erosion potential it is not possible to install a 2 metre fire break. Recommendation - maintain the road verge and the area inside the boundary to be free of flammable materials.</p> <p>3. Northern Boundary - Due to some existing structure and steep access it is not practice to provide a structured break to the entire boundary. Recommendation - ensure that the cape weed is grazed so the ground becomes clear of vegetation, if not it should be sprayed with herbicide.</p> <p>4. Western Boundary (creek side) - access to the creek line and the Western side of the creek is not possible.</p>				

Date	Applicant Name	Assess No.	Lot No.	House No.	Street Road	Suburb Locality	Reason for Impracticably	Alternative Fire Prevention Measures	FCO Recommendation	Years	Expiry
9/8/2019	Heather Kinnear	A3853	24	41	Japonica View	Wellington Mill	I have a line of Olive Trees on the fence line which have been there for 15 years and also citrus trees next to the Olive Trees. Also a pile of boulders on fence line in back paddock which has also been there a life time.	As I have always mowed and weed sprayed the fence line and open space for the last 15 years. I will continue to do the same and clear all areas for vehicle access where possible.	Ian Bridge Recommended	3	2022
16/1/2019	Doctor Jorg Krone	A7016	18	640	Collie River Road	Burekup	Paddocks directly below the irrigation channel and are irrigated on a regular basis.	Keeping constantly grazed and irrigated.	Clay Rose Recommended	3	2022
2/9/2019	Alana Vigar	A8081	76	14	Kentucky Drive	Dardanup West	The front paddock is mowed regularly and has reticulated. Therefore requires no fire breaks.	Make sure the paddock is green and mowed.	Alan Charlton Not Recommended		
6/9/2019	Shane Gibson	A8087	75	16	Kentucky Drive	Dardanup West	The area is watered, always green and is mowed nearly every week. The area is our front lawn.	The area is kept green, watered and mowed at all times.	Alan Charlton recommended	3	2022
26/9/2019	Daniel Normington	A10825	314	27	Sand Pits Road	Dardanup West	The Drive way of Lot 213 runs between Lot 314 and 312, it consists of a 4 metre wide hot mix drive and a 1 metre gravel shoulder each side providing a total of 6 metres side separation, and the bridle path consists of a 6.0 metres wide limestone path which I have maintained to be free of weed and vegetation for the past 7 years since purchasing the block in 2012. This will allow me to grow another 452 square metres of pasture for livestock to graze and maintain a neat and tidy street frontage.	No Fire break required on the western and northern boundaries. Bridle path and drive way for Lot 313 to be maintained to be free of weeds and fuel load by the property owner.	Alan Charlton Recommended	3	2022
26/9/2019	Jenni McKeeken	A4312	5	373	Garvey Road	Dardanup West	Each year we have a line slashed near the fence. The line slasher turns the soil over. There is limited access to a section of the property due to a hill (small mound).	We have about 30 sheep on our property they keep the grass down in the paddock. We mow around the house. We have a fire unit and whipper snipper grass out on the side of our fence line.	Alan Charlton Recommended	3	2022

Date	Applicant Name	Assess No.	Lot No.	House No.	Street Road	Suburb Locality	Reason for Impracticably	Alternative Fire Prevention Measures	FCO Recommendation	Years	Expiry
29/9/2019	Donald Williams	A2522	33	42	Gardicourt Drive	Henty	Steep profile, perimeters green and mowed regular, kept short and down pours cause wash-a-ways.	Has been adhered to in the past 26 years. Fire station across the road.	Richard Stacey Recommended	3	2022
25/9/2019	Douglas Wells	A2524	35	48	Seaview Heights	Henty	Steep terrain results in erosion. Growth of grasses etc, mowed to minimal height.	Full minimisation by slashing and burning	Richard Stacey Recommended	3	2022
26/9/2019	Reginald Smallacombe	A3439	82		Rafferty Road	Dardanup West	Horses at the property and firebreaks pose a great impact on their safety.	Mowing and or spraying fence lines. Fire breaks inside each paddock where required and mowed regularly around house & shed. Sprinkler system around the house.	Alan Charlton Recommended	3	2022
27/9/2019	Peter Cowley	A2594	21	168	Garvey Road	Dardanup West	Property will be constantly maintained and under irrigated.	Maintained, slashed and irrigated	Alan Charlton Recommended	3	2022
23/9/2019	John Anderson	A7103	9	14432	South Road	Wellington Mill	Southern corner (marked A) is wetland. It is inaccessible by machine or livestock until late summer and ecologically undesirable to compact. Fuels do not reach full cure and will not carry fire. Area marled "B" is perennial pasture with significant ground water and some sprinkler irrigation. It will not carry fire. It will exceed 50 millimetres in height in places without continuous grazing which is ecologically undesirable.	Firebreaks as indicated. Limited grazing in wetlands as they dry out and fuels begin to cure (late January – early February). Pasture to be kept green and grazed regularly to manage fuel height.	Ian Bridge Recommended	3	2020
26/9/2019	Raymond Edward Cosh Elizabeth Tamzin Langley Cosh	A3274	81	21	Rafferty Road	Dardanup West	Being that our property is 31 acres, I run cattle and sheep and a horse. There are three properties in our vicinity that are not the standard 3-5 acres and are part of the Wespine Buffer Zone. I utilise the livestock to assist in maintaining the level of hazardous material, but also need to maintain enough feed for summer months. I believe strongly	All paddocks near homestead area are cut for hay and then grazed by both sheep and cattle throughout the summer as part of my paddock/stock rotation. The paddocks at the rear of my block are grazed on a rotational basis all year round as part of the fire protection, feed for livestock and also parasite management. On both my north and east boundary. I have	Alan Charlton Recommended	3	2022

Date	Applicant Name	Assess No.	Lot No.	House No.	Street Road	Suburb Locality	Reason for Impracticality	Alternative Fire Prevention Measures	FCO Recommendation	Years	Expiry
							in fire breaks and they will be implemented to standard. My request is around not being required to mow all grass to 50 millimetres height which would destroy valuable feed for livestock and also feed to soil damage throughout the summer months.	gravelled road ways which are mowed during winter and a final mow just as the grass turns at the end of spring. I will not mow this area during summer months as mowers and gravel do mix and would easily start a fire. Our western boundary along Wespine and southern boundary along other small land holders. I use an offset plough and try and maintain 2 widths of this machine which would total approximately 2.5 metre minimum. The house and shed area has reticulation around it and if there is a power outage and bore water is required I have a 5Kva generator for back-up.			
2.10.2019	Malcolm Toft	A7200	111	53	Nyleeta Close	Ferguson	Heavy wooded and steep boundaries, especially to the east and west of the house.	Provide a fire break 30-50 metres away from dwellings all the way around. Grass within the fire break to be kept cut to less than 100 millimetres.	Richard Stacey Recommended	3	2022
12/8/2019	Pat Garvey	A11149	401	69	Padbury Road	Dardanup West	Property has fire breaks maintained yearly. Property is grazed by cattle during the winter/spring months.	Property has fire breaks maintained yearly. Property is grazed by cattle during the winter/spring months.	Alan Charlton Recommended	3	2022
10/9/2019	Grant Legge	A2602	2	41	Maher Place	Dardanup West	I am positioned on a sandy ridge of a fragile nature and have problems with erosion. I have spent much time and cost of rehabilitation of the property (5 acres). Many times each year. I mow and maintain the Dardanup Shire 10 metre wide walking along side of my property (Maher Place to Vera Place), as part of the fire break/prevention process at my own expense with road frontage, gravel driveway dividing property and cleared.	Fence line all round, I am submitting a fire break exemption request 2019/2022 due to a very low risk around my property. I have also successfully completed a 3 year fire break exemption program from 2016	Alan Charlton recommended	3	2022

Date	Applicant Name	Assess No.	Lot No.	House No.	Street Road	Suburb Locality	Reason for Impracticably	Alternative Fire Prevention Measures	FCO Recommendation	Years	Expiry
2.10.2019	Tony Albertsen	A3024	121	79	Greenwood Heights	Ferguson	Apart from the hill top flat area this 4 hectare block is too steep to cultivate or even machine herbicide spray the perimeter fire break. Also this area has considerable rocky outcrops.	The hill top area will be herbicide sprayed on the road and also on both neighbours' sides. The remaining (east) side will also be sprayed. The house/garage/shed and garden/lawn will be protected by the 4 sides of herbicide spraying –as previous years.	Richard Stacey Recommended	3	2022
7.10.2019	Deb Archdeacon	A8234	94		Meadow Lane	Dardanup West	I request 2 grazing paddocks to be excluded from slashing to 50 millimetres height. Animal grazing will be used to maintain these areas. The remaining area west, north and treed and reveg will be slashed/mowed to the 50 millimetres. House surrounds will also be maintained.	Animals will be used to graze non slashing paddocks. Some slashing/mowing will be used to remove rank pasture as required	Alan Charlton Recommended	3	2022
4/10/2019	Q Alsthoorn	A11365	101	59	Richards Road	Ferguson	Portion of Lot 101 is too steep and dangerous to spray	Fire break will be created further from the road. As Shown on attached map	Richard Stacey Recommended	3	2022
23/10/2019	Peter Edmonds	A2531	24	111	Gardincourt Drive	Henty	I have an area of logs and scrubs at the western side of my house. I have discovered a colony of "phascogales" which inhabit this area as they are endangered. I do not want to disturb this area and will mow and slash where possible.	The area involved has a medium height limestone wall on the east and has a fire break all around it as well as the perimeter fire breaks on the property. Slashing/burn/mow where possible.	Richard Stacey Recommended	3	2022

**OFFICER RECOMMENDED RESOLUTION &
BUSHFIRE ADVISORY COMMITTEE RESOLUTION "A"**

BFAC 14-19 MOVED - Cr Tyrrell Gardiner SECONDED - Mr Ian Bridge

THAT the Bushfire Advisory Committee recommends that Council grants the following firebreak exemption/variations for three year duration commencing from the 2019/2020 firebreak season:

APPLICANT	PROPERTY	ASSESSMENT	YEARS	FIRE SEASON EXPIRY
Ian Barlow	Lot 111 (353) Wellington Mills Road, Wellington Mill	A11443	3	2021/22
Trevor & Kaye Hill	Lot 112 (39) Nyleeta Close, Greenwood Heights	A3010	3	2021/22
Neil Dyer	Lot 86 (136) Padbury Road, Dardanup West	A3701	3	2021/22
Malcom & Margot Pennwarde	Lot 123 (97) Greenwood Heights, Ferguson	A3026	3	2021/22
Franco Angeloni	Lot 24 (136) Garvey Road, Dardanup West	A2597	3	2021/22
C & C Bell (Christine)	Lot 72 (54) Kentucky Drive, Dardanup West	A8252	3	2021/22
James Brussen	Lot 15 (2) Pfenning Place, Henty	A7280	3	2021/22
Robert Doherty	Lot 105 (507) Wellington Mill Road, Wellington Mill	A7198	3	2021/22
Robert Doherty	Lot 6 (47) South Road, Wellington Mill	A7176	3	2021/22
John Fancis Garvey	Lot 9003 (101) Padbury Road, Dardanup West	A11204	3	2021/22
Heather Kinnear	Lot 24 (41) Japonica View, Wellington Mill	A3853	3	2021/22
Doctor Jorg Krone	Lot 18 (640) Collie River Road, Burekup	A7016	3	2021/22
Shane Gibson	Lot 75 (16) Kentucky Drive, Dardanup West	A8087	3	2021/22
Daniel Normington	Lot 314 (27) Sand Pits Road, Dardanup West	A10825	3	2021/22
Jenni McKeekan	Lot 5 (373) Garvey Road, Dardanup West	A4112	3	2021/22
Donald Williams	Lot 33 (42) Garedincourt Drive, Henty	A2522	3	2021/22
Douglass Wells	Lot 35 (48) Seaview Heights, Henty	A2524	3	2021/22
Reginald Smallacombe	Lot 82 Rafferty Road, Dardanup West	A3439	3	2021/22
Peter Cowley	Lot 21 (168) Garvey Road, Dardanup West	A2594	3	2021/22
John Anderson	Lot 9 (14432) South Road, Wellington Mill	A7103	3	2021/22

APPLICANT	PROPERTY	ASSESSMENT	YEARS	FIRE SEASON EXPIRY
Raymond Edward Cosh & Elizabeth Tamzin Langley Cosh	Lot 81 (21) Rafferty Road, Dardanup West	A3274	3	2021/22
Malcolm Toft	Lot 111 (53) Nyleeta Close, Ferguson	A7200	3	2021/22
Pat Garvey	Lot 401 (69) Padbury Road, Dardanup West	A11149	3	2021/22
Grant Legge	Lot 2 (41) Maher Place, Dardanup West	A2602	3	2021/22
Tony Albertsen	Lot 121 (79) Greenwood Heights, Ferguson	A3024	3	2021/22
Deb Archdeacon	Lot 94 Meadow Lane, Dardanup West	A8234	3	2021/22
Q Olsthoorn	Lot 101 (59) Richards Road, Ferguson	A11365	3	2021/22
Peter Edmonds	Lot 111 (24) Gardincourt, Henty	A2531	3	2021/22
Stephen Ogilvie	Lot 118 (11) Carinya Road, Dardanup West	A8119	3	2021/22

CARRIED

OFFICER RECOMMENDED RESOLUTION & BUSHFIRE ADVISORY COMMITTEE RESOLUTION "B"

BFAC 15-19 MOVED - Mr Rod Bailey SECONDED - Mr Chis Hynes

THAT the Bushfire Advisory Committee recommends that Council grant the following firebreak exemption/variations for a one year duration commencing from the 2019/2020 firebreak season:

APPLICANT	PROPERTY	ASSESSMENT	YEARS	FIRE SEASON EXPIRY
Peter Van Leeuwen	Lot 32 (54) Seaview Heights, Henty	A2521	1	2019/20
Elizabeth Eastman	Lot 104 (433) Wellington Mill Road, Wellington Mill	A7192	1	2019/20
Laurie Hewson	Lot 27 (22) Japonica View, Wellington Mill	A3855	1	2019/20

CARRIED

**OFFICER RECOMMENDED RESOLUTION &
BUSHFIRE ADVISORY COMMITTEE RESOLUTION "C"**

BFAC 16-19 MOVED - Mr Alan Charlton SECONDED - Mr Chris Hynes

THAT the Bushfire Advisory Committee recommends that Council denies the following firebreak exemption/variations commencing from the 2019/2020 firebreak season:

APPLICANT	PROPERTY	ASSESSMENT	YEARS	FIRE SEASON EXPIRY
Alana Vigar	Lot 76 (14) Kentucky Drive, Dardanup West	A8081	3	2021/22

CARRIED

11. ELECTED MEMBER MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

None.

12. NEW BUSINESS OF AN URGENT NATURE

None.

13. MATTERS BEHIND CLOSED DOORS
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None.

14. CLOSURE OF MEETING.

The Chairperson advises that the date of the next Bush Fire Advisory Committee Meeting will be Wednesday, March 2020, commencing at 7.00 pm at the Shire of Dardanup - Administration Centre Eaton.

There being no further business the Chairperson declared the meeting closed at 8.33pm.



