



Committee Meetings

APPENDICES

Items 12.5.1 – 12.5.2

ORDINARY COUNCIL MEETING

To Be Held

Wednesday, 22nd of June 2022

Commencing at 5.00pm

At

Shire of Dardanup
ADMINISTRATION CENTRE EATON
1 Council Drive – EATON

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Shire of Dardanup

MINUTES

AUDIT & RISK COMMITTEE MEETING

Held

8th June 2022

At

Shire of Dardanup
ADMINISTRATION CENTRE EATON

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COMMITTEE MEMBERSHIP:

- CR M BENNETT
- CR J DOW
- CR T GARDINER
- CR. M HUTCHINSON
- CR. P PERKS

AUDIT & RISK COMMITTEE CHARTER

The Terms of Reference for this Committee are located in the Tardis records system – refer to the following link:
[2021 - ToR - Audit and Risk Committee](#)

COUNCIL ROLE

Advocacy	When Council advocates on its own behalf or on behalf of its community to another level of government / body /agency.
Executive/Strategic	The substantial direction setting and oversight role of the Council eg. Adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.
Legislative	Includes adopting local laws, town planning schemes and policies.
Review	When Council reviews decisions made by Officers.
Quasi-Judicial	<p>When Council determines an application/matter that directly affects a person's rights and interests. The Judicial character arises from the obligations to abide by the principles of natural justice.</p> <p>Examples of Quasi-Judicial authority include town planning applications, building licences, applications for other permits/licences (eg: under Health Act, Dog Act or Local Laws) and other decisions that may be appealable to the State Administrative Tribunal.</p>

DISCLAIMER

"Any statement, comment or decision made at a Council or Committee meeting regarding any application for an approval, consent or licence, including a resolution of approval, is not effective as an approval of any application and must not be relied upon as such.

Any person or entity that has an application before the Shire must obtain, and should only rely on, written notice of the Shire's decision and any conditions attaching to the decision, and cannot treat as an approval anything said or done at a Council or Committee meeting.

Any advice provided by an employee of the Shire on the operation of a written law, or the performance of a function by the Shire, is provided in the capacity of an employee, and to the best of that person's knowledge and ability. It does not constitute, and should not be relied upon, as a legal advice or representation by the Shire. Any advice on a matter of law, or anything sought to be relied upon as a representation by the Shire should be sought in writing and should make clear the purpose of the request."

RISK ASSESSMENT

Inherent Risk	The level of risk in place in order to achieve the objectives of the Council and before actions are taken to alter the risk's impact or likelihood.
Residual Risk	The remaining level of risk following the development and implementation of Council's response.
Strategic Context	These risks are associated with achieving Council's long term objectives.
Operational Context	These risks are associated with the day-to-day activities of the Council.
Project Context	<p>Project risk has two main components:</p> <ul style="list-style-type: none"> • Direct refers to the risks that may arise as a result of project, which may prevent the Council from meeting its objectives. • Indirect refers to the risks which threaten the delivery of project outcomes.

SHIRE OF DARDANUP

MINUTES OF THE SHIRE OF DARDANUP AUDIT & RISK COMMITTEE MEETING HELD ON WEDNESDAY, 8TH JUNE 2022, AT SHIRE OF DARDANUP – EATON ADMINISTRATION CENTRE, COMMENCING AT 2.00PM.

1 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The Chairperson declared the meeting open at 2.05pm, welcomed those in attendance and referred to the Acknowledgement of Country; Emergency Procedures; and 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 and pay our respects to their elders, past, present and emerging. The Shire of Dardanup also respects and celebrates all cultures of all our residents and those visitors to our Shire.

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, you will be directed to an appropriate Assembly Area where we will meet (and complete a roll call).

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.

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

2.1 AttendanceVoting

Cr Mick Bennett		Elected Member
Cr Tyrrell Gardiner	-	Elected Member (Chairperson)
Cr Janice Dow	-	Elected Member
Cr Mark Hutchinson	-	Elected Member (Deputy Chairperson)

Non-Voting

Mr Phil Anastasakis	-	Acting Chief Executive Officer
Mr Theo Naudé	-	Director Infrastructure
Mr Murray Connell	-	Acting Director Sustainable Development
Mrs Donna Bailye	-	PA – Deputy Chief Executive Officer
Mrs Cathy Lee	-	Acting Director Corporate & Governance

2.2 Apologies

Mr André Schönfeldt	-	Chief Executive Officer
Cr Patricia Perks	-	Elected Member
Mrs Cindy Barbetti	-	Compliance Officer
Mrs Natalie Hopkins	-	Manager Financial Services

3. PRESENTATIONS

None.

4. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

4.1 Audit & Risk Committee Meeting Held 16th March 2022**OFFICER RECOMMENDED RESOLUTION &
AUDIT & RISK COMMITTEE RESOLUTION**

AAR 08-22 MOVED - Cr M Bennett SECONDED - Cr J Dow

THAT the Minutes of the Audit & Risk Committee Meeting held on 16th March 2022, be confirmed as true and correct subject to the following correction.

Page 11 of the Minutes - Amends Part 1 of the Finance section of the 2021 Compliance Audit Return [CAR] from:

FINANCE					
No	Reference	Question	Response	Comments	Respondent
1	s7.1A	Has the local government established an audit committee and appointed members by absolute majority in accordance with section 7.1A of the Act?	Yes	OCM held 30/09/20 Council Resolution 279-20	PHIL ANASTASAKIS - Deputy CEO

To read:

FINANCE					
No	Reference	Question	Response	Comments	Respondent
1	s7.1A	Has the local government established an audit committee and appointed members by absolute majority in accordance with section 7.1A of the Act?	Yes	OCM held 20/10/21 Council Resolution 312-21	PHIL ANASTASAKIS - Deputy CEO

CARRIED
4/0

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

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

Key Management Personnel (which includes Elected Members, CEO and Directors) are reminded of their requirement to disclose biannually transactions between Council and related parties in accordance with Council Policy CP039.

There were no Declarations of Interest made.

8 REPORTS OF OFFICERS AND COMMITTEES
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8.1 Title: *Bi-Annual Risk Management Dashboard Report*

<i>Reporting Department:</i>	<i>Corporate & Governance Directorate</i>
<i>Reporting Officer:</i>	<i>Mrs Cindy Barbetti – Senior Corporate Governance Officer</i>
<i>Legislation:</i>	<i>Local Government Act 1995 and Local Government (Audit) Regulations 1996, Regulation 17</i>
<i>Attachments:</i>	<i>AAR 8.1A - Risk Dashboard Report AAR 8.1B - Risk Assessment</i>

Overview

The purpose of this report is to present the six-monthly Risk Dashboard Report to the Audit and Risk Committee for consideration.

Background

In August 2019 Council, through the Audit and Risk Committee, adopted the revised Risk Management Governance Framework (the Framework) for the Council. The Framework has been developed to connect all of the risk management processes and methodologies and to clearly articulate the appetite for risk. This ensures Council's commitment to meeting its compliance obligations pursuant to the *Local Government (Audit) Regulations 1996*, Regulation 17.

In accordance with the reporting requirements of the Framework, the Senior Corporate Governance Officer is required to present the Audit and Risk Committee with a Risk Dashboard Report (Appendix AAR 8.1A) every six (6) months. In addition, the Terms of Reference within the Audit and Risk Committee Charter state the following as a committee objective:

- 5.8 *To consider the Shire of Dardanup Risk Management Governance Framework (once in every 3 years) for appropriateness and effectiveness and progress on the relevant action plans biannually.*

The Risk Dashboard Report has been developed as part of the Framework and in collaboration with a risk consultant from Council's insurer (LGIS), and contains an overall snapshot of the following 15 Risk Theme Profiles:

1. Asset Sustainability Practices.
2. Business and Community Disruptions.
3. Failure to Fulfil Compliance Requirements (Statutory, Regulatory).
4. Document Management Processes.
5. Employment Practices.
6. Engagement Practices.
7. Environment Management.
8. Errors, Omissions and Delays.
9. External Theft and Fraud (includes Cyber Crime).
10. Management of Facilities, Venues and Events.
11. IT, Communication Systems and Infrastructure.
12. Misconduct.
13. Project/Change Management.
14. Safety and Security Practices.
15. Supplier and Contract Management.

Legal Implications

Local Government Act 1995

Local Government (Audit) Regulations 1996, Regulation 17:

17. CEO to review certain systems and procedures

- (1) The CEO is to review the appropriateness and effectiveness of a local government's systems and procedures in relation to —
 - (a) risk management; and
 - (b) internal control; and
 - (c) legislative compliance.
- (2) The review may relate to any or all of the matters referred to in subregulation (1)(a), (b) and (c), but each of those matters is to be the subject of a review at least once every 2 calendar years.
- (3) The CEO is to report to the audit committee the results of that review.

[Regulation 17 inserted in Gazette 8 Feb 2013 p. 868.]

Strategic Community Plan

Strategy 1.1.3 - Monitor and ensure compliance with the regulatory framework for local government governance and operations. (Service Priority: High)

Strategy 1.1.4 - Maintain best practice governance systems and practices. (Service Priority: Moderate)

Strategy 1.3.5 - Implement a Risk Management Governance Framework for the Shire of Dardanup (Service Priority: High)

Environment - None.

Precedents

The Audit and Risk Committee have been presented with Risk Management Dashboard Report's at the following meetings:

Committee Meeting Date	AAR Resolution Number
4 December 2019	AAR 05-19
3 June 2020	AAR 14-20
7 December 2020	AAR 26-20
16 June 2021	AAR 08-21
1 December 2021	AAR 31-21

Budget Implications

As part of the Senior Corporate Governance Officer role, regular reporting of the Risk Management Governance Framework is essential. Therefore the cost to Council is through staff time and the usage of IT/Software systems where applicable.

Budget – Whole of Life Cost

As no assets/infrastructure is being created, there are no whole of life costs relevant to this item.

Council Policy Compliance

Risk Management Governance Framework

- Administration Policy AP023
- Procedure PR036
- Australian Standard AS/NZS ISO 31000:2018 Risk Management – Principles and Guidelines

Risk Assessment

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to (Appendix AAR 8.1B) for full assessment document.

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Event	Bi-Annual Risk Management Dashboard Report.
Inherent Risk Rating (prior to treatment or control)	Low (1 - 4)
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.
Risk Category Assessed Against	<p>Legal and Compliance</p> <p>Reputational</p> <p>Failure to fulfil compliance obligations pursuant to the Local Government (Audit) Regulations 1996, Regulation 17. Council’s reputation could be seen in a negative light for not adhering to its requirement to fulfil duties and functions that are prescribed in legislation.</p>

Officer Comment

It is essential to monitor and review the management of risks, as changing circumstances may result in some risks increasing or decreasing in significance.

The Risk Dashboard Report for June 2022 (Appendix AAR 8.1A) summarises the risks of Council and provides the current treatment plans (actions) that have been identified by management to improve certain key control ratings. Typically these control ratings have been identified as inadequate and a treatment plan (action) has been determined to improve the control effectiveness to at least adequate.

To provide a comparison between reporting periods, table 1 below indicates that there are currently 17 treatments/action plans in place, compared with 23 treatments in December 2021. Three new treatments have been added, with 9 being completed in the last 6 months. As treatments are cleared or completed they are removed from the Dashboard.

Table 1 – Treatment Plan Summary

December 2021 (last reporting period)			June 2022 (this reporting period)		
Total	Completed	In Progress	Total	New	In Progress
23	9	14	17	3	14

The Risk Dashboard Report (Appendix AAR 8.1A) also provides an indication of the value of the combined controls in mitigating levels of risk. This is summarised by the overall control rating (how effective the controls in place are operating) and the overall risk rating (the determined level of risk).

