



12.6 Committee Meetings

APPENDICES

ORDINARY COUNCIL

MEETING

TO BE HELD

24th June 2026

Commencing at 5:00pm

AT

ADMINISTRATION CENTRE EATON
1 Council Drive - EATON

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UNCONFIRMED

MINUTES

FOR THE

**LOCAL EMERGENCY
MANAGEMENT
COMMITTEE MEETING**

HELD

3rd June 2026

AT

ADMINISTRATION CENTRE EATON
1 Council Drive - EATON

This document is available in alternative formats such as:
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VISION STATEMENT

“The Shire of Dardanup is a healthy, self-sufficient and sustainable community, that is connected and inclusive, and where our culture and innovation are celebrated.”

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Members of Local Emergency Management Committee

Voting

Cr. T Gardiner – Elected Member
Cr. A L Webster – Elected Member
Cr. B S Farrant – Elected Member (Proxy)
Cr. K A Lauretsch – Elected Member (Proxy)

Representative – WA Police (Deputy Chairperson(s))
Representative – Department of Communities/Department of Child Protection and Family Services
Representative – Department of Primary Industries and Regional Development
Representative – Public Transport Authority
Representative – Department of Water and Environmental Regulation
Representative – Department of Biodiversity, Conservation and Attractions
Representative – Department of Health
Representative – Main Roads WA
Representative – Department of Fire and Emergency Services (DFES)

Non-Voting

Chief Executive Officer – Staff
Director Development Services – Staff
Coordinator Emergency & Ranger Services – Staff
Community Emergency Services Manager (CESM) – Staff
Executive Officer – Staff

Representative – Water Corporation
Representative – Department of Fire and Emergency Services (additional officer)
Representative – Western Power
Representative – Aqwest
Representative – St Johns Ambulance WA
Representative – Telstra Australia
Representative – Bethany Fields
Representative – South West Educational Institutes
Representative – Moore Road Emergency Response Group
Representative – Harvey Water
Representative – Australian Rail Group

Terms of Reference

The Terms of Reference for this Committee are located in the Tardis records system – refer to the following link:
[2025 - ToR - Local Emergency Management 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 e.g. Adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.
Legislative	Includes adopting local laws, town planning schemes and policies.
Review	When Council reviews decisions made by Officers.
Quasi-Judicial	<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 (e.g.: under Health Act, Dog Act or Local Laws) and other decisions that may be appealable to the State Administrative Tribunal.</p>

DISCLAIMER

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

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

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

SHIRE OF DARDANUP

MINUTES FOR THE SHIRE OF DARDANUP LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING HELD ON WEDNESDAY, 3RD OF JUNE 2026, AT THE ADMINISTRATION CENTRE EATON, 1 COUNCIL DRIVE, EATON, COMMENCING AT 10.00AM.

1 DECLARATION OF OPENING/ANNOUNCEMENTS OF VISITORS

The Chairperson Cr Tyrell Gardiner declared the meeting open at 10.02am, welcomed those in attendance and referred to the Disclaimer, Acknowledgement of Country, Emergency Procedure 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 muster point located at the front of the building where we will meet (and complete a roll call).

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

2.1 Attendance

Voting

Cr T G Gardiner	-	Shire President [Chairperson]
Cr A L Webster	-	Elected Member
Cr B S Farrant	-	Elected Member [Proxy]
Snr Sgt Tim Rainer	-	Capel Police – WA
Mr Jewell Crossberg	-	Department of Biodiversity, Conservation and Attractions [Teams]
Mr Kohdy Flynn	-	Department of Fire and Emergency Services [DFES]
Mr Tim Stevens	-	Department of Primary Industries and Regional Development

Non-voting

Sgt John Rowley	-	Australind Police
Mr Steve Collins	-	Water Corporation [Teams]
Ms Melissa Howard	-	Department of Fire and Emergency Services [DFES] [Teams].
Mr Robert Tuckey	-	Bethany Fields
Ms Melissa Van Blerk	-	Aqwest [Teams]
Mr André Schönfeldt	-	Chief Executive Officer
Mr Ashwin Nair	-	Director Development Services
Mr Stephen Loiterton	-	Executive Officer / Local Recovery Coordinator

Observers

Mrs Rochelle Dodds	-	EA to Director Development Services [Minutes]
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2.2 Apologies

Ms Ceri Elliot	-	Department of Health
Ms Renee Flaxman	-	Department of Communities
Mr Peter Westgate	-	Department of Transport and Major Infrastructure
Mr Garth Grimsley	-	Department of Biodiversity, Conservation and Attractions
Mr Josh Rosair	-	Department of Water Environmental Regulation
Mr Bruce Hancock	-	Main Roads
Mr Rod Johnson	-	Harvey Water
Brian Young	-	Telstra
Mr Grahem Offer	-	Moore Road Emergency Response Group

2.3 Contact Register

No amendments required.

3 PRESENTATIONS

None.

4 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

4.1 Local Emergency Management Committee Meeting Held on 11th February 2026.

LEMC 04-26

MOVED – Cr A L Webster

SECONDED – Cr T G Gardiner

**OFFICER RECOMMENDATION &
LOCAL EMERGENCY MANAGEMENT COMMITTEE RESOLUTION**

THAT the Minutes of the Local Emergency Management Committee Meeting held on 11th February 2026, 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 DECLARATIONS OF INTEREST

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

Discussion:

Chairperson Cr. T Gardiner asked Committee Members if there were any Declarations of Interest to be made.

There were no Declarations of Interests made.

8 REPORTS OF OFFICERS

8.1 Update Report from Shire of Dardanup

Reporting Department	<i>Sustainable Development Directorate</i>
Reporting Officer	<i>Stephen Loiterton – Coordinator Emergency & Ranger Services</i>
Legislation	<i>Local Government Act 1995 Emergency Management Act 2005</i>
Attachments	<i>8.1.1A – LEMC Business Plan 8.1.2A – Local Emergency Management Arrangements 8.1.2B – Local Evacuation Support Plan</i>

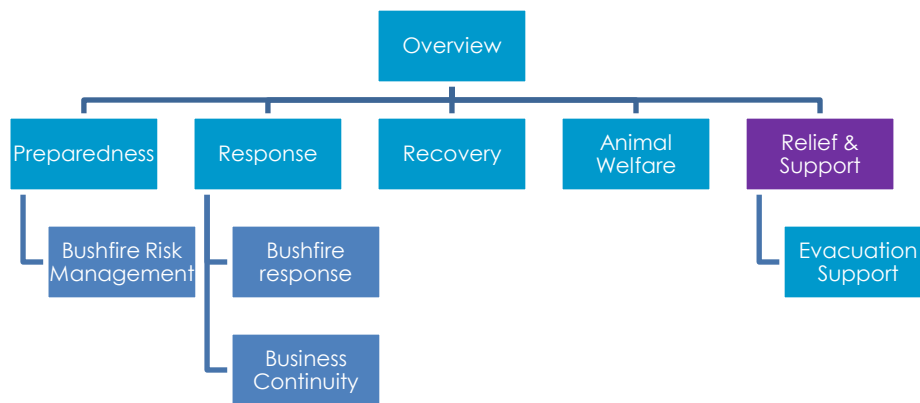
8.1.1 LEMC Business Plan

The State Emergency Management Procedure (s3.7) requires the Executive Officer to coordinate the development of an annual business plan. The business plan has elements that ensure the committee, and through the committee, the Shire, meets legislative requirements. The Procedure also recommends that strategies in the business plan be reviewed, and progress noted, as a standing agenda item for committee meetings.

The business plan contained within (Appendix LEMC: 8.1.1A) includes updated status indicators and actions.

8.1.2 Review of Local Emergency Management Arrangements

Several components of the Shire’s Local Emergency Management Arrangements (Appendix LEMC: 8.1.2A) are due for review by the end of 2026 (light blue in figure below). The Local Evacuation Support Plan (Appendix LEMC: 8.1.2B) will require review in Feb 2027 and will need to commence in 2026. Experience from the review of the Bushfire Risk Management Plan and the introduction of the Local Evacuation Support Plan, suggests any one plan may take as much as a year to review.



The Overview is complete. Work on the Recovery plan has been delayed, but the plan nears completion. The Evacuation Support Plan has been reviewed ahead of schedule. Drafts have been attached for the Committee to consider within (Appendix LEMC: 8.1.2B). Comments on the Overview, draft Recovery Plan and draft Evacuation Support Plan may be made at any time to the Executive Officer.

The current LEMA arrangements do not expire until later this year. The new Overview has some provisions of the current document removed and replacements to be included in sub-ordinate plans that have yet to be approved. Also, the Overview refers to plans that have not been fully developed to date. So, it is recommended that the amended Local Emergency Management Arrangements not be put to Council for approval until all key provisions can be approved together.

8.1.3 Mitigation Activity Funding

The Western Australian government has established the Mitigation Activity Fund Grants Program (MAFGP) to reduce bushfire hazards that present a high risk to assets throughout the State. The program supports local governments with endorsed Bushfire Risk Management Plans to treat bushfire risk in their communities on State land that they manage.

The Shire has been granted \$612,720 to fund 85 bushfire mitigation treatments over 3 years to mid-2028. The 3-year program should enable a little more flexibility with treatment scheduling. Table 1 shows the status of those treatments as of 7 April 2026.

TABLE 1: TREATMENT COUNTS			
	<i>Not commenced</i>	<i>Commenced</i>	<i>Completed</i>
Mechanical	30	3	0
Chemical	29	4	0
Access track	13	0	0
Access gate	1	0	0
Planned burn	2	1	0
Maintain firebreak	2	0	0

Discussion:

Mr Stephen Loiterton advised that the updated Local Emergency Management Arrangements (LEMA) is planned to be presented to the Local Emergency Management Committee (LEMC) for endorsement at its next meeting on 12th August 2026.

Committee members were requested to review the draft Evacuation Support Plan and LEMA Overview and provide any feedback to the Coordinator Emergency & Ranger Services by 31st July 2026, to allow comments and proposed amendments to be considered for incorporation into the agenda and supporting documentation for the August 2026 LEMC meeting.

8.2 Agency Reports

Reporting Department	<i>Various Agencies – Listed Below</i>
Reporting Officer	<i>Refer to Individual Report</i>
Legislation	<i>Local Government Act 1995 Emergency Management Act 2005</i>

Note: In the interest of time efficiency report to be accepted as presented, not read aloud at the meeting.

Background

Each agency is invited to provide the meeting with a report of their activities for the benefit of the committee.

8.2.1 WA Police – Snr Sgt Scott Starkie (Australind) & Sgt Tim Rainer (Capel)

No report.

8.2.2 Department of Fire & Emergency Services – District Emergency Management Advisor – Mr Kohdy Flynn - Area Officer Preston and Ms Melissa Howard A/District Emergency Management Advisor – South West (incl. LSW)

1. SW/LSW Report - 4th Quarter 2025-2026

State News

The last meeting of the State Emergency Management Committee (SEMC) was held on the 12th March 2026. SEMC Communiques can be found [here](#).

2026 SEMC Meeting Schedule

- 21 May 2026
- 30 July 2026
- 01 October 2026
- 03 December 2026

SEMC Annual Report

The [SEMC Annual Report 2024/25](#) was tabled in Parliament on 12 March 2026 and is available online. The Annual Report demonstrates the work undertaken by the members of the SEMC, its Subcommittees and Reference Groups and the District and Local Emergency Management Committees over the reporting period. It shows the achievements and the dedication of the WA Emergency Management sector to ensure that WA's Emergency Management Framework remains contemporary and at the required capability.

Fuel Crisis

Fuel supply continues to operate effectively, but localised supply disruptions are occurring. All states and territories, including WA, remain at **Level 2** on the [National Fuel Security Plan](#), which allows the WA Government to gather timely data and information from the industry.



The Department of Energy and Economic Diversification (DEED) is seeking localised insights into supply availability and Local Governments are encouraged to send relevant updates via email epwa-emergencymanagement@deed.wa.gov.au or alternatively complete the [Intelligence Submission Form/ Survey](#)

To view the WA Government Weekly Fuel Update – [Click Here](#)

State Emergency Management Framework

Comprehensive Review Schedule

The following State Emergency Management documents are planned for comprehensive review and broad consultation in 2025/2026:

- WA Community Evacuation in Emergencies Guideline
- State Hazard Plan – Cyber Security Incident
- Local Recovery Guidelines
- State Hazard Plan – HAZMAT Annex A Nuclear Powered Warship (NPW)
- State Hazard Plan – Animal and Plant Biosecurity
- State Hazard Plan – Hostile Act
- State Hazard Plan – Collapse
- State Hazard Plan – Earthquake
- State Hazard Plan – Maritime Environmental Emergencies
- State Hazard Plan – Tsunami
- State Support Plan – Emergency Public Information
- Impact Statement Guideline and Template
- WA Managing Exercising Guideline
- State EM Policy and Plan

You can view all current and past consultations on the [Engage WA EM consultation homepage](#)

WALGA Emergency Management Forum 2026

Tuesday, 26 May 2026 (8:30am - 3:30pm) - Murdoch University, 90 South Street, Murdoch, Perth

Local Government Attendee \$180.00

Non-Local Government Attendee \$195.00

- Learn how community connection drives resilience – Discover how local knowledge, engagement and volunteering can positively influence emergency management outcomes and help build safer, stronger communities.
- Stay ahead of emerging trends and challenges – Learn about the latest changes in WA's emergency management landscape, and how Local Governments can prepare for evolving risks, new responsibilities, and community expectations.
- Contribute your voice to a statewide conversation – This forum provides a collaborative space for shared learning, peer exchange, and robust sector dialogue. Your experience and input help enrich collective understanding.

To register, please click [here](#).

Local Emergency Management Arrangements Project Update

The Local Emergency Management Arrangements (LEMA) Improvement Program is continuing to work toward a more capable and resilient community, through a local approach to emergency management. The Western Australian Local Government Association (WALGA) partnered with DFES to deliver the improvement program.

Three key products will be completed by 15 April 2026:

- LEMA Development Model – tiered approach to define four progressive levels of LEMA maturity – Insufficient, Essential, Established, Optimal.
- Revised LEMA templates – three new templates, the Emergency Management Plan, Incident Support Handbook and Emergency Management Work Plan.
- Local Government Emergency Management Knowledge Hub (EM Hub) – available for local governments to use.

SEMC acknowledges the work of the participating local governments during the LEMA Pilot program, their efforts and contributions through this review.

2026 Resilient Australia Awards

The [2026 Resilient Australia Awards](#) recognise and promote efforts that make communities safer, more connected and better prepared for natural hazards. Nominations are open until 2 June 2026 for

the seven awards (Business, Community, Government, Local Government, Mental Health and Wellbeing, Photography and School). Further details are available on the Resilient Australia Awards website.

District News

The last meeting of the District Emergency Management Committee (DEMC) was held on the 17 March 2026.

Key Presentations

- Presentation provided by the UCI Gravel World Championships organisers who will be holding a large-scale international event in the Shire of Nannup **10-11 October 2026**.
- Telstra presented on communications capability and future network considerations relevant to emergency management and the South West District.

Key Discussions

- DFES's Strike Force Vulcan officers in partnership with Collie Police charged a man in relation to a bushfire that occurred in the Collie area.
- DBCA burn program to commence late April, with seasonal planning shared.
- Polyphagous Shot-Hole Borer (PSHB) has transitioned from eradication to management phase, with ongoing resourcing implications and stakeholder engagement.
- Department of Communities outlined new recovery roles under State EM Arrangements, with a focus on strengthening locally led recovery.
- The DEMC Work Plan template is currently being developed by SEMC to streamline and simplify reporting.

2026 DEMC Meeting Schedule

- 17 March 2026
- 20 October 2026

Funding Opportunities

- *All West Australians Reducing Emergencies (AWARE) program* – This competitive annual grant program aims to enhance West Australia's emergency management arrangements by investing in capacity building and preparedness activities at a local level. Only Western Australian local governments are eligible to apply for AWARE grants. Applications are expected to open **July 2026**. Applicants can apply for between \$2,500 and \$35,000 (no GST applied) per application including local level risk assessment projects. The grant request can only account for up to 75% of the total project cost, in-kind contributions are acceptable.

- *Disaster Ready Fund (DRF) – Round Four –*
The Disaster Ready Fund (DRF) is the Australian Government’s flagship disaster resilience and risk reduction initiative, designed to support a comprehensive portfolio of resilience and mitigation projects across Australia. Round Four application guidelines are expected to be released shortly; however, key anticipated changes include a requirement for infrastructure projects to be shovel-ready, with pre-planning costs no longer eligible for funding, and project delivery timeframes reduced from five years to three years. Round Four is expected to open in early-mid 2026, with around \$200 million available nationally.

Volunteer Recruitment Campaign

The South West and Lower South West Digital Volunteer Recruitment Campaign officially went live as of 1 April 2026.

You may start to see these ads appearing across various digital platforms. We would really appreciate your support in helping maximise the reach of this campaign. If you come across the ads online, please take a moment to like, share, or engage with them where appropriate. This significantly improves visibility and helps us connect with more people in our communities. By working together, we can continue to strengthen our volunteer numbers across the region.

National Volunteers Week

National Volunteer Week (18–24 May 2026) is an opportunity to recognise and thank the dedicated volunteers who support our communities before, during and after emergencies. Their commitment strengthens resilience across the South West and plays a critical role in keeping our communities safe.

2. Superintendent Report

As we mark the close of the High Threat Period for the South West, I would like to acknowledge the outstanding efforts of all agencies, Local Governments, and Bushfire Brigades who have worked tirelessly to protect our communities throughout the fire season. The level of preparedness, coordination and on-ground response this year reflects a strong, collaborative approach across the district, and your commitment has not gone unnoticed.

As we transition into the mitigation phase, prescribed burning and other risk reduction activities remain critical to reducing future bushfire impacts. Programs such as the Mitigation Activity Fund Grants Program (MAFGP) continue to play a vital role in enabling Local Governments to deliver targeted, strategic treatments across the landscape. I also acknowledge the valuable contribution of Bushfire Risk Mitigation Coordinators across the region and welcome the Shire of Waroona to the program. I commend and encourage those Local Governments actively participating, as your investment in mitigation today directly strengthens community resilience tomorrow.

Training remains a cornerstone of our collective capability, and I encourage continued participation in the range of opportunities offered by DFES and Local Governments to support our bushfire volunteers. This year presents an additional opportunity to strengthen our volunteer base, with the Digital Volunteer Recruitment Campaign officially launching on 1 April 2026. I encourage all agencies to

leverage this initiative to boost recruitment and ensure our brigades remain well-resourced and supported into the future.

Finally, with National Volunteer Week taking place from 18–24 May 2026, we are reminded of the invaluable contribution our volunteers make to emergency management across the South West. I extend my sincere thanks to all participating Local Governments and Bushfire Brigades for your ongoing dedication, and I encourage everyone to take the time to recognise and celebrate the efforts of our volunteers during this important week.

Discussion:

Mr Kohdy Flynn mentioned that the recovery and clean-up activities following the recent storm event have largely been completed.

Mr Kohdy Flynn also noted that although the fire season is drawing to a close and transitioning from the response phase into the training and preparedness phase there continues to be a number of deliberately lit fires occurring across the region. Community members are encouraged to report any suspicious activity to Crime Stoppers.

Ms Melissa Howard provided an update on upcoming funding opportunities, including the Disaster Ready Fund. Further information and briefings regarding Round 2 funding opportunities are expected shortly.

Mr André Schönfeldt provided an update on the ongoing efforts to secure funding through the Disaster Ready Fund (DRF) to upgrade the Dardanup Hall and reinstate it as the Shire's primary Emergency Evacuation Centre.

Mr André Schönfeldt noted that the Dardanup Hall was previously designated as the primary evacuation centre; however, due to the kitchen and amenities no longer meeting current requirements, the facility was removed from the Department of Communities' approved list. As a result, the Eaton Recreation Centre is currently the primary evacuation centre.

Mr André Schönfeldt noted that activation of the Eaton Recreation Centre as an evacuation centre causes significant disruption to community sport, recreation programs and business operations. Recent emergency events, including the Eaton Fire, Australind Fire and Bunbury tornado, highlighted the operational impacts associated with multiple evacuations over a relatively short period.