Shire of Dardanup
Bushfire Risk Management Plan

2019 – 2024

*Office of Bushfire Risk Management (OBRM)
Bushfire Risk Management (BRM) Plan reviewed 26 September 2019*

Local Government Council BRM Plan endorsement XX Month 2019

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Document Control

Document Name	Bushfire Risk Management Plan	Current Version	2.0
Document Owner	Andre Schönfeldt CEO	Issue Date	DD/MM/YYYY
Document Location	Shire Office	Next Review Date	DD/MM/YYYY

Document Endorsements

The Dardanup Shire Council acknowledges that the Bushfire Risk Management Plan (BRM Plan) has been reviewed and assessed by the Office of Bushfire Risk Management as compliant with the standard for bushfire risk management planning in Western Australia, the *Guidelines for Preparing a Bushfire Risk Management Plan*. The Shire of Dardanup is the owner of this document and has responsibility, as far as is reasonable, to manage the implementation of the BRM Plan and facilitate the implementation of bushfire risk management treatments by risk owners.

The endorsement of the BRM Plan by the Dardanup Shire Council satisfies their endorsement obligations under section 2.2.7 of the *State Hazard Plan for Fire (formerly Westplan Fire)*.

Local Government	Representative	Signature	Date
Shire of Dardanup	André Schönfeldt (CEO)		

Disclaimer

In approving this BRM Plan, the Dardanup Shire Council is acknowledging that the assets have been identified and the risk ratings and treatment priorities assigned. Approval of the plan is a commitment by the Shire of Dardanup to work with land owners and managers to address unacceptable risk within the community. Endorsement of this plan is not committing the Shire of Dardanup to a program of treatment works to be implemented by others, or an acceptance of responsibility for risk occurring on land that is not owned or managed by the Shire. ¹

¹ Source: *Guidelines for Preparing a Bushfire Risk Management Plan*. November 2015. Page 79

Amendment List

Version	Date	Author	Section
1.0	July 2018	Bushfire Risk Planning Coordinator (Ben Anderson)	Draft BRMP
2.0	July 2019	Bushfire Risk Planning Coordinator (Ben Anderson)	Final BRMP

Publication Information

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1. Introduction

1.1 Background

Under the *State Hazard Plan - Fire (Interim)* (OEM 2017) an integrated Bushfire Risk Management Plan (BRM Plan) is to be developed for local government areas with significant bushfire risk. This BRM Plan has been prepared for the Shire of Dardanup in accordance with the requirements of the *Guidelines for Preparing a Bushfire Risk Management Plan (Guidelines)* (OBRM 2015). The risk management processes used to develop this BRM Plan are aligned to the key principles of *AS/NZS ISO 31000:2009 Risk management – Principles and guidelines* (AS/NZS ISO 31000:2009), as described in the Second Edition of the *National Emergency Risk Assessment Guidelines* (NERAG 2015). This approach is consistent with *State Emergency Management Policy (State EM Policy) 3.2 - Emergency Risk Management Planning*.

This BRM Plan is a strategic document that identifies assets at risk from bushfire and their priority for treatment. The Treatment Schedule sets out a broad program of coordinated multi-agency treatments to address risks identified in the BRM Plan. Government agencies and other land managers responsible for implementing treatments participate in developing the BRM Plan to ensure treatment strategies are collaborative and efficient, regardless of land tenure.

1.2 Aim and Objectives

The aim of the BRM Plan is to document a coordinated and efficient approach toward the identification, assessment and treatment of assets exposed to bushfire risk within the Shire of Dardanup.

The objective of the BRM Plan is to effectively manage bushfire risk within the Shire of Dardanup in order to protect people, assets and other things of local value. Specifically, the objectives of this BRM Plan are to:

- Guide and coordinate a tenure blind, multi-agency bushfire risk management program over a five year period;
- Document the process used to identify, analyse and evaluate risk, determine priorities and develop a plan to systematically treat risk;
- Facilitate the effective use of the financial and physical resources available for bushfire risk management activities;
- Integrate bushfire risk management into the business processes of local government, land owners and other agencies;
- Ensure there is integration between land owners and bushfire risk management programs and activities;
- Monitor and review the implementation of treatments to ensure treatment plans are adaptable and risk is managed at an acceptable level.

1.3 Legislation, Policy and Standards

The following legislation, policy and standards were considered to be applicable in the development and implementation of the BRM Plan.

1.3.1 Legislation

- *Bush Fires Act 1954*
- *Emergency Management Act 2005*
- *Fire Brigades Act 1942*
- *Fire and Emergency Service Act 1998*
- *Conservation and Land Management Act 1984*
- *Environmental Protection Act 1986*
- *Environmental Protection and Biodiversity Conservation Act 1999*
- *Wildlife Conservation Act 1950*
- *Aboriginal Heritage Act 1972*
- *Metropolitan Water Supply, Sewerage and Drainage Act 1909*
- *Country Areas Water Supply Act 1947*
- *Building Act 2011*
- *Bush Fires Regulations 1954*
- *Emergency Management Regulations 2006*
- *Planning and Development (Local Planning Scheme) Regulations 2015*

1.3.2 Policies, Guidelines and Standards

- National Emergency Risk Assessment Guidelines (NERAG) (Second Edition 2015)
- State Emergency Management Policy 2.5 – Local Arrangements
- State Emergency Management Policy 3.2 – Emergency Risk Management Planning (OEM)
- State Emergency Management Prevention Procedure 1 – Emergency Risk Management Planning (OEM)
- State Emergency Management Preparedness Procedure 7 – Local Emergency Management Committee (LEMC)
- State Emergency Management Preparedness Procedure 8 – Local Emergency Management Arrangements (OEM)
- State Hazard Plan Fire (Interim) (OEM)
- State Planning Policy 3.7: Planning in Bushfire Prone Areas (WAPC)
- State Planning Policy 3.4: Natural Hazards and Disasters (WAPC)
- Guidelines for Planning in Bushfire Prone Areas (WAPC 2017)
- Western Australian Emergency Risk Management Guidelines (OEM 2015)
- Guidelines for Plantation Fire Protection (DFES 2011)
- Firebreak Location, Construction and Maintenance Guidelines (DFES)
- Bushfire Risk Management Planning – Guidelines for preparing a Bushfire Risk Management Plan (OBRM 2015)
- AS/NZS ISO 31000:2009 - Risk management – Principles and guidelines
- AS 3959-2009 Construction of buildings in bushfire-prone areas
- Building Protection Zone Standards (DFES)

1.3.3 Shire of Dardanup References

- Shire of Dardanup Strategic Community Plan 2018-2028
- Shire of Dardanup - Annual Report 2016/2017
- Shire of Dardanup - Corporate Business Plan 2018-2022
- Bunbury Geographe Growth Plan Strategy
- Bunbury Wellington Boyup Brook Tourism Development Strategy 2015-2019
- Shire of Dardanup - Disability Access and Inclusion Plan 2012-2017
- Greater Bunbury Age Friendly Communities Strategy
- Shire of Dardanup - Town Planning Scheme No. 3
- Shire of Dardanup - Local Planning Strategy
- Shire of Dardanup - Local Heritage Survey 2016
- Shire of Dardanup - Local Emergency Management & Recovery Arrangements 2015
- Joint Councils MOU for the provision of mutual aid during emergencies and post incident 2015 - 2018
- Shire of Dardanup - Health Plan 2015
- Shire of Dardanup – Bushfire Response Plan
- Shire of Dardanup – Fire Management Plans
- Dardanup Community Emergency Risk Profile - 2013

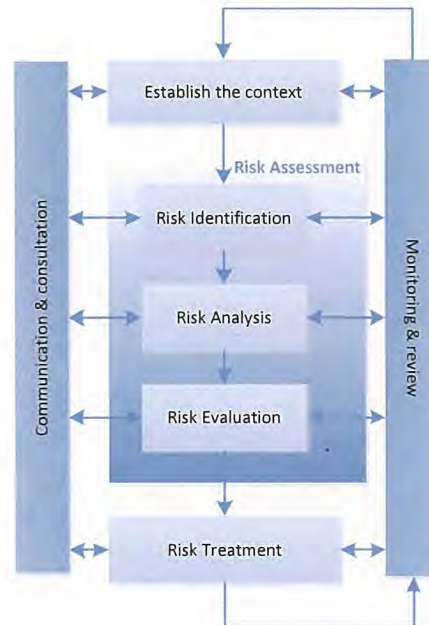
1.3.4 Other Related Documents

- National Strategy for Disaster Resilience
- National Statement of Capability for Fire and Emergency Services (AFAC 2015)
- Public Service Circular No. 88 Use of Herbicides in Water Catchment Areas
- Code of Practice for Timber Plantations in Western Australia (Forest Products Commission Second Edition 2014)

2. The Risk Management Process

The risk management processes used to identify and address risk in this BRM Plan are aligned with the international standard for risk management, AS/NZS ISO 31000:2009, as described in NERAG (2015). This process is outlined in Figure 1 below.

Figure 1 - An overview of the risk management process ²



2.1 Roles and Responsibilities

Table 1 – Roles and Responsibilities

Stakeholder Name*	Roles and Responsibilities
Shire of Dardanup	<ul style="list-style-type: none"> ▪ As custodian of the BRM Plan ▪ Coordination of the development and ongoing review of the integrated BRM Plan. ▪ Negotiation of commitment from land owners to treat risks identified in the BRM Plan. ▪ As treatment manager, implementation of treatment strategies. ▪ As part of the approval process, submission of the draft BRM Plan to the Office of Bushfire Risk Management (OBRM) to review it for consistency with the Guidelines. ▪ As part of the approval process, submission of the final BRM Plan to council for their endorsement and adoption.
Department of Fire and Emergency Services (DFES)	<ul style="list-style-type: none"> ▪ Participation in and contribution to the development and implementation of BRM Plans, as per their agency responsibilities as the Hazard Management Agency for bushfire. ▪ Support to local government through expert knowledge and advice in relation to the identification, prevention and treatment of bushfire risk. ▪ Facilitation of local government engagement with state and federal government agencies in the local planning process.

² Source: AS/NZS ISO 31000:2009, Figure 1, reproduced under SAI Global copyright Licence 1411-c083.

Stakeholder Name*	Roles and Responsibilities
Department of Fire and Emergency Services (DFES)	<ul style="list-style-type: none"> ▪ Undertake treatment strategies, including prescribed burning on behalf of Department of Lands for Unmanaged Reserves and Unallocated Crown Land within gazetted town site boundaries. ▪ In accordance with Memorandums of Understanding and other agreements, implementation of treatment strategies for other landholders.
Office of Bushfire Risk Management (OBRM)	<ul style="list-style-type: none"> ▪ Under the OBRM Charter, to ensure bushfire risk is managed in accordance with AS/NZS ISO 31000 and reporting on the state of bushfire risk across Western Australia. ▪ Review BRM Plans for consistency with the Guidelines prior to final endorsement by council.
Department of Biodiversity, Conservation and Attractions - Parks and Wildlife Service (PWS)	<ul style="list-style-type: none"> ▪ Participation in and contribution to the development and implementation of BRM Plans. ▪ Providing advice for the identification of environmental assets that are vulnerable to fire and planning appropriate treatment strategies for their protection. ▪ As treatment manager, implementation of treatment strategies on department managed land and for Unmanaged Reserves and Unallocated Crown Land outside gazetted town site boundaries. ▪ In accordance with Memorandums of Understanding and other agreements, implementation of treatment strategies for other landholders.
Other State and Federal Government Agencies <ul style="list-style-type: none"> • Dept of Planning Lands and Heritage • Main Roads of WA • Dept of Health • Dept of Education • Forest Products Commission • Dept of Water and Environmental Regulation • Dept of Biodiversity, Conservation and Attractions (DBCA) 	<ul style="list-style-type: none"> ▪ Assist the local government by providing information about their assets and current risk treatment programs. ▪ Participation in and contribution to the development and implementation of BRM Plans. ▪ As treatment manager, implementation of treatment strategies.
Public Utilities <ul style="list-style-type: none"> • Western Power • Water Corporation 	<ul style="list-style-type: none"> ▪ Assist the local government by providing information about their assets and current risk treatment programs. ▪ Participation in and contribution to the development and implementation of BRM Plans. ▪ As treatment manager, implementation of treatment strategies.
Corporations and Private Land Owners	<ul style="list-style-type: none"> ▪ Assist the local government by providing information about their assets and current risk treatment programs. ▪ As treatment manager, implementation of treatment strategies.

Stakeholder Name*	Roles and Responsibilities
<ul style="list-style-type: none">• Telstra• Private Land Owners	
<p>Others</p> <ul style="list-style-type: none">• Landcare• South West Aboriginal Land and Sea Council	<ul style="list-style-type: none">▪ Participation in and contribution to the development and implementation of BRM Plans.▪ Providing advice for the identification of assets that are vulnerable to fire▪ Providing advice on appropriate treatment strategies for asset protection.

2.2 Communication & Consultation

As indicated in Figure 1 (page 9), communication and consultation throughout the risk management process is fundamental to the preparation of an effective BRM Plan. To ensure appropriate and effective communication occurred with relevant stakeholders in the development of the BRM Plan, a *Communication Strategy* was prepared. The strategy is provided at **Appendix 1**.

3. Establishing the Context

3.1 Description of the Local Government and Community Context

3.1.1 Strategic and Corporate Framework

The vision for the Shire of Dardanup, as set out in its 10 Year Strategic Community Plan 2018-2028 is: *“Provide effective leadership in encouraging balanced growth and development of the Shire while recognising the diverse needs of the community.”*

This BRM Plan aims to strengthen the Shire’s capacity to achieve its overall corporate vision and goals by encouraging community organisations and local communities to work together to reduce bushfire risk and aims to provide guidance on negotiating and selecting treatment strategies for mitigation of bushfire-related risks. This approach allows the responsible land holder to allocate scarce resources most effectively in order to lower the inherent risk to an acceptable level.

The BRM Plan is a hazard specific plan that aims to identify and treat significant bushfire risks within the LG; it aims to integrate bushfire risk management programs and activities into the business processes of the Shire, other agencies and land owners. The outcomes of the BRM Plan will be used to inform the LG when preparing and then implementing bushfire mitigation strategies for Shire managed land.

Existing and future bushfire risk management programs, such as the annual Fire Prevention Order (under s.33 of the Bushfires Act 1954) will utilise the BRM Plan to prioritise resources and influence the decision-making process.

Bushfire is the highest risk factor to the community from an emergency management perspective in the Shire. The Shire is faced with increased fire risk to people and property due to a drying climate, development within and around high fuel load areas plus an increasing pressure on fire brigade volunteers to support fire response requirements. With the BRM Plan the Shire will increase efforts to support and promote existing bushfire preparation programs while educating and providing valuable information to the community.

The Shire’s 10 Year Strategic Community Plan 2018-2028 is structured around five key objectives, being:

1. **Leadership Objective:** Strong civic leadership representing the whole of the Shire which is supported by responsible and transparent corporate governance.
2. **Environment Objective:** Maintaining a balanced respect for our natural assets and built environment, while retaining our lifestyle values, community spirit and identity.
3. **Community Objective:** A safe and vibrant community which is inclusive and welcoming for all ages and interests.
4. **Prosperity Objective:** To encourage a diverse and resilient economy that supports a range of local employment opportunities.

5. **Amenity Objective:** Provision and maintenance of facilities, infrastructure and services to promote the Shire as an attractive and desirable place to live.

Of relevance to this BRM Plan are the following Community objectives with the strategy and associated actions:³

- Strategy: To be equitable, inclusive and transparent in decision-making.
 - Action 1.1.1.1
 - Community Engagement: Develop a Community Engagement Policy and Procedures. Consult with our community about key issues facing the Shire.