From the last reporting period, theme 8. Errors, Omissions and Delays has had the Overall Control Rating increased from Adequate to Effective. There remains no change to the Overall Risk Rating for any of the 15 themes. In summary, the Dashboard Report shows that of the 15 Risk Profile Themes, 8 combined controls are rated as 'Adequate' and 7 are rated as 'Effective'.

The Audit and Risk Committee can expect the next Risk Dashboard Biannual Report at the committee meeting scheduled for December 2022.

Council Role - Legislative.

Voting Requirements - Simple Majority.

Change to Officer Recommendation

As per Local Government (Administration) Regulations 1996 11(da) Council records the following reasons for amending the Officer Recommended Resolution:

- *Amend the resolution to note the separation of the Project/Change Management Control provided for in the Dashboard Report.*

OFFICER RECOMMENDED RESOLUTION & AUDIT & RISK COMMITTEE RESOLUTION

AAR 09-22 MOVED - Cr M Bennett SECONDED - Cr M Hutchinson

THAT the Audit and Risk Committee receive the June 2022 Risk Dashboard Report provided in (Appendix AAR 8.1A) and note the separation of the Project / Change Management Control into two separate Controls:

- **Project Management; and**
- **Change Management.**

CARRIED
4/0

8.2 Title: Western Australian Auditor General – Schedule of Reports

<i>Reporting Department:</i>	<i>Corporate & Governance Directorate</i>
<i>Reporting Officer:</i>	<i>Mrs Cindy Barbetti – Senior Corporate Governance Officer</i>
<i>Legislation:</i>	<i>Local Government Act 1995 Local Government (Audit) Regulations 1996</i>
<i>Attachments:</i>	<i>AAR 8.2A - Risk Dashboard Report AAR 8.2B - Information Systems Audit Report – State Government Entities AAR 8.2C – Audit Results Report – Annual 2020-21 Financial Audits of State Government Entities; Part 2: COVID-19 Impacts</i>

Overview

This report provides the Audit and Risk Committee with a schedule of Western Australian Auditor General Reports that have been released since the December 2021 committee meeting. These reports hold some significance to the local government sector and staff have provided their observations in response to the Auditor General’s findings.

Background

The *Local Government Amendment (Auditing) Act 2017* was proclaimed on 28 October 2017. The purpose of the Act was to make legislative changes to the *Local Government Act 1995* to provide for the auditing of local governments by the Auditor General.

The Act also provides for a new category of audits known as ‘performance audit reports’ which examine the economy, efficiency and effectiveness of any aspect of a local governments operations. The findings of these audits are likely representative of issues in other local government entities that were not part of the sample. In addition, the Auditor General releases ‘guides’ to help support good governance within a local government’s operations.

The Auditor General encourages all entities, not just those audited, to periodically assess themselves against the risks and controls noted in each of the performance audit reports and guides when published. Testing our performance against the Auditor General findings and reporting the outcomes to the Audit and Risk Committee can be viewed as a vital component of managing compliance reporting under Regulation 17.

Legal Implications

Local Government Act 1995

Local Government (Audit) Regulations 1996, r17

Reg 17. CEO to review certain systems and procedures

- (1) The CEO is to review the appropriateness and effectiveness of a local government’s systems and procedures in relation to —*
 - (a) risk management; and*
 - (b) internal control; and*
 - (c) legislative compliance.*
- (2) The review may relate to any or all of the matters referred to in subregulation (1)(a), (b) and (c), but each of those matters is to be the subject of a review at least once every 2 calendar years.*
- (3) The CEO is to report to the audit committee the results of that review.*

Strategic Community Plan

Strategy 1.1.3 - Monitor and ensure compliance with the regulatory framework for local government governance and operations. (Service Priority: High)

Strategy 1.1.4- Maintain best practice governance systems and practices. (Service Priority: Moderate)

Strategy 1.3.5 - Implement a Risk Management Governance Framework for the Shire of Dardanup. (Service Priority: High)

Environment - None.

Precedents

The Audit and Risk Committee previously received a report at the December 2021 meeting that responded to the reports released by the OAG from September to November 2021.

A further report was presented at the March 2022 meeting that informed committee members of the release of the Audit Practice Statement which is a guiding document for the OAG only and bears no significance to the Shire of Dardanup.

Budget Implications

As part of the Senior Corporate Governance Officer role, regular monitoring and assessment of reports released by the OAG is deemed a matter of good governance and a vital component of managing compliance under Regulation 17. Therefore the cost to Council is through staff time and the usage of IT/Software systems where applicable.

Budget – Whole of Life Cost

As no assets/infrastructure is being created, there are no whole of life costs relevant to this item.

Risk Assessment

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to (Appendix AAR: 8.2A) for full assessment document.

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Event	Western Australian Auditor General – Schedule of Reports
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.
Risk Category Assessed Against	<p>Legal and Compliance</p> <p>Not considering the risks, controls and recommendations arising from the Auditor General’s report could have an impact on Council not meeting its compliance requirements.</p> <p>Reputational</p> <p>Council’s reputation could be seen in a negative light for not adhering to its requirement to fulfil duties and functions that are prescribed in legislation.</p>

Officer Comment

Council staff take an active approach by reviewing each 'Issue', 'Finding' and 'Recommendation' as contained in any report released by the OAG to benchmark against Council's own internal controls and processes working towards an industry 'best practice standard'. Identifying relevant messages and opportunities from these reports leads to continuous improvement and informed decision making.

There has been two (2) reports released by the OAG that holds some relevance to Council operations and is provided in the table below, together with a summary of the report and staff responses to the findings.

DATE	REPORT NO	REPORT	APPENDIX
March 2022	13	Information Systems Audit Report 2022 – State Government Entities	AAR:8.2B
May 2022	14	Audit Results Report – Annual 2020-21 Financial Audits of State Government Entities; Part 2 COVID-19 Impacts	AAR:8.2C

- *Report 13: Information Systems Audit Report 2022 – State Government Entities*

This report summarises the results of the 2020-21 annual cycle of information systems audits for State government entities and tertiary institutions in the Western Australian public sector. These audits were performed between February 2021 and February 2022.

Global trends show more organisations are experiencing information and cybersecurity attacks. Compromise of supply chains, ransomware, and exploitation of vulnerabilities remain high. Government entities are not immune to these attacks as they deliver key services and hold valuable citizen data. As internal and external threats continue to evolve it is important that entities constantly improve the key controls that protect their information systems and IT environments from information and cybersecurity risks.

The report highlighted that many entities continue to have poor controls over information security. Only 50% of entities met the OAG benchmark in this area, with no noticeable improvement from the previous year. These results contributed to the highest number of qualified opinions on financial statements, controls or key performance indicators ever reported by the OAG in 2020-21. Effective general computer controls support entities to achieve their objectives and defend against information systems' compromise and data breaches.

Whilst this audit was targeted at State government entities, it is a matter of good governance and best industry practice to assess our current practices and processes against the recommendations noted within the report. This will assist with improving the Shire's general computer controls to ensure that information security remains a heightened area of focus. This report will also assist with developing the Shire of Dardanup Cyber Security Strategic Plan, with the aim to reducing system vulnerability and security information exposure.

- *Report 14: Audit Results Report – Annual 2020-21 Financial Audits of State Government Entities; Part 2 COVID-19 Impacts*

The OAG has tabled a report about the impacts of COVID-19 on the WA public sector, following on from their 2020-21 financial audits of State government entities.

While it isn't a comprehensive report on the management of the pandemic and the impacts across the whole community, it does provide some surprising statistics on the financial cost to State government entities. The report also touches on the impacts to the social fabric of the WA community which shows an increase in the rates of family assault or threatening behaviour, and a decrease in home burglary/theft.

The COVID-19 pandemic has significantly affected staff in both public and private sectors, providing distractions from day-to-day tasks and extra work at a time when it is difficult to find additional staff. When entities take on additional functions or responsibilities over shortened timeframes, focus on strong foundations in financial management and governance foundations can inadvertently slip. This increases the risk that other critical areas may not receive the level of focus or priority they would usually warrant.

The OAG also acknowledges the extent to which public service personnel have gone above and beyond their normal duties, as well as significant levels of co-operation between entities, in responding to the pandemic.

The key take away from this report is for staff and management of all WA government entities to be watchful for gaps where normal financial and operational controls may cease to operate effectively, and to understand the costs of their decisions and actions on their core services as well as on other parts of our community.

- *Conclusion*

The OAG report review process will continue to be applied to future reports and guides released by the Auditor General. The analysis of these reports provides Council with a greater level of confidence in internal control practices and processes throughout Council operations.

Council Role - Executive/Strategic.

Voting Requirements - Simple Majority.

Change to Officer Recommendation No Change.

**OFFICER RECOMMENDED RESOLUTION &
AUDIT & RISK COMMITTEE RESOLUTION**

AAR 10-22 MOVED - Cr T Gardiner SECONDED - Cr J Dow

THAT the Audit and Risk Committee receive the June 2022 report on the Western Australian Auditor General – Schedule of Reports as provided for in (Appendix AAR:8.2B & AAR: 8.2C).

CARRIED
4/0

8.3 Title: Audit Entrance Meeting

<i>Reporting Department:</i>	<i>Corporate & Governance Directorate</i>
<i>Reporting Officer:</i>	<i>Mrs Natalie Hopkins - Manager Financial Services</i>
<i>Legislation:</i>	<i>Local Government Act 1995 and Local Government (Financial Management) Regulations 1996</i>
<i>Attachments:</i>	<i>Appendix AAR:8.3 – Risk Assessment (Confidential Document – Under Separate Cover – Audit Strategy Memorandum)</i>

Overview

This report is to inform Council of its obligation in relation to the audit requirements under the Local Government Act 1995 and the Local Government (Financial Management) Regulations 1996.

Background

Section 7.12A (2) requires a local government to meet with the auditor of the local government at least once in every year. The format for this year's audit, which is supported by the Office of the Auditor General (OAG), requires Council to hold both an Audit Entrance Meeting, prior to the commencement of the audit, and an Audit Exit Meeting, which typically occurs at the completion of the audit.

Moore Australia (WA) have been engaged by the Office of the Auditor General to perform the audit of Council's accounts and Annual Financial Report for the 2021/22 financial year. As determined by the OAG, this year's audit marks the second annual financial audit undertaken by Moore Australia of the three (3) year audit contract period.

The Audit & Risk Committee Charter and Annual Audit Work Plan does not require the Audit Entrance Meeting to be held with the entire committee, but alternatively it is held with management and the Chairperson/Deputy of the Committee due to its operational focus.

The Audit Entrance Meeting was held on Thursday 5th May 2022 via the Microsoft Teams application. In attendance, either in person or via Microsoft 'Teams' were:

- Chief Executive Officer – André Schönfeldt (Teams)
- Deputy Chief Executive Officer – Phil Anastasakis
- Personal Assistant to D/CEO – Donna Bailye
- Manager Financial Services – Natalie Hopkins
- Audit & Risk Committee Chairperson - Cr Tyrrell Gardiner (Teams)
- Audit & Risk Committee Deputy Chairperson - Cr Mark Hutchinson (Teams)
- OAG Assistant Director Suraj Karki (Teams); and
- Moore Australia (WA) Audit Partner Wen-Shien Chair and Audit Supervisor - Hayley Pratt (Teams).

The Audit Entrance Meeting provided an overview on how this year's audit will be undertaken including key audit risks and focus areas as outlined in the Audit Strategy Memorandum (Confidential Document – Under Separate Cover). Key audit risk and focus areas include, but are not limited to:

- Property, Plant and Equipment, and Infrastructure – Depreciation and Amortisation;
- Revenue – in accordance with AASB 15 Revenue from Contracts with Customers, and AASB 1058 Income of Not-for-Profit Entities;

- Employee Benefit Provisions;
- Expenditure – sampling from operational and capital expenditure;
- Management Override of Controls – for example General Journal entries and adjustments, accounting policies and practices, evaluation of business rationale;
- Related Party Disclosures;
- IT General Controls – assessment of IT controls for Council’s system security, technology framework, operations, reporting and training; and
- Significant Adverse Trends – assessment of statutory ratios.