The Dardanup Hall is considered strategically important due to its proximity to the Dardanup Equestrian Centre, which serves as the local animal welfare facility during emergencies, as well as the adjacent oval which could accommodate overflow requirements. The nearby Shire administration building could also provide support as a command or coordination facility if required.

Mr André Schönfeldt noted that the Shire has unsuccessfully applied for funding on two occasions despite receiving positive feedback on the merits of the application. Support from

DFES and letters of support from LEMC member agencies would be welcomed to strengthen future funding applications.

8.2.3 Department of Primary Industries and Regional Development – Mr Tim Stevens

LEMC report – 3rd Quarter 2025/2026

DPIRD's On-Call Coordinator Duty Phone – If needing to activate the State Support Plan: Animal Welfare in Emergencies or require assistance in the DPIRD support role of another Hazard Management Agency's incident, the contact number is **08 9368 3132**.

DPIRD's role in emergency management:

- DPIRD is the Hazard Management Agency (HMA) for animal and plant pests and disease incursions. Refer to the [State Hazard Plan: Animal and Plant Biosecurity](#) for information on DPIRD's legislated roles and responsibilities.
- DPIRD is the executor of the State Support Plan for Animal Welfare in Emergencies. This includes livestock, horses, and companion animals. Refer to the [State Support Plan: Animal Welfare in Emergencies](#) for information on DPIRD's legislated roles and responsibilities.
- DPIRD may from time to time provide support to other agencies where requested. This includes administering some components of the [Disaster Recovery Funding Arrangements WA](#).

Emergency Management Directorate

DPIRD Prevention and Preparedness Activities:

- Commenced structured review of DPIRD natural hazard high threat period arrangements (activation processes, surge capacity, policy alignment and sustainability);
- Progressed implementation of the revised State Support Plan – Animal Welfare in Emergencies (SSP-AWiE), including Local Government engagement on PAWE planning;
- Commenced planning for Exercise Assisi (May 2026) to validate SSP-AWiE arrangements through a multi-agency discussion-based exercise – to be held in Perth;
- Continued Emergency Animal Disease preparedness activities, including monitoring of national HPAI developments and internal / industry capability workshops; and
- Ongoing coordination and preparedness activities associated with Level 1 and Level 2 biosecurity incidents (including PSHB and Red Dwarf Honey Bee).

Emergency Management response (level 2 or 3) activities:

- No Level 2 or Level 3 emergency management activations occurred within the Shire of Dardanup- South West region during the reporting period requiring DPIRD response, ISG/OASG attendance, or SSP-AWiE activation.

Emergency Management recovery activities:

- No emergency management recovery activities were conducted or supported by DPIRD within the Shire of Dardanup - South West region during the reporting period.

Emerging risks (may impact people, economy, public administration, social setting and environment):

- Ongoing national outbreaks of High Pathogenic Avian Influenza (HPAI), increasing the risk of incursion and potential impacts to poultry industries, supply chains and regional economies; and
- Sustained resource requirements associated with Level 2 biosecurity incidents (including PSHB and Red Dwarf Honey Bee), which may affect surge capacity if concurrent natural hazard events occur.

Important Disclaimer

The Chief Executive Officer of the Department of Primary Industries and Regional Development and the State of Western Australia accept no liability whatsoever by reason of negligence or otherwise arising from the use or release of this information or any part of it.

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Discussion:

Mr Tim Stevens provided an update on DPIRD's response activities, including a recent Queensland Fruit Fly outbreak in the South Perth and Como areas. While not directly impacting the Shire of Dardanup, the information was provided for awareness.

A query was raised regarding the risk of Polyphagous Shot-Hole Borer (PSHB) and the sourcing of firewood sold within the South West. Concerns were raised about whether firewood originating from outside the region, particularly from metropolitan areas, may present a biosecurity risk.

Mr Tim Stevens advised that he was not aware of the specific controls relating to retail firewood sales but noted that extensive public awareness and education campaigns regarding PSHB are currently underway. DPIRD to seek further information from the PSHB response team and provide clarification to Mr André Schönfeldt regarding existing controls and monitoring arrangements.

8.2.4 Department of Communities – Department of Child Protection & Family Services – Ms Renee Flaxman

Emergency Relief and Support

**LEMC REPORT FOR DISTRIBUTION
4th Quarter 2025 - 2026**

Regional Emergency Relief and Support contact

Activation of Emergency Relief and Support (ERS) services is via
Communities Emergency Operations Coordinator (EOC)

M: 0418 943 835 and Email: emergencyservices@communities.wa.gov.au

Regional Manager	Mark Schorer
Regional Coordinator	Renee Flaxman
Regional Manager	Jo Spadaccini
Local Government:	Shire of Dardanup

Emergency Relief and Support update

The Department of Communities (Communities) Emergency Relief and Support (ERS) continued to support impacted people and communities over the high threat season by assisting with evacuation centres, providing immediate accommodation, and coordinating early recovery planning in alignment with local government.

- **A range of new initiatives** have been introduced across the season, including updated Go Bags - packs for accommodation including air mattress, pillow and sleeping bags, and hygiene packs. Throughout the season, feedback has been overwhelmingly positive. The hygiene packs are proving particularly popular, and the air bed, pillow, and sleeping bag bundle has been widely appreciated as a practical take home pack.
- A pilot project has been undertaken in response to the Boddington Newmont bushfire in December 2025. The purpose of the pilot was to test the feasibility and scalability of post evacuation centre engagement, with the aim of supporting social and emotional wellbeing during the early recovery period. The project also sought to capture structured feedback on evacuation centre operations to inform service improvements and strengthen continuity between response and early recovery. Findings are being reviewed to assess feasibility and scalability across future emergencies.

Identification of Evacuation Centres

Under the State’s Emergency Management Arrangements, Local Governments are required to identify evacuation centres suitable for relevant hazards and/or communities.

- When identifying potential evacuation centre locations, it is the responsibility of the local government, in collaboration with the Local Emergency Management Committee (LEMCs) and relevant emergency management agencies, including the Department of Communities, to determine that the facilities are appropriate for hazards that are high risk to the area.
- Section 2.3 of the Location Planning of the Western Australia Evacuation Community in Emergencies Guidelines states:

LEMCs should consult with relevant emergency management agencies (including local governments, HMAs, Controlling Agencies, support organisations, and the Department of Communities) to determine the evacuation centres suitable for relevant hazards and/or communities. LEMCs should also identify possible options for refuge sites depending on the nature of the emergency.

- Communities maintains a record of all evacuation centres in the State and provides this to Controlling Agencies and/or HMAs as required.

Communities encourage local governments and LEMCs to ensure that only approved and assessed evacuation centres, as documented in the Local Emergency Relief and Support Plan, are included in the LEMA.

To support this process, Communities will be tabling an agenda item at LEMCs to seek confirmation of the centres on the State register.

Emergency Relief and Support Training

As we move into the preparedness and capability development season, Communities will be rolling out updated training across local government, partner organisations, and our internal staff group. This 2.5-hour session (which can be adapted to suit local needs) is designed to support local government staff who may be allocated to open and facilitate the operation of an evacuation centre prior to Communities' arrival.

This practical based training builds knowledge of key processes, common challenges, and the adaptations required for different cohorts and scenarios. Multiple scenarios and exercises targeting local government preparedness are included.

ERS staff in your region will be in contact to arrange dates for this training.

Exercising

Local governments are encouraged to include ERS early in all hazard emergency exercise planning to strengthen coordination across response and recovery.

Response ERS activations - January to March 2026

Significant events during the reporting period included Tropical Cyclone Mitchell, Severe Tropical Cyclone Narelle, flooding in the Kimberley, and multiple bushfire incidents across metropolitan, regional, and remote locations.

Across the previous quarter January to March 2026 Communities were activated:

- 13 times for Bushfires: January (7 evacuation centres) February (4) and March (2).
- 3 times for Cyclones: January TC Luana (2 evacuation centres)
February TC Mitchell (5 evacuation centres)
March TC Narelle (5 evacuation centres)

The State Support Plan – Emergency Relief and Support was activated on 26 March, as a result of Severe Tropical Cyclone Narelle with 5 evacuation centres opened and more than 180 people supported. Exmouth experienced widespread damage to homes and critical infrastructure, prolonged power and water disruptions, telecommunications outages and flooding, while Carnarvon experienced major flooding affecting homes and plantations.

Communities have been leading the State Social Recovery Domain, coordinating welfare and early recovery activities in partnership with relevant government and non-government organisations. Key community needs identified include housing damage, increased costs and limited availability of essentials, requests for financial and wellbeing support, limited face-to-face services, and heightened environmental health concerns.

The AUSRECPLAN — the Commonwealth plan that supports the repatriation of Australian citizens and approved foreign nationals following a critical incident overseas — was placed into ALERT phase in March as a result of the Middle East conflict.

Other updates

Disaster Ready Fund - Opportunity to upgrade applicable facilities

The National Emergency Management Agency has confirmed that the next round (Round Four) of the Disaster Ready Fund (DRF) is expected to be open by mid-2026. [Disaster Ready Fund | NEMA](#)

Local governments could consider opportunities to:

- Identify facilities that may require alternative or backup power generation to remain functional during emergencies.
- Assess facilities that could support incident coordination agencies, emergency services, and key stakeholders during a crisis.
- Develop or refine plans, scoping documents, or proposals for renovations and upgrades to community facilities so they can better support evacuation operations, including improvements to accessibility, capacity, safety features, and emergency functionality.

The Communities team is happy to talk through your ideas and can also prepare a letter of support to strengthen your application.

Monitoring Fuel supply and availability

Communities continues to oversee statewide fuel supply availability in response to District Emergency Coordinator requests. A structured weekly reporting process is now in place to support consistent monitoring and information sharing.

Noted

[8.2.5 Department of Biodiversity, Conservation and Attractions – Mr Jewell Crossberg](#)

Wellington District Report

1. Prescribed Burning

- DBCA Wellington District's Autumn Burn Program has commenced. To date, approx. 7000ha treated.
- Planned burns within Shire of Dardanup: WTN_149 Falcon still on the Burn Options Program for this autumn. Approx. 1850ha.
- The link below is a good source to identify potential prescribed burns currently in the DBCA Burn Options Program (BOP).

- When inquiring about a specific area, use the prescribed burn number listed in the website. For example, WTN_146.

[Burn Options Program | Department of Biodiversity, Conservation and Attractions](#)

2. Bushfires

- As at 22/04/2026, 104 bushfires recorded on DBCA managed tenure since the start of the 2025/2026 season, 11 within the Shire of Dardanup.
- Thank you to the Brigades for all your efforts with your local fires and the essential assistance with other DBCA and DFES fires.

3. Staff/ Staff Changes

- District Fire Coordinator Collie – Jewell Crossberg. (0427 412 828).
- Fire Operations Officer – Darren Harvey (0428 552 793).
- Fire Operations Officer – Garth Grimsley until 14/05/2026.
- A/Fire Operations Officer – Jacoba Webb (commencing March 2026).

Discussion:

Mr Jewell Crossberg provided an update on DBCA activities, noting that the autumn prescribed burning program has now concluded. A total of approximately 24,000 hectares was treated across DBCA-managed land during the program.

Mr Jewell Crossberg also reported attending 130 bushfires across its tenure to date. Consistent with observations across the region, approximately 85% of these incidents are believed to have been the result of deliberate ignitions.

[8.2.6 Department of Health \(WA Country Health Service\) – Mr. Glenn Gates](#)

No report.

[8.2.7 Main Roads WA – Mr Bruce Hancock](#)

1. General

Main Roads South West Region is committed to supporting the relevant agencies involved in Emergencies and Incidents.

It has recently reviewed and restructured its resources to be more responsive to the increasing number of Emergencies and Incidents.

We endeavour to have a representative in attendance at the Oct-Dec and Apr-June LEMC meetings. We will also have a representative at the DEMC meetings and a minimum of 2 at any Exercise. This ensures our sustainability, rapport and knowledge is spread through the team and does not become person dependent.

We have a Customer Information Centre which is resourced 24 hours a day. They can be contacted on 138 138 for all Emergencies and Incidents.

This team will immediately notify the region of any Emergency/Incident by contacting our 24hr on Call Duty Manager.

The Duty Manager will dispatch resources as required/requested to the Emergency/Incident. Should the situation warrant, the Duty Manager will activate the On Call Incident Manager.

The Incident Manager may then take charge as the point of contact with IC for the Incident and will activate other resources as required.

2. Resources

Incident Managers:

- Main Roads South West Region have 6 Incident Managers (IM) that it can call upon to respond to, manage and support the IC.
- Large complex Incidents involving a number of roads may require 2 x IM's to manage the Incident.

On Scene Liaison Officers:

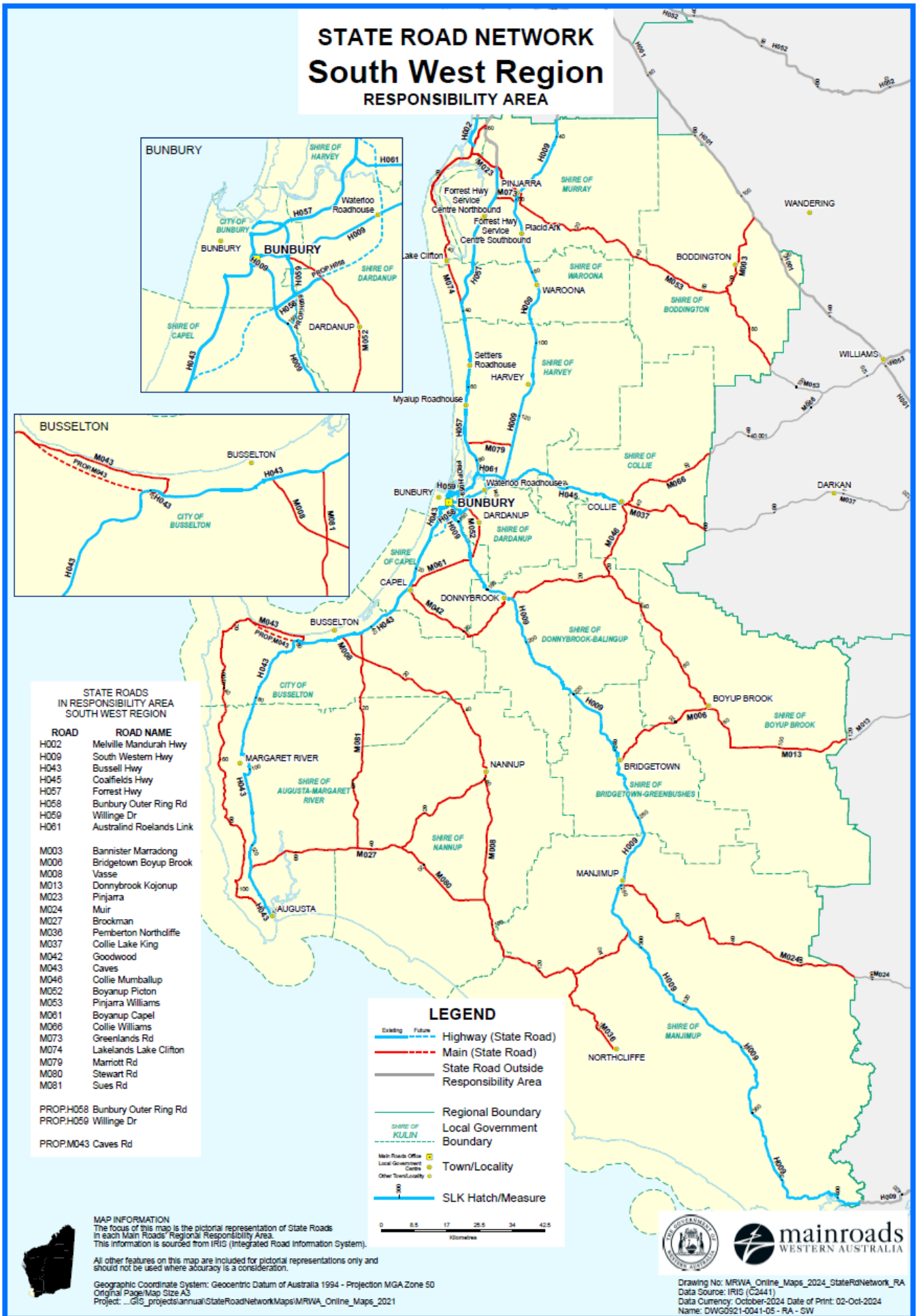
- Main Roads South West Region has 12 On Scene Liaison Officers (OSLO) to call upon. The OSLO's are generally dispatched to an Incident to make first point of contact with the IC, assess the situation and report back to the MRWA Duty Manager or IM.
- The OSLO's can also assist initially by implementing a VCP as required.
- They will also support our Vehicle Control Point (VCP) personnel when they are established for the duration of the Emergency/Incident.

Rapid Response Crews:

- Main Roads South West Region has 3 Rapid Response Crews (RRC) to call upon. The RRC's area a 2 person crew. They are designed to respond to Emergencies and Incidents and set up the initial VCP control with limited signage.
- They will also support our Vehicle Control Point personnel as required.

Traffic Management Crews:

- These are contract resources, Main Roads South West Region generally has 3 of these crews engaged on a daily basis. Further to these crews Main Roads is able to call on additional crews from its Contract Traffic Control providers.
- There are 3 companies Main Roads generally uses but can also call on resources outside our Region depending on the scale and location of the Incident.
- These crews form the backbone of our VCP resources. Initially Main Roads will operate crews on 12-hour shifts and if the Incident is likely to extend beyond 3 days will reduce the shifts to 8hrs to manage fatigue.
- Each VCP would require 4 resources for a 12-hour shift and 6 resources for an 8 Hr shift.



Noted.

8.2.8 Department of Transport – Mr Peter Westgate

No report.

8.2.9 Water Corporation – Mr Steve Collins

Discussion:

Mr Steve Collins noted that Water Corporation experienced a busy weekend due to recent storm activity. Recovery efforts are continuing, with damage to infrastructure still being assessed and addressed.

8.2.10 Western Power – Mr Scott Fitzgerald

No report.

8.2.11 Aqwest – Ms Melissa Van Blerk

Discussion:

Ms Melissa Van Blerk reported experiencing some operational limitations following the recent storm event. These impacts are currently being managed, with damage assessments and recovery activities ongoing.

8.2.12 St John Ambulance WA – Mr Chris Smith

No report.

8.2.13 Telstra – Ms Debra Leverington

No report.

8.2.14 Moore Road Emergency Response Group – Mr Graeme Offer

No report.

8.2.15 Harvey Water – Mr Rod Johnson

No report.

8.2.16 Bethany Fields – Mr Robert Tuckey

Discussion:

Mr Robert Tuckey reported that Bethany Fields lost one tree during the storm over the weekend in the South West with no other damage.

8.2.17 South West Education Institute Representative

No report.

9 MATTERS BEHIND CLOSED DOORS

None.

10 CLOSURE OF MEETING

The Presiding Member, Cr T G Gardiner, advised that the next date of the Local Emergency Management Committee Meeting will be held on Wednesday, 12th of August 2026.

There being no further business, the Presiding Member declared the meeting closed at 10:22am.



UNCONFIRMED

MINUTES

AUDIT & RISK COMMITTEE MEETING

HELD

10th June 2026

AT

Shire of Dardanup
ADMINISTRATION CENTRE EATON
1 Council Drive - EATON

This document is available in alternative formats such as:
~ Large Print
~ Electronic Format [disk or emailed]
Upon request.

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 MEMBERSHIP:

- Cr S. Gillespie (Presiding Member)
- Cr. K. Laurentsch (Deputy Presiding Member)
- Cr. M Hutchinson
- Cr. B Farrant
- Cr. T Gardiner

- Cr L. Davies (Deputy/Proxy)
- Cr A. Jenour (Deputy/Proxy)

AUDIT & RISK COMMITTEE CHARTER

The Terms of Reference for this Committee are located in the Tardis records system – refer to the following link:
[2025 - 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	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."

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	Project risk has two main components: <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, 10TH JUNE 2026, AT SHIRE OF DARDANUP – EATON ADMINISTRATION CENTRE, COMMENCING AT 3:30PM.