- Strategy: To protect and preserve open spaces, natural vegetation and bushland.
 - Action 2.1.1.2
 - Natural Environmental and Public Open Space Maintenance - Plan and promote the maintenance and preservation activities undertaken by Council to protect and enhance our natural places.
 - Action 2.1.1.3
 - Land Use Planning - Integrate the protection of our natural biodiversity into land use planning that balances protection with urban development.

- Strategy: To be Climate Change Aware.
 - Action 2.1.4.1
 - Climate Change Partnerships - Collaborate with stakeholders for a regional approach to identifying climate change impact. Have knowledge of climate change impact and prepare for those impacts.
 - Action 2.1.4.2
 - Climate Change Preparedness - Identify and address risks to our community from changes to the natural environment.

- Strategy: To promote and encourage volunteering within the Shire of Dardanup.
 - Action 3.3.1.1
 - Volunteerism: Encourage the giving of time or talent for charitable, educational, or other worthwhile activities in the community.

- Strategy: Maintain appropriate emergency services and planning.
 - Action 3.4.2.1
 - Emergency management: Build community capacity and capability to prevent, prepare for, respond to and recover from emergencies.
 - Action 3.4.2.2
 - Support the Local Emergency Management Committee (LEMC).
 - Action 3.4.2.3
 - Maintain the Local Emergency Management Plan for the Shire and develop plans for the needs of specific areas.

³ Source: Shire of Dardanup. (2018). *Corporate Business Plan 2018-2022*.

- Action 3.4.2.4
 - Promote training and development of emergency services personnel.
- Action 3.4.2.5
 - Develop and maintain a Bushfire Hazard Reduction Strategy, involving planning and development controls along with community education to ensure safe fuel loads.
- Strategy: To provide an efficient road network for the efficient movement of people and goods by road.
 - Action 5.1.1.2
 - Roads & Freight: Provide a road network that promotes the efficient movement of people and goods that can be safely shared by all users.
- Strategy: To provide a safe road transport network where crashes resulting in death or serious injury are minimised.
 - Action 5.1.3.1
 - Protect vulnerable road users: Minimise risk to those transport network users who are more likely to experience serious injury or death in an accident.
 - Action 5.1.3.2
 - Safe roads and roadsides: Design and maintain roads and roadsides to reduce the risk of crashes occurring and the severity of injury if a crash does occur.

The objectives and strategies contained within the Strategic Community Plan will be delivered by actions listed in the Shire's Corporate Business Plan that is subject to an annual review.

The Shire of Dardanup Town Planning Scheme No. 3 sets out the obligations for new land use and development across the Shire. Other than within or adjacent to town sites and industrial estates, the majority of the Shire is within the Rural Zone. Both the Local Planning Strategy and Town Planning Scheme have regard to recent bush fire related initiatives such as the identification of bush fire prone areas as identified by the Office of Bushfire Risk Management.

Ultimately the Shire's Chief Executive Officer (CEO) is responsible for the BRM Plan processes, sustainability and continuity noting however that the CEO is able to delegate all or some of these responsibilities. Accepting that there are multiple stakeholders involved in the effective implementation of the BRM Plan process, it is important to note that the Shire's responsibility is to facilitate the management of the risk of bushfires to the community as supported by the provision of this plan. In the event that the Bushfire Risk Planning Coordinator role concludes, the Local Government's CEO shall delegate responsibility for the implementation of this plan.

The following functions within the Shire of Dardanup administration team have been identified as having specific roles and responsibilities in line with the successful implementation of the BRM Plan.

Table 2 – Functions within the Shire of Dardanup with roles and responsibilities associated to the Bush Fire Risk Management Plan

Function	Roles & Responsibilities
Senior Management Team	<ul style="list-style-type: none"> • Oversight of the implementation, review and monitoring of the Bushfire Risk Management Plan • Sourcing and approving funding and expenditure for local government managed / owned land. • Ensur implementation and review of the Bushfire Risk Management Plan • Monitoring the implementation of agreed treatments • Liaison with key stakeholders • Participation on Local Emergency Management Committee (LEMC)
Coordinator Emergency & Ranger Services	<ul style="list-style-type: none"> • Develop practices for fire management on LG land • Build knowledge and understanding of fire management practices within the community • Participation on Bushfire Advisory Committee (BFAC) • Support bushfire meetings and committees • Oversee burning programs and support from local brigades • Contributing to treatment planning • Negotiating with stakeholders • Participation on Local Emergency Management Committee (LEMC)
Chief Bushfire Control Officer	<ul style="list-style-type: none"> • Oversee burning programs and support from local brigades • Contributing to treatment planning • Negotiating with stakeholders • Fire breaks inspection and enforcement
Operations / Works / Parks & Environment	<ul style="list-style-type: none"> • Planning annual schedule of works • Contributing to treatment planning • Undertake planned works
Planning / Building	<ul style="list-style-type: none"> • Ensure adherence to building codes • Implement SPP 3.7 and Guidelines • Bushfire prone mapping
Ranger Services	<ul style="list-style-type: none"> • Fire breaks inspection and enforcement • Participation on Local Emergency Management Committee (LEMC) • Participation on Bushfire Advisory Committee (BFAC)
Finance	<ul style="list-style-type: none"> • Accessing grants and funding

3.1.2 Location, Boundaries and Tenure

The Shire of Dardanup is a medium-sized local government based in the south west of Western Australia, 185km south of Perth and covering 528 km². The district is bordered by the Shire of Harvey to the north, Shire of Collie to the north east, Shire of Donnybrook - Balingup to the south east, Shire of Capel to the south west, with the City of Bunbury to the west. The Shire being located in the South West Region of Western Australia, is part of the Bunbury Wellington sub-region (see Figure 2).

Within the Shire there are the four main townships of Eaton, Millbridge, Dardanup and Burekup with Eaton and Millbridge making up 83% of the population. Rural residential locations of Crooked Brook, Dardanup West, Henty, Waterloo and Wellington Mill make up the remainder of the Shire. In line with the Greater Bunbury Strategy 2013, the rural location of Waterloo has been identified for future urban expansion for the Greater Bunbury region. This area is estimated to be approximately 1,100ha and will include residential development, regional and local recreational spaces, public purpose sites, community facilities, commercial and light industrial. The area has been named 'Wanju' and a draft District Structure Plan is being prepared by the Shire and the Western Australian Planning Commission to plan for the future development of this locality.

The Shire's land management responsibilities are shown in Table 3. 52% of land is privately owned, and is used for horticulture, grazing (primarily for beef cattle) and rural living. The Shire is made up of a complex mosaic of land tenures with crown land and private land occurring closely, this means that fires often impact on multiple tenures and move through various land uses. It is also noted that the Shire has limited powers and responsibility to enforce compliance on land not under its control, in particular State Government tenured land.

DBCA has a long running program of risk management across the public land it manages. Prescribed burns and other mitigation works are key to their approach and this is captured within their fuel age maps, demonstrating years since last burnt. The Shire has worked with DBCA to consider their program when preparing this BRM Plan.

DFES are active within the Shire, delivering some mitigation focussed works across the land it manages alongside its other bushfire responsibilities. DFES also has fuel age data for the land it manages and this has been given regard when preparing this BRM Plan.

Table 3 – Overview of Land Tenure and Management within the BRM Plan Area ⁴

Land Manager/Agency*	% of Plan Area
Private	52.4%
Department of Biodiversity, Conservation and Attraction	44.8%
Shire of Dardanup	0.7%
Main Roads WA	0.4%
Water Corporation	0.4%
Forrest Products Commission	0.3%
South West Development Commission	0.3%
Public Transport Authority	0.3%
Department of Planning, Lands and Heritage	0.2%
Other Departments	0.2%
Total	100.0%

⁴ Source: Shire of Dardanup. Slip Tenure. (2018). Spatial Services

Figure 2 - The Shire of Dardanup is in the Bunbury Wellington sub-region of the South West Region of Western Australia⁵

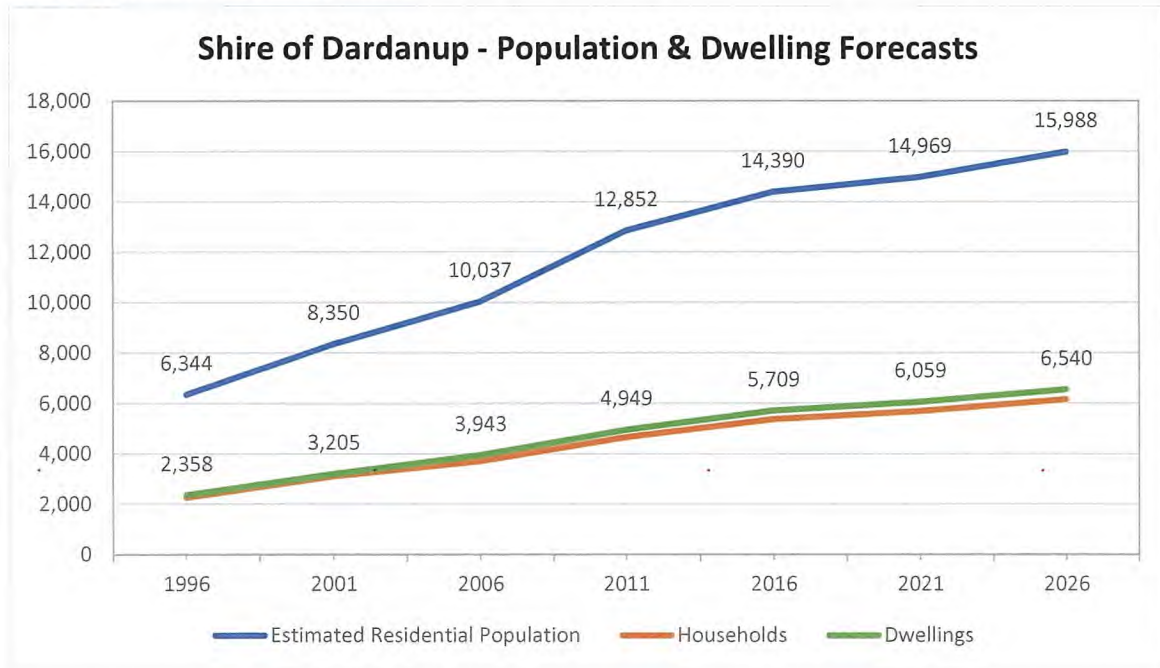


⁵ Source: <http://www.swdc.wa.gov.au/our-region.aspx>.

3.1.3 Population and Demographics ⁶

According to the Australian Bureau of Statistics (ABS), the Estimated Residential Population for the Shire of Dardanup at 30 June 2016 was 14,390, which is an increase of approximately 11.9% over the previous five years. The 2016 ABS Census recorded 5,654 dwellings and 4,828 households in the Shire, compared with 4,948 dwellings and 4,286 households in 2011. This represents an increase of 14.2% and 12.6% respectively over the previous 5 years.

Figure 3 - Population & Dwelling Forecasts ⁷



Supply of residential land within the Shire in future years will have an influence on the population growth and associated service delivery. Population forecasts, undertaken by the Western Australia Planning Commission as part of the WA Tomorrow Report No.7, expect population growth trends to continue with the Shire population forecast to reach 16,000 by 2026. The Shire is recognised as a fast-growing Shire in Western Australia with a forecast increase in population of 38.29% over the next 10 years or approximately 3.3% per annum. The Shire of Dardanup in partnership with the Western Australian Planning Commission have plans in place for the state’s newest city of Wanju. The city of Wanju will be built over 1,200 hectares to the east of the Eaton townsite, with an expected population of 50,000 residents in 20,000 dwellings over the next 40 years.

With population growth being a significant driver, consideration will need to be given to the potential for the bushfire risk to increase due to the limited understanding of bushfire impact upon the new local residents. Through the BRM Plan the Shire will increase efforts to support and promote existing bushfire preparation programs while educating and providing valuable information to the community. The Shire is engaged in using modern communication methods such as the shire web site and social media in sharing emergency prevention, preparation, response and recovery information.

⁶ Source: Shire of Dardanup. (2018). Page 12 – 14. *Strategic Community Plan 2018-2028*.

⁷ Source: Shire of Dardanup. (2018). Page 12. *Strategic Community Plan 2018-2028*.

Figure 4 - Population Trends

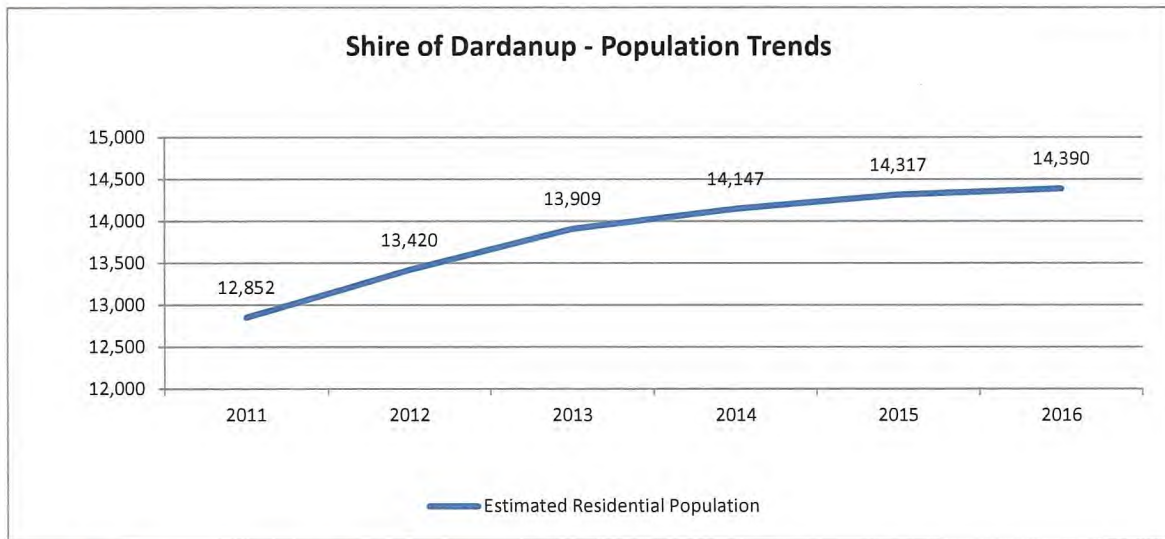
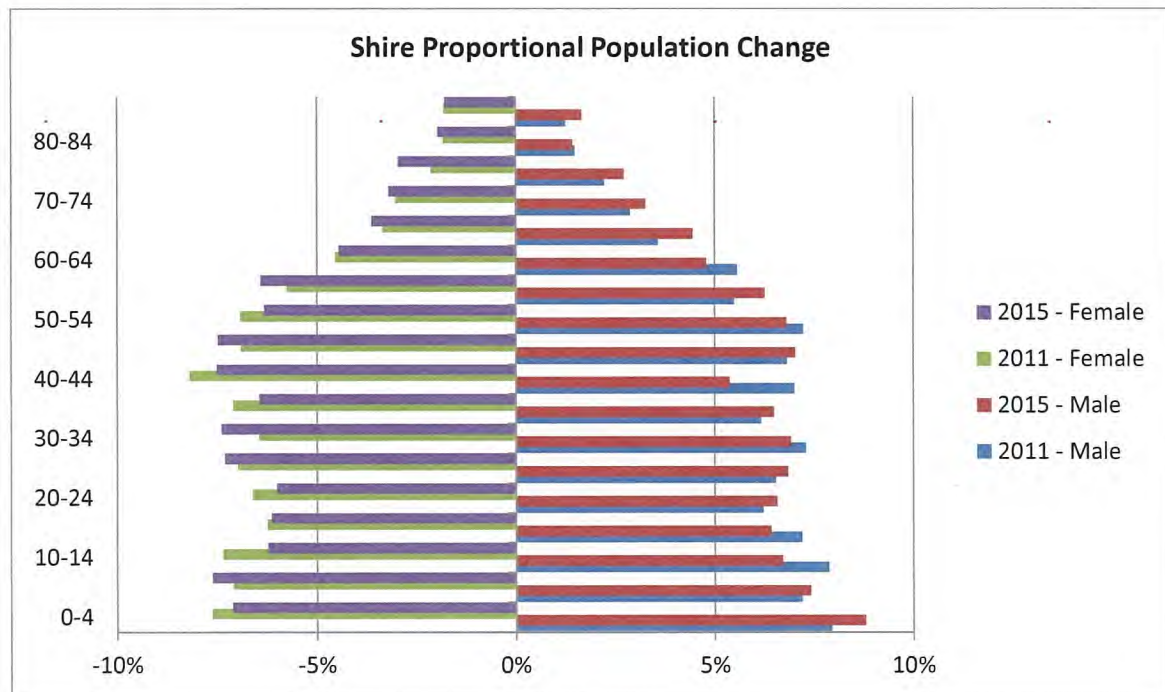


Figure 5 - Proportional Population Change



In 2016, the dominant household type in the Shire of Dardanup was 'Couple families with dependents', closely followed by 'Couple families without children'. The Shire's community profile is compiled using statistics from the Australian Bureau of Statistics 2016 Census.