Effective Audit Entrance and Exit Meetings are essential for good outcomes. As per previous audits, the Audit & Risk Committee has typically met with Council’s auditors on an annual basis on the presentation of the Annual Financial Report and Audit Report in December.

In line with Moore Australia and the OAG audit strategy, the audit exit meeting is scheduled to occur in late November on completion of the financial statements and audit report. This meeting will provide the auditor the opportunity to highlight the key audit issues in a structured manner and provide the Council’s Chief Executive Officer adequate opportunity to comment.

The following timetable is a broad outline of the key deliverables and timing aspects of the audit:

Audit Engagement Activity	Timing
Audit Planning	April 2022
Audit Entrance Meeting	5 th May 2022
Interim Audit Visit	18 th May to 20 th May 2022
Interim Management Report (if any matters to be reported)	June 2022
Receipt of Complete and Balanced Draft Financial Report	30 th September 2002
Final Audit Visit	10 th to 13 th October 2022
Issuance of Audit Concluding Memorandum	Late November 2022
Concluding – Audit Exit Meeting	Late November 2022
Date CEO Sign-off on Financial Statements	Late November 2022
Final Sign-off of Auditor’s Report & Management Report	Late November 2022

Following the Audit Exit Meeting with the Audit and Risk Committee, the Chief Executive Officer signs the declaration on the financial report and thereafter, the OAG issues the auditor’s report.

The Audit Entrance Meeting should facilitate informed, respectful and robust exchanges between the auditors, management and the Audit and Risk Committee. The OAG states in their Audit Results Report that:

‘it is best practice for the auditors to highlight and explain the key elements of their entrance or closing report to the Audit Committee and Management’.

Legal Implications

Local Government Act 1995

5.53. Annual reports

- (1) *The local government is to prepare an annual report for each financial year.*
- (2) *The annual report is to contain —*
 - (a) *a report from the mayor or president; and*
 - (b) *a report from the CEO; and*
 - [(c), (d) deleted]*

- (e) *an overview of the plan for the future of the district made in accordance with section 5.56, including major initiatives that are proposed to commence or to continue in the next financial year; and*
- (f) *the financial report for the financial year; and*
- (g) *such information as may be prescribed in relation to the payments made to employees; and*
- (h) *the auditor's report prepared under section 7.9(1) or 7.12AD(1) for the financial year; and*
- (ha) *a matter on which a report must be made under section 29(2) of the Disability Services Act 1993; and*
- (hb) *details of entries made under section 5.121 during the financial year in the register of complaints, including —*
 - (i) *the number of complaints recorded in the register of complaints; and*
 - (ii) *how the recorded complaints were dealt with; and*
 - (iii) *any other details that the regulations may require;**and*
 - (i) *such other information as may be prescribed.*

7.12A. Duties of local government with respect to audits

- (1) *A local government is to do everything in its power to —*
 - (a) *assist the auditor of the local government to conduct an audit and carry out the auditor's other duties under this Act in respect of the local government; and*
 - (b) *ensure that audits are conducted successfully and expeditiously.*
- (2) *Without limiting the generality of subsection (1), a local government is to meet with the auditor of the local government at least once in every year.*
- (3) *A local government must —*
 - (aa) *examine an audit report received by the local government; and*
 - (a) *determine if any matters raised by the audit report, require action to be taken by the local government; and*
 - (b) *ensure that appropriate action is taken in respect of those matters.*
- (4) *A local government must —*
 - (a) *prepare a report addressing any matters identified as significant by the auditor in the audit report, and stating what action the local government has taken or intends to take with respect to each of those matters; and*
 - (b) *give a copy of that report to the Minister within 3 months after the audit report is received by the local government.*
- (5) *Within 14 days after a local government gives a report to the Minister under subsection (4)(b), the CEO must publish a copy of the report on the local government's official website.*

7.12AD. Reporting on a financial audit

- (1) *The auditor must prepare and sign a report on a financial audit.*
- (2) *The auditor must give the report to —*
 - (a) *the mayor, president or chairperson of the local government; and*
 - (b) *the CEO of the local government; and*
 - (c) *the Minister.*

ASA 260 requires the auditor to discuss certain key aspects of the audit planning and the audit results with those charged with governance.

As a committee of Council, the Audit and Risk Committee is Council's preferred forum to enable effective audit communication.

Strategic Community Plan

Strategy 1.1.1 Ensure equitable, inclusive and transparent in decision-making. (Service Priority: High)

Strategy 1.1.3 - Monitor and ensure compliance with the regulatory framework for local government governance and operations. (Service Priority: High)

Strategy 1.1.4 Maintain best practice governance systems and practices. (Service Priority: Moderate)

Environment - None.

Precedents

This is the first year that an Audit Entrance Meeting has occurred, which will become a normal process in the future.

Budget Implications - None.

Budget – Whole of Life Cost - None.

Council Policy Compliance

Council have adopted the Audit & Risk Committee Charter (Terms of Reference) on 29th September 2021 which outlines the audit process and the Committee's function. The Audit & Risk Committee and Council also adopted the Annual Work Plan in December 2021, which is reviewed and updated each year.

Risk Assessment

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to (Appendix AAR: 8.3) for full assessment document.

Tier 2 – 'Low' or 'Moderate' Inherent Risk.	
Risk Event	Audit Entrance Meeting
Inherent Risk Rating (prior to treatment or control)	Low (1 - 4)
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.
Risk Category Assessed Against	Legal and Compliance Risk that Council is non-compliant in providing information as requested by the Office of the Auditor General, as detailed in the Responsibilities of the Audit.

Officer Comment

The Audit Entrance Meeting is an important phase of the audit planning process. It details the audit scope and approach in summary format and aims to promote effective communication between the auditor and those charged with governance at a local government.

Council Role - Executive/Strategic.

Voting Requirements - Simple Majority.

Change to Officer Recommendation No Change.

Discussion

Acting Chief Executive Officer, Mr Phil Anastasakis advised the Committee that the Audit Strategy Memorandum provided to the Audit & Risk Committee as a Confidential Document was a directive of the Office of the Auditor General.

**OFFICER RECOMMENDED RESOLUTION &
AUDIT & RISK COMMITTEE RESOLUTION**

AAR 11-22 MOVED - Cr J Dow SECONDED - Cr M Bennett

THAT the Audit & Risk Committee recommend that Council support and acknowledge the Audit Strategy Memorandum produced by the Office of the Auditor General, and OAG's sub-contractors Moore Australia (WA), for the 2021/22 annual financial report and accounts (Confidential Document – Under Separate Cover), which outlines the audit scope and approach, and key audit risk areas that will be a focus of audit procedures.

CARRIED
4/0

8.4 Title: Interim Audit Update

<i>Reporting Department:</i>	<i>Corporate & Governance Directorate</i>
<i>Reporting Officer:</i>	<i>Mrs Natalie Hopkins - Manager Financial Services</i>
<i>Legislation:</i>	<i>Local Government Act 1995 and Local Government (Financial Management) Regulations 1996</i>
<i>Attachments:</i>	<i>Appendix AAR:8.4</i>

Overview

This report is to inform Council of the recent Interim Audit which was undertaken by Council Auditors, Moore Australia (WA) onsite from 18th May to 20th May 2022 inclusive.

Whilst the interim audit results have not yet been formally released by Moore Australia (WA) and the Office of the Auditor General (OAG), this report provides an update to Council on the status and projected outcomes from the Interim Audit.

Background

An annual audit of the Shire of Dardanup's financial systems, process and reports, is undertaken in accordance with the *Local Government Act 1995* and *Local Government (Audit) Regulations 1996*.

Since the proclamation of the *Local Government Amendment (Auditing) Act 2017*, legislative changes were made to the *Local Government Act 1995*. These changes mandated responsibility for overseeing local government audits to the Office of the Auditor General (OAG).

Local government audits are now performed in two parts:

1. Interim Audit

The purpose of this audit is to evaluate the Council's overall control environment, but not for the purpose of expressing an opinion on the effectiveness of internal controls, and to obtain an understanding of the key business processes, risks and internal controls relevant to the OAG audit of the annual financial report. Outcomes of this audit are provided in a management letter to the Chief Executive Officer and Shire President outlining any findings with recommendations; and

2. Final Year-End Audit

The outcomes of this audit are provided in a management letter addressed to the Chief Executive Officer and Shire President, and the annual audit report. The annual audit report, together with the annual financial statements form part of the annual report.

The Interim Audit focuses on audit samples from 1st July 2021 to 30th April 2022. Interim audit information requirements included, but not limited to, the following audit requirements:

- Accounts by Nature & Type;
- Rates Billing;
- Payroll & Employee Provisions;
- General Ledger Reconciliation / Trial Balance;
- Bank Reconciliations, Credit Card Statement Reconciliations;
- Inventory, Fixed Asset Reconciliations;
- Borrowings;

- Lease Liabilities;
- Contract Liabilities;
- Trade Creditors including Masterfile Changes;
- Accounts Receivables;
- Procurement Policy Compliance;
- Monthly Financial Reporting;
- IT, Covid-19, Fraud and Error Assessment Questionnaires; and
- Various Council Policies, Administration Policies and Procedures.

Early feedback from Council's auditors Moore Australia have indicated there are no areas of concern or interim audit findings, hence, Council is not expected to receive an **Interim Management Letter** for the 2021/22 financial year. However, it should be noted that whilst the non-issuance of an Interim Management Letter reflects favourably on Council and its processes, the audit file is currently subject to final review with Council's auditors and the OAG.

It is expected that the final audit results from the Interim Audit will be released by the OAG, and Moore Australia (WA) in the coming weeks and presented to the Audit & Risk Committee at the next meeting in September 2022.

Legal Implications

Local Government Act 1995, s7.9

7.9. Audit to be conducted

- (1) *An auditor is required to examine the accounts and annual financial report submitted for audit and, by the 31 December next following the financial year to which the accounts and report relate or such later date as may be prescribed, to prepare a report thereon and forward a copy of that report to —*
- (a) *the mayor or president; and*
 - (b) *the CEO of the local government; and*
 - (c) *the Minister.*

Local Government (Audit) Regulations 1996, r9

9. Performance of audit

- (3) *An auditor must carry out the work necessary to form an opinion whether the annual financial report —*
- (a) *is based on proper accounts and records; and*
 - (b) *fairly represents the results of the operations of the local government for the financial year and the financial position of the local government at 30 June in accordance with —*
 - (i) *the Act; and*
 - (ii) *the Australian Accounting Standards (to the extent that they are not inconsistent with the Act).*

Strategic Community Plan

Strategy 1.1.4 - Maintain best practice governance systems and practices. (Service Priority: Moderate)

Strategy 1.3.4 Monitor current and develop new revenue streams. (Service Priority: High)

Strategy 1.3.1 Implement the Integrated Planning and Reporting Framework including the Long Term Financial Plan, Workforce Plan, Asset Management Plans and Corporate Business Plan. (Service Priority: High)

Strategy 1.3.2 To monitor and produce statutory budgetary and financial reporting requirements applicable to local government operations. (Service Priority: High)

Environment - None.

Precedents

This report is an informal update to the Audit and Risk Committee on the Interim Audit. A separate report will be presented to the Audit and Risk Committee when the Interim Audit results are released on receipt of the Interim Management Report, as issued by the OAG and Moore Australia (WA).

Budget Implications

The 2021/2022 budget includes an allocation for the conduct of the full annual audit, including the interim audit.