1	DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS
----------	--

The Chairperson, Cr K Lauretsch, declared the meeting open at 3.30pm, 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 Attendance

Cr. Krystal A Lauretsch	-	Deputy Chairperson
Cr. Tyrrell G Gardiner	-	Elected Member
Cr. Brad S Farrant	-	Elected Member
Cr. Mark R Hutchinson	-	Elected Member
Cr. Anthony C Jenour	-	Elected Member (Proxy) via Teams [4.01pm]
Mr André Schönfeldt	-	Chief Executive Officer
Mr Theo Naudé	-	Director Infrastructure
Mrs Natalie Hopkins	-	Director Corporate and Governance
Mrs Donna Bailye	-	Manager Governance
Mr Shaun Hill	-	Manager Information Services
Mrs Cindy Barbetti	-	Corporate and Compliance Officer
Mrs Jolene Roots	-	Executive Support Officer

2.2 Apologies

Cr. Stacey L Gillespie - Chairperson
Mr. Craig Johnson - Director Community & Development Services

3 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

None.

4. PUBLIC QUESTION TIME

None.

5. PETITIONS/DEPUTATIONS/PRESENTATIONS

None.

6. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

6.1 [Minutes - Audit and Risk Committee – 11th March 2026](#)

AUDIT & RISK COMMITTEE RESOLUTION

AAR10-26 MOVED – Cr B S Farrant SECONDED – Cr T G Gardiner

THAT the Minutes of the Audit & Risk Committee Meeting held on 11th of March 2026, be confirmed as true and correct subject to no corrections.

CARRIED

4/0

<i>For the Motion</i>	<i>Against the Motion</i>
Cr. K A Laurensch Cr. T G Gardiner Cr. B S Farrant Cr. M R Hutchinson	

7. ANNOUNCEMENTS OF MATTERS FOR WHICH MEETING MAY BE CLOSED

None.

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

None.

9. 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.

Discussion:

Chairperson, Cr Krystal A Lauretsch, asked the Committee members if there were any Declarations of Interest to be made.

There were no Declarations of Interest made.

10. REPORTS OF OFFICERS AND COMMITTEES

[10.1 Notification of Counterfeit \\$20 Note Received](#)

Reporting Department	<i>Corporate & Governance Directorate</i>
Responsible Officer	<i>Mrs Natalie Hopkins - Director Corporate & Governance</i>
Reporting Officer	<i>Mrs Cindy Barbetti - Corporate Excellence & Compliance Officer</i>
Legislation	<i>Local Government Act 1995</i>
Council Role	<i>Executive/Strategic.</i>
Voting Requirement	<i>Simple Majority.</i>
Attachments	<i>10.1 – Risk Assessment</i>

Overview

This report provides the Audit and Risk Committee with notification of an incident involving the receipt of a counterfeit \$20 note at the Eaton Recreation Centre (ERC) on Friday, 6th March 2026. The purpose of this report is to outline the circumstances of the incident, actions taken, and the organisational response to strengthen internal controls relating to counterfeit currency handling.

Change to Officer Recommendation - No Change.

AUDIT & RISK COMMITTEE RESOLUTION

AAR11-26 MOVED – Cr B S Farrant SECONDED – Cr K A Laurentsch

THAT the Audit and Risk Committee recommends that Council notes the incident involving a counterfeit \$20 note received at the Eaton Recreation Centre on 6th March 2026, and the corrective actions undertaken by the organisation.

CARRIED
4/0

<i>For the Motion</i>	<i>Against the Motion</i>
Cr. K A Laurentsch Cr. T G Gardiner Cr. B S Farrant Cr. M R Hutchinson	

Background

On 6th March 2026 at approximately 4.30pm, ERC staff identified that a counterfeit \$20 note had been received during the day's transactions. The note contained several deceptive features, including realistic colouring, correct sizing, and a plastic-like texture. Upon closer examination, the word "PROPS" was visible within the transparent window, indicating that while the note was intended to resemble genuine Australian currency at a glance, it could be differentiated from legal tender on careful inspection.

The incident was reported to the Team Leader Customer Experience and subsequently escalated to the Manager Recreation Centre. At the time, ERC staff were unsure of the appropriate reporting procedure, as the Shire did not have a documented internal process for managing suspected counterfeit currency.

The Shire's Finance Team reviewed the Australian Federal Police (AFP) requirements for reporting counterfeit notes and arranged for the note to be submitted to the AFP via registered post for further investigation.

Legal Implications

Local Government Act 1995

Local Government (Financial Management) Regulations 1996

5. CEO's duties as to financial management

(1) Efficient systems and procedures are to be established by the CEO of a local government

(a) for the proper collection of all money owing to the local government; and

(b) for the safe custody and security of all money collected or held by the local government.

Council Plan

13.2 - Manage the Shire's resources responsibly.

Environment - None.

Precedents

This incident represents the first recorded occurrence of a counterfeit banknote of this denomination being identified at the Eaton Recreation Centre (ERC). While minor discrepancies in

cash handling have occasionally been reported in the past, there is no known history of counterfeit currency being received through ERC's customer service or point-of-sale operations.

Budget Implications

The receipt of the counterfeit note resulted in a \$20 cash float shortfall for the day's takings. This variance has been corrected by reinstating the float back to its required balance through standard financial adjustment procedures.

Although the direct financial impact of this incident is minimal, it underscores the need for robust cash-handling protocols to prevent similar losses in the future. It also reinforces the importance of staff training in counterfeit detection, as improved early identification could prevent financial write-offs and protect the organisation from cumulative losses should such incidents recur.

Budget – Whole of Life Cost - None.

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: 10.1) for full assessment document.

TIER 2 – 'Low' or 'Moderate' Inherent Risk.	
Report Title	Notification of Counterfeit \$20 Note Received
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>Health</p> <p>Staff Safety and Customer Interaction. Counterfeit detection often occurs during a face-to-face transaction. Risks include:</p> <ul style="list-style-type: none"> • potential conflict or aggression from the customer • staff feeling unsure or unsafe in refusing tender <p>Financial</p> <p>Even though the amount is small, accepting a counterfeit note results in a direct financial loss to the Shire. It also establishes a precedent about how such losses are managed across service areas.</p> <p>Legal and Compliance</p> <p>If counterfeit currency is mishandled (e.g., returned to customer, not reported to police, or evidence contaminated), the Shire may be:</p> <ul style="list-style-type: none"> • non-compliant with obligations relating to the <i>Crimes (Currency) Act</i> • exposed in an audit (internal or OAG) for poor cash-handling controls • at risk of inconsistent application of procedures across facilities •

TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.		
	Reputational	Small failures in financial controls can undermine confidence in: <ul style="list-style-type: none"> • the Shire’s cash-handling processes • staff competency community trust in the Shire’s financial management

Officer Comment

This incident has highlighted a clear gap in the Shire’s organisational procedures relating to the identification, handling, and reporting of suspected counterfeit currency. Although the financial impact was minor (\$20), the event underscored the importance of strengthening the Shire’s internal controls and ensuring that frontline staff are adequately supported through:

- Clear, documented procedures
- Ongoing staff training and awareness
- Alignment with Australian Federal Police (AFP) and Reserve Bank of Australia (RBA) guidance
- Enhanced fraud-prevention controls across all cash-handling service areas

Following the incident, the Corporate Excellence & Compliance Officer issued communications to all customer-facing staff to reinforce vigilance in detecting potential counterfeit notes. In addition, a formal internal procedure has now been established, providing step-by-step instructions to guide staff in the event of future occurrences.

Presenting this item to the Audit and Risk Committee supports organisational transparency and ensures appropriate oversight, consistent with the Shire’s broader governance and risk management responsibilities.

END REPORT

10.2 Western Australian Auditor General – Schedule of Reports

Reporting Department	<i>Corporate & Governance Directorate</i>
Responsible Officer	<i>Mrs Natalie Hopkins – Director Corporate & Governance</i>
Reporting Officer	<i>Mrs Cindy Barbetti – Corporate Excellence & Compliance Officer</i>
Legislation	<i>Local Government Act 1995 Local Government (Audit) Regulations 1996</i>
Council Role	<i>Executive/Strategic.</i>
Voting Requirement	<i>Simple Majority.</i>
Attachments	<i>AAR 10.2A – Risk Assessment AAR 10.2B – Information Systems Audit - M365 AAR 10.2C – Performance Audit - Controls Over Portable Assets AAR 10.2D – Performance Audit - LG Management of Gifts and Benefits AAR 10.2E – Information Systems Audit Results AAR 10.2F – Local Government 2025 – Financial Audit Results</i>

Overview

This report outlines the Western Australian Auditor General reports published since the March 2026 committee meeting, ensuring the Audit and Risk Committee remains informed of recent developments.

Change to Officer Recommendation - No Change.

AUDIT & RISK COMMITTEE RESOLUTION

AAR12-26 MOVED – Cr K A Laurentschi SECONDED – Cr M R Hutchinson

THAT the Audit and Risk Committee recommends that Council receives the June 2026 report on the Western Australian Auditor General – Schedule of Reports.

CARRIED
4/0

<i>For the Motion</i>	<i>Against the Motion</i>
Cr. K A Laurentschi Cr. T G Gardiner Cr. B S Farrant Cr. M R Hutchinson	

Background

The *Local Government Amendment (Auditing) Act 2017*, proclaimed on the 28th October 2017, introduced legislative changes to the *Local Government Act 1995* to enable the Auditor General to audit local governments.

The Act also established a category of audits known as *performance audits*, which assess the economy, efficiency, and effectiveness of various aspects of local government operations. Findings from these audits often highlight issues that may also exist in other local governments beyond those examined. In addition, the Auditor General publishes guides to support good governance practices within local government operations.

The Auditor General encourages all local governments—not just those audited—to periodically review their own practices against the risks and controls identified in performance audit reports and guides. Evaluating our performance against these findings and reporting outcomes to the Audit and Risk Committee is considered an essential component of compliance management under Regulation 17.

Legal Implications

Local Government Act 1995

Local Government (Audit) Regulations 1996, r17

17. CEO to review certain systems and procedures

(1) The CEO must review the appropriateness and effectiveness of the local government's systems and procedures in relation to the following matters —

- (a) financial management;*
- (b) legislative compliance;*
- (c) risk management.*

(2) Under subregulation (1), the CEO may review any or all of the matters referred to in subregulation (1)(a) to (c) at any time but must review each of those matters not less than once in every 4 financial years.

(3) The CEO must report to the audit, risk and improvement committee the results of each review carried out under subregulation (1).

[Regulation 17 inserted: SL 2025/211 r. 14.]

As at 01 Jan 2026

Council Plan

13.1 - Adopt best practice governance.

14.2 - Ensure equitable, inclusive and transparent engagement and decision- making.

Environment - None.

Precedents

The Audit and Risk Committee received a report at its March 2026 meeting addressing OAG reports issued between January 2026 and February 2026.

Budget Implications

Monitoring and assessing OAG reports is a critical responsibility of the Corporate Excellence & Compliance Officer, supporting good governance and compliance under Regulation 17. The cost to Council is primarily staff time and, where required, IT/software resources.

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 - None.

Risk Assessment

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to (Appendix AAR:10.2A) for full assessment document.

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Report Title	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	Legal and Compliance 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.
	Reputational 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.

Officer Comment

Council staff adopt a proactive approach by reviewing each issue, finding, and recommendation in OAG reports to benchmark against internal controls and processes, aiming for industry best practice. Extracting relevant insights and opportunities from these reports supports continuous improvement and informed decision-making.

Since the last committee meeting, there has been five (5) reports released by the OAG that is of interest to the local government sector. These reports are reflected in the table below together with officer comment:

DATE	REPORT NO	REPORT	APPENDIX
6 March 2026	9	Information Systems Audit Microsoft 365 Security Controls – State Entities	AAR:10.2B
6 March 2026	10	Performance Audit Controls Over Portable Assets – State Entities	AAR:10.2C
18 March 2026	11	Performance Audit Local Government Management of Gifts and Benefits	AAR:10.2D
25 March 2026	12	Information Systems Audit Results – Local Government 2025	AAR:10.2E
15 April 2026	13	Local Government 2025 – Financial Audit Results	AAR:10.2F

Report 9 Microsoft 365 Security Controls – State Entities

1) What this OAG report is about

The report examines how effectively seven WA State Government entities configure and manage Microsoft 365 (M365) security controls, focusing on whether weaknesses expose entities to cyber incidents, data breaches, service disruptions and operational risk.

It assesses 160+ security settings across five categories:

- Governance;
- Identity and Access Management;
- Information Protection;
- Security Management & Visibility; and
- Threat Protection.

The OAG found that entities were only partly effective in managing their M365 environments, with weaknesses across all five categories, particularly in governance and identity/access controls.

The purpose is to highlight systemic vulnerabilities and identify opportunities for strengthening cyber security controls across the sector.

2) Key messages for Local Government

Although the audit focused on State entities, the findings are directly relevant to all public sector organisations, including local governments, because most use M365 and face similar risks.

Key messages include:

- a. Governance weaknesses leave organisations exposed
 - Minimum M365 security requirements were not defined.
 - Security settings were not backed up.
 - Personal devices used for Multi-Factor Authentication (MFA) were unmanaged.
 - User access reviews were incomplete.
- b. Identity and access management is a critical risk area
 - Weak MFA (SMS/email) is still widely used.
 - Legacy authentication hasn't been blocked.
 - Privileged access is permanent rather than time-bound.
- c. Information sharing controls are insufficient
 - Data Loss Prevention (DLP) not applied to key apps (OneDrive, SharePoint, Teams, Exchange).
 - External sharing overly permissive.
 - Staff can save data to unapproved cloud locations.
- d. Gaps in monitoring reduce incident response capability
 - High-privilege role changes not always alerted.
 - Vendor access not effectively controlled.
 - Logs not retained for long enough (ASD recommends 18 months).
- e. Threat protection controls only partly effective
 - High-risk sign-ins not consistently blocked.
 - Email impersonation protection weak.
 - Auto-forwarding not restricted (major business email compromise risk).
 - Unapproved Teams/Power BI apps allowed.

These weaknesses collectively increase the likelihood of data breaches, financial loss, reputational harm, and service interruption.

3) What this means for the Shire of Dardanup

While the report relates to State Government entities, the findings are highly relevant to the Shire given the reliance on Microsoft 365 and similar operating and risk environments.

The report highlights that cyber security risks are largely systemic rather than entity-specific, meaning that without deliberate control maturity, similar vulnerabilities may exist across organisations.

For the Shire, this reinforces the need to strengthen overall cyber security controls across governance, access management, data protection, monitoring, and threat prevention to reduce the risk of cyber incidents, data loss, and service disruption.

Report 10 Performance Audit Controls Over Portable Assets – State Entities

1) What this OAG report is about

This performance audit examined whether five WA State Government entities had effective controls over their portable assets to minimise loss, theft, and misuse.

Portable assets include items under \$5,000 such as IT devices, tools, scientific equipment, safety devices, and educational equipment—items that are easily moved, frequently shared, and attractive for misuse or theft.

The audit assessed how well entities:

- recorded portable assets;
- tracked their location and custody;
- performed stocktakes;
- documented disposals; and
- educated staff on personal use and ethical obligations.

2) Key messages for Local Government

Although the report focuses on State entities, the risks and control failures apply directly to local governments, especially given that LGs also hold large volumes of portable and attractive assets (e.g., iPads, laptops, radios, tools, equipment, small plant, defibrillators, cameras).

- Many entities lack a clear and complete understanding of their portable assets, including what they have and where those assets are located.
- Asset registers are often incomplete, inaccurate or inconsistently maintained, leading to increased risk of loss, theft or misuse.
- Newly purchased portable assets are not always added to registers, creating gaps in tracking and custodial accountability.
- Stocktakes are not being conducted regularly or thoroughly, reducing entities' ability to detect missing items or reconcile discrepancies.
- Disposal processes are poorly documented or not followed, resulting in inadequate approvals and lack of transparency over the disposal of public property.

- Policies and procedures are often unclear or inconsistently applied, especially regarding what constitutes a portable asset and how it should be managed across multiple sites.
- Effective staff guidance—through Codes of Conduct, training and clear expectations—helps reduce the risk of inappropriate personal use of portable assets.
- Robust controls over portable assets are essential to protect public funds, maintain service delivery, and ensure transparency and accountability.

This OAG report shows that public entities frequently lack basic controls over portable assets, leading to missing items, inaccurate registers, poor disposal practices and increased risk of loss, theft and service interruption. For local governments, the key message is to strengthen asset registers, stocktake practices, disposal controls, staff training and governance oversight, particularly in high-risk areas such as IT devices, tools and equipment.

3) What this means for Shire of Dardanup

While the report relates to State Government entities, the findings are highly relevant to the Shire given the similar nature of operations and the reliance on portable assets to support service delivery.

The report highlights that risks associated with portable assets are largely systemic, meaning that without clear and consistent controls, similar vulnerabilities may exist across organisations.

For the Shire, this reinforces the need to strengthen controls over the management of portable assets, including maintaining accurate asset registers, undertaking regular stocktakes, ensuring appropriate disposal processes, and providing clear guidance to staff on asset use and accountability.

Strengthening these controls will help reduce the risk of asset loss, theft, misuse, and service disruption, while supporting transparency, accountability, and the effective use of public resources.

Report 11 Local Government Management of Gifts and Benefits

1) What this OAG report is about

The audit assessed whether six local governments—and the Department of Local Government, Industry Regulation and Safety (DLGIRS)—are effectively managing gifts and benefits, including:

- transparency and completeness of gift registers
- whether offers, acceptance, and conflicts of interest are being properly managed
- adequacy of policies, procedures, training, and guidance
- oversight and monitoring practices
- alignment with legislative requirements under the *Local Government Act 1995*

The report found that while transparency around gift disclosure is generally strong, conflicts of interest arising from accepted gifts are not being effectively managed, and staff (not just council members and CEOs) face significant influence risks.

2) Key messages for Local Government

Transparency

- Most entities publish gift registers, but many are incomplete or not updated frequently enough; and
- Declaring both accepted and declined gifts enables stronger oversight and protects staff from perceptions of undue influence.

Conflicts of Interest

- Entities disclose gifts but are not effectively managing conflicts of interest created when staff accept gifts from suppliers or prospective suppliers.
- Procurement-related staff, not just elected members, are exposed to gifts, creating real or perceived influence on decisions.
- Many policies and registers do not require recipients to consider or document conflict-of-interest risks when recording gifts.

Policies & Procedures

- Policies often lack clear guidance on when gifts should be accepted, declined, or prohibited.
- Stronger rules are needed, especially regarding gifts from suppliers, alcohol, event tickets, and hospitality.
- Decision-making frameworks and practical tools (like the “GIFT Test”) are effective but not consistently used across entities.

Training & Culture

- Training on gifts and benefits is generally limited to induction and is not reinforced regularly.
- High-risk roles (procurement, contract management, regulatory roles) require specialised, ongoing integrity training.

Oversight & Monitoring

- Entities are not fully utilising gift register data to identify trends, risks, or patterns in gifts offered or accepted.
- Entities lack integrated oversight across complaints, supplier information, and procurement decisions, reducing their ability to detect emerging risks.
- Some governance advice given to staff is not followed, highlighting cultural and behavioural risks.

Sector Guidance

- Current guidance from DLGIRS is insufficient, outdated, and focused only on council members and CEOs, despite most gifts being received by staff.
- Legislative thresholds (e.g., \$300) are inconsistent with broader public sector standards and do not reflect risk appetite or community expectations.
- Local governments often seek their own legal advice because guidance is not clear, increasing costs to ratepayers.

3) What this means for the Shire of Dardanup

While the report focuses on selected local governments, the findings are directly relevant to the Shire given the similar legislative environment and operational practices.

The report highlights that risks associated with gifts and benefits are not limited to transparency but extend to the effective management of conflicts of interest, particularly for staff in procurement, contract management, and regulatory roles.

For the Shire, this reinforces the need to ensure that controls over gifts and benefits are comprehensive and consistently applied, including maintaining accurate and timely registers, strengthening conflict of interest management, and providing clear guidance on when gifts should be accepted or declined.

It also highlights the importance of ongoing training and awareness to support an integrity-based culture, as well as improved oversight to identify trends, risks, and potential areas of concern.

Strengthening these areas will help reduce the risk of undue influence, support transparent and defensible decision-making, and maintain community confidence in the Shire’s governance and ethical standards.

Report 12 Information Systems Audit – Local Government 2025

1) What this OAG report is about

This report summarises the findings of the Office of the Auditor General’s annual Information Systems (IS) and General Computer Controls (GCC) audits for the 2025 cycle. The purpose of these audits is to assess whether local governments have effective controls that safeguard the confidentiality, integrity, and availability of key financial and business systems.