Education	11.5% of residents in 2016 advised they had a technical level qualification or higher which is a decrease compared to 12.9% in 2011. Conversely 24.6% of residents advised they had attended Year 12 schooling compared to 21.7% in 2011.
Ethnicity	<p>In the Shire of Dardanup the most common ancestry in 2016 was English (33.2%), followed by Australian (30.0%), Irish (6.8%), Scottish (6.5%) and Italian (4.2%).</p> <p>76.5% of people were born in Australia. The most common countries of birth were England (5.4%), New Zealand (3.4%), South Africa (1.3%), Philippines (0.6%) and India (0.6%).</p>
Housing	<p>There were 4,822 households in the Shire in 2016 compared to 4,288 in 2011. 44.5% in 2016 consisted of couples with children with 40.4% consisting of couples without children. Compared to 2016 the number of households in 2011 with children decreased from 46.2% to 44.5%.</p> <p>The number of households identified as couples without children has increased from 40.1% in 2011 to 40.4% in 2016.</p> <p>There were 5,349 dwellings in the Shire in 2016 compared to 4,773 in 2011, which represented an increase of 576 houses or 12% since 2011.</p> <p>In 2016 45.4% of dwellings were mortgaged which was higher than the 39.7% proportion for WA. The percentage of households with mortgages increased marginally from 45.0% compared to 2011. The 29.4% of houses which were fully owned was similar to the WA proportion of 28.5%. The proportion of rented houses decreased from 22.6% in 2011 to 21.6% in 2016.</p>

3.1.4 Economic Activities and Industry

The seeds of the Shire were sown in its picturesque agricultural hinterland where traditional farming enterprises like beef and dairy production have been joined in more recent times by a now thriving tourism industry based on local drawcards like Gnomesville, a network of wineries, restaurants and boutique accommodation. The rural towns of Dardanup and Burekup are set in lush green cattle country and as the gateway to the renowned Ferguson Valley, their rolling hills and picturesque valleys provide wonderful opportunities for scenic drives⁸.

In 2017 the Shire of Dardanup, was estimated to have received 124,800 domestic and international visitors, 59% were domestic overnight visitors, 35% domestic day trippers, 6% international overnight visitors and 0.6% international day trippers.⁹ In 2016 it was estimated the value of visitors to the Shire was approximately 5 million dollars per year, this equates to 22 people with direct employment and 11 people with indirect employment.¹⁰

⁸ Source: Shire of Dardanup. (2017). Page 3. *Annual Report 2016/17*.

⁹ Source: South West Development Commission. *Visitation stats to ASW SWDC and LGAs 2006 to 2017*

¹⁰ Source: South West Development Commission. *SW Tourism Employment Fact Sheets LTO Final Version*

Table 4 – Estimated overnight visitors and day visitors, 2013 to 2017 ¹¹

Shire of Dardanup LGA - estimated overnight visitors and nights, 2013 to 2017 *						
Year		2013	2014	2015	2016	2017
International	Day Visitors	800	400	1,100	700	800
	Overnight Visitors	2,200	8,600	9,200	3,500	7,000
Domestic	Day Visitors	3,000	28,000	13,000	20,000	43,000
	Overnight Visitors	3,000	55,000	50,000	38,000	74,000
Total	Day Visitors	3,800	28,400	14,100	20,700	43,800
	Overnight Visitors	5,200	63,600	59,200	41,500	81,000

* Important Note: Small sample size (<40). The smaller the sample size the larger the confidence interval and therefore the less reliable the result.

A number of events are held each year with the largest being the annual Bull and Barrel Festival in October. A wide range of other music, cultural and sporting events are held at other times of the year and all bring visitors into the area.

Table 5 – Events held within the Shire of Dardanup ¹²

Event	Approx. Attendees
Bull and Barrel Festival	10,000
Eaton Foreshore Festival	5,000
Eaton Fair Christmas Fireworks	800
Walk on the Wild Side	800
Spring Out Festival	800
Dardanup Arts Trail	500

The top five industries that employ local residents within the Shire of Dardanup are Retail Trade; Construction; Manufacturing, Health Care - Social Assistance; and Education. Table 6 below summarises employment characteristics of employed persons in the Shire in 2016.

One of the largest integrated softwood milling and processing plants in Australia is also located in the Shire of Dardanup. The complex produces sawn pine timber and a range of reconstituted wood-based panels (particle board), including melamine faced panels, structural flooring and wet and dry flooring.

Plans for a 1,285ha industrial park located in the Shire of Dardanup, east of Picton, took an important step towards development with the release in 2017 of the draft Waterloo Industrial Park District Structure Plan (WIPDSP). The preparation of the WIPDSP is a joint project between the Shire of Dardanup and West Australian Planning Commission. Waterloo Industrial Park is a separate project to the adjacent planned area of urban expansion – or WA's newest city Wanju – but very much inter-related, as the park will provide an important economic driver for Wanju and the Bunbury Geopraphe area. Waterloo will deliver land for commercial, light and general industrial uses and has been identified as a suitable agri-food processing precinct.¹³

¹¹ Source: South West Development Commission. *Visitation stats to ASW SWDC and LGAs 2006 to 2017*

¹² Source: Shire of Dardanup Events Department

¹³ Source: Shire of Dardanup. (2018). Page 16. *Annual Report 2017/18*.

Table 6 - Industry of Employment ¹⁴

Industry	Proportion
Retail Trade	12%
Construction	12%
Manufacturing	11%
Health Care and Social Assistance	11%
Education and Training	7%
Mining	7%
Accommodation and Food Services	6%
Public Administration and Safety	5%
Other Services	5%
Transport, Postal and Warehousing	4%
Inadequately described	4%
Agriculture, Forestry and Fishing	3%
Professional, Scientific and Technical Services	3%
Electricity, Gas, Water and Waste Services	2%
Wholesale Trade	2%
Administrative and Support Services	2%
Rental, Hiring and Real Estate Services	2%
Financial and Insurance Services	2%
Information Media and Telecommunications	1%
Arts and Recreation Services	1%

3.2 Description of the Environment and Bushfire Context

3.2.1 Topography and Landscape Features

A distinctive landscape feature in the eastern part of the Shire is the Darling Scarp which bi-sects the Shire from north to south along the Darling fault. The elevational range of the Scarp ranges from 330m AHD at Mount Lennard down to 120m AHD at Dardanup Conservation Park declining westward to about 60m AHD as it blends with the Swan Coastal Plain. The Swan Coastal Plain ranges from 60m to 5m AHD.

The main river system within the Shire is the Ferguson River. This bi-sects the shire from south-east to the north-west entering the Preston River to the south of Picton. The topography of the river system is undulating with steep slopes ranging from 10% to 30% within the eastern part of the river system. This provides severe limitations to vehicle access and will potentially hinder bushfire suppression activities due to steep ground. Crooked Brook and Henty Brook are minor water systems that flow into the Preston River and Collie River but also have steep slopes within their eastern reaches, which also create severe limitations to vehicle access and will potentially hinder bushfire suppression activities.

¹⁴ Source: AUSTRALIAN BUREAU OF STATISTICS Statistical Data. (2016). *Count of employed persons 15 years and older*

The geology of the river systems falls under two different types of valley systems, the Lowden Valley System and the Goodwood Valley System, mapped by the Department of Primary Industries and Regional Development (DPIRD) in 1996.

The Lowden Valley System consists of dissected terrain (mostly 40 to 180m deep) where major river systems have eaten into the Darling Plateau, exposing fresh rock, that also occurs along the Darling Scarp. The most common valleys are deeply incised and have moderate to steep slopes and loamy earths. Moderately incised valleys with loams and gravels occur in the upper reaches. Along the valley floors are river flats with loamy earths and alluvial brown deep sands, there are low lateritic slopes with gravels also ¹⁵.

The Goodwood Valley System consists of low (mostly 20 to 50m deep) valley systems which have formed as a result of the dissection of the Darling Plateau by major river systems, such as the Blackwood, Preston and Capel. The valley side slopes (Rosa and Blackwood Subsystems) have gradients between 3 and 25% and are covered with gravels and sands. River terraces with alluvial brown deep sands and alluvial brown loamy earths (Preston and Dardanup Subsystems) are often present on the valley floors with occasional swampy depressions (Layman Subsystem) and raised flats (Bentley Subsystem) while State Forest and bushland cover much of the side slopes ¹⁶.

The steepness of topography, especially around river valleys is a challenge for fire management. This limits egress and access when responding to fires as well as creating localised weather patterns and wind effects that can make fires hard to predict and control.

Topography contributes to bushfire risk by influencing fire rate of spread (ROS) - and therefore intensity - impeding access for suppression resources and limiting options for fuel reduction, as inappropriate removal of vegetation can lead to erosion and other issues. The influence topography has on bushfire risk is considered in relation to its effect on response access, and as a variable in predicting the potential fire behaviour assets may be exposed to, including the likelihood of significant ember attack.

3.2.2 Climate and Bushfire Season

The Shire of Dardanup climate is described as Mediterranean, with distinct wet and dry seasons. Winter rainfall comes predominately from rain-bearing, low-pressure systems moving in an easterly direction with an average annual rainfall of around 912mm (based on 83-year data records) ¹⁷. Summers are very dry, with December to February receiving a monthly average of less than 16mm of rain.

A general decrease in yearly rainfall is found when compared to the long-term average. A 10% difference was found when comparing the 20-year averages to the long-term average, whilst the difference was 14% between the last 10 years and the long-term averages. Although the decrease does not necessarily impact negatively on pastures, it raises concerns for water harvesting and the plantation industry. The reduced rainfall increases soil dryness which influences fire intensity and spread.

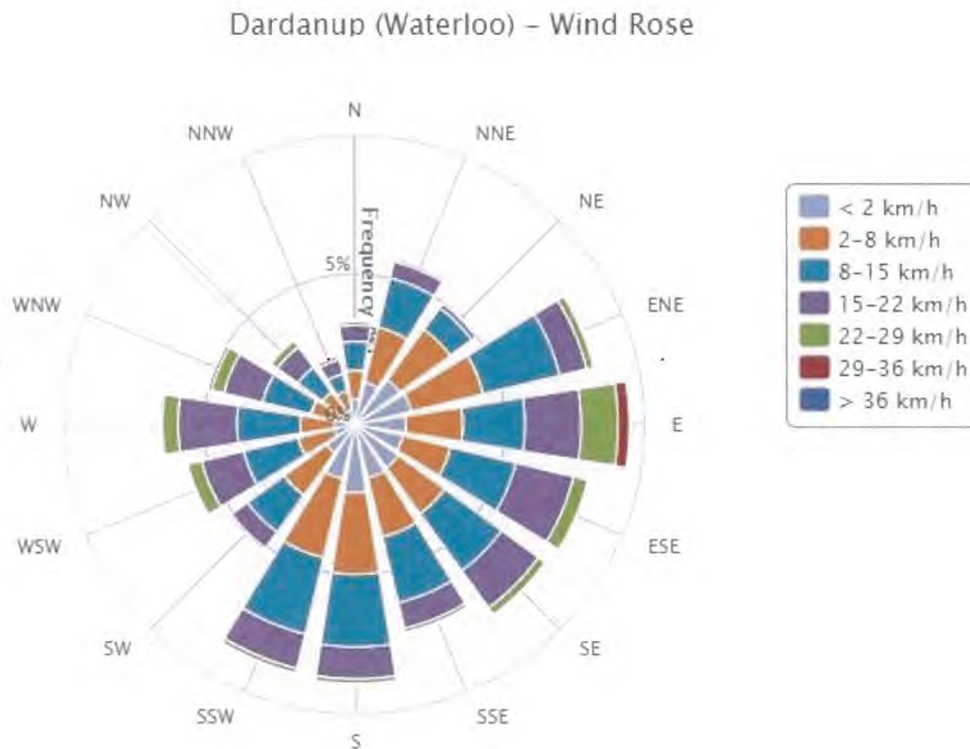
¹⁵ Source: Department of Agriculture and Food. (1996). Pg26. *Wellington-Blackwood land resources survey*. Peter J.Tille

¹⁶ Source: Department of Agriculture and Food. (1996). Pg30. *Wellington-Blackwood land resources survey*. Peter J.Tille

¹⁷ Source: http://www.bom.gov.au/climate/averages/tables/cw_009527.shtml

Climatic data provides an indication of fuel availability for bushfires throughout the year, but in particular during the fire season, and is used to calculate the Grassland Fire Danger Index (GFDI), Forest Fire Danger Index (FFDI) and predicted fire behaviour. This data is also used to determine the Southern WA fire season. Bushfire threat is typically associated with very hot (above average temperatures), dry (less than 20% humidity) and windy (above 12 – 15 Km per hour) conditions and high fuel loads. The shire experiences approximately 7 days above Very High Fire Danger Rating. However bad fires can occur at the lower fire danger ratings.

Figure 6 – Shire of Dardanup Location of Waterloo wind rose shows frequency of wind direction and speeds recorded over the last 8 years¹⁸.



Rainfall ranges between 800 and 1,250 mm across the Shire of Dardanup, while the evaporation range is 300mm to 1,400 mm. A climatic summary for the Department of Primary Industries and Regional Development's automatic weather station in Dardanup (Waterloo) is provided below in Table 7. The months highlighted show the climatic variables for the typical Southern WA fire season (December to March) which shows the higher daily ambient temperature and lower rainfall.

¹⁸ Source: www.agric.wa.gov.au/weather-stations

Table 7 – Summary of Dardanup Climate Data ¹⁹.