Budget – Whole of Life Cost

The 2021/2022 budget includes an allocation for the conduct of the annual audit.

Council Policy Compliance - None.

Risk Assessment

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to (Appendix AAR: 8.4) for full assessment document.

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Event	Interim Audit Update
Inherent Risk Rating (prior to treatment or control)	Low (1 - 4)
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.
Risk Category Assessed Against	Legal and Compliance Risk that Council is non-compliant in providing information as requested by the Office of the Auditor General, as detailed in the Responsibilities of the Audit.

Officer Comment

Historically, the results of an interim audit were not formally reported, instead they were used as preparatory information to the year-end audit. The reporting of these results now forms part of the formal requirement of audits conducted by OAG.

Although the Interim Audit Results have not yet been released by the OAG and Council auditors Moore Australia (WA), initial feedback from Council’s auditors has been positive with no issues or findings highlighted during the interim audit. However, it is expected the final Interim Audit Results will be released in the coming weeks and presented to the Audit & Risk Committee at the next meeting in September 2022.

Council Role - Executive/Strategic.

Voting Requirements - Simple Majority.

Change to Officer Recommendation No Change.

**OFFICER RECOMMENDED RESOLUTION &
AUDIT & RISK COMMITTEE RESOLUTION**

AAR 12-22 MOVED - Cr M Bennett SECONDED - Cr M Hutchinson

THAT the Audit & Risk Committee recommend that Council receive the Interim Audit Update report.

CARRIED
4/0

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

None.

10. NEW BUSINESS OF AN URGENT NATURE

[Please Note: This is Not General Business – This is for Urgent Business Approved By the Person Presiding or by Decision. In cases of extreme urgency or other special circumstance, matters may, with the consent of the person presiding, or by decision of the members present, be raised without notice and decided by the meeting.]

None.

11. MATTERS BEHIND CLOSED DOORS

None.

12. CLOSURE OF MEETING

The date of the next Audit & Risk Committee Meeting will be Wednesday, 14th of September 2022.

There being no further business the Chairperson declared the meeting closed at 2.24pm



MINUTES

BUSHFIRE ADVISORY COMMITTEE MEETING

Held

8th June 2022

At

**Shire of Dardanup
Administration Centre Eaton
1 Council Drive – EATON
And via Zoom**

VISION STATEMENT

“Provide effective leadership in encouraging balanced growth and development of the Shire while recognizing the diverse needs of our communities.”

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COMMITTEE MEMBERS:

Mr Chris Hynes	-	CBFCO Eaton Townsite District
Mr Lyndon Skeers	-	FCO Ferguson District
Mr Neil Dyer	-	FCO West Dardanup District (Deputy Chairperson)
Mr Clay Rose	-	DCFCO (North) / FCO Burekup District
Mr Robert Drennan	-	DFCO (South) / FCO Waterloo District
Mr Grant Ratcliffe	-	FCO Upper Ferguson District
Mr Brendan Putt	-	FCO Dardanup Central District
Vacant	-	FCO Joshua/Crooked Brook District
Mr Ian Bridge	-	FCO Wellington Mill District
Mr Alan Charlton	-	Fire Weather Officer
Mr Ricky Southgate	-	Representative Department of Fire & Emergency Services
Mr Matthew Cooper	-	Department of Biodiversity, Conservation and Attractions
Cr. T Gardiner	-	Elected Member (Chairperson)
Cr. M T Bennett	-	Elected Member
Cr. S L Gillespie	-	Elected Member (Proxy)

STAFF MEMBERS

Mrs Erin Hutchins	-	Coordinator – Ranger & Emergency Services
Mr Murray Halden	-	Senior Ranger
Mrs Amanda Tuberes	-	Personal Assistant - Director Sustainable Development

OBSERVERS

Mr Murray Connell	-	Manager Development Services
Ms Melissa Howard	-	Emergency Management Officer

COUNCIL ROLE

Advocacy	When Council advocates on its own behalf or on behalf of its community to another level of government / body /agency.
Executive/Strategic	The substantial direction setting and oversight role of the Council eg. Adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.
Legislative	Includes adopting local laws, town planning schemes and policies.
Review	When Council reviews decisions made by Officers.
Quasi-Judicial	When Council determines an application/matter that directly affects a person's rights and interests. The Judicial character arises from the obligations to abide by the principles of natural justice. Examples of Quasi-Judicial authority include town planning applications, building licences, applications for other permits/licences (eg: under Health Act, Dog Act or Local Laws) and other decisions that may be appealable to the State Administrative Tribunal.

DISCLAIMER

"Any statement, comment or decision made at a Council or Committee meeting regarding any application for an approval, consent or licence, including a resolution of approval, is not effective as an approval of any application and must not be relied upon as such.

Any person or entity that has an application before the Shire must obtain, and should only rely on, written notice of the Shire's decision and any conditions attaching to the decision, and cannot treat as an approval anything said or done at a Council or Committee meeting.

Any advice provided by an employee of the Shire on the operation of a written law, or the performance of a function by the Shire, is provided in the capacity of an employee, and to the best of that person's knowledge and ability. It does not constitute, and should not be relied upon, as a legal advice or representation by the Shire. Any advice on a matter of law, or anything sought to be relied upon as a representation by the Shire should be sought in writing and should make clear the purpose of the request."

SHIRE OF DARDANUP

MINUTES OF THE SHIRE OF DARDANUP BUSHFIRE ADVISORY COMMITTEE MEETING HELD ON WEDNESDAY 8 JUNE 2022, AT SHIRE OF DARDANUP – EATON ADMINISTRATION CENTRE AND VIA ZOOM, COMMENCING AT 7.00PM.

1 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The Chairperson, Cr. T G Gardiner declared the meeting open at 7.02pm, welcomed those in attendance and referred to the Disclaimer and the Affirmation of Civic Duty and Responsibility on behalf of Councillors and Officers:

Acknowledgement of Country

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

Affirmation of Civic Duty and Responsibility

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

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

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

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

Emergency Procedure

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

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

2.1

Attendance

Mr Chris Hynes	-	CBFCO Eaton Townsite District
Mr Lyndon Skeers	-	FCO Ferguson District
Mr Neil Dyer	-	FCO West Dardanup District (Dep Chairperson) <small>[VIA ZOOM]</small>
Mr Clay Rose	-	DCFCO (North) / FCO Burekup District
Mr Robert Drennan	-	DCFCO (South) / FCO Waterloo District
Mr Grant Ratcliffe	-	FCO Upper Ferguson District
Mr Matt Cooper	-	Dept of Biodiversity, Conservation & Attractions
Cr. T Gardiner	-	Elected Member (Chairperson)
Cr. M T Bennett	-	Elected Member

Staff

Mrs Erin Hutchins	-	Coordinator – Ranger & Emergency Services
Mr Murray Halden	-	Senior Ranger
Mrs Amanda Tuberes	-	Personal Assistant – Dir. Sustainable Development

Observers

Mr Keith Higham	-	Captain Wellington Mills VBF <small>[VIA ZOOM]</small>
Mr Peter Manoni	-	Captain Waterloo VBF <small>[VIA ZOOM]</small>
Mr Rob Allen	-	Captain Dardanup West
Mr Finn Dau	-	Volunteer Fire Fighter Dardanup Central
Mr Andrew White	-	Secretary Joshua/Crooked Brook Brigade <small>[VIA ZOOM]</small>
Mr Allan Madgwick	-	Dept of Biodiversity, Conservation & Attractions
Mr Murray Connell	-	Manager Development Services
Ms Melissa Howard	-	Emergency Management Officer

2.2

Apologies

Mr Brendan Putt	-	FCO Dardanup Central District
Mr Ian Bridge	-	FCO Wellington Mill District
Mr Alan Charlton	-	Fire Weather Officer
Mr Ricky Southgate	-	Representative Dept of Fire & Emergency Services
Mr Phil Anastasakis	-	Acting Chief Executive Officer

3. PETITIONS/DEPUTATIONS/PRESENTATIONS

None.

4. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

4.1 Bushfire Advisory Committee Meeting Held 9 March 2022

BUSHFIRE ADVISORY COMMITTEE RESOLUTION

BFAC 05-22 MOVED - Cr. M T Bennett SECONDED - Mr Chris Hynes

THAT the Minutes of the Bushfire Advisory Committee Meeting held on 9th March 2022, be confirmed as true and correct subject to no corrections.

CARRIED

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

“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.”

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

There were none.

8. ACTION SHEET UPDATE**PENDING ACTIONS:**

ACTION & MEETING DATE.	PERSON RESPONSIBLE	ACTION	OUTCOME	STATUS																
06/10/2021 Res 24-21	Chief Executive Officer	Inclusion in its 2022-23 fees and charges a charge for prescribed burning by brigades and report back to BFAC.	<p>AT the OCM 23 March 2022 [Res 70-22], Council endorsed that the following fees and charges be implemented in the Shire's 2022-23 Mitigation Activities Funding program:</p> <table border="0"> <tr> <td>i.</td> <td>LT</td> <td>\$50 per/hr</td> <td>Total Hours x Rate x No of Vehicles</td> </tr> <tr> <td>ii.</td> <td>1.4</td> <td>\$70 per/hr</td> <td>Total Hours x Rate x No of Vehicles</td> </tr> <tr> <td>iii.</td> <td>2.4</td> <td>\$75 per/hr</td> <td>Total Hours x Rate x No of Vehicles</td> </tr> <tr> <td>iv.</td> <td>3.4</td> <td>\$100 per/hr</td> <td>Total Hours x Rate x No of Vehicles</td> </tr> </table> <p>The charges are intended to be used as internal charges only and are in line with that set by the Department of Fire and Emergency Services.</p>	i.	LT	\$50 per/hr	Total Hours x Rate x No of Vehicles	ii.	1.4	\$70 per/hr	Total Hours x Rate x No of Vehicles	iii.	2.4	\$75 per/hr	Total Hours x Rate x No of Vehicles	iv.	3.4	\$100 per/hr	Total Hours x Rate x No of Vehicles	Complete.
i.	LT	\$50 per/hr	Total Hours x Rate x No of Vehicles																	
ii.	1.4	\$70 per/hr	Total Hours x Rate x No of Vehicles																	
iii.	2.4	\$75 per/hr	Total Hours x Rate x No of Vehicles																	
iv.	3.4	\$100 per/hr	Total Hours x Rate x No of Vehicles																	

9 REPORTS OF OFFICERS AND COMMITTEES
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9.1 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>	12 March – Tyndale fire. 9 April – Structural Shed fire. 5 May – Washington Ave Bushfire. 11 May – Simpson Rd Tree fire. 16 May – Dillon Rd Verge fire.
<i>Appliance and Equipment</i>	PAT 1.4 Committee that I'm on, are we starting to see some work being done on the new 1.4 build with new innovative ideas being added to the new appliance. This project has been taking a lot longer than expected with COVID restrictions, getting trucks and staff shortages etc.
<i>Training</i>	I hope all brigades are ensuring members are getting on courses that are being provided. We need to ensure we get Grant Ratcliff and Ryan Gibbs on the next FCO training course.
<i>Meetings Held</i>	Nil.
<i>Membership – Recruitment/Resignation</i>	Nil.
<i>Concerns</i>	<p>SMS Public Alerts – we need more advertising to ensure all land holders and industries in our Shire are aware of the new alert system to register for notifications. Thanks to the Shire for initiating this service.</p> <p><u>Officer Comment – Mrs Erin Hutchins –Coordinator Emergency & Ranger Services</u></p> <p><i>The Shire sent out a bulk SMS to property owners living on properties zoned small holdings and general farming, who have a current mobile number registered in the Shires Names and Address database, offering the subscription service.</i></p> <p><i>The service offered notifications on upcoming fire inspections, prohibited and restricted burning periods and Total Fire and Vehicle Movement Bans.</i></p> <p><i>The Shire has included this information as part of the design of the Shires new webpage. The information will also be included in the Fire Prevention Order – Additional Information. In addition, the Shire will promote this service in the lead up to the next fire season via its social media platforms.</i></p>