Why the report covers 68 entities (and not all local governments)

The report presents results for 68 local governments because these were the entities whose 2025 financial audits included completed GCC reviews at the time the report was finalised. GCC procedures are conducted as part of the annual financial audit, and audit completion dates vary significantly across the sector.

Not all local governments reach the GCC audit stage within the same reporting window, which is why the number varies from year to year (e.g., 89 were included in the prior year). Additionally, capability maturity assessments — a deeper level of IS audit — are performed only at selected entities, not across the entire sector, with 15 entities assessed in this cycle.

Scope of the report

The audit examines 10 control categories, including:

- Access Management
- Information Security Framework
- Endpoint Security
- Human Resource Security
- Network Security
- Business Continuity
- IT Operations
- Risk Management
- Change Management
- Physical Security

These findings provide a sector-wide view of cyber maturity and highlight areas requiring improvement across local governments in Western Australia.

2) Key messages for Local Government

Sector-wide cyber maturity is declining

Across all 10 control categories, capability maturity levels declined compared to the previous year, with most entities failing to meet the benchmark (level 3 or above).

Many weaknesses remain unresolved year after year

Of the 333 findings, 60% were repeat issues, signalling persistent systemic gaps and slow remediation.

Critical control areas remain the weakest

The highest-risk areas identified were:

- Access management (weak MFA, poor privilege controls, shared accounts)
- Information security frameworks (outdated/missing policies and governance)
- Endpoint security (poor patching, vulnerable legacy systems, weak macro controls)
- Network security (poor segmentation, default passwords, inadequate testing)
- Business continuity (plans not updated or tested)

Human factors remain a major vulnerability

Weak security awareness training contributed to incidents such as a \$350,000 fraudulent payment following a phishing attack.

Improving controls does not always require expensive technology

The OAG emphasises that uplift largely depends on:

- Strong governance
- Regular risk reviews
- Clear policies and processes
- Ongoing staff awareness

3) What this means for the Shire of Dardanup

For the Shire of Dardanup, the OAG's 2025 Information Systems Audit results highlight the need to strengthen cyber and information security governance, particularly in areas where weaknesses were most common across the sector: access management, information security frameworks, endpoint and network security, and business continuity planning.

These findings emphasise the importance of enforcing multi-factor authentication, improving ICT governance structures, ensuring regular patching and vulnerability management, and separating corporate networks from public-facing or operational technology systems — an issue underscored by sector-wide shortcomings in network segmentation and default device credentials.

The report also reinforces the need for updated and tested disaster recovery and incident response plans, as many local governments continue to operate with outdated or untested arrangements.

Report 13 Local Government 2025 – Financial Audit Results

1) What this OAG report is about

The report presents the final results of financial audits for Western Australian local governments for the year ended 30th June 2025. It covers 138 of 147 entities, with the balance addressed in a separate audit status report. It assesses not just audit opinions, but financial reporting quality, internal controls, asset management, financial health, and governance practices across the sector.

Headline results

- 136 of 138 entities received clear (unqualified) audit opinions, a marked improvement on prior years. Only 2 qualified opinions were issued.
- Audit timeliness improved: 94% of opinions were issued by the statutory 31st December deadline, though there remains a heavy December bottleneck.
- Quality remains a concern:
 - Prior period errors increased (largely asset-related).
 - Only 6% of entities submitted a financial report requiring no audit adjustments.
 - Around one-third of councils submitted five or more versions of their financial report, driving cost and delay.

Systemic risk themes

- Property and infrastructure asset accounting (valuation, works in progress, reconciliations) is the dominant source of errors, qualifications and Emphasis of Matter paragraphs.
- Financial sustainability pressure is emerging across the sector, with declining current ratios and some councils unable to meet short-term obligations.

2) Key messages for Local Government

The Auditor General's messages are consistent and very practical:

- a) Audit-ready, high-quality financial reports are essential
 - Submitting on time is no longer enough; quality at first submission is now the benchmark.
 - Excessive revisions signal weak internal review and financial capability and increase audit cost and risk.
- b) Asset management is non-negotiable
 - Errors in valuations, asset registers, and WIP capitalisation are driving prior period restatements and qualifications.
 - Councils are expected to apply the new LGIRS valuation guidance (issued March 2026) and ensure valuers comply with required methodologies.
- c) Financial health must be actively monitored by Council
 - The sector's average and median current ratios are trending down, indicating reduced capacity to meet short-term liabilities.
 - Councillors and CEOs are expected to intervene early when financial stress indicators emerge, rather than waiting for audit disclosure.
- d) Governance and accountability expectations are rising
 - Audit committees are now Audit, Risk and Improvement Committees with stronger oversight roles.
 - Unresolved prior-year control issues are a red flag; 32% of findings remain unresolved across the sector.
- e) "Compliance mindset" is no longer sufficient
 - The OAG is clear that treating deadlines (30th September or early December) as targets reflects minimum compliance, not good governance.
 - Councils are expected to plan for earlier completion, smoother audits, and stronger internal controls.

3) What this means for the Shire of Dardanup

Based on the report's specific disclosures for Shire of Dardanup (Band 3):

- a) Audit outcome
 - The Shire received a clear audit opinion for 2025.
 - An Emphasis of Matter (EoM) paragraph was included due to restatement of comparative balances from the 2024 financial statements. This does not modify the opinion but highlights that prior period errors were corrected.
- b) Timeliness and relative performance
 - Audit opinion issued 21st November 2025, earlier than many peers and well ahead of the statutory deadline.
 - This places Dardanup in a stronger timeliness position compared to much of the sector, especially given the December audit bottleneck noted by OAG.
- c) Financial health
 - Current ratio 2025: 2.98 (down from 3.53 in 2024).
 - This is above 1, indicating the Shire can meet short-term obligations.
 - However, the downward movement mirrors the sector-wide declining trend, which the Auditor General flags as an emerging risk requiring attention.

What Dardanup should focus on next:

- a) Prevent repeat restatements
 - The EoM indicates asset or accounting corrections were needed. The clear expectation is that root causes are fixed, not recurring.
- b) Strengthen asset governance
 - Review valuation processes, WIP transfers, and reconciliations against the new LGIRS valuation guidance before the 2026 cycle.
- c) Maintain audit readiness discipline

- Keep early submission and minimise post-submission changes to avoid drifting toward the sector's "multiple versions" risk profile.
- d) Monitor financial sustainability trends
 - While currently sound, the falling current ratio suggests the need for active cash flow and reserve monitoring, particularly as operating cost pressures increase.

The report recognises Dardanup as generally well managed and timely, while also reflecting the broader sector shift toward treating asset accuracy, first-cut financial report quality, and forward-looking financial oversight as core governance responsibilities rather than purely technical finance matters.

Conclusion

The process of reviewing OAG reports will continue to be applied to all future reports and guides issued by the Auditor General. This analysis provides Council with increased assurance regarding the effectiveness of internal controls and processes across its operations

END REPORT

10.3 Biannual Risk Management Report & Framework Review Update

Reporting Department	Corporate & Governance Directorate
Responsible Officer	Mrs Natalie Hopkins – Director Corporate & Governance
Reporting Officer	Mrs Cindy Barbetti - Corporate Excellence & Compliance Officer
Legislation	Local Government Act 1995 and Local Government (Audit) Regulations 1996, Regulation 17
Council Role	Legislative.
Voting Requirement	Simple Majority.
Attachments	Confidential Attachment A – Under Separate Cover AAR:10.3 Risk Assessment

Note: Cr AJ Jenour joined the meeting via Teams at 4.01pm.

Overview

The purpose of this report is to present the biannual Risk Management Dashboard Report (Confidential Attachment A – Under Separate Cover) to the Audit and Risk Committee for consideration, and to provide an update on the three-yearly review of the Risk Management Governance Framework.

The Framework, originally scheduled for presentation in June 2026 in accordance with the Annual Audit Work Plan, has been deferred and will now be presented to the Audit, Risk and Improvement Committee at its September 2026 meeting.

Change to Officer Recommendation - No Change.

AUDIT & RISK COMMITTEE RESOLUTION

AAR13-26 MOVED - Cr T G Gardiner SECONDED – Cr B S Farrant

THAT the Audit and Risk Committee recommends that Council:

- 1. Receives the biannual Risk Management Dashboard Report for this reporting period, as provided for in Confidential Attachment (A) (under separate cover); and**
- 2. Notes that the 3-yearly Risk Management Governance Framework will be presented at the September 2026 Audit, Risk and Improvement Committee meeting.**

CARRIED
5/0

<i>For the Motion</i>	<i>Against the Motion</i>
Cr. K A Laurentsch Cr. T G Gardiner Cr. B S Farrant Cr. M R Hutchinson Cr. A J Jenour	

Background

In March 2023 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 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.

A reporting requirement of the Framework specifies that every six (6) months, the Audit and Risk Committee is to receive a Risk Dashboard Report. The Dashboard summarises the risks of Council and provides the treatment plans (actions) that have been identified by management to improve certain key control ratings.

This requirement is further prescribed as a committee objective in the Terms of Reference, together with the committee's 2026 Annual Audit Work Plan, as shown below:

- Terms of Reference

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.*

- 2026 Annual Audit Work Plan

AUDIT AND RISK COMMITTEE – 2026 ANNUAL AUDIT WORK PLAN					
FUNCTIONS, RESPONSIBILITIES & ASSOCIATED ACTIVITIES	11 Mar 26	* Apr/ May 26	10 Jun 26	9 Sep 26	9 Dec 26
2. Risk Management					
To consider the Risk Management Governance Framework (once in every 3 years) for appropriateness and effectiveness. Current Framework adopted: OCM 28-06-2023 [Res 168-23]			x Deferred	✓ Rescheduled	
Receive the biannual dashboard report			✓ This meeting		✓

This report has been compiled in direct response to the Framework reporting requirements, Terms of Reference for the committee, and the 2026 Annual Audit Work Plan for the committee.

Additionally, the Reporting Officer requests that Council through the Committee, note the presentation of the three-yearly Risk Management Governance Framework, originally scheduled for June 2026, has been deferred to the September 2026 Audit, Risk and Improvement Committee meeting.

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) *financial management;*

(b) *legislative compliance; and*

(c) *risk management.*

(2) *Under subregulation (1), the CEO may review any or all of the matters referred to in subregulation*

(1)(a) to (c) *at any time but must review each of those matters not less than once in every 4 financial years.*

(3) The CEO must report to the audit, risk and improvement committee the results of each review carried out under subregulation (1).

[Regulation 17 inserted: SL2025/211 r.14.]

Council Plan

13.1 - Adopt best practice governance.

13.2 - Manage the Shire's resources responsibly.

14.2 - Ensure equitable, inclusive and transparent engagement and decision- making.

Environment - None.

Precedents

The Audit and Risk Committee has maintained ongoing oversight of the Risk Management Dashboard Report, with the report submitted for consideration on a six-monthly cycle.

Budget Implications

As part of the Corporate Excellence and Compliance Officer's responsibilities, regular reporting on the Risk Management Governance Framework is a key requirement. Consequently, the cost to Council primarily relates to staff time and, where applicable, the use of IT and software systems.

Budget – Whole of Life Cost - None.

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: 10.3) for full assessment document.

Tier 2 – 'Low' or 'Moderate' Inherent Risk.	
Report Title	Biannual 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>Failure to fulfil compliance obligations pursuant to the Local Government (Audit) Regulations 1996, Regulation 17.</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

- *Biannual Risk Management Dashboard Report*

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 Management Dashboard Report for this reporting period (Confidential Attachment A – Under Separate Cover) summarises the risks of Council and provides the 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.

The Dashboard focuses on both the inherent risk and the residual risk, together with a spider graph that highlights the impact of the controls against the residual risk.

To provide a comparison between reporting periods, table 1 below indicates that there are currently 22 treatments/action plans in place, compared to 18 last reporting period. Since the last review, 4 new treatments have been added, with 8 being completed in the last 6 months. As treatments are cleared or completed, they are removed from the Dashboard.

Table 1 – Treatment Plan Summary

(Last reporting period)			(This reporting period)		
Total	Completed	In Progress	Total	New	In Progress
26	8	18	18	4	22

The Dashboard 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). In summary, the Dashboard demonstrates that 13 combined controls are rated as ‘Adequate’ and 3 are rated as ‘Effective’.

The incoming Audit, Risk and Improvement Committee can expect the next Risk Dashboard Biannual Report at the committee meeting scheduled for December 2026.

- 3-yearly consideration of the Risk Management Governance Framework – Update

The Committee’s consideration of the three-yearly review of the Risk Management Governance Framework was originally scheduled for the June meeting, in accordance with the 2026 Annual Audit Work Plan. This item will now be presented to the September Audit, Risk and Improvement Committee (ARIC).

To support this review, the Shire has engaged Marsh Risk Consulting to undertake the three-yearly assessment. As part of this process, a workshop was held on 2nd June 2026 with management and executive leadership. The workshop focused on reinforcing risk management fundamentals, including the objectives of the Framework, risk identification, risk appetite and tolerance, and explored the Shire’s Strategic Risks.

Following the workshop, Marsh Risk Consulting will work with the Shire to review both the Risk Management Governance Framework and the associated Policy. These documents will be presented to ARIC in September 2026 for consideration and subsequent recommendation to Council.

This revised timing will also enable the independent members of ARIC to participate fully in the consideration process, providing valuable oversight and input.

10.4 2026 Governance Health Review – Interim Update Report

Reporting Department	<i>Corporate & Governance Directorate</i>
Responsible Officer	<i>Mrs Natalie Hopkins - Director Corporate & Governance</i>
Reporting Officer	<i>Mrs Natalie Hopkins - Director Corporate & Governance</i>
Legislation	<i>Local Government Act 1995</i>
Council Role	<i>Executive/Strategic.</i>
Voting Requirement	<i>Simple Majority.</i>
Attachments	<i>10.4 – Risk Assessment</i>

Overview

This report provides the Audit and Risk Committee with an update on the 2026 Governance Health Review conducted by Stantons, including the current status of management’s review of the findings and the development of a Forward Improvement Plan.

Change to Officer Recommendation - No Change.

AUDIT & RISK COMMITTEE RESOLUTION

AAR14-26 MOVED – Cr K A Lauretsch SECONDED – Cr M R Hutchinson

THAT the Audit and Risk Committee recommends that Council:

- 1. Receives the update on the 2026 Governance Health Review.**
- 2. Notes that management is currently reviewing the findings and recommendations identified in the report.**
- 3. Notes that a further report will be presented to the Audit, Risk and Improvement Committee in September 2026 to consider the final Governance Health Review and associated Forward Improvement Plan.**

CARRIED
5/0

<i>For the Motion</i>	<i>Against the Motion</i>
Cr. K A Lauretsch Cr. T G Gardiner Cr. B S Farrant Cr. M R Hutchinson Cr. A J Jenour	

Background

The Shire of Dardanup engaged Stantons to undertake an independent Governance Health Review for the period 1st January 2025 to 31st December 2025. The purpose of the review was to assess the effectiveness of the Shire’s governance frameworks, systems, and practices, and to identify opportunities to strengthen compliance, transparency, and organisational resilience.

The review was comprehensive in scope and included key governance areas such as legislative compliance, procurement, council and committee governance, audit and risk oversight, delegations, complaints management, risk management, human resources, records management, policy framework, internal controls, and transparency measures.

This review forms part of the Shire's ongoing governance assurance program and follows a similar whole-of-organisation governance review undertaken in 2019.

The Shire has now received the draft Governance Health Review report from Stantons. Management is currently working through the findings and recommendations to determine appropriate actions and implementation priorities.

Legal Implications - None.

Council Plan

13.1 - Adopt best practice governance.

13.2 - Manage the Shire's resources responsibly.

14.2 - Ensure equitable, inclusive and transparent engagement and decision- making.

Environment - None.

Precedents

A similar governance review was undertaken in 2019.

Budget Implications

The cost of the review, totalling \$22,049.12 (ex GST), was accommodated within the Consultancy budget as part of the 2025–2026 Annual Budget.

Budget – Whole of Life Cost - None.

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: 10.4) for full assessment document.

TIER 2 – 'Low' or 'Moderate' Inherent Risk.	
Report Title	2026 Governance Health Review
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	Financial Failure to give proper consideration to the reports findings and recommendations could expose the Shire to additional remediation costs.
	Legal and Compliance If audit findings are not appropriately addressed, there is a risk that governance frameworks may not fully align with legislative requirements or better practice, potentially leading to non-compliance and future audit findings.
	Reputational If governance improvements are not addressed, there is a risk of reduced confidence from stakeholders, which may

TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
	impact the Shire’s reputation.

Officer Comment

The draft Governance Health Review has been received from Stantons and is currently under detailed review by management.

Management is working through the findings and recommendations to assess their applicability, determine appropriate responses, and establish implementation priorities.

To support this process, a Forward Improvement Plan (FIP) is being developed to provide a structured and coordinated approach to addressing the audit outcomes and identified improvement opportunities. The FIP will outline clear actions, accountabilities, and timeframes to support effective implementation across the organisation.

Both the Governance Health Review report and the FIP are currently being refined. Management intends to present the final Governance Health Review, together with the completed Forward Improvement Plan, to the Audit, Risk and Improvement Committee at its September 2026 meeting.

This approach will enable the Committee to consider the audit findings alongside a clear, practical, and risk-based implementation program.

END REPORT

10.5 2025 Financial Management Systems Review – Update Report

Reporting Department	Corporate & Governance Directorate
Responsible Officer	Mrs Natalie Hopkins – Director Corporate & Governance
Reporting Officer	Mrs Cindy Barbetti – Corporate Excellence & Compliance Officer
Legislation	Local Government Act 1995 Local Government (Financial Management) Regulations 1996
Council Role	Executive/Strategic.
Voting Requirement	Simple Majority.
Attachments	AAR:10.5 - Risk Assessment <i>Confidential Attachment 'B' AMD Report</i>

DECLARATION OF INTEREST

Chief Executive Officer, Mr André Schönfeldt, declared an Impartiality Interest in this item (10.5) due to having sought AMD Accountants services in previous years.

Overview

This report provides the Audit and Risk Committee with an update on the findings from the Financial Management System Review (FMSR) audit undertaken in February 2025, and managements progression towards closing out the remaining finding.

Change to Officer Recommendation - No Change.

AUDIT & RISK COMMITTEE RESOLUTION

AAR15-26 MOVED – Cr T G Gardiner SECONDED – Cr M R Hutchinson

THAT the Audit and Risk Committee recommends that Council:

- 1. Receives the June 2026 update report on the implementation of actions required from the findings of the 2025 Financial Management Systems Review (FMSR); and**
- 2. Notes that the completion of finding 7.2.1 Plans and Policies is expected to be achieved by the due date of 30th June 2026.**

CARRIED
5/0

<i>For the Motion</i>	<i>Against the Motion</i>
Cr. K A Laurentsch Cr. T G Gardiner Cr. B S Farrant Cr. M R Hutchinson Cr. A J Jenour	

Background*2025 Financial Management System Review:*

The purpose of the Financial Management Systems Review (FMSR) is to assist the CEO in fulfilling responsibilities under Section 6.10 of the *Local Government Act 1995* and Regulation 5(1) of the *Local Government (Financial Management) Regulations 1996*, which outline the CEO's duties in relation to establishing and maintaining effective financial management systems and procedures.

The most recent FMSR was undertaken by AMD Chartered Accountants in February 2025, with the report presented to the Audit and Risk Committee at its March 2025 meeting (refer Confidential Attachment 'B' provided separately). The audit report contained six findings, and Council resolved that the Audit and Risk Committee receive progress reports on the actions arising from these findings at every Committee meeting until all items are fully resolved [Res: OCM 61-25].

2025 Reforms:

Historically, the FMSR was required under Regulation 5(2)(c) of the *Local Government (Financial Management) Regulations 1996*, which obligated local governments to regularly review the appropriateness and effectiveness of their financial management systems and procedures at least once every three financial years. However, as part of the State Government's recent local government reform program, Regulation 5(2)(c) has now been deleted, with the regulation marked as "[deleted]" in the current consolidated version.