Climate data for Dardanup, Western Australia													
Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual
Daily °C highest	39.1	37.0	34.4	31.0	26.4	22.5	19.7	23.6	23.0	30.6	34.0	37.4	39.1
Rain mm Mean	11.9	11.6	21.9	50.2	130.6	184.6	179	133.6	89	53.5	31.6	15.7	912.2
Rainy Days avg	2.5	3	2.8	8.75	14.2	16.5	18.9	16.4	12.8	9	4.7	4	9.5
Wind @ 3m height Km/h avg	13.6	12.6	11.1	9.2	8.7	8.8	8.9	7.6	8.5	9.2	10.5	12.5	10.1
Wind @ 3m height Km/h Direction highest	54.4 ESE	57.6 E	48.6 E	47.5 ENE	51.48 WNW	92.8 WSW	60.1 WNW	49.7 WNW	51.1 W	54.4 NNW	38.9 E	52.2 ESE	92.8 WSW

The fire season runs from October to May (and peaks between December and March). The Southern WA fire season is typically from November through to April, with the Shire of Dardanup's gazetted Restricted Burning Period and Prohibited Burning Period are as follows:²⁰

- 1st November to 13th December: Restricted Period (permits required)
- 14th December to 15th March: Prohibited Period
- 16th March to 15th May: Restricted Period (permits required)
- 16th May to 31st October: Unrestricted Period

The above dates can be adjusted by the Shire of Dardanup to reflect the seasonal weather conditions.

3.2.3 Vegetation

The major vegetation types within the Shire include Jarrah – Marri - Blackbutt forests, Jarrah, Eucalyptus, Marri woodland, and low woodlands of paper bark & tea tree. Areas of the Shire cleared of forest are predominantly agricultural grassland pastures for farming of cattle and milk production. Agricultural lands are predominantly grazed with minimal to no cropping. Grazing in the district occurs such that the fire risk is reduced by January.

Vegetation types provide an overview of the fuels and how they will influence fire behaviour. This overview assists in the completion of risk assessments by evaluating factors such as, potential rates of spread, intensity and spotting. Understanding the type of vegetation also allows for better assessment of mitigation effectiveness. Broad vegetation types within the Shire of Dardanup are identified in Table 8.

¹⁹ Source: <https://www.agric.wa.gov.au/weather-stations-and-radar>. Station DA - ASWWTNDA001

²⁰ Source: Shire of Dardanup. Fire Prevention Order.

Table 8 – Major Vegetation Types.

Vegetation Community ²¹	Area (ha)	% of Total Area
Cleared Land	26,479.9	50%
Bare areas; freshwater lakes	606.03	1%
Low woodland or open low woodland; paperbark (Acacia, Banksia, Melaleuca, Agonis sp.)	4,435.14	8%
Medium woodland, Jarrah, Eucalyptus, Marri, Tuart, Banksia & Wandoo	7,417.43	14%
Forest, Jarrah - Marri - Blackbutt	14,021.33	27%
TOTAL	52,660	100.00%

Figure 7–Jarrah – Mari - Blackbutt Forest



Jarrah – Marri - Blackbutt forests and Jarrah – Marri woodland generally have a fast-moving fire with moderate spotting. Depending on the conditions, these fires will reach the canopy and become a crown fire.

²¹ Source: Vegetation of Western Australia Dataset provided by DEFS. 2016

Figure 8 – Paper bark – Tea Tree & Heath Land



Paper Bark - Tea Tree open woodland fires are extremely fast-moving wind driven fires. These fires are extreme intensity and the flame front is short and can be described as flash fires.

3.2.4 Bushfire Frequency and Causes of Ignition

For the fire season within the 2017/18 financial year there were 30 ignitions reported to DFES in the Dardanup Shire, the causes of bush fires are shown in Figure 9. This is a reduction from the previous financial year where 49 ignitions were reported to DFES.

These statistics should be carefully analysed when determining the most effective treatments for assets at risk within the Shire. Consideration should be given to targeting community engagement activities in these areas. To help reduce the 30% of fires starting from escaped burns across the shire, there is a greater effort on education for the community on how to conduct and manage controlled burns through preventative programs like winter burning.

In recent years there has been an increase in the use of social media which ensures that community members become aware of 'possible' and 'actual' incidents quickly and are therefore able to respond quickly. The Shire makes use of social media applications such as 'Facebook' in order to keep the community informed.

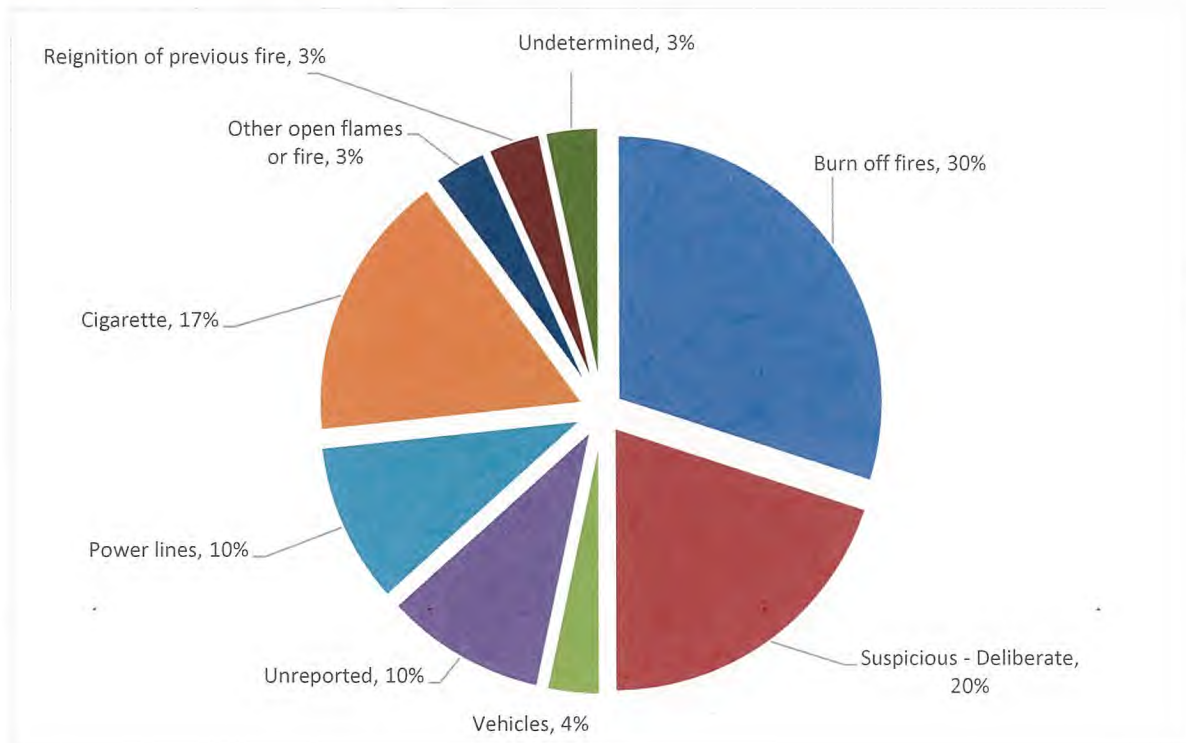
Volunteer Fires Services

The Shire of Dardanup coordinate and manage eight Bush Fire Brigades with approximately 330 registered volunteers. These brigades are supported by:

- 1 x 3,000 litre 4-wheel drive (3.4) Fire truck;
- 2 x 2.4 Fire trucks;
- 3 x 1.4 Fire trucks; and
- 3 x Light Tankers (LT).

In addition, DFES Volunteer Fire and Rescue Brigade is located in Eaton adding one country pump and one light tanker to the overall resource.

Figure 9 – Causes of bushfires Season 2017-2018 ²²



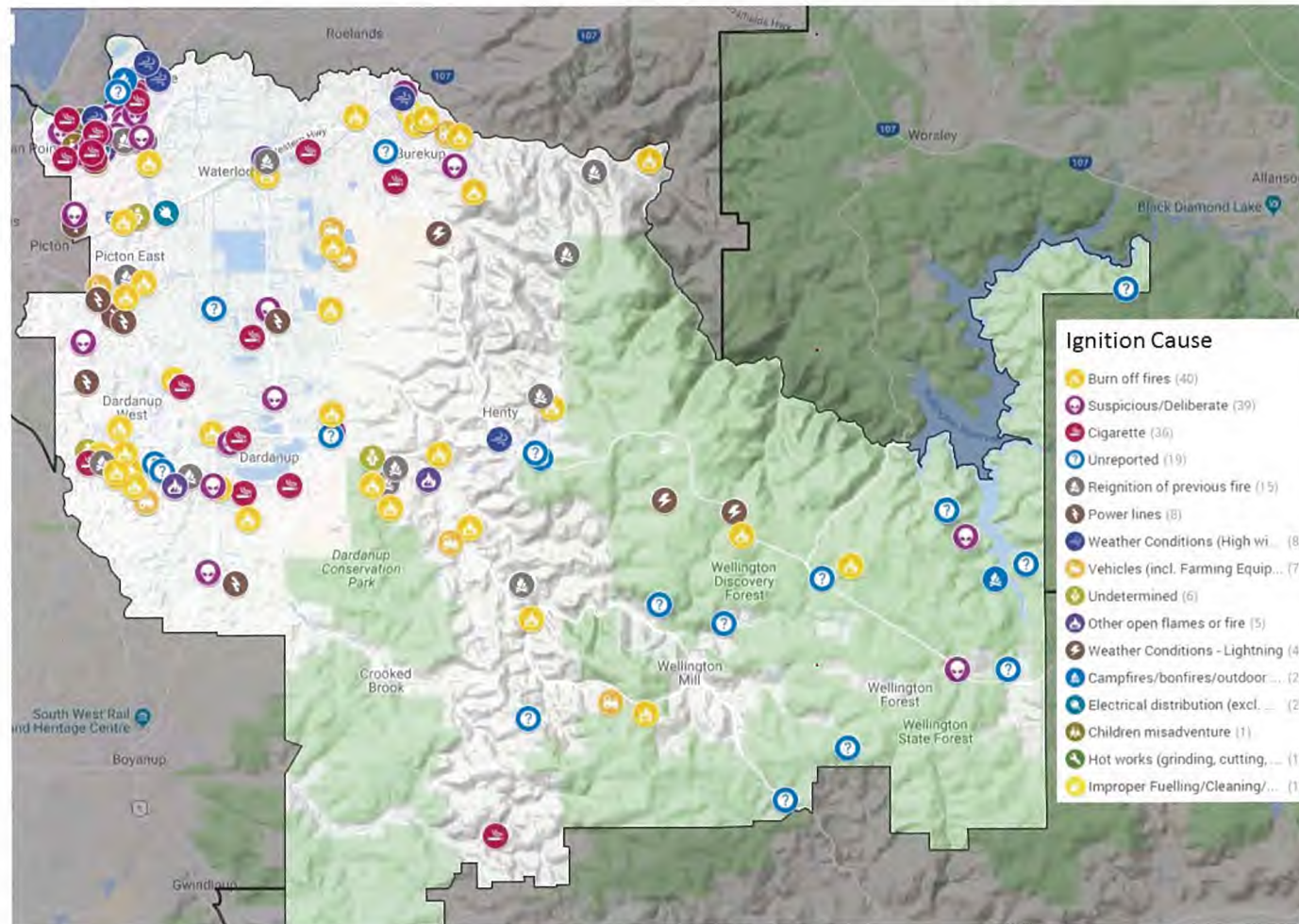
²² Source: Department of Fire and Emergency Services. Risk, Capability and Analysis

Table 9 – Summary of Ignition, 2013 to 2017 ²³

Shire of Dardanup – Summary of Ignition, 2013 to 2017					
Year	13/14	14/15	15/16	16/17	17/18
Total Number of Bushfires:	28	54	33	49	30
Cause:					
Burn off fires	3	12	8	8	9
Campfires/bonfires/outdoor cooking	0	1	0	1	0
Children misadventure	0	0	0	1	0
Cigarette	6	4	3	18	5
Electrical distribution	2	0	0	0	0
Hot works (grinding, cutting, drilling)	1	0	0	0	0
Improper Fuelling	1	0	0	0	0
Other open flames or fire	1	1	1	1	1
Power lines	1	3	0	1	3
Reignition of previous fire	4	4	4	2	1
Suspicious/Deliberate	2	12	9	10	6
Undetermined	2	3	0	0	1
Unreported	2	5	5	4	3
Vehicles (incl. Farming Equipment)	1	2	2	1	1
Weather Conditions - Lightning	1	2	1	0	0
Weather Conditions	1	5	0	2	0

²³ Source: Department of Fire and Emergency Services. Risk, Capability and Analysis

Figure 10 –Landscape Fires within the Shire of Dardanup 2013 - 2017 ²⁴



²⁴ Source: Department of Fire and Emergency Services. Risk, Capability and Analysis

Figure 11 –Landscape Fires within Eaton 2013 - 2017 ²⁵



²⁵ Source: Department of Fire and Emergency Services. Risk, Capability and Analysis

3.2.5 Current Bushfire Management

Historically in the Shire of Dardanup the majority of fuel management work has been undertaken by the Department of Biodiversity, Conservation and Attractions on State Forest, local Brigades on private land and the Shire on its reserves. This plan aims to integrate future fuel management activities.

Roadside Verges

The Shire endeavours to undertake fire risk verge maintenance on its roads within the limitations of its available resources. Where possible, the Shire undertakes mitigation strategies targeting high risk areas in consultation with local brigades, including controlled burns, slashing and spraying to minimise hazards. The Shire is unable to guarantee its actions will address all fire risks ²⁶.

In accordance with the Shire of Dardanup Activities in Thoroughfares and Public Places Local Law, a person shall not burn part of a thoroughfare without first obtaining a permit or unless acting under the authority of any other written law.²⁷

Map of Bushfire Prone Areas

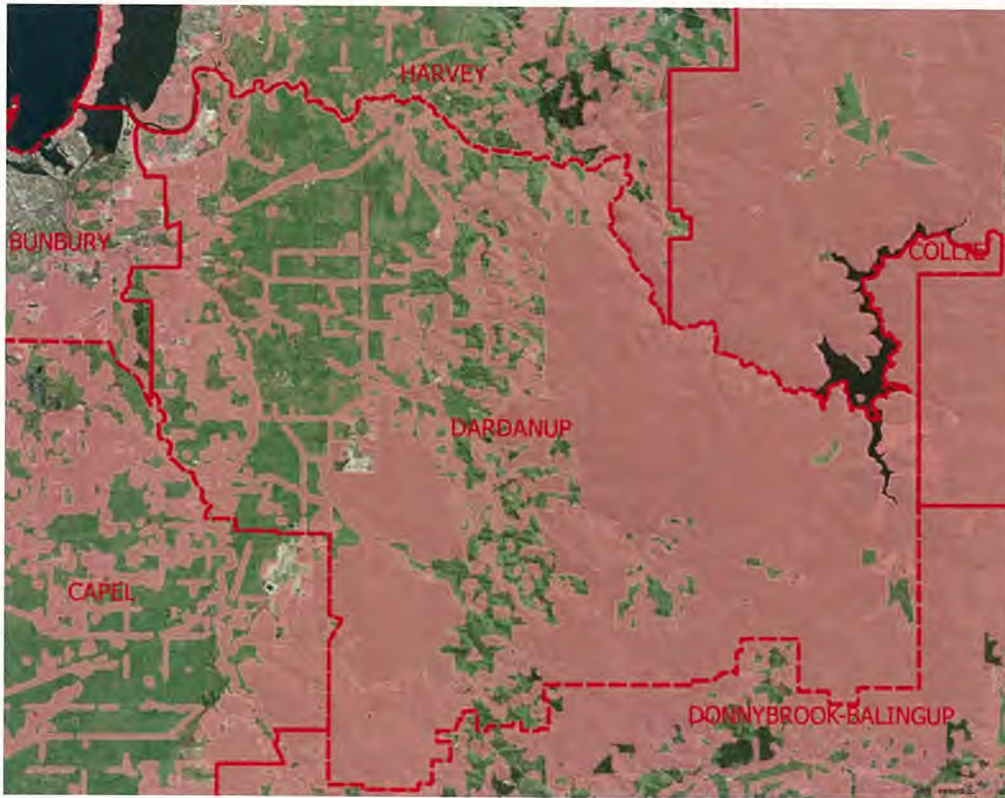
The Shire provides input into the Map of Bushfire Prone Areas. Much of the shire is designated to be Bushfire Prone (see Figure 12). The intent of the WA Government's *Bushfire Prone Planning Policy* is to implement effective risk based land use planning and development to preserve life and reduce the impact of bushfire on property and infrastructure.²⁸ The *State Planning Policy 3.7 – Planning for Bushfire Prone Areas* ensures bushfire risk is given due consideration in all future planning and development decisions. As the policy does not apply retrospectively, the BRM Plan focuses on identifying existing bushfire risk and establishing an effective treatment plan to manage unacceptable community risks. The Shire issues Planning and Building approvals in accordance with standards as set out in Planning Policy 3.7 Planning in Bushfire Prone Areas and the Building Commission.