	<p>New subdivision input from FCOs and BFAC – require timely notice – Neil Dyer has this in his report.</p> <p>Handheld Radios – we need more radios to be more efficient on the fire ground. Waterloo LT doesn't have a Handheld radio.</p> <p>No debrief on the Tyndale fire. I have received no response from any one from DBCA or DFES. An email was sent to both DBCA and DFES with reports from Burekup Captain, Dardanup Deputy South and Dardanup CBFCO.</p>
<i>Initiatives</i>	<p>Thanks to the brigades this season in being available with crews when requested to attend fires locally and out of shire.</p> <p>Thanks to Peter Buck for stepping up to fill Peter Robinson FCO position.</p> <p>Thanks to Brendan Putt for taking on extra work issuing permits for Neil Dyer FCO Dardanup West.</p>
<i>Other News</i>	<p>MAF Burn off at Marri reserve – Waterloo and Eaton Australind carried out this burn it was a successful burn.</p> <p>Tyndale bridge – I raised concerns about the condition of this bridge with our CEO André Schönfeldt after the fires up at Tyndale farm in March. Resulting in the bridge being closed. The loss of this bridge will affect any potential need to escape to the east if there was a fire anywhere along Collie River Road in the future.</p>

ACTION 01/22 *Emergency Management Officer, Ms Melissa Howard to request that the Chief Executive Officer formally write to Mr Peter Buck thanking him for his assistance covering the FCO role at Joshua/Crooked Brook.*

Item/s For BFAC Discussion

1. What is going to happen to Tyndale Bridge?

Discussion:

Cr. Mick Bennett provided some background information on the Tyndale Bridge. Local traffic (landowner and their workers) are still able to use the bridge, however, can only use a car as anything heavier would be too dangerous. The Bridge falls under the remit of the Harvey Shire, as such, any further action will need to be undertaken by them.

ACTION 02/22 *Emergency Management Officer, Ms Melissa Howard to request that the Chief Executive Officer write to the CEO at Shire of Harvey requesting an update on the Tyndale Bridge.*

2. What is happening with debriefs on the Tyndale fire?

Discussion:

The Tyndale fire was discussed under Item 9.19.

9.2 Title: Department of Biodiversity, Conservation & Attractions – Mr Matt Cooper

Reporting Department: DBCA
Reporting Officer: Mr Matt Cooper

A Verbal Update was provided by Matt Cooper:

- 86 fires in the District, with 10 in the Dardanup Shire.
- It was intended to have an action review after the Tyndale fires, however due to DBCA staff shortages (due to COVID quarantine, leave etc), they ran out of time.
- It was noted that DBCA received many Letters of concern, which were sent up the line.
- All concerns will form part of the after season review.

Note: It was agreed the Tyndale fire would be discussed at Item 9.19.

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

Reporting Department: DFES
Reporting Officer: Ricky Southgate

9.3.1 Prescribed Burns

Thank you for the crews from the Shire of Dardanup that have assisted with prescribed burns across the Southwest. The professionalism and work ethic from the Shire of Dardanup crews has been noted and is appreciated.

9.3.2 CCA (Copper Chrome Arsenate) exposure

Further information was provided to relevant crews, no health impacts have been reported to date.

9.3.3 COVID

DFES SW has reduced its business continuity plans for COVID, training and face to face meetings now going ahead with hygiene protocols in place minimising possible exposure to COVID.

9.3.4 Training

Training program across the region have been well received with lots of over subscriptions including other volunteers from different regions applying. Try to get your volunteers to apply early on E-Academy will assist us in ensuring they get preference on the course. We are running a few DFES courses out of Shire buildings including Waterloo and Dardanup Central, so thank you very much for allowing this.

9.3.5 HVMB

Training held regarding HVMB as discussed at the last BFAC. Thank you to Chris, Clay, Rob, Alan and Tyrrell for attending, I hope it has been of benefit to the Shire.

9.3.6 FCO Training

With the new appointments of FCO, I am happy to coordinate FCO training, with the aim to have it completed prior to the restricted burn period.

9.3.7 RUI Exercise

I am considering a Rural Urban Interface training exercise drill to be run in the area of Dardanup West. This is due to the ongoing feedback regarding new residents who have moved from the City and may not have a full understanding of the risks to the area in summer months. Dates proposed would be in September to allow residents time to prepare properties with the new information provided to them before the 23/24 fire season. I would like to see if this is support by the BFAC before conducting any further planning.

9.3.8 AFDRS

DFES has a project team who are currently looking into a new fire danger rating system with the intention of implementing it late this year. The project team continue to work through possible impacts identified through LGA consultation and will be in contact with updates in due course.

9.3.9 High Season Fleet

High Season fleet is now being recalled. Thank you to the Shire for crewing the appliance when called. We will continue to work with the Shire in the attempt to secure an appliance next season. The region will have a 2.4 and a LT for prescribed burns and can be made available for getting more volunteers to burns if required.

9.3.10 MAF

Should the Shire require any help with mitigation works, including help with any prescribed burns please reach out, the region is happy to help.

9.4 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

<i>Fire Call Outs</i>	12 March – Tyndale Farm, lightning strike fire, Harvey Shire. 12 March – Catalano Rd, Evedon Park, lightning strike fire. 12 March – Wellington Mills, lightning strike fire (pines). 12 March – Windy Ridge Rd, Collie Shire (Wellington National Park). 13 March – Tyndale Farm Harvey Shire. 14 March – DBCA call out, Collie Shire Wellington National Park and Tyndale Farm Harvey Shire. 11 April – Simpson Rd fire.
<i>Appliance and Equipment</i>	Nil.
<i>Training</i>	24 May 2022
<i>Meetings Held</i>	AGM – 7 April 2022 Committee Meeting – 23 May 2022
<i>Membership – Recruitment/Resignation</i>	4 new members.
<i>Concerns</i>	Lack of debrief after the Tyndale Farm / Wellington National Park lightning strike fires or comment from Collie Wellington district DBCA office to concerns raised. I acknowledge it was a very busy day for DFES, BFB & DBCA. Issues regarding staffing, tenure, terrain and lack of communication culminated in a huge amount of volunteer time, cost to tax payers, rate payers, hire of aircraft, machinery etc, and damage to farm land not to mention the burn scar to the National Park. My request to DFES on 2 occasions to have the emergency website alert message changed to more accurately describe the location of the fire and areas under threat went nowhere. So I was continually getting calls from concerned residents in Burekup and surrounds. For example, Burekup town was included in warning zone 8 km away and Roelands Village (Woolkabunning Kiaka), Seven Hills Rd, 1 km from fire edge wasn't included.
<i>Initiatives</i>	Nil.
<i>Other News</i>	Nil. 47 permits issued – another record. Leaking roof to be repaired and phone line issue.

Item/s For BFAC Discussion

1. National Park / Tyndale Farm fires.

Discussion:

The Tyndale fire was discussed under Item 9.19.

9.5 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 (000) fire calls outs.
<i>Appliance and Equipment</i>	Dardanup Central 2.4 and High Season have no outstanding faults.
<i>Training</i>	Training once a month.
<i>Meetings Held</i>	On-going meetings to finish station and put new items together.
<i>Membership – Recruitment/Resignation</i>	Nil.
<i>Concerns</i>	Nil.
<i>Initiatives</i>	We are about to have our end of season camping trip at the Big Valley Camp Site. We have been able to pay for camp sites and food from Brigade funds. This is a great reward for our members after a busy year, it really helps encourage members and family to be involved.
<i>Other News</i>	Permits – a total of 25 permits given for the Dardanup Central and Dardanup West areas, no escapes or concerns. Big thank you to Ricky Southgate, our AO from DFES for organizing the barbecue donated at the station opening.

Item/s For BFAC Discussion

Discussion:

Mr Finn Dau talked to this report in Mr Brendan Putt's absence. It was noted that since the report had been submitted they had had to attend to another fire (increasing from 7 to 8) and had one new membership.

9.6 Title: Ferguson Fire Control Officer Report – Mr Lyndon Skeers

Reporting Department: Ferguson BFB
Reporting Officer: Lyndon Skeers

(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>	Wellington forest vehicle fire. Burekup fire, several crews. Several lightning fires as well.
<i>Appliance and Equipment</i>	Nil.
<i>Training</i>	Recommended regular training sessions. Currently half way through Bushfire Safety Awareness training of 10 members at the Ferguson Brigade premises. Assisted with burn at Waterloo Caravan Park.
<i>Meetings Held</i>	AGM
<i>Membership – Recruitment/Resignation</i>	3 new membership applications since last meeting. 7 auxiliary members participating in the current training with the intention of becoming active members.
<i>Concerns</i>	<ul style="list-style-type: none"> • Time in getting PPE • Maps still not supplied.
<i>Initiatives</i>	Nil.
<i>Other News</i>	14 Permits issued.

Item/s For BFAC Discussion

1. Swift works – is any brigade still using it? If not, can we unsubscribe from it and save money?

Discussion:

Mr Chris Hynes raised with Shire whether a different system could be utilised. The preference is the BART system.

Mrs Erin Hutchins advised that the Shire has not been paying any subscription fees for well over a year, due to being told by the group that it wasn't suitable. Funding for the system will need to be applied for through DFES. As they had provided funding for the Swift works program originally, the group need to be certain that the BART System has all of the functionality required. It can then be included in next year's LGGs application. The Shire will speak to DFES to see if it can utilise the upcoming funds to purchase the system, however may be over the limit.

2. Fuel cards – only being able to get fuel from Ampol has caused some problems. There have been instances when their card readers have been offline, after one shift a crew had to drive to three different stations to get fuel, it would be much easier to get a card that can be used at every service station. I also don't believe that volunteers should have to pay out of their pockets and muck around getting reimbursed.

Discussion:

Mrs Erin Hutchins advised that switching to another fuel card provider was above her delegations. The Shire researched fuel card options for the October 2021 BFAC. The closest fuel station is also Picton for other fuel card providers, which is not convenient for most of the Brigades. The Shire has an agreement with Phoenix Fuel Cards. The Dardanup Fuel Station made an offer for the Shire to utilise their Station, however, it was not financially viable.

9.7 Title: Joshua Creek / Crooked Brook Fire Control Officer Report – Andrew White

Reporting Department: Joshua Creek / Crooked Brook BFB
 Reporting Officer: Andrew White

(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	9 plus 1 private burn.
Appliance and Equipment	Nil.
Training	2 general training sessions.
Meetings Held	1 (AGM) – COVID restricted gatherings.
Membership – Recruitment/Resignation	2 resignations (FCO and Captain). 2 new members.
Concerns	Nil.
Initiatives	New tank and pump installed.
Other News	40 burn permits issued.

Item/s For BFAC Discussion

1. Clarification of Telecommunication entitlements

JCBFB has 1 very old Nokia flip-phone and, the fire shed itself is an area of very poor mobile phone coverage and internet data coverage. One of the brigade members has generously provided Ciphertel infrastructure to provide high speed coverage. An application was lodged for a grant to:

- provide “shed-end” infrastructure and
- a phone which can provide volunteers with electronic maps indicating their position, which would also allow DFES to locate the volunteers should they become separated from the appliance

From that request it emerged that the LGGs manual contains conflicting information and/or statements which are subject to interpretation.