These same reforms expanded Regulation 17 of the *Local Government (Audit) Regulations 1996* to expressly include **financial management** as one of the systems the CEO must review at least once every four financial years, alongside legislative compliance and risk management. As a result, future financial management system reviews will no longer be conducted under the *Local Government (Financial Management) Regulations 1996* but will instead be incorporated into the Regulation 17 review framework contained within the *Local Government (Audit) Regulations 1996*.

Reporting on actions from the 2025 Financial Management Systems Review:

Although r.5(2)(c) has now been removed, the Shire remains obligated to continue reporting on the progression and closure of the 2025 FMSR findings, as this commitment arises not from the repealed regulation but from a formal Council resolution.

This report has been compiled in direct response to that resolution.

Legal Implications

Local Government Act 1995

Local Government (Financial Management) Regulations 1996

- Pre 2025 Reforms:

5 (2) *The CEO is to —*

- (a) *ensure that the resources of the local government are effectively and efficiently managed; and*
- (b) *assist the council to undertake reviews of fees and charges regularly (and not less than once in every financial year).*
- (c) ***undertake reviews of the appropriateness and effectiveness of the financial management systems and procedures of the local government regularly (and not less than once in every 3 financial years) and report to the local government the results of those reviews.***

- Post 2025 Reforms:

5 (2) The CEO is to —

(a) ensure that the resources of the local government are effectively and efficiently managed; and

(b) assist the council to undertake reviews of fees and charges regularly (and not less than once in every financial year).

[(c) deleted]

[Regulation 5 amended: Gazette 31 Mar 2005 p. 1047 and 1053; 26 Jun 2018 p. 2388; **SL 2025/211** r. 17.]

As at 01 Jan 2026

Council Plan

13.1 - Adopt best practice governance.

13.2 - Manage the Shire's resources responsibly.

14.2 - Ensure equitable, inclusive and transparent engagement and decision- making.

Environment - None.

Precedents

Year	Review Method	Conducted By	Report Received	Resolution Number
2016	External	Butler Settineri	Ordinary Council Meeting 27 th January 2016	OCM 08-16
2019	External	AMD Chartered Accountants	Audit Committee	AUD 04-19
			Ordinary Council Meeting	OCM 56-19
2022	External	AMD Chartered Accountants	Audit and Risk Committee	AAR 03-22
			Ordinary Council Meeting	OCM 75-22
2025	External	AMD Chartered Accountants	Audit and Risk Committee	AAR 05-25
			Ordinary Council Meeting	OCM 61-25

Budget Implications

Implementation of the findings arising from the 2025 Financial Management Systems Review (FMSR) continue to be managed within existing staff workloads, and no additional budget allocation is required beyond current staffing resources.

With the removal of Regulation 5(2)(c) and the incorporation of financial management system reviews into the broader Regulation 17 review framework, future financial management review costs will be accommodated as part of the Shire's Audit Fees budget allocation in the financial year in which the consolidated Regulation 17 review is undertaken. This ensures that all future reviews relating to financial management, legislative compliance, and risk management are funded in a coordinated and streamlined manner under the integrated Regulation 17 process.

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

Nil Council Policy.

Delegation 1.3.8 Financial Management Systems and Procedures.

Risk Assessment

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to (Appendix AAR: 10.5) for full assessment document.

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Report Title	Financial Management Systems Review
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 Failure to fulfil obligations pursuant to the Local Government (Financial Management) Regulations 1996, Regulation 5.</p> <p>Reputational 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

Following completion of the review in February 2025, AMD Chartered Accountants provided a written report to the CEO in accordance with the requirements of Regulation 5(1) of the *Local Government (Financial Management) Regulations 1996*. The scope of this engagement was limited to the assessment of the Shire’s financial management systems and procedures as part of the Financial Management Systems Review. The review did not extend to, nor did it involve, an audit or examination of the Shire’s annual financial statements.

The following table provides a summary of the findings raised in the report, together with management comment:

Ref	Issue	Risk Rating	Responsible Officer	Proposed Completion Date	Status
3	<i>Custody and security of money</i>				
3.2.1	<p>End of Day Receiving Procedures Sample testing identified three exceptions in respect to end of day receiving procedures.</p> <p>Our sample testing of 20 end of day procedures at each cash collection location identified 3 instances whereby the daily banking reconciliation was not signed as evidence of independent review. The 3 exceptions identified occurred at the Eaton Administration Office.</p> <p>Implications / Risks Increased risk of fraud or error occurring in respect of daily banking.</p> <p>Recommendation We recommend that all daily banking reconciliations are reviewed by an officer separate from the individual completing the daily banking function, and the reconciliation is signed by the reviewer to evidence the independent review has occurred.</p> <p>Management Comment The Shire has strong segregation of duties, that span across</p>	Low	Manager Governance	1 March 2025	Completed

Ref	Issue	Risk Rating	Responsible Officer	Proposed Completion Date	Status
	<p>the Finance and Governance departments in relation to cash and bank handling. The Governance Department 'receipt' the cash, while the Finance Department 'bank' the cash. A final independent review is undertaken by the Finance Coordinator as part of the monthly bank reconciliation process.</p> <p>While management accepts that 3 instances of the daily banking sheets weren't independently verified by another officer as part of the 'daily' cash handling process, management have confidence in the segregation of duties, and subsequent final independent review undertaken by the Finance Coordinator as part of the 'monthly' bank reconciliation process.</p> <p>Action: Customer Service Officers will be reminded of their duty in the cash handling process to ensure daily banking sheets are independently verified.</p>				
3.2.2	<p>Physical Security Safe code at the Eaton Recreation Centre is not changed on a periodic basis.</p> <p>Observations and enquiries made during our site visits identified that safe codes at the Eaton Recreation Centre are not changed on a periodic basis nor when an employee who has safe code access terminates employment.</p> <p>Implications / Risks Lack of appropriate internal controls over security of Council assets.</p> <p>Recommendation We recommend safe codes be changed on a periodic basis, and subsequent to employees who previously had access to the safe codes resigning or terminating.</p> <p>Management Comment Management accepts this finding for the Eaton Recreation Centre (ERC) and will implement a process on changing the safe code on a quarterly basis. Management will ensure this procedure is communicated to all staff, and that the process is adhered to. In addition, ERC facility access will be verified, and plans for future expansion will consider the safe custody of monies.</p> <p>To note, cash is removed from the premises twice weekly, banked and reconciled to the bank statement as part of the monthly bank reconciliation process, which is independently verified by the Finance Coordinator.</p> <p>Action: Safe code to be changed on a quarterly basis, with the process documented in a formalised Shire procedure.</p>	Low	Manager Recreation Services	31 May 2025	Completed
4	Maintenance and security of financial records				
4.2.1	<p>Tender Management We note there is no documented requirement to complete a formal post tender performance evaluation following the completion of significant or critical project/service tenders.</p> <p>Implications / Risks Lack of formalised documentation evidencing tender performance assessment.</p> <p>Recommendation We recommend formal performance evaluation assessments be undertaken following the completion of tendered projects and services exceeding a predetermined expenditure threshold, or considered to be critical in nature.</p> <p>We recommend a tender performance evaluation procedure be documented, implemented through the communication to</p>	Moderate	Director Corporate & Governance	31 December 2025	Completed

Ref	Issue	Risk Rating	Responsible Officer	Proposed Completion Date	Status
	<p>all staff and monitored on an ongoing basis to ensure compliance with stated procedures. We suggest it may be useful for the procedure to include standard compliance checklist, in particular for the monitoring of ongoing service contracts.</p> <p>Management Comment The Shire has a Procurement Framework in place that incorporates 'contract management', and in particular:</p> <ul style="list-style-type: none"> - Contract Establishment - Contract Management: administration, performance management and KPI's - Contract Extension or Close <p>Project Officers are provided with a series of templates available through the Framework to assist with performance management throughout the project.</p> <p>Action: Review the 'contract management' section within the Shire of Dardanup Procurement Framework and identify areas for improvement to ensure the requirement for performance evaluation procedures are documented in line with this finding.</p> <p>Following on from the Procurement Framework review, it may be necessary to implement a standalone 'Contract Management Framework', which would complement the upcoming <i>Local Government Regulations Amendment Regulation 2024</i>, and the requirements for Council's Contract Register to be publicly accessible.</p>				
6 Authorisation for incurring liabilities and making payments					
6.2.1	<p>Fuel Usage – Depot No record maintained for jerry can fuel usage.</p> <p>During the course of our review, discussion and observations indicated there is currently a fuel card assigned to 'jerry cans' however there is no formal record kept in relation to the usage of the fuel from jerry cans.</p> <p>Implications / Risks Increased risk of misappropriation or misuse of fuel going undetected.</p> <p>Recommendation We recommend a fuel register be developed and maintained in respect to fuel usage from jerry cans.</p> <p>Management Comment Management accepts this finding which is for a 'Sundry Plant' fuel card, with the sole intention of this card to be used to refill Jerry Cans for fuel for small plant items. A Fuel register will be developed and maintained in respect to fuel usage from jerry cans.</p> <p>Original Action: implement a Fuel Register for the 'Sundry Plant' fuel card.</p> <p>Amended Action: reduce the daily limit on the 'Sundry Plant' fuel card to \$500 and continue to monitor the usage on a monthly basis. Remove the requirement to implement a Fuel Register for this particular fuel card, as this is deemed too cumbersome and is not industry best practice.</p>	Low	Manager Operations	31 May 2025	Completed
7 Maintenance of payroll, stock control and costing records					
7.2.1	<p>Plans and Policies We note the Light Vehicle Policy is prescriptive in nature, detailing specific vehicle makes and models available to the Shire for purchase. The policy includes some specific vehicle models that are either no longer available for purchase, or difficult to source locally.</p> <p>We note the recent purchase of 5 motor vehicles by the Shire in November 2024 at a quoted cost of \$258,685; whereby only 1 tender response was received. The tender response was scored 3.1 out of 10 by the tender evaluation panel, and</p>	Low	Director Corporate & Governance	Original due date: 31 December 2025 Extended to: 30 June 2026	In Progress

Ref	Issue	Risk Rating	Responsible Officer	Proposed Completion Date	Status
	<p>the quoted cost accepted exceeded budget by 10.2% or \$26,485.</p> <p>Implication / Risk There is an increased risk of inefficient procurement procedures.</p> <p>Recommendation We recommend the Light Vehicle Plan be reviewed and enhancements made to allow for a more effective procurement procedure in respect of the purchase of light fleet vehicles.</p> <p>Management Comment AP009 Light Vehicle Fleet Policy is an Administration Policy, that is underpinned by Council Policy CP203 Light Vehicle Fleet Policy which is the guiding policy document.</p> <p>CP203 was reviewed in October 2024, and AP009 is currently under review with EMT (was due 30-09-2024). Management will be seeking support from Council/EMT to amalgamate CP203 and AP009 into one guiding Council Policy moving forward.</p> <p>Action: Finalise the current review of AP009 Light Vehicle Policy and moving forward seek support to amalgamate CP203 and AP009 into one guiding Council Policy.</p>				
7.2.2	<p>Excessive Leave Balances We noted three employees with excessive leave balances.</p> <p>From our review of the annual leave listing provided to us at the time of our review, we noted three employees who have accrued in excess of eight weeks annual leave.</p> <p>Implication / Risk The cost to Council is greater if annual leave is not paid out on a regular basis due to the cumulative effect of salary increases over a period of time. Recreational leave enhances employee performance. It is a fundamental principle of good internal control that all employees take regular holidays.</p> <p>Recommendation We recommend leave balances be managed to reduce the number of employees with excess leave due.</p> <p>Management Comment This FMSR review is up until the 31st of December 2024, however the Annual Leave Accrual Report provided was for actuals as at 30th of June 2024.</p> <p>Since the June 2024 accrual report was provided, Employee No. 716 has left the organisation, and as such has had the accrued annual leave paid out on termination.</p> <p>Employee No. 884 reduced annual leave by taking:</p> <ul style="list-style-type: none"> - 91.20 hours in July 2024; and - 83.60 hours in January 2025. <p>Employee No. 584 reduced annual leave by taking:</p> <ul style="list-style-type: none"> - 68.40 hours in December 2024/January 2025. <p>Remaining leave accruals are planned to be reduced in the coming year for both employees.</p> <p>The Executive, Management and Human Resources, receive monthly leave accrual reports from Payroll, who highlight those staff with excessive leave accruals. Any excessive leave accruals are discussed with the staff member, and a plan (such as a future leave form) is put in place to reduce the accrual.</p> <p>In addition, the 6-monthly Risk Review, which is reported to</p>	Low	Manager HR	31 March 2025	Completed

Ref	Issue	Risk Rating	Responsible Officer	Proposed Completion Date	Status
	<p>the Executive Management Team, incorporates indicators that highlight the percentage of staff with greater than 20 days of accrued leave.</p> <p>Action: the Executive, Management and Human Resources will continue to review leave accrual reports from Payroll on a monthly basis and manage their respective staff with excessive accruals accordingly.</p>				

Item 7.2.1 Plans and Policies

This remains the final outstanding action item requiring completion.

Following further review, the proposed approach is to retain both policies with revised intent and structure:

- Council Policy CP203 – Light Vehicle Fleet Policy will be retained and repositioned as a strategic policy, setting the overall direction and guiding principles for the Shire’s light vehicle fleet.
- Administration Policy AP009 – Light Vehicle Fleet Policy will also be retained as an operational (employee compliance) policy, defining the requirements and expectations for the use of vehicles.

At the time of preparing this report, the revised policies are undergoing Executive review, with Council Policy CP203 expected to be presented to the June 2026 Ordinary Council Meeting.

An updated FMSR report will be presented to the Audit, Risk and Improvement Committee at its next scheduled meeting in September 2026, with the expectation that this report will confirm final closure of all actions arising from the FMSR.

END REPORT

10.6 Network and Internet Outage – 27th March 2026

Reporting Department	<i>Corporate & Governance Directorate</i>
Responsible Officer	<i>Mrs Natalie Hopkins - Director Corporate & Governance</i>
Reporting Officer	<i>Mr Shaun Hill - Manager Information Services</i>
Legislation	<i>Local Government Act 1995</i>
Council Role	<i>Executive/Strategic.</i>
Voting Requirement	<i>Simple Majority.</i>
Attachments	<i>10.6 – Risk Assessment</i>

Overview

This report informs the Audit and Risk Committee of a whole-of-organisation internet and network outage on 27th March 2026, its operational impact, and the work already underway to reduce the impact of similar events. The outage was caused by a fault in the carrier’s network and was not the result of any failure of Shire systems. This report is provided to the Committee for information and noting only.

Change to Officer Recommendation - No Change

AUDIT & RISK COMMITTEE RESOLUTION

AAR16-26 MOVED – Cr B S Farrant SECONDED – Cr A J Jenour

THAT the Audit and Risk Committee recommends that Council:

- 1 Notes the network and internet outage that occurred on the 27th March 2026;**
- 2. Notes the operational impacts of the outage; and**
- 3. Notes the actions already underway to reduce the impact of similar events and improve the Shire’s resilience.**

CARRIED
5/0

<i>For the Motion</i>	<i>Against the Motion</i>
Cr. K A Laurentsch Cr. T G Gardiner Cr. B S Farrant Cr. M R Hutchinson Cr. A J Jenour	

Background

On 27th March 2026 the Shire lost all internet connectivity across every site for approximately six hours. The outage originated in the carrier’s network during the transition of services from TPG to Vocus and was not caused by any failure of Shire equipment or systems.

Legal Implications - None.

Council Plan

- 13.1 - Adopt best practice governance.
13.2 - Manage the Shire's resources responsibly.

Environment - None.

Precedents - None.

Budget Implications - None.

Budget – Whole of Life Cost - None.

Council Policy Compliance

Business Continuity Plan (BCP)
IT Disaster Recovery Plan

Risk Assessment

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to (Appendix AAR: 10.6) for full assessment document.

TIER 2 – 'Low' or 'Moderate' Inherent Risk.	
Report Title	Network and Internet Outage – 27 th March 2026
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>Service Interruption The outage resulted in a complete loss of internet connectivity across all Shire sites for approximately six hours, impacting access to core systems, communications, and service delivery.</p> <p>There is a risk that similar future outages may:</p> <ul style="list-style-type: none"> – Disrupt critical services to the community – Limit Council's ability to operate effectively – Impact time-sensitive activities and statutory functions <p>Legal and Compliance Service disruptions may limit the Shire's ability to:</p> <ul style="list-style-type: none"> – Meet statutory obligations and reporting timeframes – Maintain required service standards – Fulfil contractual or regulatory requirements <p>While no breach has been identified from this incident, ongoing weaknesses could increase compliance exposure.</p> <p>Reputational Extended outages affecting public-facing services and communications may:</p> <ul style="list-style-type: none"> – Reduce community confidence in the Shire's reliability and responsiveness – Impact perceptions of governance and operational capability

TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.

- | | |
|--|--|
| | <ul style="list-style-type: none"> – Lead to increased complaints or scrutiny if service disruptions are not effectively managed. |
|--|--|

Officer Comment

On 27th March 2026 the Shire lost all internet connectivity across every site for approximately six hours. The fault originated in the carrier’s network during the transition of services from TPG to Vocus, following TPG’s sale of the relevant business to Vocus. It was a configuration issue on the carrier’s side, not a hardware fault, and a number of other Western Australian customers were affected by the same change activity on the day. No Shire equipment, system or configuration contributed to the outage, and no data loss or cyber security breach occurred.

The outage produced a split operating environment rather than a complete shutdown. Staff with laptops were able to work from home and continue using cloud-based services such as email and OneDrive. On-premise systems, however, could only be reached onsite. The most affected was Tardis, the records and document management system relied on heavily by areas such as building approvals. In practice this left affected staff choosing between working onsite without email or working remotely without Tardis. For most staff the disruption was manageable; for those dependent on Tardis, it was not.

The most significant impact, and the most visible to the community, was telephony. The Shire’s phone system is currently on-premise, so when the site connectivity dropped the Shire was unable to divert incoming calls to the contact centre or to staff working remotely. Calls to the Shire during the outage may not have been answered. This was the sharpest exposure the incident revealed.

The incident also confirmed a known limitation in the Shire’s carrier arrangements. The existing contract is essentially a consumer-grade service without the service levels or escalation pathways appropriate to critical infrastructure, which limited the Shire’s ability to compel a faster response. The fault took around six hours to resolve, which is not acceptable for connectivity of this importance.

What the incident exposed:

- The operational risk carried by on-premise telephony, which cannot maintain call handling when site connectivity is lost;
- The operational risk carried by remaining on-premise systems such as Tardis, which cannot be reached when staff work remotely; and
- The inadequacy of the current carrier contract in relation to service levels and escalation.

Work already underway:

Importantly, the initiatives that address each of these weaknesses were already in progress before the outage. They are not a reaction to it.

- The Shire is replacing the on-premise phone system with a cloud-based Microsoft Teams solution, expected within the next few months. This will allow calls to be diverted to the contact centre or to staff working remotely during an outage.
- The Shire is migrating its remaining on-premise systems, including Tardis, to the cloud, with a goal of being fully cloud-based by the end of the 2026/27 financial year. Once complete, staff will be able to work remotely with full system access during a site or connectivity disruption.
- Laptops are being rolled out as the standard device for most staff, improving the Shire’s ability to operate remotely during internet, building or site disruptions.

- The Shire is renewing its carrier contract with stronger, enforceable service levels and formal escalation pathways. Improved Tier 2 support is already being implemented.

Current Position

The outage was externally triggered, outside the Shire's control, and operationally disruptive. It does not call for a new course of action. The improvement path already underway directly addresses every weakness the incident exposed. Were the same event to occur once these initiatives are complete, the operational impact would be materially lower, that is, staff could work remotely with full system access, calls could be diverted, and the Shire would have stronger contractual leverage over the carrier.

END REPORT

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

None.

12. 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.

13. MATTERS BEHIND CLOSED DOORS

None.

14. CLOSURE OF MEETING

The date of the next Audit, Risk and Improvement Committee Meeting will be Wednesday, 9th September 2026 at 3:30pm.

There being no further business the Chairperson declared the meeting closed at 4:22pm.

Note: Mrs Natalie Hopkins thanked Cr Mark Hutchinson for his time being a committee member of the Audit and Risk Committee. Mrs Hopkins also reminded attendees that the next meeting would include independent members and the committee's name will change to the Audit, Risk and Improvement Committee.