²⁶ Source: Shire of Dardanup. *Fire Prevention Order*.

²⁷ Source: Shire of Dardanup. *ACTIVITIES IN THOROUGHFARES AND PUBLIC PLACES AND TRADING LOCAL LAW*. Page 18.

²⁸ Source: *State Planning Policy 3.7 – Planning in Bushfire Prone Areas*

Figure 12 - Shire of Dardanup Bush Fire Prone Areas (bushfire prone areas are shaded red)



4. Asset Identification and Risk Assessment

4.1 Priorities for Asset ID and Assessment

Assets were identified and assessed across the Shire of Dardanup, based on the following order of priority.

Table 10 – Priorities for Asset Identification and Assessment

Priority	Asset Category	Asset Subcategory	Planning Area
First Priority	Human Settlement	Special Risk and Critical Facilities	All
Second Priority	Human Settlement	All other subcategories	All
Third Priority	Economic	Critical Infrastructure	All
Fourth Priority	Economic	All other subcategories	All
Fifth Priority	Environmental	All subcategories	All
Sixth Priority	Cultural	All subcategories	All

4.2 Asset Identification

Asset identification and risk assessment has been conducted at the local level using the methodology described in the Guidelines. Identified assets have been mapped, recorded and assessed in the Bushfire Risk Management System (BRMS). Identified assets are categorised into the following subcategories:

Table 11 – Asset Categories and Subcategories

Asset Category	Asset Subcategories
Human Settlement	<ul style="list-style-type: none"> • Residential areas Rural urban interface areas and rural properties. • Places of temporary occupation Commercial, mining and industrial areas located away from towns and population centres (that is, not adjoining residential areas). • Special risk and critical facilities Hospitals, nursing homes, schools and childcare facilities, tourist accommodation and facilities, prison and detention centres, government administration centres and depots, incident control centres, designated evacuation centres, police, fire and emergency services.
Economic	<ul style="list-style-type: none"> • Agricultural Pasture, grazing, livestock, crops, viticulture, horticulture and other farming infrastructure. • Commercial and industrial Major industry, waste treatment plants, mines, mills and processing and manufacturing facilities and cottage industry. • Critical infrastructure Power lines and substations, water and gas pipelines, telecommunications infrastructure, railways, bridges, port facilities and waste water treatments plants. • Tourist and recreational Tourist attractions and recreational sites that generate significant tourism and/or employment within the local area. • Commercial forests and plantations • Drinking water catchments

Asset Category	Asset Subcategories
Environmental	<ul style="list-style-type: none"> • Protected Rare and threatened flora and fauna, ecological communities and wetlands. • Priority Fire sensitive species and ecological communities. • Locally important Nature conservation and research sites, habitats, species and communities, areas of visual amenity.
Cultural	<ul style="list-style-type: none"> • Aboriginal heritage Places of indigenous significance. • Recognised heritage Assets afforded legislative protection through identification by the National Trust, State Heritage List or Local Planning Scheme Heritage List. • Local heritage Assets identified in a Municipal Heritage Inventory or by the community. • Other Other assets of cultural value, for example community centres and recreation facilities.

4.3 Assessment of Bushfire Risk

Risk assessments have been undertaken for each asset or group of assets identified using the methodology described in the Guidelines.

The percentage of assets within the local government in each asset category at the time of BRM Plan endorsement is shown in the following Table 12.

Table 12 – Asset Category Proportions

Asset category	Proportion of identified assets
Human Settlement	79%
Economic	16%
Environmental	4%
Cultural	1%

4.3.1 Consequence Assessment

Consequence is described as the outcome or impact of a bushfire event. The approach used to determine the consequence rating is **different for each asset category**: Human Settlement, Economic, Environmental and Cultural.

There are four possible consequence ratings: minor, moderate, major and catastrophic.

Table 14 – Consequence Ratings

Consequence Rating	Descriptions
Minor	<ul style="list-style-type: none"> • No fatalities. • Near misses or minor injuries with first aid treatment possibly required. • No persons are displaced. • Little or no personal support (physical, mental, emotional) required. • Inconsequential or no damage to an asset, with little or no specific recovery efforts required beyond the immediate clean-up. • Inconsequential or no disruption to community. • Inconsequential short-term failure of infrastructure or service delivery. (Repairs occur within 1 week, service outages last less than 24 hours.) • Inconsequential or no financial loss. Government sector losses managed within standard financial provisions. Inconsequential business disruptions.
Moderate	<ul style="list-style-type: none"> • Isolated cases of serious injuries, but no fatalities. Some hospitalisation required, managed within normal operating capacity of health services. • Isolated cases of displaced persons who return within 24 hours. • Personal support satisfied through local arrangements. • Localised damage to assets that is rectified by routine arrangements. • Community functioning as normal with some inconvenience. • Isolated cases of short to mid-term failure of infrastructure and disruption to service delivery. (Repairs occur within 1 week to 2 months, service outages last less than 1 week.) • Local economy impacted with additional financial support required to recover. Government sector losses require activation of reserves to cover loss. Disruptions to businesses lead to isolated cases of loss of employment or business failure. • Isolated cases of damage to environmental or cultural assets, one-off recovery efforts required, but with no long term effects to asset.
Major	<ul style="list-style-type: none"> • Isolated cases of fatalities. • Multiple cases of serious injuries. Significant hospitalisation required, leading to health services being overstretched. • Large number of persons displaced (more than 24 hours duration). • Significant resources required for personal support. • Significant damage to assets, with ongoing recovery efforts and external resources required. • Community only partially functioning. Widespread inconvenience, with some services unavailable. • Mid to long-term failure of significant infrastructure and service delivery affecting large parts of the community. Initial external support required. (Repairs occur within 2 to 6 months, service outages last less than a month.) • Local or regional economy impacted for a significant period of time with significant financial assistance required. Significant disruptions across

Consequence Rating	Descriptions
	<p>industry sectors leading to multiple business failures or loss of employment.</p> <ul style="list-style-type: none">• Significant damage to environmental or cultural assets that require major rehabilitation or recovery efforts.• Localised extinction of native species. This may range from loss of a single population to loss of all of the species within the BRM Plan area (for a species which occupies a greater range than just the BRM Plan area).
Catastrophic	<ul style="list-style-type: none">• Multiple cases of fatalities.• Extensive number of severe injuries.• Extended and large number requiring hospitalisation, leading to health services being unable to cope.• Extensive displacement of persons for extended duration.• Extensive resources required for personal support.• Extensive damage to assets that will require significant ongoing recovery efforts and extensive external resources.• Community unable to function without significant support.• Long-term failure of significant infrastructure and service delivery affecting all parts of the community. Ongoing external support required. (Repairs will take longer than 6 months, service outages last more than 1 month.)• Regional or State economy impacted for an extended period of time with significant financial assistance required. Significant disruptions across industry sectors leading to widespread business failures or loss of employment.• Permanent damage to environmental or cultural assets.• Extinction of a native species in nature. This category is most relevant to species that are restricted to the BRM Plan area, or also occur in adjoining areas and are likely to be impacted upon by the same fire event. 'In nature' means wild specimens and does not include flora or fauna bred or kept in captivity.

The methodology used to determine the consequence rating for each asset category is based on the following:

- **Consequence Rating - Human Settlement Assets**
The outcome or impact of a bushfire event on the asset, or a group of assets, measured by the hazard posed by the classified vegetation and the vulnerability of the asset.
- **Consequence Rating - Economic Assets**
The outcome or impact of a bushfire event on the asset, or a group of assets, measured by the hazard posed by the classified vegetation and the vulnerability of the asset.
- **Consequence Rating - Environmental Assets**
The outcome or impact of a bushfire event on the asset, or a group of assets, measured by the vulnerability of the asset and the potential impact of a bushfire or fire regime.

- **Consequence Rating - Cultural Assets**

The outcome or impact of a bushfire event on the asset, or a group of assets, measured by the hazard posed by the classified vegetation and the vulnerability of the asset.

4.3.2 Likelihood Assessment

Likelihood is described as the chance of a bushfire igniting, spreading and reaching an asset. The approach used to determine the likelihood rating is **the same for each asset category**: Human Settlement, Economic, Environmental and Cultural.

There are four possible likelihood ratings: almost certain, likely, possible, and unlikely.

Table 13 – Likelihood Ratings

Likelihood Rating	Description
Almost Certain (Sure to Happen)	<ul style="list-style-type: none"> • Is expected to occur in most circumstances; • High level of recorded incidents and/or strong anecdotal evidence; and/or • Strong likelihood the event will recur; and/or • Great opportunity, reason or means to occur; • May occur more than once in 5 years.
Likely (Probable)	<ul style="list-style-type: none"> • Regular recorded incidents and strong anecdotal evidence; and /or • Considerable opportunity, reason or means to occur; • May occur at least once in 5 years.
Possible (feasible but < probable)	<ul style="list-style-type: none"> • Should occur at some stage; and/or • Few, infrequent, random recorded incidents or little anecdotal evidence; and/or • Some opportunity, reason or means to occur.
Unlikely (Improbable, not likely)	<ul style="list-style-type: none"> • Would only occur under exceptional circumstances.

4.3.3 Assessment of Environmental Assets

Using available biological information and fire history data, environmental assets with a known minimum fire threshold were assessed to determine if they were at risk from bushfire, within the five year life of the BRM Plan. Environmental assets that would not be adversely impacted by bushfire within the five year period have not been included and assessed in the BRM Plan. The negative impact of a fire on these assets (within the period of this BRM Plan) was determined to be minimal, and may even be of benefit to the asset and surrounding habitat.

4.3.4 Local Government Asset Risk Summary

A risk profile for the local government is provided in the summary Table 15 below. This table shows the proportion of assets at risk from bushfire in each risk category at the time the BRM Plan was endorsed.

Table 15 – Asset Risk Summary

Risk Rating \ Asset Category	Low	Medium	High	Very High	Extreme
Human Settlement	4.7%	34.5%	11.1%	9.1%	40.7%
Economic	3.8%	30.8%	28.2%	21.8%	15.4%
Environmental	4.5%	4.5%	13.6%	77.3%	0.0%
Cultural	0.0%	50.0%	0.0%	25.0%	25.0%

5. Risk Evaluation

5.1 Evaluating Bushfire risk

The risk rating for each asset has been assessed against the likelihood and consequence descriptions to ensure:

- The rating for each asset reflects the relative seriousness of the bushfire risk to the asset;
- Likelihood and consequence ratings assigned to each asset are appropriate; and
- Local issues have been considered.

5.2 Treatment Priorities

The treatment priority for each asset has been automatically assigned by BRMS, based on the asset's risk rating. Table 16 shows how likelihood and consequence combine to give the risk rating and subsequent treatment priority for an asset.

Table 16 – Treatment Priorities

Consequence \ Likelihood	Minor	Moderate	Major	Catastrophic
Almost certain	3D (High)	2C (Very High)	1C (Extreme)	1A (Extreme)
Likely	4C (Medium)	3A (High)	2A (Very High)	1B (Extreme)
Possible	5A (Low)	4A (Medium)	3B (High)	2B (Very High)
Unlikely	5C (Low)	5B (Low)	4B (Medium)	3C (High)

5.3 Risk Acceptability

Risks below a certain level were not considered to require specific treatment during the life of this BRM Plan. They will be managed by routine local government wide controls and monitored for any significant change in risk.

In most circumstances risk acceptability and treatment will be determined by the land owner, in collaboration with local government and fire agencies. However, as a general rule, the following courses of action have been adopted for each risk rating.

Table 17 – Criteria for Acceptance of Risk and Course of Action

Risk Rating	Criteria for Acceptance of Risk	Course of Action
Extreme (Priorities 1A, 1B, 2C)	Only acceptable with excellent controls. Urgent treatment action is required. Treatment plans to be explored and implemented. Highest level of authority notified.	<ul style="list-style-type: none"> • Routine controls are not enough to adequately manage the risk. • Immediate attention required as a priority. • Specific action is required in first 2 years of BRM plan. • Priorities will be made for treatments that will have maximum benefit to multiple assets and critical infrastructure • These assets will be to focus of strategic treatments at a landscape level • Identification of partnerships with other agencies for strategic mitigations. • Communication with stakeholders will be a strong focus of managing extreme risks
Very High (Priorities 2A, 2B, 2C)	Only acceptable with excellent controls. Treatment action is required. Senior Shire officers and council notified.	<ul style="list-style-type: none"> • Routine controls are not enough to adequately manage the risk. • Specific action is required in first 4 years of BRM plan. • Priorities will be made for treatments that will have maximum benefit to multiple assets and critical infrastructure • These assets will be to focus of strategic treatments at a landscape level • Identification of partnerships with other agencies for strategic mitigations. • Communication with stakeholders will be a strong focus of managing risks

High (Priorities 3A, 3B, 3C, 3D)	Only acceptable with adequate controls. Treatment action may be required.	<ul style="list-style-type: none">• Specific action is required in the 5 year life of BRM plan.• Priorities will be made for treatments that will have maximum benefit to multiple assets and critical infrastructure• These assets will be to focus of strategic treatments at a landscape level• Identification of partnerships with other agencies for strategic mitigations.
Medium (Priorities 4A, 4B, 4C)	Acceptable with adequate controls. Treatment action is not required, but risk must be monitored regularly.	<ul style="list-style-type: none">• Specific action may not be required.• Risk may be managed with routine controls and monitored periodically throughout the life of the BRM Plan.
Low (Priorities 5A, 5B, 5C)	Risk acceptable with adequate controls, managed by routine procedures or controls and subject to monitoring. Treatment is not required.	<ul style="list-style-type: none">• Need for specific action is unlikely.• Risk will be managed with routine controls and monitored as required.

6. Risk Treatment

The purpose of risk treatment is to reduce the likelihood of a bushfire occurring and/or the potential impact of a bushfire on the community, economy and environment. This is achieved by implementing treatments that modify the characteristics of the hazard, the community or the environment.