- Page 71 states: Only 2 mobile phones per Local Government
- Page 66 states Telephone, Mobile phones and Pager accounts – Covers the cost of Brigade telecommunication accounts

Request

1. As a minimum, could the LGGs manual be updated to remove any ambiguity?
2. Communication is a vital component in providing a safe working environment (recognising that a fire ground is inherently unsafe) thus, it is requested that either:
 - a. A modern (eg iPhone or Android) be provided to each brigade or
 - b. Funding be clearly provided to each brigade for purchase and service costs of a modern (eg iPhone or Android) which has the following minimum functionality:
 - Can be remotely located by the brigade and by DFES
 - Provides location context to maps (ie where the phone on a map)
 - “Bread crumb” capability to allow volunteers to backtrack escape from fire.

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

The Manual for Capital and Operating Grants 2022-2023 for the Local Government Grants Scheme (LGGS) is set by DFES. Reference to mobile phones on page 71 relates to 1 mobile for the CBFCO and 1 for the DCBFCO or Captain (max 2 per LG). Reference to Telephone, Mobile phones and Pager accounts on page 63 relates to fixed phones and internet at the brigade building. It is agreed that communication is a vital component in providing a safe working environment and the Shire will raise these concerns with the DFES Grants Funding Officer for the LGGS. In the meantime, the Shire has a satellite phone that may be of assistance. The Emergency Management Officer will liaise with IT to see if this is suitable.

Discussion:

Mr Andrew White further described the technical capabilities he felt was required for a phone (iphone suggested), which all trucks should have in the interest of safety. The current old Nokia flip phone was not suitable.

Mrs Erin Hutchins advised that she would raise the funding of iphones (or similar) for each Brigade with the DEFS funding officer to be included in LGGS funding. The Chief and Deputy could have one each. She also reiterated the offer of a satellite phone (which is already an asset of the Brigades) to be used in an emergency situation.

Mr Andrew White appreciated the offer of the satellite phone, however noted it does not allow location tracing.

Mr Chris Hynes noted that individuals could apply for the AVL on the portal, which allow tracking capabilities. With his laptop he can track the vehicles if firefighters use their own phones.

Mr Rob Drennan noted that DFES has mobile repeaters, however they are located in Perth.

Mr Chris Hynes advised that the SES now have these locally and they could be utilised.

9.8 Title: Upper Ferguson District Fire Control Officer Report – Mr Grant Ratcliffe

Reporting Department: Upper Ferguson
Reporting Officer: Grant Ratcliffe

FURTHER INFORMATION

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

Note: The following report was provided by Mr Ryan Gibbs on 8 June 2022 and was provided to the Committee prior to the meeting.

Activity Report Since Last BFAC Meeting

Fire Call Outs	29/5 – Wellington Mill Pine Forest
Appliance and Equipment	Previous Radio fault rectified by Earth to Ocean. DFES Radio transferred from Max Kerr to Ryan Gibbs ute
Training	Membership made aware of training opportunities and are being actively encouraged to upskill this winter.
Meetings Held	AGM held – all positions filled.
Membership – Recruitment/Resignation	Nothing to report
Concerns	Roadside fuel management is a concern. Would like to work with Shire to complete some roadside burning in future.
Initiatives	Our Brigade is in need of some items/infrastructure and would like to work with Shire to achieve in future; <ol style="list-style-type: none"> 1. Firefighting water supply. Installation of tank/s for appliance fill is a priority. 2. Wheelie bins for station rubbish. 3. 205L drum with pump for diesel. It is difficult to find an available window to fuel the truck during the fire season. We have had to use personal diesel to fill keep operating this season.
Other News	

Item/s For BFAC Discussion

Discussion:

In relation to Items 1-3 listed under Initiatives, Mrs Erin Hutchins provided the below advice:

1. The Shire received advice from DFES on 7 June 2022 that the request for an 80,000 L water tank had been approved. The Acting CEO has approved the Shire accepting the grant, however, it will still need to be approved by Council.
2. The Shire will arrange for the Wheelie bins.
3. The Shire will look into this suggestion. The OSH Officer will need to review storage requirements (in case of spillage, hazard etc).

Mr Rob Drennan noted that some farmers kept bulk fuel storage on their properties and perhaps agreements could be made for the Brigades to utilise their fuel and have the Shire reimburse them.

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

Reporting Department: Waterloo BFB
 Reporting Officer: Mr Rob Drennan

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

Activity Report Since Last BFAC Meeting

<i>Fire Call Outs</i>	<p>A total of 9 call-outs for this period of the year.</p> <p>This included 1 car fire up Coalfields Hwy and a shed fire in West Dardanup, both were attended by other brigade's from the Shire.</p> <p>All up for this period a total of 43 crew positions were filled. For a total of 41.5 hours on fire ground's.</p>
<i>Appliance and Equipment</i>	Nil.
<i>Training</i>	3 Training night's and 4 Busy Bees on the Station and appliance's.
<i>Meetings Held</i>	Nil.
<i>Membership – Recruitment/Resignation</i>	Nil.
<i>Concerns</i>	<p>Tynedale fires – I agree with the already stated opinions of the CBFCO Dardanup, DCFCO (north) & Captain of Burekup. I would like to add that if the request for water bombers on the last hours Saturday had not been declined, even though aircraft were transitioning over-head and the request had come from a CBFCO that the escalation of these fires could have been avoided.</p> <p>I also have to question the motivation of "Park's" once this fire escalated from a point of extinguish or manage a burn off in a part of bush that has been probably troublesome to get access to. That being said, Dardanup BFB have always had a good relationship with the local Parks family and do sincerely hope this continues.</p>
<i>Initiatives</i>	Nil.
<i>Other News</i>	Nil.

Item/s For BFAC Discussion

None.

9.10 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>	Turned out to 3 incidents.
<i>Appliance and Equipment</i>	Ok.
<i>Training</i>	Monthly in house training is suspended as instructed.
<i>Meetings Held</i>	Monthly brigade committee meetings continue.
<i>Membership – Recruitment/Resignation</i>	2 new membership applications.
<i>Concerns</i>	<p>After a number of requests we still haven't been provided with the N95 or P2 masks required to be worn to turn out.</p> <p><u><i>Officer Comment – Mrs Erin Hutchins –Coordinator Emergency & Ranger Services</i></u></p> <p><i>Due to P2 and N95 masks being unavailable for a time, the Shire provided brigades with additional surgical masks as well as additional cleaning products in February. Once P2 masks became available, the Shire placed an order and these were delivered to all brigades in the first week of May.</i></p> <p><i>A limited number of additional P2 masks will be made available at BFAC.</i></p> <p>I haven't seen anyone wearing masks in an appliance when turning out to an incident, in accordance with the DFES IOP. Is it still a requirement?</p> <p>Delay in getting PPE supplies is not acceptable and we need to change the way we procure items.</p> <p>Perhaps we could allow the brigades to get quotes and source their own PPE (turn out gear).</p>
<i>Initiatives</i>	Nil.
<i>Other News</i>	AGM is complete and new office bearers elected.

Item/s For BFAC Discussion

In relation to a possible agenda item at this meeting on the Fire Prevention Order, could you please include my suggested changes below for discussion at BFAC.

1. Add the year date to the Restricted and Prohibited period (Residents have been referring to outdated Orders).
2. Add/include the requirement for a 20 metre Asset Protection Zone into the General Farming, Restricted Use and Tourism section of the Order.

Note: Items 1 and 2 above were discussed under Item 19.7.5.

9.11

Title: West Dardanup District Fire Control Officer Report – Mr Neil Dyer

Reporting Department: West Dardanup Bush Fire Brigade

Reporting Officer: Neil Dyer

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

<i>Fire Call Outs</i>	Seven responses (2 x local & 5 x surrounding areas).
<i>Appliance and Equipment</i>	No change – minor maintenance completed to fire tanks at West Dardanup Station.
<i>Training</i>	Has recommenced and will continue during the off season.
<i>Meetings Held</i>	Nil.
<i>Membership – Recruitment/Resignation</i>	Nil.
<i>Concerns</i>	<p>I have previously made an enquiry regarding the access between Travencore Place and Stonefield Court, West Dardanup and I am keen to seek confirmation as to the current tenure of these lots.</p> <p>If these lots were created in part as an emergency access for residents and the land is owned or vested with the Shire, I would be keen to seek MAF funding to get the Right of Way clear and accessible.</p> <p><u>Officer Comment – Ms Melissa Howard – Emergency Management Officer</u></p> <p><i>Bushfire Risk Management Officer Doug VanBavel has confirmed the fire access way between Travencore Place and Stonefield Court, West Dardanup is eligible for the MAF program.</i></p> <p><i>As per MAF Program Guidelines 2021/22 under ‘4.7 Eligible Land’ it states “For areas designated as Freehold to the State of WA, provisions under the Local Government Act 1995 Section 3.53 are applied regarding the control of certain unvested facilities.”</i></p> <p><i>Therefore this fire access way will be included in the next MAF Round 2 2022/2023.</i></p>
<i>Initiatives</i>	Nil.
<i>Other News</i>	<p>19 permits were issued from the commencement of the permit season until the end of April.</p> <p>I would like to extend a big thank you to Chris and Brendon for issuing the remainder of the permit requests for the West Dardanup area for the remainder of the season.</p>

Item/s For BFAC Discussion**1. Subdivision Development Applications****Preamble:**

In recent times, members of the BFAC committee have been requested to provide information pertaining to some subdivision and Development applications lodged with the Shire. To date, these requests have usually been ad hoc and at short notice which does not allow members to provide detailed responses for the planners to consider and if appropriate, to include in their submission.

While it is recognised that members of BFAC are not town planners and so do not have a detailed knowledge in planning matters, they do have a knowledge of bushfire fighting matters, bushfire infrastructure that is necessary to provide best protection for the community and are also suited to reviewing and commenting on a BMP (bushfire management plan) if applicable.

It appears at the moment that little consideration is being giving to the inclusion of infrastructure other than the default which seems to be the provision of water storage tanks at various locations without the provision of a water source to fill them. While was storage tanks are required, they should not be provided at the detriment of other infrastructure that would also support fire suppression in an area.

It is also understood that as well as the Town Planners providing comment, DFES also has involvement with regards to subdivision applications if certain criteria are met. Recent observations of these comments suggest this is done out of Perth and appears to be a desktop exercise and may not take into consideration the local knowledge BFAC members have. Input from BFAC members regarding these matters could be beneficial to assist in the sound planning of future subdivisions to ensure the safety if the public and firefighters attending incidents. It would also ensure that the BMP references the most current documentation relating to Fire Notices etc.

Questions:

1. Can BFAC be included in all subdivision assessment applications that relate to Small Holding and General Farming land to provide comment on the BMP application; and
2. Can enough time is provided to complete this assessment to ensure a detailed and considered response can be provided for the Planners to consider prior to submitting their submission for the applicable applications; and
3. Can you assure the members of BFAC that the comments provided will be considered by the Planning Department and if applicable included in their submission on the proposed subdivisions.

Officer Comment – Amanda Tuberes – Personal Assistant to Director Sustainable Development

The above questions were received by email from Mr Dyer on 3 May 2022. After a telephone discussion between Council Officer Murray Connell and Mr Dyer, a response via email was provided on 4 May 2022. Responses to the queries above have been provided in Item 9.18.

Discussion:

Mr Neil Dyer raised the offer by Mr Ricky Southgate in his report to arrange RUI Training and was supportive.

Mr Chris Hynes advised that he would contact Mr Ricky Southgate to request that the RUI training be arranged.

9.12 Title: Endorsement of Bushfire Control Officers (FCOs)

The election of all Bushfire Control Officers (FCOs) falls under Section 38 of the Bush Fires Act 1954.

Once the Fire Control Officers have been elected and formally endorsed by Council they will be publically advertised in accordance with Section 38(2A) of the Bush Fires Act 1954.