UNCONFIRMED

MINUTES

BUSHFIRE ADVISORY COMMITTEE MEETING

held

17th June 2026

At

Shire of Dardanup
Administration Centre Eaton
1 Council Drive – EATON



VISION STATEMENT

“The Shire of Dardanup is a healthy, self-sufficient and sustainable community, that is connected and inclusive, and where our culture and innovation are celebrated.”

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COMMITTEE MEMBERS:

Mr Chris Hynes	-	CBFCO Eaton Townsite District
Mr Clay Rose	-	DCFCO (North) / FCO Burekup District (Deputy Chairperson)
Mr Robert Drennan	-	DCFCO (South) / FCO Waterloo District
Mr Lyndon Skeers	-	FCO Ferguson District
Mr Neil Dyer	-	FCO West Dardanup District
Mr Grant Ratcliffe	-	FCO Upper Ferguson District
Mr Brendon Putt	-	FCO Dardanup Central District
Mr Jeff Duncombe	-	FCO Joshua/Crooked Brook District
Mr Russel Harvie	-	FCO Wellington Mill District
Mr Alan Charlton	-	Fire Weather Officer
Mr Ricky Southgate	-	Department of Fire & Emergency Services
Mr Jewell Crossberg	-	Department of Biodiversity, Conservation and Attractions
Cr. T Gardiner	-	Elected Member (Chairperson)
Cr. R Trevathan	-	Elected Member
Cr. T Jenour	-	Elected Member (Proxy)

OBSERVERS

Mr André Schönfeldt	-	Chief Executive Officer
Mrs Susan Oosthuizen	-	Executive Manager Development Services
Mr Stephen Loiterton	-	Coordinator Health, Emergency and Ranger Services
Mr Paul Sydney-Smith	-	Senior Ranger
Mrs Rochelle Dodds	-	EA to Director Community and Economic Development

COUNCIL ROLE

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

DISCLAIMER

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

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

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

SHIRE OF DARDANUP**UNCONFIRMED MINUTES FOR THE SHIRE OF DARDANUP BUSHFIRE ADVISORY COMMITTEE MEETING HELD ON WEDNESDAY 17TH OF JUNE 2026, AT SHIRE OF DARDANUP – EATON ADMINISTRATION CENTRE, AT 7.00PM.****1 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS**

The Chairperson, Cr TG 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).

5. ANNOUNCEMENTS OF MATTERS FOR WHICH MEETING MAY BE CLOSED

None.

6. DECLARATION OF INTEREST

Note: The Chairperson asked the Committee if there were any Declarations of Interest to be declared.

There was none.

7. ACTION SHEET UPDATE

PENDING ACTIONS:

ACTION & MEETING DATE.	PERSON RESPONSIBLE	ACTION	OUTCOME	STATUS
Action – 04/25 08/10/2025	Finn Dau	Mr Finn Dau will assist brigade members by demonstrating how to change their alert settings	Russel Harvie from Wellington Mills was the only person who came forward for assistance with the BART.	Complete
Action – 05/25 08/10/2025	BFAC committee	BFAC Committee requested that the Western Power connection for the new emergency water supply standpipe at the Sandpit Road development be monitored closely to ensure Western Power meets the committed connection date.		
Action – 01/25 09/07/2025	Stephen Loiterton	Investigate Saline water issue at the Waterloo Bushfire Brigade Bore	<p>The Shire has investigated the feasibility of desalination. Reverse osmosis requires a significant quantity of fresh water and is impracticable. The EMO liaised with the contractor who drilled the bore who advised the salinity is quite low. The EMO also liaised with pump manufacturers and was advised that the water may be used for firefighting, but the tank and pump must be rinsed with fresh water immediately afterwards to wash the saline water out.</p> <p>The bore water is only available for firefighting purposes (per regulations). Drilling the bore deeper to access less saline water will require extraction licences that the Shire does not have.</p>	

ACTION & MEETING DATE.	PERSON RESPONSIBLE	ACTION	OUTCOME	STATUS
			<p><i>Discussion:</i></p> <p><i>BFAC requested that further investigation be completed including confirmation of the regulations of firefighting water and the depths allowed from the department of water.</i></p> <p><i>Bring the information back to the next BFAC committee on 7th October 2026.</i></p>	

COMPLETED ACTIONS:

ACTION & MEETING DATE.	PERSON RESPONSIBLE	ACTION	OUTCOME	STATUS
Action - 03/24 09/10/2024	Stephen Loiterton	Provide information to FCO's on the current boundaries for each District	Brigades have been provided maps of boundaries for each brigade district. The boundaries have not changed. Brigades may request replacement maps if required.	Complete
Action – 02/25 08/10/2025	Stephen Loiterton	Confirm the location of the Burekup District fire truck and report back to Mr Clay Rose.	Burekup's vehicle is at station (14 Mar 26).	Complete
Action – 03/25 08/10/2025	Stephen Loiterton	Mr Stephen Loiterton to follow up HR regarding requirements for drug testing prior to reinstatement of a brigade member asap.	HR presenting AP022 Fit for Work policy to clarify requirements for drug testing.	Complete

8 REPORTS OF OFFICERS AND COMMITTEES
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8.1 Title: Update Report from Chief Bush Fire Control Officer

Reporting Department	CBFCO - Dardanup
Reporting Officer	Mr 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>	Thank you to all the Brigades and members that have responded to all the incidents around Dardanup and outside our Shire. It has been very reassuring when the call goes out, we are able to crew appliances. This shows how dedicated our volunteers are with positive feedback from the incidents they attend. Well done, Team
<i>Appliance and Equipment</i>	Replacement Appliances for JCB, Dardanup Central, how are they progressing?
<i>Training</i>	Good to see many brigades regularly adding their training events on Bart.
<i>Meetings Held</i>	Leadership meetings each month with Shire staff, DFES, fire weather officer, 2 DCBFCO and Myself CBFCO meet, if you have items, you need to discuss please contact myself for inclusion in meeting agenda.
<i>Membership – Recruitment/Resignation</i>	CESM where are we with the position fulfillment.
<i>Concerns</i>	What is being done to provide modern mapping tools that share information in real time across BGU as well DBCA and DFES. Note the outdated FES maps doesn't provide the modern interchange of information across the fire ground providing safety in real time visual information on progress of the incident to all the crews on the fire line with operational awareness.
<i>Initiatives</i>	Mapper App - continue to ask the question every opportunity I get with the Mapper trial. What will happen when the trial is complete, who will pay the fees, will it be covered in the LGGS. Will DFES adopt it as an operational tool given its positive usage for mapping fires and sharing information quickly and efficiently.
<i>Other News</i>	Work has progressed on Operational procedures, I've had Neil Dyer, Kaitlain Southgate, spend a lot of time going over this document editing it, to ensure it fits our brigades' requirements. We had a small group come together following Neil and Kaitlin's work to go over the operational procedures along with Ricky Southgate and Kohdy Flynn. Thanks for everyone's input.

Item/s For BFAC Discussion

Mapper App is a useful tool, and we need to have a plan to keep it available for volunteers to assess.

Discussion:

Mr Chris Hynes reiterated his advocacy for the permanent adoption of the Mapper application and noted the value of DFES formally recognising the platform, given its demonstrated effectiveness in supporting fire mapping and information sharing.

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

Reporting Department

Department of Biodiversity, Conservation and Attractions

Reporting Officer

Mr Jewell Crossberg

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

Prescribed Burning

- DBCA Wellington District had a successful burning season.
- Approximately 25000ha treated.
- The link below is a good source to identify potential prescribed burns currently in the DBCA Burn Options Program (BOP).
- When inquiring about a specific area, use the prescribed burn number listed in the website. For example, WTN_146.

[Burn Options Program | Department of Biodiversity, Conservation and Attractions](#)

Bushfires

As at 05/06/2026, 131 bushfires recorded on DBCA managed tenure since the start of the 2025/2026 season.

Thank you to the Chief, and the Brigades for all your efforts with your local fires and the essential assistance with other DBCA and DFES fires.

A significant portion of bushfires recorded were caused by suspected arson. Thank you to WAPOL, LGA, DFES, and Project Vulcan for the ongoing efforts in combatting this act.

Staff/ Staff Changes

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

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

Fire Operations Officer – Vacant

A/Fire Operations Officer – Jacoba Webb (0400 968 106)

End of Report

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

Reporting Department	DFES
Reporting Officer	Mr Ricky Southgate

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

DFES Southwest BFAC report as of 02/06/2026 Fire Season 25/26

DFES would like to thank the Shire of Dardanup for the ongoing support across the 2025 / 2026 season across the state. With brigades providing multiple shifts across other Shires as far as Shark Bay to the North and Boddington to the East.

Training

The DFES Southwest region has released the 2026 training Calendar and encourages people to apply, with courses already being oversubscribed.

Thank you to the Shire for providing access to Waterloo station for regional training to occur.

Very good to see the Shire holding the Bushfire training courses for new members. The work of Kaitlin to facilitate the course, along with the coordination of the Shires 9 trainers across the weekend was good to see and one worthy of recognition.

Mitigation works through Department of Justice

The DFES SW region is now utilising s95 crews from the Bunbury regional prison and Karnet Prison to carry out mitigation work on UCL UMR within gazetted town sites. DFES state mitigation branch is now providing support across the state for mitigation with machine operators and crew employed within Perth.

High Season Fleet

DFES SW is maintaining 1x 3.4 and 3x LT for mitigation fleet to aid in completing prescribed burns. Thank you to West Dardanup for continuing to accommodate the 3.4.

Southwest Enhanced Response

DFES Southwest continues to work within the enhanced mobilisation, a review will be conducted with minor adjustments made as required. This will then be circulated for comment / consideration for the ongoing 26/27 fire season.

Suspicious fire

Several suspicious fires have occurred in various Southwest local governments this year and DFES asks that if you observe any suspicious behaviour to call 000 immediately. If you suspect someone of arson or fire lighting, make a report online or call Crime Stoppers on 1300 333 000.

Thank you to the FCO/ Captains that have been sending details through to me, I will continue working with WAPD.

Discussion:

Mr Ricky Southgate thanked the Shire for its continued support of volunteer bushfire brigade training, as detailed in the report. He acknowledged the successful delivery of the recent Bushfire Awareness training for new members and commended Kaitlin and the Shire's nine volunteer trainers for their efforts in coordinating and delivering the training over a recent weekend.

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

Reporting Department	<i>Burekup BFB</i>
Reporting Officer	<i>Mr Clay Rose - FCO</i>

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

Activity Report Since Last BFAC Meeting

<i>Fire Call Outs</i>	Arson fires Dowdells Line 4 ignitions 17-4-26 accidental ignition (burn off by owner 10 days prior) 26-5-26.
<i>Appliance and Equipment</i>	Sump plug leaking oil after last service, suspect no copper washer fitted at last service.
<i>Training</i>	None
<i>Meetings Held</i>	AGM 24-3-26. Committee meeting 19-5-26 shire meeting 5-5-26. Eaton. Handbook meeting 7-5-26 Waterloo.
<i>Membership – Recruitment/Resignation</i>	brigade currently updating membership status list.
<i>Concerns</i>	Deliberately lit fires Dowdells Line & Lennard Road Could shire staff responsible give an update on future development plans to the east end turn around area Collie River Road Burekup.
<i>Initiatives</i>	Attended ANZAC service 24-4-26 at River Valley Primary School. 10 members attended the shire / state government thank a volunteer sundowner at the Burekup Hall on 21-5-26.
<i>Other News</i>	None

Item/s For BFAC Discussion

Regarding the east end Collie River Road turn around area , my recommendation would be the shire resume or buy land to the north from the Krone family explaining to them how the late Jorge Krone constructed a turning area car park, pipe valve concrete lined pit on shire land & private property & dug up the bitumen road to lay a 250 mm pipe.

Officer Comment – Mr Stephen Loiterton

Given weight of numerous other priorities this matter has stalled.

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

Reporting Department	Dardanup Central BFB
Reporting Officer	Mr Brendon Putt

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

Fire Call Outs	10 call outs since last BFAC
Appliance and Equipment	Appliance fault recorded in vehicle log to repaired at next service
Training	Training held two weeks ago will most likely monthly
Meetings Held	Leadership meeting held existing team have met with some changes at the recent AGM
Membership Recruitment/Resignation	– Nil
Concerns	Fit for duty policy is causing a lot dissatisfaction with members, particularly with increased administration
Initiatives	Nil
Other News	Nil

Item/s For BFAC Discussion

- *New appliance Update for Dardanup Central*
 - Where are we currently at Dardanup Central 2.4 is 19 years old, LGGs Manual states that tankers are replaceable from new until 16 years old

Officer Comment – Mr Stephen Loiterton

The Shire is aware that four brigades have been identified to have appliances replaced over the past several years. The Shire understands that the Department of Fire and Emergency Services has experienced supply chain issues since Covid-19 that have yet to resolve. The Shire has received no advice on when any one of the four appliances may be expected.

- *Shire of Dardanup Risk to resource (R2R) assessment*
 - Has this occurred recently and what was the outcome?
 - Ie With the increased growth to the Dardanup townsite, plus Dardanup West area, is their scope to increase the capability of brigades ie LT for Dardanup Central plus a permanent second appliance at Dardanup West

Officer Comment – Mr Stephen Loiterton

There has been no Risk to Resource assessment conducted in the past several years. Such an assessment will need to be undertaken to inform any decision on alternative or additional appliances.

Discussion:

Mr Brendon Putt queried the status of the Risk and Resource Policy and when it is expected to be implemented.

Mr Stephen Loiterton advised that implementation will be deferred until the Community Emergency Services Manager (CESM) is appointed.

- *Workbook Draft, existing Managing Conduct, Performance, and Membership Matters, page 26*
 - This current policy APO25 is unworkable, we have been working closely with the shire on a matter regarding code of conduct breeches, and failure comply with shire brigade policy. This issue has been with the shire before the 16/1/2026 prior to this we have had meeting with shire personal.
 - We have requested updates on outcomes and direction on many occasions and no reply? clearly the local government law, and the bush fires act of 1554 is not being followed, the directive that the shire control totally the outcome of the finding, without a brigade having a say in the matter is unworkable, it is unfair to the volunteer involved plus the brigade members.
 - I would recommend that this be a combined committee, with a representee of the brigade present, on the committee so that the correct outcome is balanced and fair to all those involved, I have been involved in this matter for over two years with reports and documentation gathered and passed on to the shire.

Discussion

Mr Putt raised concerns regarding the current provisions of Policy AP025, noting that disciplinary actions, including reprimands, suspensions and demotions, are currently managed solely by the Shire. Mr Putt suggested the policy be reviewed to consider the inclusion of brigade representation as part of the disciplinary process.

The Chair noted that the matter relates to the relevant operating procedure and advised that it would be considered later in the meeting under the appropriate agenda item.

8.6 Title: Fergusson Fire Control Officer Report – Mr Lyndon Skeers

Reporting Department	Fergusson BFB
Reporting Officer	Mr 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>	<ul style="list-style-type: none"> • 5 • Controlled burn carried out at property belonging to Phil Smith. Several members attended as a training exercise. Thanks to Chris Hynes for assisting.
<i>Appliance and Equipment</i>	<ul style="list-style-type: none"> • High Season vehicle has been returned. It performed well throughout the season. • Lay flat hoses in LT tested, 2 tagged as failing testing however they were placed back into the vehicle. Please advise next steps. One hose with 'pin hole' leaks under pressure, one hose leaking at male fitting.
<i>Training</i>	<ul style="list-style-type: none"> • Training once per month. • Members participating in additional training including crew leader and on road driving. • New member Chris Walton has now completed all training
<i>Meetings Held</i>	<ul style="list-style-type: none"> • 4 including AGM
<i>Membership – Recruitment/Resignation</i>	<ul style="list-style-type: none"> • No new members. • Loss of one of our founding members, Ian Blakiston
<i>Concerns</i>	<ul style="list-style-type: none"> • Lay flat hoses failed testing and replaced into vehicle, discovered when attending Simpson Road fire.
<i>Initiatives</i>	<ul style="list-style-type: none"> • Funding received for fire prevention/community awareness banners to be placed prominently on road side.
<i>Other News</i>	<ul style="list-style-type: none"> • Several members from Dardanup brigades together with CBFCO Chris Hynes attended the memorial service held for Ian Blakiston in April. Brigade members formed a Guard of Honour for the family, Ian's helmet and medals were displayed at the service. Thank you to everyone that participated and paid their respects to one of Fergusson Brigade's founding members. • Several members attended the Volunteer Sundowner organized by Shire of Dardanup. It was well received. • Shed extensions progressing well

Item/s For BFAC Discussion*Discussion:*

Mr Lyndon Skeers raised concern regarding the recent hose testing program. Concerns were raised regarding communication following the testing process, particularly where hoses had failed testing and were returned to brigades without members being aware of the failures.

It was noted that a higher-than-anticipated number of hoses failed testing, resulting in resource and replacement challenges. Mr Stephen Loiterton acknowledged the issue and advised that discussions had been held at a leadership meeting to identify the shortcomings in the process and noted at this point in time there is not sufficient resources to replace the hoses.

Mr Stephen Loiterton noted that actions are being considered to improve communication and ensure similar issues do not occur in future.

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

Reporting Department	Joshua Creek / Crooked Brook BFB
Reporting Officer	Mr Jeff Duncombe

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

Activity Report Since Last BFAC Meeting

<i>Fire Call Outs</i>	8
<i>Appliance and Equipment</i>	Nil
<i>Training</i>	3
<i>Meetings Held</i>	Nil
<i>Membership – Recruitment/Resignation</i>	3 new members.
<i>Concerns</i>	Nil
<i>Initiatives</i>	Nil
<i>Other News</i>	Nil

Item/s For BFAC Discussion

None.

8.8 Title: Upper Ferguson District Fire Control Officer Report – Mr Ryan Gibbs

Reporting Department	Upper Ferguson BFB
Reporting Officer	Mr Ryan Gibbs - Captain

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

Activity Report Since Last BFAC Meeting

Item/s For BFAC Discussion

None

8.9 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

Item/s For BFAC Discussion

None.

8.10 Title: Wellington Mill District Fire Control Officer Report – Mr Russell Harvie

Reporting Department	Wellington Mill BFB
Reporting Officer	Mr Russell Harvie

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

Activity Report Since Last BFAC Meeting

None.

Item/s For BFAC Discussion

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

Reporting Department	West Dardanup BFB
Reporting Officer	Mr Neil Dyer

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

Activity Report Since Last BFAC Meeting

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

<i>Fire Call Outs</i>	Have attended a total of 14 incidents for this period
<i>Appliance and Equipment</i>	1.4 has utilized where practical for incidents during this period. 3.4 (seasonal) is still on station and has also been utilized for incidents and controlled burns during this period. Having access to this vehicle for the period has been extremely useful and clearly demonstrates the need for a the permanent location of a vehicle of this type to be operated from this station.
<i>Training</i>	All active members meet the current training requirements. Training has now reverted to monthly session for the off-season period and will return to twice monthly by September to ensure skills are current for the new season.
<i>Meetings Held</i>	During this reporting period the Brigade has completed its AGM and has submitted the relevant information to the Shire and has continued to conduct the brigade leadership meetings on a monthly basis
<i>Membership – Recruitment/Resignation</i>	To ensure the Brigade maintains appropriate numbers, a door knock program has commenced in the brigade area. The intention of this program is to welcome new people to the area, provide information about the brigade and to seek people who may be interested in volunteering in the Brigade.
<i>Concerns</i>	<p>The West Dardanup brigade is seeking formal responses to the following concerns that have been raised though its Committee.</p> <p>1. Sandpits strategic firefighting water supply. As part of a development requirement in 2022 the developer of the land on Sandpits Rd was required to provide land and a strategic firefighting water point for the brigade to use. Although the infrastructure has been installed, to date the power has not been connected to the lot.</p> <p>Can the Shire please provide advice as to when this is likely to occur as the properties in this area are now being constructed with many of the properties are occupied?</p> <p>2. Sand Pit Road reserve.</p>

	<p>As a condition of development approval for the Sandpits Road subdivision it became necessary to contract a new road (Ficinia Gr). As a result, an existing section of approx. 450 meters of road reserve (Poad Rd) was not developed. This land is now creating a potential fire hazard for the adjoining property owner (L218 Sand Pits Rd).</p> <p>Does the Shire have any plans for this section of road reserve and if not, would it be possible for it to be added to the fire mitigation program to assist in mitigating the risk to the adjoining property?</p> <p style="text-align: center;">3. Council policy for developer contributions - firefighting purposes.</p> <p>As the development of land continues within the West Dardanup brigade area, I again feel the need to raise the matter of Developer contributions for the purpose of fire protection.</p> <p>When first raised in 2023 the shire developed a detailed Strategic firefighting water tank standard which has been used on several subdivisions. While this standard works well, with the continued development in this area it does not enable funding to be allocated to the upgrade of existing firefighting water infrastructure to address issues such as the removal of overhead standpipes etc.</p> <p>The matter was given more consideration in 2024 at which time it was suggested that a policy be prepared by staff to address this concern. I have been unable to determine if this has occurred and if it has, what it contains.</p> <p>Can the Shire please confirm the status of the proposed policy and if it has been developed where it is able to be located?</p>
<i>Initiatives</i>	<p>During Volunteer week, the Brigade was able to undertake an 'end of season' and medal and recognition presentation away from the Station. This event was well received by all of the attending members.</p>
<i>Other News</i>	

Item/s For BFAC Discussion

1. *Item One – Council Policy AP022 – Fitness for work*

This item was raised at the previous BFAC meeting in March 2026. I understand that Council policy AP022- Fitness for Work is intended to replace the Volunteer Bush Fire Brigade Fit for Duty Policy.