There are many strategies available to treat bushfire risk. The treatment strategy (or combination of treatment strategies) selected will depend on the level of risk and the type of asset being treated. Not all treatment strategies will be suitable in every circumstance.

6.1 Local Government-Wide Controls

Local government-wide controls are activities that reduce the overall bushfire risk within the Shire of Dardanup. These types of treatments are not linked to specific assets, and are applied across all or part of the local government as part of normal business or due to legislative requirements. The following controls are currently in place across the Shire of Dardanup:

- *Bush Fires Act 1954* Section 33 notices, including applicable fuel management requirements, firebreak standards and annual enforcement programs;
- Declaration and management of Prohibited Burn Times, Restricted Burn Times and Total Fire Bans for the local government;
- Public education campaigns and the use of DBCA and DFES state-wide programs, tailored to suit local needs;
- State-wide arson prevention programs developed in conjunction with WA Police and DFES;
- State planning framework and local planning schemes, implementation of appropriate land subdivision and building standards in line with DFES, Department of Planning, Lands and Heritage and Building Commission policies and standards;
- Monitoring performance against the BRM Plan and reporting annually to the local government council and OBRM;
- The Department of Fire and Emergency Services (DFES) is responsible for the management of fire prevention of unallocated crown land (UCL) and unmanaged reserves (UMR) within gazetted town site boundaries under a memorandum of understanding with the Department of Planning, Lands and Heritage (DPLH);
- Department of Biodiversity, Conservation and Attractions annual mitigation works program (includes mechanical works and prescribed burns that may not directly influence level of risk to a specific asset or group of assets);
- Western Power annual vegetation management and asset inspection activities in Extreme and High Bushfire Risk areas completed by 30 November;
- All Fire Management Plans including but not limited to, land developments and estates. Plans are available through the Planning Department at the Shire;
- The Shire of Dardanup annual hazard reduction works program (includes, burning, spraying, slashing and pruning in and around established town sites and on strategic rural reserves). Priority is given to populated town sites first (known works will be captured in the Bushfire Risk Management treatment schedule);
- Water Corporation Bushfire Risk Mitigation Program (Water Corporation sites due to be assessed within the Shire by Water Corp. staff. Only High to Extreme risk sites will be communicated to the BRM Plan/BRPC once completed), and;

- Community “Bushfire Ready” groups facilitated by local resident’s injunction with DFES are being developed. Joint initiative: LG, DFES, and other community groups and associations.

A multi-agency work plan has been developed and is attached at **Appendix 3**. The plan details work to be undertaken as a part of normal business, to improve current controls or to implement new controls to better manage bushfire risk across the local government.

6.2 Asset-Specific Treatment Strategies

Asset-specific treatments are implemented to protect an individual asset or group of assets, identified and assessed in the BRM Plan as being at risk from bushfire. There are six asset specific treatment strategies:

- **Fuel management** - Treatment reduces or modifies the bushfire fuel through manual, chemical and prescribed burning methods;
- **Ignition management** - Treatment aims to reduce potential human and infrastructure sources of ignition in the landscape;
- **Preparedness** - Treatments aim to improve access and water supply arrangements to assist firefighting operations;
- **Planning** - Treatments focus on developing plans to improve the ability of firefighters and the community to respond to bushfire; and
- **Community Engagement** - Treatments seek to build relationships, raise awareness and change the behaviour of people exposed to bushfire risk.
- **Other** - Local government-wide controls, such as community education campaigns and planning policies, will be used to manage the risk. Asset-specific treatment is not required or not possible in these circumstances.

6.3 Determining the Treatment Schedule

The treatment schedule will be developed in broad consultation with land owners and other stakeholders and efforts will be made to finalise the treatment schedule within six months of this BRM Plan being endorsed by Council. It is expected that the treatment schedule will be a dynamic document and will be amended to account for changing circumstances, including changes to assets and/or risk ratings.

Land owners are ultimately responsible for treatments implemented on their own land. This includes any costs associated with the treatment and obtaining the relevant approvals, permits or licences to undertake an activity. Where agreed, another agency may manage a treatment on behalf of a land owner. However, the onus is still on the land owner to ensure treatments detailed in this BRM Plan are completed.

It is important to note that some treatments, particularly those aimed at reducing the vegetation profile, will require ongoing management and will likely need to be repeated periodically in order to sustain risk reduction gains post the initial treatment. The maintenance regime should be included in the treatment schedule where possible.

7. Monitoring and Review

Monitoring and review processes are in place to ensure that the BRM Plan remains current and valid. These processes are detailed below to ensure outcomes are achieved in accordance with the *Communication Strategy* and *Treatment Schedule*.

7.1 Review

A comprehensive review of this BRM Plan will be undertaken at least once every five years, from the date of council endorsement. Significant circumstances that may warrant an earlier review of the BRM Plan include:

- Changes to the BRM Plan area, organisational responsibilities or legislation;
- Changes to the bushfire risk profile of the area; or
- Following a major fire event.

The review process will be delegated by the Chief Executive Officer.

7.2 Monitoring

BRMS will be used to monitor the risk ratings for each asset identified in the BRM Plan and record the treatments implemented. Risk ratings are reviewed on a regular basis. New assets will be added to the *Asset Risk Register* when they are identified.

7.3 Reporting

The Shire of Dardanup will submit an annual report to OBRM each year summarising progress made towards implementation of the BRM Plan. This report will also be submitted to the Shire Council.

Consideration shall be given to publicly reporting the mitigation activities completed by the Shire via the Shire's website, newsletter or other appropriate means of communication. For example, this could be reporting on compliance to the Shire's annual indicative burn program.

7.4 Privacy Issues and Release of Information

Information captured through the Bushfire Risk Management System (BRMS) includes data considered 'personal' in nature including the names and addresses of landholders. There is therefore the potential for the data collected through the BRMS to be used for purposes other than bushfire risk mitigation (i.e. Insurance companies using this information to set insurance premiums). It has been determined, in consultation with the Dardanup Shire Council, that BRMS reports produced for the public domain, are not to include information considered personal in nature.

The Chief Executive Officer is to be consulted prior to any Bushfire Risk Management data being released to the public domain.

In order to actively encourage and support the implementation, monitoring and review of agreed actions, the Shire of Dardanup, as a matter of course, will provide reports to key stakeholders that detail the assets and treatments that the stakeholders (landowners) have responsibility for.

8. Glossary

Asset	A term used to describe anything of value that may be adversely impacted by bushfire. This may include residential houses, infrastructure, commercial, agriculture, industry, environmental, cultural and heritage sites.
Asset Category	There are four categories that classify the type of asset – Human Settlement, Economic, Environmental and Cultural.
Asset Owner	The owner, occupier or custodian of the asset itself. Note: this may differ from the owner of the land the asset is located on, for example a communication tower located on leased land or private property.
Asset Register	A component within the Bushfire Risk Management System used to record the details of assets identified in the Bushfire Risk Management Plan.
Asset Risk Register	A report produced within the Bushfire Risk Management System that details the consequence, likelihood, risk rating and treatment priority for each asset identified in the Bushfire Risk Management Plan.
Bushfire	Unplanned vegetation fire. A generic term which includes grass fires, forest fires and scrub fires both with and without a suppression objective. ²⁹
Bushfire Management Plan	A document that sets out short, medium and long term bushfire risk management strategies for the life of a development. ³⁰
Bushfire risk management	A systematic process to coordinate, direct and control activities relating to bushfire risk with the aim of limiting the adverse effects of bushfire on the community.
Bushfire Hazard	The hazard posed by the classified vegetation, based on the vegetation category, slope and separation distance.
Consequence	The outcome or impact of a bushfire event.
Draft Bushfire Risk Management Plan	The finalised draft Bushfire Risk Management Plan (BRM Plan) is submitted to the OBRM for review. Once the OBRM review is complete, the BRM Plan is called the 'Final BRM Plan' and can be progressed to local government council for endorsement.

²⁹ Source: Australasian Fire and Emergency Service Authorities Council 2012, *AFAC Bushfire Glossary*, AFAC Limited, East Melbourne.

³⁰ Source: Western Australian Planning Commission 2015, *State Planning Policy 3.7: Planning in Bushfire Prone Areas*, WAPC, Perth.

Emergency Risk Management Plan	A document (developed under <i>State Emergency Management Policy 2.9</i>) that describes how an organisation(s) intends to undertake the activities of emergency risk management based on minimising risk. These plans help inform the ongoing development of Local Emergency Management Arrangements (LEMA) and Westplans.
Geographic Information System (GIS)	A data base technology, linking any aspect of land-related information to its precise geographic location. ³¹
Geographic Information System (GIS) Map	The mapping component of the Bushfire Risk Management System. Assets, treatments and other associated information is spatially identified, displayed and recorded within the GIS Map.
Land Owner	The owner of the land, as listed on the Certificate of Title; or leaser under a registered lease agreement; or other entity that has a vested responsibility to manage the land.
Likelihood	The chance of something occurring. In this instance, the chance of a bushfire igniting, spreading and reaching the asset.
Locality	The officially recognised boundaries of suburbs (in cities and larger towns) and localities (outside cities and larger towns).
Planning Area	A geographic area determine by the local government which is used to provide a suitable scale for risk assessment and stakeholder engagement.
Priority	See Treatment Priority.
Recovery Cost	The capacity of an asset to recover from the impacts of a bushfire.
Responsible Person	The person responsible for planning, coordinating, implementing, evaluating and reporting on a risk treatment.
Risk acceptance	The informed decision to accept a risk, based on the knowledge gained during the risk assessment process.
Risk analysis	The application of consequence and likelihood to an event in order to determine the level of risk.
Risk assessment	The systematic process of identifying, analysing and evaluating risk.
Risk evaluation	The process of comparing the outcomes of risk analysis to the risk criteria in order to determine whether a risk is acceptable or tolerable.

³¹ Source: Landgate 2015, *Glossary of terms*, Landgate, Perth

Risk identification	The process of recognising, identifying and describing risks.
Risk Manager	The organisation or individual responsible for managing a risk identified in the Bushfire Risk Management Plan; including review, monitoring and reporting.
Risk Register	A component within the Bushfire Risk Management System used to record, review and monitor risk assessments and treatments associated with assets recorded in the Bushfire Risk Management Plan.
Risk treatment	A process to select and implement appropriate measures undertaken to modify risk.
Rural	Any area where in residences and other developments are scattered and intermingled with forest, range, or farm land and native vegetation or cultivated crops. ³²
Rural Urban Interface (RUI)	The line or area where structures and other human development adjoin or overlap with undeveloped bushland. ³³
Slope	The angle of the ground's surface measured from the horizontal.
Tenure Blind	An approach where multiple land parcels are considered as a whole, regardless of individual ownership or management arrangements.
Treatment	An activity undertaken to modify risk, for example a prescribed burn.
Treatment Objective	The specific aim to be achieved or action to be undertaken, in order to complete the treatment. Treatment objectives should be specific and measurable.
Treatment Manager	The organisation, or individual, responsible for all aspects of a treatment listed in the Treatment Schedule of the Bushfire Risk Management Plan, including coordinating or undertaking work, monitoring, reviewing and reporting.
Treatment Priority	The order, importance or urgency for allocation of funding, resources and opportunity to treatments associated with a particular asset. The treatment priority is based on an asset's risk rating.
Treatment Schedule	A report produced within the Bushfire Risk Management System that details the treatment priority of each asset identified in the Bushfire Risk Management Plan and the treatments scheduled.

³² Source: Australasian Fire and Emergency Service Authorities Council 2012, *AFAC Bushfire Glossary*, AFAC Limited, East Melbourne

³³ Source: Australasian Fire and Emergency Service Authorities Council 2012, *AFAC Bushfire Glossary*, AFAC Limited, East Melbourne

Treatment Strategy	The broad approach that will be used to modify risk, for example fuel management.
Treatment Type	The specific treatment activity that will be implemented to modify risk, for example a prescribed burn.
Vulnerability	The susceptibility of an asset to the impacts of bushfire.

9. Common Abbreviations

APZ	Asset Protection Zone
BRMP	Bushfire Risk Management Planning
BRM Plan	Bushfire Risk Management Plan
BRMS	Bushfire Risk Management System
CALD	Culturally and Linguistically Diverse
DEMC	District Emergency Management Committee
DFES	Department of Fire and Emergency Services
ERMP	Emergency Risk Management Plan
FFDI	Forest Fire Danger Index
FMP	Fire Management Plan
GFDI	Grassland Fire Danger Index
GIS	Geographic Information System
HSZ	Hazard Separation Zone
JAFFA	Juvenile and Family Fire Awareness
LEMA	Local Emergency Management Arrangements
LEMC	Local Emergency Management Committee
LG	Local Government
LMZ	Land Management Zone
OBRM	Office of Bushfire Risk Management
OEM	Office of Emergency Management
PWS	Parks and Wildlife Service
SEMC	State Emergency Management Committee
SLIP	Shared Land Information Platform
WAPC	Western Australian Planning Commission

Appendices

- 1 Communication Strategy**
- 2 Local Government-Wide Controls, Multi-Agency Treatment Work Plan**

Appendix 1



The Shire of Dardanup

Bushfire Risk Management Planning

Communication Strategy

Document Control

Document Name	Bushfire Risk Management Planning Communication Strategy	Current Version	2.0
Document Owner	André Schönfeldt (CEO)	Issue Date	DD/MM/YYYY
Document Location	Shire Office.	Next Review Date	DD/MM/YYYY

Related Documents

Title	Version	Date
The Shire of Dardanup Bushfire Risk Management Plan	2.0	DD/MM/YYYY
		<i>Add as required.</i>

Amendment List

Version	Date	Amendment	Author
1.0	July 2018	Bushfire Risk Planning Coordinator (Ben Anderson)	Draft Communications Strategy
2.0	July 2019	Bushfire Risk Planning Coordinator (Ben Anderson)	Final Communications Strategy
			<i>Add as required.</i>

1 Introduction

A Bushfire Risk Management Plan (BRM Plan) is a strategic document that outlines the approach to the identification, assessment and treatment of assets exposed to bushfire risk within the Shire of Dardanup. This Communication Strategy accompanies the BRM Plan for the Shire of Dardanup. It documents the communication objectives for the BRM Plan, roles and responsibilities for communication, key stakeholders, target audiences and key messages at each project stage, communication risks and strategies for their management, and communication monitoring and evaluation procedures.

2 Communication Overview

Communication Objectives

The communication objectives for the development, implementation and review of the BRM Plan for the Shire of Dardanup are as follows:

1. Key stakeholders understand the purpose of the BRM Plan and their role in the bushfire risk management planning process.
2. Stakeholders who are essential to the bushfire risk management planning process, or can supply required information, are identified and engaged in a timely and effective manner.
3. Relevant stakeholders are involved in decisions regarding risk acceptability and treatment.
4. Key stakeholders engage in the review of the BRM Plan as per the schedule in place for the local government area.
5. The community and other stakeholders engage with the bushfire risk management planning process and as a result are better informed about bushfire risk and understand their responsibilities to address bushfire risk on their own land.

Communication Roles and Responsibilities

The Shire of Dardanup is responsible for the development, implementation and review of the Communication Strategy. Key stakeholders support local government by participating in the development and implementation of the Communications Strategy as appropriate. An overview of communication roles and responsibilities follows:

- **CEO, Shire of Dardanup** - responsible for endorsement of the BRM Plan Communications Strategy and any external communication with the local government area.
- **Bushfire Risk Management Planning Coordinator, Shire of Dardanup** - responsible for operational-level communication between the Shire and the Department of Fire and Emergency Services.
- **Coordinator Emergency & Ranger Services, Shire of Dardanup** - responsible for internal and external communication with LGA and Volunteer Bush Fire Brigades, monitoring and reporting on the BRM Plan and Communication Strategy.