The following officers have been nominated by their brigades as FCO's and now need to be endorsed by the Bushfire Advisory Committee: -

BUSHFIRE ADVISORY COMMITTEE RESOLUTION

BFAC 06-22 MOVED - Mr Clay Rose SECONDED - Mr Rob Drennan

THAT the Bushfire Advisory Committee recommend that Council endorse the following persons as Bushfire Control Officers for the period 01/07/2022 – 30/06/2023 pursuant to Section 38(1) of the Bush Fires Act 1954 and the persons to be advertised pursuant to Section 38(2a) of the Bush Fires Act 1954 : -

DISTRICT	OFFICER
Burekup District	Clay Rose
Dardanup Central District	Brendan Putt
Eaton Townsite/District	Chris Hynes
Ferguson District	Lyndon Skeers
Joshua/Crooked Brook District	Jeffrey Duncombe
Upper Ferguson District	Grant Ratcliffe
Waterloo District	Robert Drennan
Wellington Mills District	Ian Bridge
West Dardanup District	Neil Dyer

CARRIED

9.13 Title: Election of Chief Bushfire Control Officer

Nominations are to be called for the position of Chief Bushfire Control Officer.

BUSHFIRE ADVISORY COMMITTEE RESOLUTION

BFAC 07-22 MOVED - Cr. T G Gardiner SECONDED - Cr. M T Bennett

THAT the Bushfire Advisory Committee recommend that Council endorse Mr Chris Hynes as Chief Bushfire Control Officer for the period 01/07/2022 – 30/06/2023.

CARRIED

9.14 Title: Election of Deputy Chief Bushfire Control Officer – (North)*Discussion:*

Cr. Tyrrell Gardiner noted that a query from Mr Ian Bridge was received pertaining to the 'North' and 'South' descriptors of the Deputy Chief Bushfire Control Officer Titles.

Cr. Tyrrell Gardiner confirmed that the current Titles (call signs for North and South) would be retained.

Nominations are to be called for the position of Deputy Chief Bushfire Control Officer (North).

BUSHFIRE ADVISORY COMMITTEE RESOLUTION

BFAC 08-22 MOVED - Cr. M T Bennett SECONDED - Cr. T G Gardiner

THAT the Bushfire Advisory Committee recommend that Council endorse Mr Clay Rose as Deputy Chief Bushfire Control Officer (North) for the period 01/07/2022 – 30/06/2023.

CARRIED

9.15 Title: Election of Deputy Chief Bushfire Control Officer – (South)

Nominations are to be called for the position of Deputy Chief Bushfire Control Officer (South).

BUSHFIRE ADVISORY COMMITTEE RESOLUTION

BFAC 09-22 MOVED - Mr Chris Hynes SECONDED - Cr. T G Gardiner

THAT the Bushfire Advisory Committee recommend that Council endorse the Mr Rob Drennan as Deputy Chief Bushfire Control Officer (South) for the period 01/07/2022 – 30/06/2023.

CARRIED

9.16 Title: Election of Fire Weather Officer

Nominations are to be called for the position of Fire Weather Officer in accordance with the provisions of the Bush Fire Act.

Once the Fire Weather Officer has been elected and formally endorsed by Council it will be publically advertised in accordance with Section 38(2A) of the Bush Fires Act 1954.

BUSHFIRE ADVISORY COMMITTEE RESOLUTION

BFAC 10-22 MOVED - Mr Chris Hynes SECONDED - Cr. T G Gardiner

THAT the Bushfire Advisory Committee recommends that Council endorse Mr Keith Higham to the Bushfire Advisory Committee in the position of Fire Weather Officer for the period 01/07/2022 – 30/06/2023.

CARRIED

Discussion:

It was noted that Mr Allan Charlton had resigned from his position as Fire Weather Officer to due to ill health.

ACTION 03/22 *Emergency Management Officer, Ms Melissa Howard to request that the Chief Executive Officer formally write to Mr Allan Charlton thanking him for his many years of service to the Shire.*

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

Reporting Department: Shire of Dardanup

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

9.17.1 *Volunteer Acknowledgement*

Now that the 2021-2022 fire season has come to an end, the Shire would like to acknowledge and express their gratitude of the contribution made by all volunteers across our eight Volunteer Bushfire Brigades in keeping our community safe, as well as providing assistance with many bushfires across the State.

In addition, the Shire has received a letter of appreciation from the Chief Executive Officer and Mayor of the City of Busselton (Appendix BFAC 9.17.1), thanking the Dardanup West VBFB for the part they played in response to the Eagle Bay-Meelup-Dunsborough fire.

9.17.2 *Local Government Grant Scheme (LGGS)*

The Shires 2022-2023 LGGS application is currently being assessed by the DFES Capital Grants Committee. The Committee determines the amount of operating expenditure, as well as capital expenditure, allocated to the Shire for the brigades.

The following Local Government Grants Scheme 2021-2022 budget figures are provided for information purposes only.

Budget	
Line Item 1-8 Operating Grant	\$170,000.00
Line Item 9	\$17,284.00
Additional State Government 2020/21 Insurance Allowance	\$13,196.00
ESL – Total Gross Operating Grant	\$200,480.00
Less Expenditure	
ESL - Insurance	-\$42,511.66
ESL – Total Expenditure	-\$143,719.71
Funds Remaining as at May 2022	\$14,248.63

Information Only

9.17.3 Volunteer Bush Fire Brigade Annual General Meeting (AGM)

In accordance with of the Bush Fire Brigades Local Law 2021, minutes of the bush fire brigade Annual General Meeting (AGM) are to be tabled before the Bushfire Advisory Committee.

s3.9 Minutes to be tabled before the Bushfire Advisory Committee

- (1) *The Secretary is to forward a copy of the minutes of the annual general meeting of a bush fire brigade to the Chief Bush Fire Control Officer within one month after the meeting.*
- (2) *The Chief Bush Fire Control Officer is to table the minutes of a bush fire brigade's annual general meeting at the next meeting of the –*
 - (a) *Bush Fire Advisory Committee; or*
 - (b) *Council, if there is no Bushfire Advisory Committee, following their receipt under subclause (1).*

Officers have provided copies of the minutes of the 2022 AGM and can be found at (Appendix BFAC 9.17.3).

BUSHFIRE ADVISORY COMMITTEE RESOLUTION

BFAC 11-22 MOVED - Cr. M T Bennett SECONDED - Cr. T G Gardiner

THAT the Bushfire Advisory Committee receives copies of the 2022 Annual General Meeting (AGM) minutes (Appendix BFAC: 9.17.3) from the Shire of Dardanup Volunteer Bush Fire Brigades.

RECEIVED

9.17.4 Peter Robinson and Max Kerr

Mr Peter Robinson has stood down from his position as Fire Control Officer (FCO) for Joshua Crooked Brook and Mr Max Kerr from his position as Fire Control Officer (FCO) for Upper Ferguson Bush Fire Brigade. Mr Robinson has been a dedicated FCO for 3 years and Mr Kerr for 1 year. Both have been a valuable asset to the Brigades and the Shire in their roles as FCO and we wish Mr Robinson, Mr Kerr and their families all the best for the future. It is recommended that the Shire formally write to Mr Robinson and Mr Kerr, thanking them for their time and dedication to their roles as FCO.

BUSHFIRE ADVISORY COMMITTEE RESOLUTION

BFAC 12-22 MOVED - Cr. M T Bennett SECONDED - Mr Chris Hynes

THAT the Bushfire Advisory Committee recommends that the Chief Executive Officer formally write to Mr Peter Robinson and Mr Max Kerr thanking them for their service as Fire Control Officer's for Joshua Crooked Brook and Upper Ferguson Bush Fire Brigades.

CARRIED

9.17.5 Fire Prevention Order Review

At the last brigade leadership meeting, it was agreed there were no changes to the Shire's Fire Prevention Order. Please find attached the Fire Prevention Order for the Committee's endorsement.

Discussion:

Suggestions raised by Mr Ian Bridge from his report (Item 9.10) were discussed with the committee.

The committee agreed to include the year to the title of the Fire Prevention Order.

The committee did not agree to add/include the requirement for a 20 metre Asset Protection Zone into the General Farming, Restricted Use and Tourism section of the Fire Prevention Order.

Mr Murray Halden raised the possible inclusion of a 2 metre firebreak for hay stacks, however, the committee was not supportive.

Change to Officer Recommendation

As per *Local Government (Administration) Regulations 1996 11(da)* the Committee records the following reasons for amending the Officer Recommended Resolution:

- *Addition of the Year period to the title 2022-2023 (shown in purple)*
- *The following wording was removed from under section title 'Solid Fuel Cooking Appliances (e.g.: pizza oven/outdoor barbeque, outdoor stove and fire pits)'.
 - a responsible able body adult is in attendance throughout and until the fire is completely extinguished ~~when cooking is complete.~~*
- *The following wording was added under section title 'Solid Fuel Cooking Appliances (e.g.: pizza oven/outdoor barbeque, outdoor stove and fire pits)'.
 - The use of **Solid Fuel Cooking Appliances (e.g.: pizza oven/outdoor barbeque, outdoor stove and fire pits)** are prohibited during a **TOTAL FIRE BAN.***

BUSHFIRE ADVISORY COMMITTEE RESOLUTION

BFAC 13-22 MOVED - Mr Clay Rose SECONDED - Mr Rob Drennan

THAT the Bushfire Advisory Committee recommend that Council adopt and advertise the 2022-2023 Shire of Dardanup Fire Prevention Order pursuant to Section 33(1) of the Bush Fires Act 1954.

2022-2023 FIRE PREVENTION ORDER

FIRST AND FINAL NOTICE

With reference to Section 33 of the Bush Fires Act 1954, you are required to carry out fire prevention work on land owned or occupied by you, in accordance with the provisions of this order.

This order is valid for the period 1 July – 30 June annually.

Work must be completed by the 30 November annually and maintained until the close of the entire Restricted and Prohibited Burning Periods.

PLEASE READ THIS NOTICE CAREFULLY

If you do not fully understand this notice, please contact Emergency & Ranger Services during office hours on 9724 0000 or your local Fire Control Officer to discuss.

PERSONS WHO FAIL TO COMPLY WITH THE REQUIREMENTS OF THE ORDER MAY BE ISSUED WITH AN INFRINGEMENT NOTICE PENALTY (\$250.00) OR PROSECUTED WITH AN INCREASED PENALTY (MAXIMUM PENALTY \$5,000). ADDITIONALLY THE SHIRE OF DARDANUP MAY CARRY OUT THE REQUIRED WORK AT COST TO THE OWNER/OCCUPIER.

RESTRICTED BURNING PERIOD

Burning Permits Required

2 November 2022

to

14 December 2022

PROHIBITED BURNING PERIOD

NO FIRES PERMITTED

15 December 2022

to

14 March 2023

(subject to extension)

RESTRICTED BURNING PERIOD

Burning Permits Required

15 March 2023

to

26 April 2023

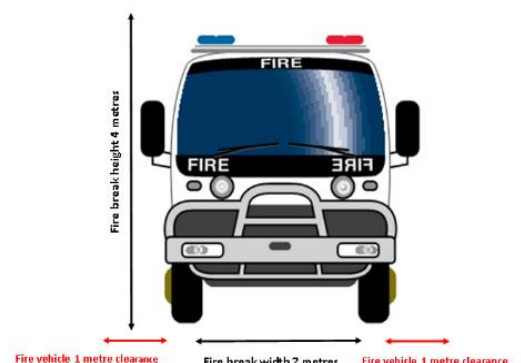
(subject to extension)

RESIDENTIAL, INDUSTRIAL, DEVELOPMENT, RESTRICTED USE, MIXED BUSINESS AND COMMERCIAL ZONES*

- All flammable material/vegetation (except living trees) **MUST** be slashed or grazed to a height that does not exceed 100 millimetres.
- Removal of isolated flammable material (dead tree and tree branches) **MUST** be removed.