Notwithstanding that this item is recorded in the minutes as being resolved, I believe that the matter warrants further discussion as it raises several issues that could adversely impact brigade members undertaking their role as active firefighters. Unfortunately, I was unable to provide any comment regarding this item at the last meeting as I only became aware of it after the meeting commenced. Following the meeting seven questions relating to the policy were raised with the Shire which to date remain unanswered.

Although the intent of this policy is to protect the Shire, its employees and workers, which include volunteers, some parts of the document also has the potential to create serious implications for Brigade members undertaking active firefighting related work.

Can the shire please provide responses to the questions previously raised (email 21/3/2026) and advise of the process to have this matter reviewed to ensure the protection offered to volunteers is not compromised.

Discussion

Strategic Water Supply – Sandpit Road

Mr Neil Dyer requested an update on the Strategic Water Supply located on Sandpit Road, noting that the site is still awaiting a power connection.

Mrs Susan Oosthuizen advised that the matter is the responsibility of the Shire of Dardanup and confirmed that the power connection there is a solution is being investigated and may be resolved shortly, this will be reported back. The strategic water supply needs further investigation as drilling deeper for a bore may require an extraction license. The cost for this is quite significant and may need a resolution from Council.

Mr Ricky Southgate advised that grant funding opportunities may be available for water infrastructure projects, including water tanks, and suggested these be explored by the Shire of Dardanup.

Sandpit Road Reserve

Mr Neil Dyer raised concerns regarding a section of the Sandpit Road reserve requiring attention that is now creating a potential fire hazard for the adjoining property owner (L218 Sand Pits Rd).

Mr Stephen Loiterton advised that the Mitigation Officer is investigating the matter and is seeking to have the works included on the mitigation program. A response is currently awaited.

Water Supply Requirements for New Developments

Mr Neil Dyer raised the need for a policy relating to the provision of water tanks and pumps within new developments, noting the importance of ensuring adequate firefighting water supplies are incorporated into future subdivision planning.

Mrs Susan Oosthuizen advised that the matter will be investigated, including reviewing existing policies, subdivision conditions and any relevant provisions available under the applicable legislation.

The Committee discussed the importance of involving the Bush Fire Advisory Committee in the planning process for major developments and subdivisions to ensure bushfire considerations are appropriately addressed.

ACTION 01/26	<i>Development Water Supply Policy: Review current policies, subdivision conditions and legislative provisions relating to the provision of water tanks and pumps in new developments.</i>
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ACTION 02/26	<i>Major Subdivisions: Investigate opportunities to formally refer major subdivision and development proposals to the Bush Fire Advisory Committee for consultation and comment.</i>
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Fitness for Work Policy

The Committee discussed the Shire of Dardanup's *AP022 – Fitness for Work Policy* and the working implications on the Brigades. It was proposed that further negotiation was required with the Shire on the policy. Mr Neil Dwyer proposed the following motion.

BUSH FIRE ADVISORY COMMITTEE RECOMMENDATION

BFAC 06 – 26

Moved: Mr Neil Dyer

Seconded: Cr. R Trevathan

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

CARRIED

Note: Further discussion for this report is included in item 8.12.

8.12 Title: Coordinator Health, Emergency & Ranger Services Report – Mr Stephen Loiterton

Reporting Department

Shire of Dardanup

Reporting Officer

Mr Stephen Loiterton – Coordinator Health Emergency & Ranger Services

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

8.12.1 Summary of 2025/26

The Shire's Bush Fire Brigades reported that they attended 55 bushfires over the past year (cf 63 in the previous year). Of those, 39 occurred during the restricted/prohibited periods. However, DFES reports Shire Brigades were deployed to 168 incidents (including false alarms).

The longest incidents (4 days each) were:

- Incident 265644 Goldmine Road, Boddington
- Incident 765309 Gull Road, Keerlup
- with further 8 incidents spanning more than 1 day.

Of the Shire's fire fighters:

- 86 attended at least 1 operational response

of those:

- 60 attended between 1 and 5 operations;
- 19 attended between 6 and 10 operations;
- 6 attended between 11 and 20 operations; and
- 1 attended more than 20 operations

Other statistics to note over the past year:

- 25 new volunteers joined the brigades;
- 30 volunteers are no longer with the brigades (after contributing 209 years' service collectively);
- 3 DFES long service awards were received by members;
- 1 national long service award was received by members; and
- 48 Brigade training events were reported.

A full list of members who received awards is in Confidential Attachment – Under Separate Cover. Congratulations to those volunteers for their medals and thank you for your service.

The Restricted Burning period commenced on 2nd November 2025. The Prohibited Burning period commenced on 15th December 2025 and concluded 10th April 2026. The Restricted Burning period concluded on 8th May 2026.

There were 34 infringements issued to property owners that failed to comply with the Fire Protection Order; another 81 warnings were issued for incomplete compliance.

The Shire of Dardanup received a letter of appreciation from the Shire of Boddington regarding the Newmont Goldmine Bushfire and the Boddington Complex fires during the recent summer season – letter provided in (Appendix BFAC: 8.12.1B).

8.12.2 Mitigation Activity Fund

The Western Australian government has established the Mitigation Activity Fund Grants Program (MAFGP) to reduce bushfire hazards that present a high risk to assets throughout the State. The program supports local governments with endorsed Bushfire Risk Management Plans to treat bushfire risk in their communities on State land that they manage.

The Shire has been granted \$612,720 to fund 85 bushfire mitigation treatments over 3 years to mid-2028. The 3-year program should enable a little more flexibility with treatment scheduling. Table 1 shows the status of those treatments as of 7 April 2026.

Table 1: Treatment counts

	<i>Not commenced</i>	<i>Commenced</i>	<i>Completed</i>
Mechanical	27	6	0
Chemical	29	4	0
Access track	12	1	0
Access gate	1	0	0
Planned burn	2	1	0
Maintain firebreak	2	0	0

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

8.12.3 Bush Fire Brigade Operating Procedures

The Bush Fire Brigade Operating Procedures (formerly referred to as the Handbook) has been awaiting Bush Fire Advisory Committee endorsement since the October 2025 meeting. Recently the procedures were edited by Brigades, resulting in a new draft distributed with this agenda. (Appendix BFAC: 8.12.2).

The Officer is now seeking advice from the Bushfire Advisory Committee on the fate of the Operating Procedures.

Discussion:

Mr Neil Dyer raised concern, and the Committee discussed the proposed Bushfire Brigade Operating Procedures and the inclusion of references to Council Policies AP022 and AP025.

The Committee discussed concerns regarding the inclusion of these policies within the Operating Procedures, noting that both policies require further review and consultation with the relevant BFAC committee members before being incorporated into the final document.

It was agreed that AP022 and AP025 should be removed from the Operating Procedures at this time and referred for separate review.

The Committee also discussed the importance of reviewing the Operating Procedures following implementation to ensure they remain fit for purpose and reflect operational requirements across the brigades.

Mr Neil Dywer proposed the following motion for Committee consideration.

BUSH FIRE ADVISORY COMMITTEE RECOMMENDATION

BFAC 07 – 26 Moved: Mr Neil Dyer

Seconded: Cr. R Trevathan

THAT the Bush Fire Advisory Committee recommend that Council:

- 1 Adopts the Bush Fire Brigade Operating Procedures as provide for in (Appendix BFAC 8.12.2) with the following amendments.**
 - **Removal of reference to Council Administration Policy AP022 – Fitness for Work.**
 - **Removal of reference to Council Administration Policy AP025 – Discipline**
- 2. Request that polices AP022 – Fitness for Work and AP025 - Discipline be reviewed by the Shire of Dardanup and the Bushfire Advisory Committee and brought back to the Bushire Fire Advisory committee for further considerations.**
- 3. Following Council adoption of the Bush Fire Brigades Operating Procedure – (Appendix BFAC: 8.12.2 and with amendments as per resolution 1) within 12 months of the adoption, a review of the document be made and any amendments be brought back to the Bushfire Advisory Committee meeting for further consideration and endorsement.**

CARRIED

8.12.4 Fire Prevention Order

The Fire Prevention Order is a standing agenda item at each June meeting of the committee.

There has been no indication that the order requires updating. A copy of last year's order, with years amended, is below for the committee's endorsement.

The Shire's media team may consider re-formatting to align with the Shire's new style templates.

Discussion:

The BFAC members discussed the proposed Restricted Burning Times and Prohibited Burning Times for the 2025/26 fire season, including the importance of maintaining alignment with neighbouring local governments where practicable.

BFAC members noted that neighbouring Shires have largely aligned burning period dates, with only minor differences relating to the interpretation of commencement and cessation times. It was emphasised that all declared dates remain subject to seasonal conditions and may be amended as required.

The importance of clear and timely communication to the community regarding changes to burning periods, permit requirements and ongoing restrictions within townsites was highlighted. BFAC members noted that public messaging should clearly state that advertised dates are subject to change and ensure residents understand any continuing restrictions that may remain in place.

The BFAC members also discussed the online burn permit application system. Several BFAC members noted the value of direct engagement between Fire Control Officers (FCOs) and permit applicants, particularly in assessing site-specific risks, providing advice and building community relationships. Concerns were also raised regarding public understanding of brigade boundaries and permit zones, resulting in some applications being directed to the incorrect FCO.

It was suggested that additional information, including mapping of brigade areas and permit zones, be considered to improve public understanding and streamline the permit application process.

The Committee agreed that further discussion would be held between the Fire Control officers and the Shire of Dardanup on the further use of the online system.

BUSH FIRE ADVISORY COMMITTEE RECOMMENDATION

BFAC 08-26

MOVED - Cr. T Gardiner

SECONDED – Mr Rob Drennan

THAT the Bushfire Advisory Committee recommend that Council adopt and advertise the 2026-2027 Shire of Dardanup Fire Prevention Order pursuant to Section 33(1) of the *Bush Fires Act 1954*.



2026-2027 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 understand this notice, please contact Emergency and Ranger Services
(08) 9724 0000 or your local Fire Control Officer.

Persons who fail to comply with the requirements of the order may be issued with an
infringement notice penalty (\$250) 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

No fire to be lit without first obtaining a Burning Permit

2 November 2026

to

14 December 2026

(this period may be subject to change)

PROHIBITED BURNING PERIOD

No fire to be lit during this period

15 December 2026

to

14 March 2027

RESTRICTED BURNING PERIOD

No fire to be lit without first obtaining a Burning Permit

15 March 2027

to

8 May 2027

(this period may be subject to change)

NOTE: The Shire of Dardanup Chief Bush Fire Control Officer may vary the dates of the Restricted and Prohibited burn periods depending on the bushfire risk within the shire.

It is recommended that you check with your local Fire Control Officer if unsure of any restrictions that may have been applied.

REGISTER YOUR BURN WITH DFES

Please remember to register ANY burn you plan to undertake at ANY time of the year with DFES on
(08) 9395 9209

By notifying DFES, you will assist in preventing unnecessary call-outs of our local fire brigades when
member of the public call 000

FIRE PREVENTION WORKS

The fire prevention work required on land is dependant on the land use as defined in this Notice. Should you be unsure of the category your land is classified as, please contact your local Fire Control Officer.

The specific requirements for each of the defined land types referred to in this Notice is as follows:

RESIDENTIAL LAND

All flammable material/vegetation (except living shrubs and trees) **MUST** be maintained to a height that does not exceed 40 millimetres and all piles of flammable material are to be removed from the land.

SMALL HOLDINGS (Rural Residential)

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.

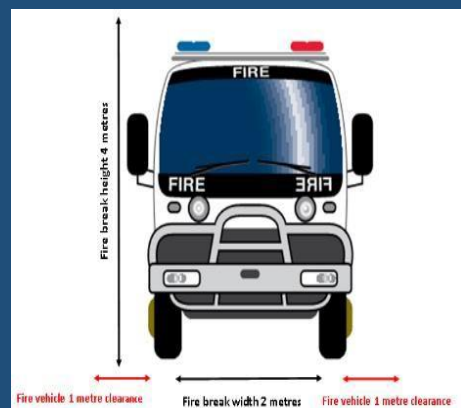
A 20 metre Asset Protection Zone (as defined) **MUST** be slashed to a height that does not exceed 80 millimetres and be free of all flammable material, vegetation (dead trees and branches) surrounding dwellings, sheds and all haystacks.

All land on the Lot but outside the Asset Protection Zone (excluding the firebreak) that is not being actively grazed and or managed is to be maintained to a height not exceeding 100 millimetres.

Hardstands formed access ways and reticulated turf not exceeding a height of 40 millimetres and maintained in a green state may negate the need to install a firebreak in that area.

BURN PILES can be kept and are approved if they are no closer than 20 metres from any structure

FIREWOOD PILES can be kept but are to be stored away from a dwelling during the



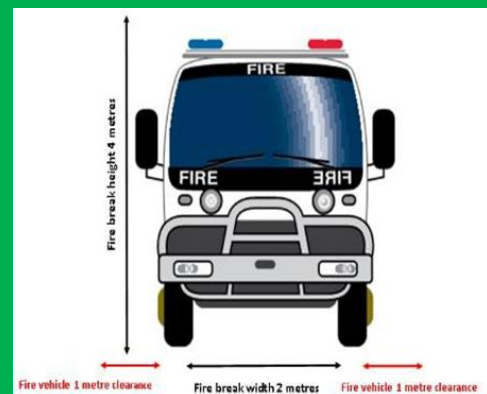
Restricted and Prohibited burning periods.

LARGE HOLDINGS

(Agriculture and General Farming)

NON-IRRIGATED LAND

A vehicle access track 4 metres in width which must include a 2-metre wide, and 4 metres high fire break (as defined) shall be installed immediately inside and along the lot boundary where it adjoins a road or railway 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)

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 utilized on that property throughout the entire Restricted and Prohibited burning periods.

GENERAL NOTE

BURN PILES can be kept and are approved if they are no closer than 20 metres from any structure. **All FIREWOOD PILES** can be kept but are to be stored away from a dwelling during the Restricted and Prohibited burning periods.

IMPORTANT NOTE:

Where land is not actively grazed or maintained for the duration of the Restricted and Prohibited burning periods, a Fire Control Officer may require the landowner to undertake mitigation works to reduce the risk of bushfire. These works may include:

- the installation of a vehicle access track 4 metres in width which includes a 2-metre wide and 4-metre-high firebreak as defined immediately inside and along all property boundaries; and/or
- The reduction of all flammable material including grass across the property to a height not exceeding 100 millimetres; and/or
- Undertake specific fire mitigation works as considered appropriate by the Fire Control Officer.

MIXED BUSINESS, COMMERCIAL AND INDUSTRIAL LAND

- All flammable material/vegetation (except living trees) MUST be slashed or grazed to a height that does not exceed 100 millimetres.
- Isolated flammable material such as dead tree and tree branches MUST be removed.
- BURN PILES can be kept and are approved if they are no closer than 20 metres from any structure.

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.

Information for all property owners/occupiers

- All properties must be compliant with the Fire Prevention Order by 30 November each year.
- An inspection of properties will be carried out in all areas of the Shire of Dardanup by an Authorised Officer from 1 December each year.
- Action will be taken for non-compliance with the Fire Prevention Order.
- Penalties will apply and the Shire of Dardanup may carry out the required work and charge the cost to the owner/occupier.
- When firebreak is created by spraying, it is recommended that they be sprayed by the end of August and re-applied as required to ensure the Firebreak remains compliant.

Firebreak variations/exemptions

If it is considered impractical for any reason to install a firebreak or remove flammable materials from any land as required by this Notice, you are required to make written application on an Approved Form to the Shire of Dardanup **no later than 30 September each year**.

This application shall include a plan detailing the alternative fire mitigation measures to be 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 application for a variation/exemption is not granted, you **must** comply with the requirements of this Order.

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. The Shire of Dardanup office will be notified of all permits issued.

Please note that Burning Permit is automatically invalidated on days of “high”, “extreme” or “catastrophic” fire danger rating.

Call DFES before you burn: To minimise the use of resources on unnecessary call outs, burns conducted outside the restricted burning period are encouraged to ‘Register your Burn’ with the Department of Fire and Emergency Service (DFES) Communications Centre on (08) 9395 9209,

immediately prior to commencing the burn.

Burning within townsites: No garden refuse is permitted to be burnt on the ground, in the open air or in an outdoor incinerator within the townsites of Dardanup, Eaton and Burekup at any time of the year unless a permit to burn has first been obtained from a Fire Control Officer. The issue of Permits in these areas is at the sole discretion of the Fire Control Officer.

All other privately owned land in the Shire of Dardanup: the burning of garden refuse, campfires and cooking fires are prohibited during the **Prohibited Burning Period**.

The burning of garden refuse and campfires and cooking fires during the **Restricted Burning Period** are not permitted unless a Permit to Burn has first been obtained from a Fire Control Officer.

Solid Fuel Cooking Appliances

(pizza oven, outdoor barbeque and outdoor stove)

The use of a solid fuel cooking appliance (appliance) is permitted without a permit on privately owned land within the Shire of Dardanup during the **Prohibited and Restricted Burning Periods** subject to the following conditions:

- The appliance is located on privately owned property;
- The Fire Danger Rating is Moderate or lower;
- The burn is registered with DFES prior to ignition;
- The appliance is fitted with an effective spark arrestor (where applicable);
- Flammable materials within 2 metres of the appliance is removed;
- Water is available on-site and readily accessible; and
- A responsible adult is in attendance throughout and until the fire is extinguished.

Fire Pits

The use of a fire pit may occur within the shire of Dardanup without a permit if it is in accordance with the applicable conditions for an appliance and

- the Fire Pit is constructed from brick, stone or metal that fully encloses the fire to a height of no less than 300mm; and
- the total diameter of the pit does not exceed 1 metre.

The lighting of a fire and the use of a fire pit or solid fuel appliance as above in a public place may only be done with the prior consent of the competent Authority responsible for that land

**Use of Solid Fuel Cooking appliances and Fire Pits are
PROHIBITED
during a
TOTAL FIRE BAN**

Definitions: For the purpose of this Notice the following definitions apply:

Asset Protection Zone (APZ): Asset protection zones are a low fuel area surrounding a building and is designed to minimise the likelihood of flame contact and the effect of radiant heat on buildings. The asset protection zone must extend to a minimum of 20 metres from a building and be free from all flammable material. If there are large trees overhanging a building in the asset protection zone,

having them pruned by a professional contactor should be considered.

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

Bushfire Management Plans: A “Bushfire Management Plan” means a plan that has been developed by an accredited level 2 or 3 bushfire planning practitioner and approved by the Shire of Dardanup to reduce and/or mitigate fire hazards within a subdivision, lot or other area of land within the district. Properties with an approved Bushfire Management Plan must comply with its conditions as well as this Notice.

Commercial land: Means land located within a commercial or industrial subdivision whether developed or not, that may be used for the purpose of providing goods or services on a large scale.

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 landowners and fire appliances to conduct fire suppression activities.

Industrial land: Means land located within a commercial or industrial subdivision, whether developed or not, that may be used for the purpose of undertaking commercial works of a large scale or to produce goods or services.