Key Stakeholders for Communication

The following table identifies key stakeholders in bushfire risk management planning. These are stakeholders that are identified as having a significant role or interest in the planning process or are likely to be significantly impacted by the outcomes.

Stakeholder	Role or interest	Level of impact of outcomes	Level of engagement
Shire of Dardanup	Significant role in plan development, implementation and review. Significant interest as a land manager.	High	Inform, consult, involve, collaborate and empower.
DFES	Significant role in plan development, implementation and review. Support role in treatment implementation.	High	Regular engagement & Consultation.
DBCA	Treatment plans, land management, asset identification	High	Regular engagement, Consultation and kept informed.
Local Community and Private Land Owners	Role in plan development, implementation and review. Significant interest as a land manager.	High	Inform, consult and involve
Utility Companies Water Corporation Telstra Western Power	Role in plan development, implementation and review. Significant interest as a land manager. Critical infrastructure interest.	Medium	Inform, consult, involve and collaborate
Leschenault Catchment Group	Role in plan development, implementation and review	Medium	Inform, consult and involve
Leschenault Biosecurity Group	Role in plan development, implementation and review	Medium	Inform, consult and involve
BFAC	Role in plan development, implementation and review	Medium	Inform, consult and involve
LEMC	Role in plan development, implementation and review	Medium	Inform, consult and involve
OBRM	Significant role in plan development and review	Medium	Inform, consult and involve
Chief Bushfire Control Officer	Role in plan development, implementation and review	High	Inform, consult and involve
Bushfire Brigades and Emergency Services Volunteers	Role in plan development, implementation and review	Medium	Inform, consult, involve, collaborate and empower.
Traditional Owners	Role in plan development, implementation and review	Medium	Inform, consult, involve, collaborate and empower.
Department of Planning Lands and Heritage	Treatment plans, land management, asset identification	High	Regular engagement, Consultation and kept informed.
Main Roads	Treatment plans, land management, asset identification	High	Regular engagement, Consultation and kept informed.
Department of Environment, Water and Regulation	Treatment plans, land management, asset identification	High	Regular engagement, Consultation and kept informed.

Communications Plan

Timing of Communication	Stakeholder (s)	Communication Objective(s)	Communication Method	Key Message or Purpose	Responsibility	Identified Risks to Communication	Strategy to Manage Risks	Monitoring and Evaluation Method
Development of the BRM Plan and Treatment Schedule								
Life of plan	Shire of Dardanup CEO, Senior Management Group and Staff	All (1-5)	Emails Meetings Shire Website	Informed, consulted, accountable or responsible. Review and input into Plan.	BRPC or Coordinator Emergency & Ranger Services	Time constraints No clear message Incorrect audience	Careful planning and time management	Feedback, questions and level of support received
Annually	Bushfire Advisory Committee (BFAC)	All (1-5)	Meetings	Engaged in process of BRM PLAN Treatment Schedule and Risk Analysis	BRPC and BRMO	Plan not complete Treatments not negotiated Time constraints	Prepare presentation for each BFAC Give updates as required	Feedback, treatments negotiated and supported by committee.
Quarterly	Local Emergency Management Committee (LEMC)	1 – 3 & 5	Email Face to face meetings Presentation	Confirm project objectives Seek input into treatment plans Project updates	CEO, Coordinator Emergency & Ranger Services or BRPC	Stakeholder's willingness to participate	Preparation Ensure current information on the BRM Plan Project is available	Feedback on the presentation

Timing of Communication	Stakeholder (s)	Communication Objective(s)	Communication Method	Key Message or Purpose	Responsibility	Identified Risks to Communication	Strategy to Manage Risks	Monitoring and Evaluation Method
Development of the BRM Plan								
Quarterly or as required	CBFCO, FCO's, BFB Captains, VFERS Captain	All (1-5)	Meetings organised with brigades as required	Engaged in process of BRM Plan. Identify Risk, and share information. Development of treatment options	BRPC or BRMO	Time constraints. No plan, unorganised Availability of volunteers	Careful planning and time management Express value of meeting	Feedback, support for BRM PLAN process Engaged
Biannually	Dept of Biodiversity, Conservation and Attractions (DBCA) and Forest Products Commission (FPC)	1 – 3 & 5	Face to face Meetings Email Telephone	Confirmation of environmental assets Identification of DPAW and FPC burn plans Confirming project objectives, seeking input into treatment plans and providing project updates Development of treatment options	BRPC and BRMO	Resource constraints could limit their ability to participate Willingness to release 'confidential' data re environmental assets	Clarify misunderstandings and intentions of plan Provide undertakings re the release of confidential data Restrict release of information and document in plan	Level of engagement Environmental assets in BRMS

Timing of Communication	Stakeholder (s)	Communication Objective(s)	Communication Method	Key Message or Purpose	Responsibility	Identified Risks to Communication	Strategy to Manage Risks	Monitoring and Evaluation Method
Development of the BRM Plan								
Annually and as required	Home Owners Land Managers Leschenault Catchment Group Leschenault Biosecurity Group Volunteers	1 & 2	Media (Newspaper) Face to face meetings Community workshops and forums	Inform of the BRM PLAN process Identify valued assets Identify existing controls Development of treatment options	BRPC and BRMO	Media not reaching majority Workshops and forums could get abstracted by other agendas	Newspaper and website details Chair meetings with strict agenda and purpose	Engaged throughout process Feedback received Success of outcomes
Annually or as required	State Agencies, Service providers and other Stakeholders (WP, WC, National Trust etc.)	All (1-5)	Emails Face to Face Meetings Telephone	Inform of BRM PLAN process Identify assets at risk Identify existing controls/programs Development of treatment options	BRPC and BRMO	Time constraints and travel Level of interest and engagements in process	Select appropriate channel of communication Prepare materials and good planning	High engagement and participation levels Good feedback and interest in program
Annually or as required	Office of Bushfire Risk	1 & 2	Email	Compliance and governance	CEO / Delegate or BRPC	Government funding	Stay up to date with process	Plan endorsed

Timing of Communication	Stakeholder (s)	Communication Objective(s)	Communication Method	Key Message or Purpose	Responsibility	Identified Risks to Communication	Strategy to Manage Risks	Monitoring and Evaluation Method
	Management		Face to face meetings	Plan endorsement		Government priorities Identified non Compliances	improvements	
Development of the BRM Plan								
Bi-annually and as required	Dept of Fire and Emergency Services (DFES) – District/Regional Office	1 – 3 & 5	Email Face to face meetings Telephone	UCL/UMR planned works Identification of treatment strategies Identification of other planned works Sharing information Identifying funding opportunities	CEO / Delegate or BRPC	Time constraints Conflicting priorities Response obligations	Plan communications Share information	Other planned works identified Funding opportunities identified UCL/UMR treatments included on BRMS Implementation of the BRM Plan

Timing of Communication	Stakeholder (s)	Communication Objective(s)	Communication Method	Key Message or Purpose	Responsibility	Identified Risks to Communication	Strategy to Manage Risks	Monitoring and Evaluation Method
Implementation of the BRM Plan								
Life of plan	Shire Dardanup CEO, Senior Management Group and Staff	All (1-5)	Emails Meetings Shire Website	Informed, consulted, accountable or responsible. Review and input into Plan. Progress to plan	BRPC or Coordinator Emergency & Ranger Services	Time constraints Availability Lack of understanding Budget (for LG mitigation)	Careful planning and time management Clear purpose Clear communication and regular updates	Feedback, questions and level of support received
Life of Plan	Leschenault Catchment Group Leschenault Biosecurity Group Volunteers	All (1-5)	Emails Website Telephone	Informed, consulted, accountable or responsible. Review and input into Plan. Progress to plan	BRPC and BRMO	Availability Located out of local/district area Commitment lost	Well planned and executed sharing of information Negotiations conducted	Feedback and commitment received to implement agreed controls Highly engaged
Implementation of the BRM Plan								

Timing of Communication	Stakeholder (s)	Communication Objective(s)	Communication Method	Key Message or Purpose	Responsibility	Identified Risks to Communication	Strategy to Manage Risks	Monitoring and Evaluation Method
Life of Plan	BFAC Meetings	All (1-5)	Meetings	Report on progress to plan Report issues/constraints	BRPC and BRMO	Poor communication from stakeholders and LG on completion of works	Collate data and report on success to plan Compliance to plan	Good feedback received on works FCO's pleased with work to date
Review of the BRM Plan								
Yearly (Shire)	Shire Dardanup CEO, Councillors and Staff	All (1-5)	Email Meetings	Review, Monitor and Reporting Endorse plan	BRPC and BRMO	Poor reporting and recording of information Review not completed by BRMB and OBRM	BRPC & BRMO to record data and information appropriately Approved by BRMB and OBRM for LG	Feedback from Council received Work completed as a result of plan Good reporting
5 Yearly (Shire, DFES and OBRM)	OBRM, BRMO, BRMB, BRPC & LG Council			Compliance to plan and acceptance of risk				
Half Yearly	Shire Dardanup	All (1-5)	Email	Report on actions and key performance indicators for BRMP process	BRPC	Objectives not clearly set out Key actions not identified	Discuss with Shire CEO Clear objectives set	Reporting and feedback from CEO on work completed
Biannually and as required	DFES Regional / District Office	4, 5	Face to face meetings Email Telephone	Report on actions and status of BRMP Continuous improvement	BRPC and BRMO	Time Availability Conflicting priorities	Plan communications	Feedback on work completed Risk ratings reduced

Timing of Communication	Stakeholder (s)	Communication Objective(s)	Communication Method	Key Message or Purpose	Responsibility	Identified Risks to Communication	Strategy to Manage Risks	Monitoring and Evaluation Method
								Improvements
Review of the BRM Plan								
Biannually	Dept of Biodiversity, Conservation and Attractions (DBCA) and Forest Products Commission (FPC)	1 – 3 & 5	Face to face Meetings Email Telephone	Identification of DPAW and FPC burn plans Confirming project objectives, seeking input into treatment plans and providing project updates Development of treatment options	BRPC and BRMO	Resource constraints could limit their ability to participate	Clarify misunderstandings and intentions of plan Provide undertakings re the release of confidential data Restrict release of information and document in plan	Level of engagement Treatment schedule in BRMS

Appendix 2. Local Government-Wide Controls, Multi-Agency Treatment Work Plan

Control	Action or Activity Description	Lead Agency	Other Stakeholder(s)	Notes and Comments	
01	Shire of Dardanup, Local firebreak and hazard reduction laws (<i>Bush Fires Act 1954</i>)	Annual Fire Prevention Order	Local Government	FCO's, brigades and land owners	Firebreak Order reviewed annually and adopted by Council. Its purpose is to ensure land owners understand and comply to firebreak specifications as well as appropriately reducing fuel load and risk on their properties. Notice reviewed annually. Rangers inspect compliance to the notice and fines apply if non-compliant.
02	Shire of Dardanup Prohibited and Restricted burning times (<i>Bush Fires Act 1954</i>)	Annual Fire Prevention Order	Local Government	Chief FCO, , Rangers and the public.	Prohibited and Restricted burn times are designed to reduce the risk during very high to catastrophic fire danger rating days. Notice reviewed annually and dates can be subject to change as required by the Chief and Deputy FCO's.
03	Shire of Dardanup mitigation works	The Shire's Operations / Works / Parks & Environment team has annual works programs to reduce fuel load and remove hazards.	Local Government	Public (reporting hazards and concern of risk) Shire Parks and Gardens staff Shire Rangers	Shire Operations / Works / Parks & Environment team targets work on strategic risk areas with particular attention paid to past fire incidents or as identified by the BRM Plan process. Work includes, slashing, spraying, mulching, pruning and other mechanical treatments.
04	DFES UCL/UMR land management	Preparedness, mitigation work conducted on lands owned by DoL and managed by DFES under a MOU	DFES (Lower South West office)	DBCA, LG, Local brigades	Annual budgeting has been completed to include mitigating risk on UCL/UMR. Lower South West BRMO's have these plans included in their scope of work.
05	Shire of Dardanup, Draft Burn Program (annual indicative plans)	Local Government is working on an annual burn plan for Shire owned or vested reserves.	Local Government	DFES, DBCA, Local brigades, Public	The Shire's Operations / Works / Parks & Environment team is tasked with Bushfire Mitigation on Shire reserves. Annual burn plans are being produced. The BRM Plan will now prioritise the reserves for hazard reduction burns. BRMS will be recording information.

Control	Action or Activity Description	Lead Agency	Other Stakeholder(s)	Notes and Comments	
06	Department of Biodiversity, Conservation and Attractions (DBCA) Master Burn Plans	DBCA have a 6 season burn program that is published on their website. Yearly plans are available.	DBCA	Local brigades, DFES, LG	The plans can be accessed via their website, by sharing shape files (GIS) and are communicated at Local BFAC, ROAC and other various meetings.
07	Department of Biodiversity, Conservation and Attractions mitigation works	DBCA conduct mulching and other mechanical treatments to reduce fuel load or provide fire access.	DBCA	DFES, LG	No formal plan exists however works are completed as required, upon request or when identified.
08	Water Corporation Bushfire Risk Management Program	Bushfire Risk Management Plan. A Bushfire Risk Management Project is under way for the Water Corp.	Water Corporation	DFES, LG	A plan is currently being developed. High risk areas are identified and treatments planned then completed. Treatments and risk assessments are available through Water Corp BRM PLAN department. Some high-risk areas have been identified in the Shire to date.
09	Western Power annual asset inspection and vegetation management program	Western Power Bushfire Plan	Western Power	DFES, LG, DBCA	Annual vegetation management and asset inspections are completed to ensure risk is managed. Full asset inspections are completed every 4 years.
10	Land sub-division & building (WAPC)	Requirement for estate, sub-division, and other Fire Management Plans	Local Government	Local Brigades, contractors and FCO's	Land developers are required to implement a Fire Management Plan to ensure risk is managed and other controls implemented and monitored.
11	Planning in Bushfire Prone Areas	Planning in bushfire prone areas. E.g. State Planning Policy 3.7 and standards.	WAPC	LG, DFES, DBCA, land owners	Foundation for land use planning. Directs how land use should address bushfire risk management in WA. It aims to preserve life and reduce impact on property and infrastructure. The Shire aligns its policy and standards with SPP 3.7. BAL assessments are required.

Control	Action or Activity Description	Lead Agency	Other Stakeholder(s)	Notes and Comments	
12	Pine Plantation Fire Management Plans	The Forest Product Commission (FPC) has implemented fire management plans for plantation.	FPC	DBCA, LG, DFES	Minimum requirements and controls have been committed to within the Plan.
13	State-wide arson prevention programs	Education and awareness campaigns exist across the state for arson.	WA Police	DFES, LG	Participation as required. The Shire participates in campaigns for arson prevention.
14	Bushfire Ready Groups and street meets	Public preparedness and education campaign	DFES	LG, local brigades, DFES	Bushfire ready facilitators are within the Shire. Working together with DFES and LG community engagement teams to better prepare the community for bushfire events. Street meets and phone trees have been implemented as a result as well as safe winter burn demonstrations and workshops.