SMALL HOLDINGS ZONE*

- A firebreak (as defined), must be installed immediately inside and along all property boundaries, 2 metres in width and 4 metres in height. The firebreak may only deviate from a boundary up to 6 metres, to avoid established trees and /or other natural features that would make it impractical to be installed on the boundary.

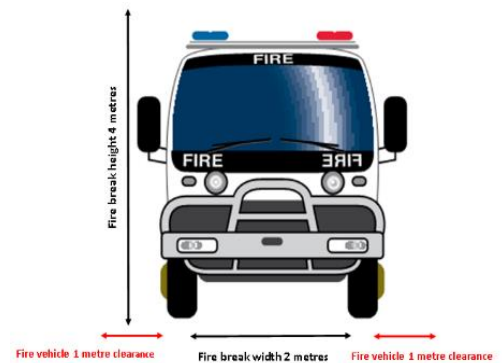


- A 20 metre Asset Protection Zone (as defined) MUST be slashed to a height that does not exceed 100 millimetres surrounding dwellings, sheds and all haystacks.
- All flammable material/vegetation (dead trees and branches) MUST be removed from the 20 metre Asset Protection Zone.
- Where slashing is not possible, material/vegetation must be burnt back or sprayed with a suitable herbicide to prevent growth throughout the entire restricted and prohibited burning periods.
- Burn piles can be kept and are approved under the following conditions:
 - a burn pile is to be no closer than 20 metres from any structure.
- All fire wood piles must be stored away from a dwelling during the restricted and prohibited burning periods.

[Minimum clearance for fire break in small holdings](#)

GENERAL FARMING, RESTRICTED USE AND TOURIST ZONES*

- **Non Irrigated lots** – a vehicle access track, 4 metre in width and 4 metre in height that **MUST** include a 2 metre wide firebreak (as defined), must be installed immediately inside and along the lot boundary where it adjoins a road and/or rail reserve. The firebreak may only deviate from the boundary, up to 6 metres, to avoid established trees/or other natural features, that would make it impractical to install a firebreak at that location.
- **Irrigated land** (as defined) is to be maintained in a non-flammable state for the whole of the restricted and prohibited burning periods.
- Firebreaks are **NOT** required on irrigated land that is being **actively and regularly irrigated throughout the entire restricted and prohibited burning periods.**
- Irrigation channels that are situated **inside and along** a lot boundary will be accepted as a firebreak provided the irrigation channel is utilised on that property throughout the **entire restricted and prohibited burning periods.**
- Burn piles can be kept and are approved under the following conditions:
 - a burn pile is to be no closer than 20 metres to any structure; and
 - a 2 metre wide and 4 metre in height firebreak is to be placed around the perimeter of any burn pile.
- All fire wood piles must be stored away from a dwelling during the restricted and prohibited burning periods.



[Minimum clearance for fire break in general farming, restricted use and tourist zones](#)

PLANTATIONS

- **BARE EARTH** firebreaks of 15 metres in width and 4 metres in height must be maintained inside and along all boundaries of a plantation with 6-10 metre wide internal firebreaks between compartments.
- Where power lines pass through plantation areas, firebreaks must be in accordance with Western Power specifications.

* Zones defined by the Shire of Dardanup Town Planning Scheme No.3.

WHERE AND HOW TO OBTAIN BURNING PERMITS

Applications for burning permits are available from your local Bush Fire Control Officer at no cost. The local Bush Fire Control Officer will note the relevant conditions you must comply with on your burning permit.

You are advised that Burning Permits are automatically invalidated on days of “very high” “severe”, “extreme” or “catastrophic” fire danger.

To minimise the use of resources on unnecessary call outs, burns conducted outside the restricted burning period are encouraged to be registered with the Department of Fire & Emergency Service (DFES) Communications Centre on 9395 9209, immediately prior to commencing the burn.

Garden Refuse Urban Areas (town sites): No garden refuse is permitted to be burnt on the ground, in the open air or in an outdoor incinerator within the urban areas of Dardanup, Eaton and Burekup town sites **at any time of the year unless a permit to burn has first been obtained** from a Fire Control Officer for special circumstances such as a large block that needs hazard reduction.

All Other Areas in Shire of Dardanup: Pursuant to section 24G(2) and section 25(1a) of the Bush Fires Act 1954, the burning of garden refuse and camp and cooking fires is prohibited in all areas within the Shire of Dardanup during the **Prohibited Burning Period**. Furthermore, pursuant to section 24G(2) the burning of garden refuse and camp and cooking fires are prohibited within the Shire of Dardanup during the **Restricted Burning Period unless a permit to burn has first been obtained** from a Fire Control Officer.

Solid Fuel Cooking Appliances (e.g.: pizza oven/outdoor barbeque, outdoor stove and fire pits): The use of solid fuel cooking appliances is prohibited in all areas within the Shire of Dardanup during the **Prohibited and Restricted Burning Period UNLESS;**

- the fire rating is below VERY HIGH;
- is fitted with an effective spark arrestor to pizza oven & outdoor stove;
- an area of 2m surrounding the appliance is cleared from flammable materials;
- running water is on site and is accessible;
- a responsible able body adult is in attendance throughout and until the fire is completely extinguished.

The use of **Solid Fuel Cooking Appliances (e.g.: pizza oven/outdoor barbeque, outdoor stove and fire pits)** are prohibited during a **TOTAL FIRE BAN**.

FIREBREAK VARIATIONS/EXEMPTIONS

If it is considered impractical for any reason to install a firebreaks or remove flammable materials from any land as required by this Order, you are required to make written application to the Shire of Dardanup **no later than 30 September each year**. **This application shall** include a plan detailing the alternative fire prevention measures taken on the land. Prescribed Firebreak Variation/Exemption Forms are available from the Shire of Dardanup offices or by visiting the Shire of Dardanup website. If your request for a variation/exemption is not granted, you **must** comply with the requirements of this Order.

DEFINITIONS

For the purpose of this notice the following definitions apply:

ASSET PROTECTION ZONE (APZ)

Asset protection zones must be a minimum of 20 metres. An asset protection zone is a low fuel area immediately surround a building and is designed to minimise the likelihood of flame contact with buildings and the effect of radiant heat. It is important to maintain the asset protection zones and from flammable material. If there are large trees in the asset protection zone, consideration of having the trees pruned by a professional contactor. There should be no trees overhanging buildings or assess within the asset protection zone.

BUSH FIRE MANAGEMENT PLANS

A “Bush Fire Management Plan” means a plan that has been developed and approved by the Shire of Dardanup to reduce and mitigate fire hazards within a subdivision, lot or other area of land within the district. Where the property has an approved Bush Fire Management Plan, compliance **MUST** be achieved in accordance with the conditions stipulated in the Bush Fire Management Plan, in addition to the requirement of this notice.

IRRIGATED LAND

Irrigated land is defined as agriculture land that is watered, kept fully watered and is maintained in a non-flammable state for the whole of the restricted and prohibited burning periods.

FIREBREAK

A firebreak is an area of land that has been cleared of all trees, bushes, grasses and any other object or thing which may be flammable, leaving a surface of bare mineral earth. Firebreaks must be constructed immediately inside and along all property boundaries. Firebreaks provide safer access for land owners and fire appliances to conduct fire suppression activities.

PLANTATION

Means a stand of trees of 10 hectare or larger, that has been established by sowing or planting of either native or exotic tree species and managed intensively for their commercial and/or environmental value. A plantation includes roads, tracks, firebreaks and small areas of native vegetation surrounded by plantations. Implicit in this definition is the recognition that plantations will be harvested.

AUTHORISED OFFICER

A person appointed by the Shire of Dardanup as a Bush Fire Control Officer.

**For further information please call the Shire of Dardanup 9724 0000 or your
local Fire Control Officer.
For all fire emergencies, please dial**



Would you like to become involved in a volunteer bush fire brigade?

Why not join a Shire of Dardanup Volunteer Bush Fire Brigade and learn how to prevent fires and be trained in firefighting!

Male and Female volunteers are very welcome.

There are many dimensions to being a volunteer bush fire brigade member and cadets (11-16 years of age), as all are encouraged to choose the type of activities that best suit their capabilities and interest.

Being a volunteer is a rewarding experience. It is an opportunity to meet new people, learn new skills and provide assistance in protecting your community. Respecting others, working together as a team and acting with honesty and integrity are the values embraced by members.

If you are interested in being a volunteer bush fire fighter please contact the Shire of Dardanup Emergency Management Officer 9724 0347 or email brigade@dardanup.wa.gov.au

CARRIED

9.18 Title: Responses to Queries Received by Mr Neil Dyer – Mr Murray Connell

Reporting Department: Shire of Dardanup

Reporting Officer: Mr Murray Connell – Manager Development Services

The following queries were raised via email by Mr Neil Dyer and responses have been provided below.

- **Context provided by Mr Neil Dyer:**

In recent times, members of the BFAC committee have been requested to provide information pertaining to some subdivision and Development applications lodged with the Shire. To date, these requests have usually been ad hoc and at short notice which does not allow BFAC members to provide a detailed responses for the planners to consider and if appropriate, to include in their submission.

BFAC are not town planners and so do not have a detailed knowledge in planning matters however they do have a knowledge of bushfire fighting matters, bushfire related infrastructure that is necessary to provide best protection for the community and are also suited to reviewing and able commenting on a BMP (bushfire management plan) if applicable.

From recent submissions, it appears that at the moment that little consideration is being giving to the inclusion of infrastructure other than the default which seems to be the provision of water storage tanks at various locations without the provision of a water source to fill them. While water storage tanks are required, they should not be provided at the detriment of other infrastructure that would also support fire suppression in the area.

It is also understood that as well as the Town Planners providing comment, DFES also has involvement with regards to subdivision applications if certain criteria are met. Recent observations of these comments suggest this is done out of Perth and appears to be a desktop exercise and may not be taking into consideration the local knowledge BFAC members have. Impute from BFAC members regarding these matters could be beneficial to assist in the sound planning of future subdivisions to ensure the safety if the public and firefighters attending incidents. It would also ensure that the BMP references the most current documentation relating to Shire Fire Notices etc.

Question 1: Can BFAC to be included in all subdivision assessment applications that relate to Small Holding and General Farming land and to provide comment on the BMP application?

Officer Response – Mr Murray Connell – Manager Development Services:

BFAC comments will be requested for applications that involve strategic fire management infrastructure and this is usually at the early stages of the planning process (i.e. structure planning or rezoning).

Question 2: Can the Planning Department ensures enough time is provided to complete this assessment of the report to ensure a detailed and considered response can be provided for the Planners to consider prior to submitting their submission for the applicable applications?

Officer Response – Mr Murray Connell – Manager Development Services:

Yes – the maximum timeframe will be given, however the time periods for which the Shire must supply comments is mandated in planning legislation.

Question 3: *Can you assure the members of BFAC that the comments provided will be considered by the Planning Department and if applicable included in their submission on the proposed subdivisions?*

Officer Response – Mr Murray Connell – Manager Development Services:

Certainly. Any comments will be considered in light of the planning framework (specifically State Planning Policy 3.7 – Planning in bushfire prone areas).

Question 4: *Will referrals to BFAC be made through the Emergency Management Team?*

Officer Response – Mr Murray Connell – Manager Development Services:

Yes, the Emergency Management Team will liaise with the relevant VFB should their advice be necessary.

9.19 Title: DBCA Response to Tyndale Fire – Mr Allan Madgwick

Mr Allan Madgwick from DBCA introduced himself to the committee and provided an in depth overview of the Tyndale Fires as agreed earlier in the agenda, due to the fire having being raised in a number of the FCO reports.

Note: Mr Keith Higham left the meeting (via zoom) at 8.35 pm.

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 Bush Fire Advisory Committee Meeting is to be held 12th October 2022 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 8.47pm.