Irrigated land: Means agricultural land on a Large Holding that is regularly watered and maintained in a non-flammable state for the whole of the restricted and prohibited burning periods.

Large holdings: Means a lot or combination of lots that has a total area of more than 5 hectares and where the intended purpose of the land is for agricultural purposes. Large Holdings may include one or more dwellings, structures for storage and maintenance and areas for tourist accommodation but do not include a plantation, industrial or commercial uses.

Mixed business: Means land on which a variety of smaller commercial or industrial activities may occur for the purpose of providing goods and services.

Residential land: Means land located within the townsites of Eaton, Dardanup and Burekup and its use is not used mixed business, commercial or industrial.

Small holdings: Means a lot outside of an urban area that does not exceed 5 hectares and may include a residential dwelling, and outbuildings for minor agricultural activities.

Plantation: Means a stand of trees of 10 hectare or larger, that is established by sowing or planting of 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. Plantations are expected to be harvested, as implied by this definition

Bush Fire Control

It is the responsibility of all owners/occupiers to extinguish any uncontrolled fire that may be burning on their property, and it is recommended that all property owners secure and maintain some convenient and effective type of fire-fighting equipment.

NOTE should a Bushfire Brigade assist with a fire on private property and it is extinguished, it is the property owner(s) responsibility to ensure that the fire does not reignite.

For further information and to understand what activities are and are not permitted during a Total Fire Ban or Harvest and Vehicle Movement Ban, please refer to the DFES Emergency WA website <https://www.dfes.wa.gov.au/hazard-information/bushfire>

For more information regarding this Notice contact the Shire of Dardanup on (08) 9724 0000 or your local Fire Control Officer.

Interested in becoming involved in a volunteer bushfire brigade?

Why not join a Shire of Dardanup Volunteer Bush fire Brigade and learn how to prevent fires and be trained in fire fighting skills.

All volunteers are very welcome.

There are many dimensions to being a volunteer bush fire brigade member or cadet (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 bushfire fighter, please contact the:
Shire of Dardanup Emergency Management Officer (08) 9724 0347 or
Email brigade@dardanup.wa.gov.au

For all emergencies, please call 000



Fire Control Officers contact details:

Burekup District (Deputy CFCO North)	Mr Clay Rose	0429 194 735
Dardanup Central District	Mr Brendan Putt	0409 087 952
Eaton Townsite/District (Chief FCO)	Mr Chris Hynes	0428 825 496
Ferguson District	Mr Lyndon Skeers	0407 424 147
Joshua/Crooked Brook District	Mr Jeffrey Duncombe	0429 204 011
Upper Ferguson District	Mr Grant Ratcliffe	0419 865 483
Waterloo District (Deputy CFCO South)	Mr Robert Drennan	0427 263 243
Wellington Mills District	Mr Russell Harvie	0408 931 387

West Dardanup District	Mr Neil Dyer	0431 503 157
Fire Weather Officer	Mr Alan Charlton	0428 272 564
Shire of Dardanup	Mr Paul Sydney-Smith	(08) 9724 0000
Shire of Dardanup	Mr Dean Jolly	(08) 9724 0000
Shire of Dardanup		(08) 9724 0000

Register your mobile for SMS Messages

The Shire of Dardanup has implemented an SMS Notification Service for Total Fire Ban and Harvest and Vehicle Movement Bans, as well as information relating to restricted/prohibited burning periods. When a Total Fire Ban or Harvest and Vehicle Movement Ban is called, all mobile phones registered will receive an SMS directly to their mobile phone. This service is free. To subscribe please email your details to records@dardanup.wa.gov.au or phone Ranger Services on (08) 9724 0307.

Terms and conditions: By subscribing to this service, you agree to receive SMS messages from the Shire of Dardanup regarding "Harvest and Vehicle Movement Bans" and other bans imposed during the fire season. You accept that by subscribing to this service you will receive message for the current and future fire seasons. The Shire of Dardanup reserves the right to discontinue this service at any time. Any decision to discontinue this service will be advised via this SMS service. You accept that radio announcements are still the primary means of notification of bans. In the event of a discrepancy between this SMS service and an announcement on the radio, the latter shall prevail. You have the right to unsubscribe from this service at any time. To unsubscribe, please notify the Shire of Dardanup in writing via email records@dardanup.wa.gov.au. You accept that the Shire may from time to time use this SMS service to send other topical messages. If you have any enquires, please do not hesitate to contact the Shire of Dardanup during normal business hours on (08) 9724 0307.

(08) 9724 0000
1 Council Drive / PO Box 7016
EATON WA 6232
records@dardanup.wa.gov.au

CARRIED

8.14 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 publicly 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: -

BUSH FIRE ADVISORY COMMITTEE RECOMMENDATION

BFAC 10-26 MOVED - Cr. T Gardiner

SECONDED – Cr. R Trevathan

THAT the Bushfire Advisory Committee recommend that Council endorse the following persons as Bushfire Control Officers for the period 01/07/2026 – 30/06/2027 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	Russell Harvie
West Dardanup District	Neil Dyer

CARRIED

8.15 Title: Election of Chief Bushfire Control Officer

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

BUSH FIRE ADVISORY COMMITTEE RECOMMENDATION:

BFAC 11-26 MOVED – Mr Brendon Putt

SECONDED – Mr Neil Dyer

THAT the Bushfire Advisory Committee recommend that Council endorse the following person as Chief Bushfire Control Officer for the period 01/07/2026 – 30/06/2027:

- Mr Chris Hynes

CARRIED

8.16 Title: Election of Deputy Chief Bushfire Control Officer – (North)

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

BUSH FIRE ADVISORY COMMITTEE RECOMMENDATION

BFAC 12-26 MOVED – Mr Rob Drennan SECONDED – Mr Lydon Skeers

THAT the Bushfire Advisory Committee recommend that Council endorse the following person as Deputy Chief Bushfire Control Officer (North) for the period 01/07/2026 – 30/06/2027:

- Mr Clay Rose

CARRIED

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

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

BUSH FIRE ADVISORY COMMITTEE RECOMMENDATION

BFAC 13-26 MOVED – Mr Clay Rose SECONDED – Mr Bredon Putt

THAT the Bushfire Advisory Committee recommend that Council endorse the following person as Deputy Chief Bushfire Control Officer (South) for the period 01/07/2026– 30/06/2027:

- Mr Rob Derennan

CARRIED

8.18 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 publicly advertised in accordance with Section 38(2A) of the *Bush Fires Act* 1954.

BUSH FIRE ADVISORY COMMITTEE RECOMMENDATION

BFAC 14-26 MOVED – Mr Chris Hynes SECONDED – Mr Rob Drennan

THAT the Bushfire Advisory Committee recommends that Council endorse the following person to the Bushfire Advisory Committee in the position of Fire Weather Officer for the period 01/07/2026 – 30/06/2027:

- Mr Alan Charlton

CARRIED

9. NEW BUSINESS OF AN URGENT NATURE

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

10. CLOSURE OF MEETING.

The Chairperson advised that the date of the next Bush Fire Advisory Committee Meeting is to be Wednesday, 7 October 2026.

There being no further business the Chairperson declared the meeting closed at 8:13pm.

Shire of Dardanup

Bush Fire Brigade Operating Procedures



Endorsed by Shire of Dardanup Council at Meeting:

Date XX Month XX Year XX

Next Review Date:

Date XX Month XX Year XX

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final draft

1. Overview

1.1 Purpose

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

1.2 Endorsement

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

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

1.3 Related Documentation and Legislation

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

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

1.4 DFES Procedure applications

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

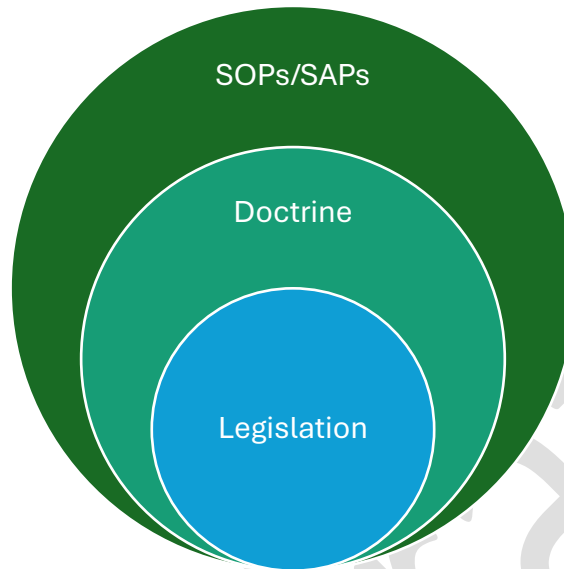


Figure 1: Hierarchical relationship between DFES documentation.

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

DFES Doctrine/Standards/Procedures

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

Table: Standards and Procedures

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

Table: Mobilisation and Emergency Operations

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

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

Table: Operational Response and Road Safety

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

Table: Fire Operations

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

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

1.5 Shire Policies

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

These policies and other documents relate to:

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

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

1.6 Application

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



1.7 Brigades

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

1.8 Legislative responsibilities

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

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

1.19 Bush Fire Advisory Committee

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

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

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

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

final draft

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

2. Operations

2.1 Incident Response

Notification of Incident

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

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

BART

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

Once Brigade members receive a BART Alert.

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

Forming Crews

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

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

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

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

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

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

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

Pre-formed Crews

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

2.2 Mobilisation

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

Additional resources will be mobilised in accordance with the following:

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

Fitness for Work

The Shire's policy *AP022 (policy #To be confirmed) Fitness to Work* applies to volunteers of the Shire's Bushfire Brigades. Before replying to a mobilisation request, members are to assess their personal fitness for work.

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

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

Turnout

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

Crews are to prepare themselves and their appliance:

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

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

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

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

Private vehicles

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

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

2.3 Command/Control

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

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

Initial Incident Controller

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

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

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

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

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

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

2.4 Reporting

Situation Report (SitRep)

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

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

2.5 Welfare

Catering

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

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

Grade 1

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

Grade 2

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

Grade 3

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

Grade 4

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

Fatigue Management

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

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

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

2.6 Demobilisation

Mop-up

The Shire has the following minimum mop-up standards:

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

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

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

Return to Station

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

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

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

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

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

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

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

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

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

Debrief

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

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

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

2. 7 Administration

Incident expenditure

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

- Shire employees with relevant purchasing authorisation
- CBFCO
- DCBFCO

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

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

Fire Incident Reporting System

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

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

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

Certificate of Attendance

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

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

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

final draft

3. Hazard Mitigation

3.1 Fire Prevention Order

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

The Fire Prevention Order reminds the public of:

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

Review

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

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

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

Publication

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

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

3.2 Fire Breaks

Exemptions

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

There are three types of exemptions:

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

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

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

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

Inspections

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

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

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

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

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

3.3 Prohibition / Restriction/ Open

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

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

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

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

3.4 Permit to Burn

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

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

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

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

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

3.5 Prescribed Burns

Shire Verges

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

Private Property

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

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

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

Shire Managed Lands

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

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

Department of Biodiversity, Conservation and Attractions Land

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

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

4. Membership

4.1 Joining

Application for Membership

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

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

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

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

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

DFES Identification Number

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

External Transfer

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

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

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

Dual Members

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

Induction

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

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

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

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

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

4.2 Administration.

Update of Membership Information

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

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

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

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

Leave of Absence

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

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

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

4.3 Departing

Lapsed Attendance

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

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

Resignation

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

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

Transfers

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

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

4.4 Roles

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

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

Firefighter

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

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

Associate (Auxiliary) member

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

Honorary Life Member

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

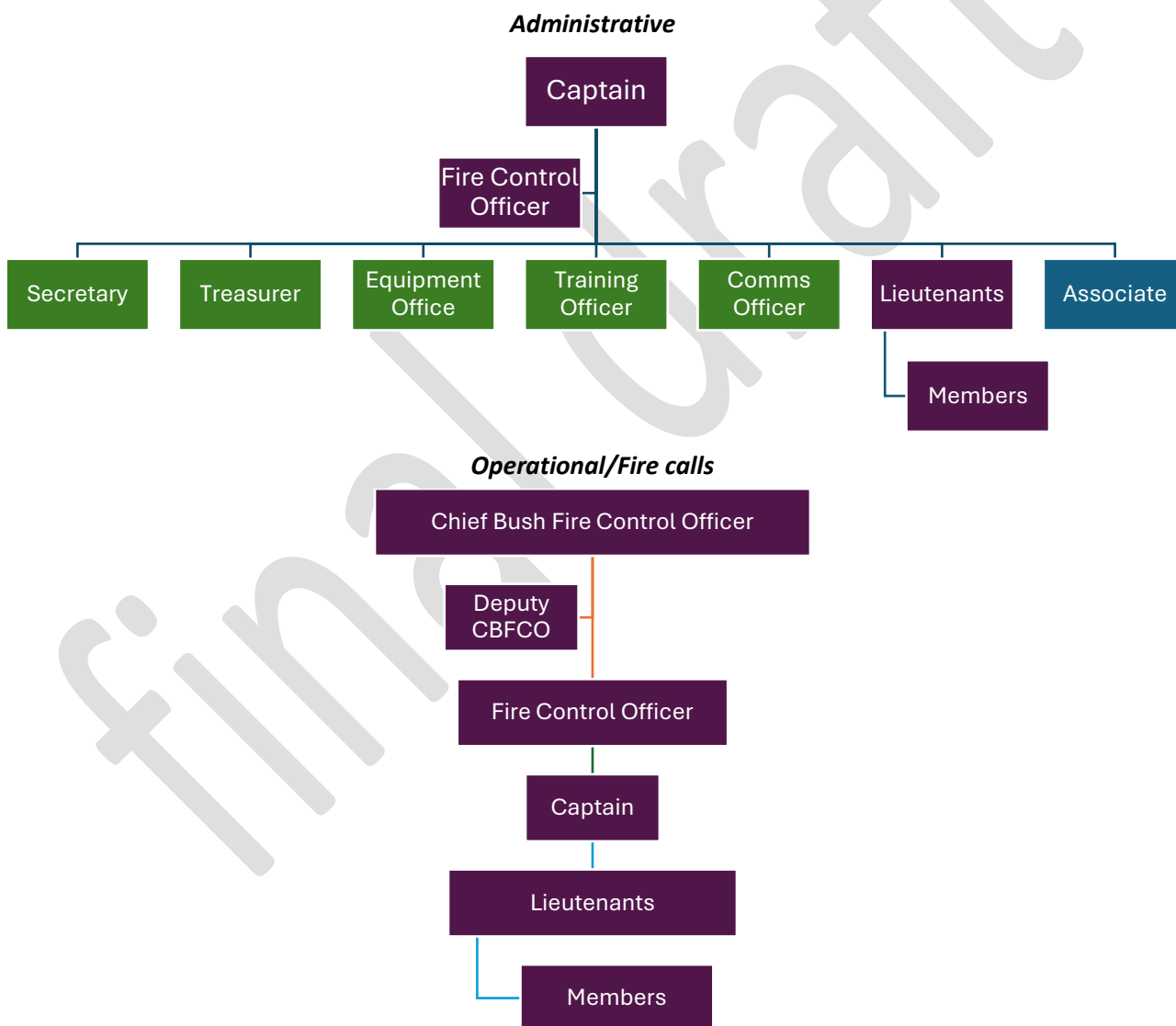
Cadets

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

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

4.5 Chain of Command

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



4. 6 Management

Shire of Dardanup Values

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



Code of Conduct

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

Shire of Dardanup

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

Functions and Responsibilities

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

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

Officers within Brigades are expected to:

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

Equal Opportunity

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

Fraud, Corruption, and Misconduct

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

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

This policy applies to volunteers.

Work Health and Safety

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

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

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

The Shire commits to the following responsibilities:

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

Brigade members are charged with the following responsibilities:

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

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

Bullying

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

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

Social Media

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

Posting comments on social media must not:

- bring the Shire of Dardanup into disrepute

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

Working with Children

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

Grievances

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

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

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

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

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

Managing Conduct, Performance, and Membership Matters

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

Shire Responsibilities

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

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

When these matters arise, the Shire is responsible for:

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

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

Potential outcomes for substantiated breaches may include:

- reprimand
- suspension
- demotion

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

Brigade Committee Responsibilities

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

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

Committee voting powers should not be used to manage:

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

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

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

Overlap Between Shire and Brigade Responsibilities

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

When concerns are:

- not formally reported, or
- reported without sufficient detail

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

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

Awards/Recognition

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

5. Training

5.1 Key Personnel

Brigade Training Officer

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

Shire Fire Training Coordinator

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

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

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

Shire Trainer/Assessors

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

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

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

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

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

5.2 Training and Competency Assurance

Assurance

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

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

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

To support this assurance, brigades must:

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

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

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

5.3 DFES Training

Locally Delivered DFES Courses

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

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

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

Out-of-Area DFES Courses

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

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

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

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

External Courses

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

5.4 Brigade Training – Skill maintenance

Regular attendance

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

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

Key Modules

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

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

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

Recommended training sessions

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

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

Associate (Auxiliary) Members

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

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

Attendance Record

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

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

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

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

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

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6. Equipment

6.1 General

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

6.2 Personal Protective Equipment/Clothing

PPE minimum standard/allocation

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

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

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

Care

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

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

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

Laundering

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

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

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



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

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

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

For 'Level 1 PPC' and helmet neck flap:

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

Replacement of PPE

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

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

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

Return

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

Brigade Stock

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

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

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

6.3 Vehicles

Driving

Only members who:

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

may operate Brigade appliances.

'L' plated drivers:

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

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

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

Brigades must maintain a current list of authorised drivers.

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

Housing of firefighting vehicles

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

Purchase of fuel/oil, etc

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

Fault Reporting

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

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

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

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

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

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

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

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

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

Maintenance

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

Scheduled Servicing

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

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

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

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

Modifications

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

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

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

6.4 Station

Station maintenance

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

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

Security and access

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

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

Fault Reporting

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

Brigade@dardanup.wa.gov.au.

Non-brigade personnel

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

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

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

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

6.5 General Equipment

Procurement

General equipment

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

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

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

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

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

Vehicles

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

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

Maintenance

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

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

Disposal

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

6.6 Asset Register

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

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

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7. Administration

7.1 Local Government Grant Scheme

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

Accounting for the funds encompasses nine lines:

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

Application

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

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

Line 9

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

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

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

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

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

Application outcome

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

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

Expenditure

If a Brigade is successful:

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

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

Claims for Reimbursement

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

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

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

Acquittal

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

7.2 Financial Management

Brigade funds

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

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

Brigade funds are Shire funds.

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

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

Gift/donations register and charitable status reporting.

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

Grants

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

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

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

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

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

Forms

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

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

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

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

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

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

7.3 Work Health and Safety Incidents

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

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

Reporting

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

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

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

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

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

Investigation

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

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

Brigade Officers must ensure:

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

7.4 Record Keeping

The Shire must maintain accurate records relating to:

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

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

Brigade financial reporting

The Brigade Treasurer is required to maintain accurate financial records.

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

Brigade activity log

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

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

Maintaining BART Information

Contact Details

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


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

Qualifications

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

Incident Reports

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



GROUP Shire of Dardanup Officers SODD WA

INCIDENT REPORT
CREATED 04/02/2025 13:16

REF B20250204051641801

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

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

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

Scanning Documents

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

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

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

Submitting documents

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

7.5 Reporting

Chief Bush Fire Control Officer reporting

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

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

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

Membership Reporting

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

The types of membership are detailed in the local law.

Equipment Report

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

The report should focus on the quality and quantity of:

- PPE
- equipment
- appliances

of the Brigade.

Database Reports

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

7.6 Meetings

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

Executive Leadership Committee

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

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

Annual General Meeting

Annual General Meetings are discussed in Section 7.7 below.

Special General Meeting

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

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

Ordinary Meeting of a Bushfire Brigade

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

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

Brigade Committee

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

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

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

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

7.7 Annual General Meeting

Schedule

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

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

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

Agenda

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

The agenda must include:

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

Treasurers Report

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

The Treasurer will report on:

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

Audit Report

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

Nominations

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

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

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

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

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

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

Returning Officer

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

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

Eligibility to Vote

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

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

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

Absentee Proxy Votes

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

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

Secret Ballot

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

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

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

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

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

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

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

First Past the Post

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

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

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

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

Commencement

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

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

Records

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

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

within one month of the meeting.

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

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

Amendment Record

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